

THE TOWN OF
Windermere



MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

Mayor Jim O'Brien

Council Members

Andy Williams

Bill Martini

Tony Davit

Mandy David

Molly Rose

Agenda

Agenda

April 12, 2022

6:00 PM

WINDERMERE TOWN HALL

520 MAIN STREET

WINDERMERE, FL 34786

**JOIN ZOOM MEETING: [HTTPS://US06WEB.ZOOM.US/J/83422156113?](https://us06web.zoom.us/j/83422156113?pwd=M24xevncunzyawt6bxg4cWduatnrut09)
PWD=M24XEVNCUNZYAWT6BXG4CWDUATNRUT09**

MEETING ID: 834 2215 6113

PASSCODE: 316444

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the Clerk at least 48 hours beforehand at (407) 876-2563.

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Town Council:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversation shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or/who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Town Council meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Town Council meeting by an officer and such other actions as may be appropriate. PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

AGENDA

- **The meeting is called to order by the Mayor**
- **Flag salute**

1. OPEN FORUM / PUBLIC COMMENT (3-Minute Limit)

2. SPECIAL PRESENTATION / PROCLAMATIONS / AWARDS

3. TIMED ITEMS & PUBLIC HEARING

a. Ordinance No. 2022-02 Regulating Commercial Activities in Parks

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WINDERMERE, FLORIDA REGULATING COMMERCIAL ACTIVITIES ON PROPERTY OWNED BY THE TOWN; AMENDING ARTICLE I OF CHAPTER 8 TO ADD A NEW SECTION 8-1 TO BE TITLED "COMMERCIAL ACTIVITIES PROHIBITED ON TOWN-OWNED PROPERTY; EXCEPTIONS"; PROVIDING FOR SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

4. OLD BUSINESS

a. Consent Items

b. Minutes

i. Town Council Workshop Minutes March 3, 2022 (Attachments - Staff Recommends Approval)

ii. Town Council Meeting Minutes March 8, 2022 (Attachments - Staff Recommends Approval)

5. NEW BUSINESS

a. Consent Items

b. Resolutions / Ordinances for Approval / First Reading

c. Appointments

d. Contracts & Agreements

i. RFQ# 2022-01A: Design Build Services for Healthy West Orange Pavilion (Attachments - Selection Committee Recommends McCree Builders, Inc.)

ii. RFQ# 2022-01B: Building, Permitting, and Inspection Services (Attachments - Selection Committee Recommends PDCS)

iii. RFQ# 2022-02: On-Call Land Planning Services (Attachments - Selection Committee Recommends Wade Trim)

iv. RFQ# 2022-03: General Legal Representation (Attachments - Selection Committee Recommends Gray-Robinson)

e. Financial

i. Purchase of Vibrating Compactor, CV119 for CAT Skidsteer \$12,724.65 (Attachments - Staff Recommends Approval)

i. Fencing for Windermere Recreation Center Playground \$26,688 (Attachments - Staff Recommends Low Quote from Rose Fence)

f. Other Items for Consideration

6. MAYOR & COUNCIL LIAISON REPORTS

a. Mayor O'Brien

b. Council Member Williams

c. Council Member Rose

d. Council Member Martini

e. Council Member David

f. Council Member Davit

7. STAFF REPORTS

a. Town Manager Robert Smith

b. Town Attorney Heather Ramos

c. Police Chief Dave Ogden

d. Public Works Director Tonya Elliott-Moore

e. Clerk Dorothy Burkhalter

8. ADJOURN

- REPORTS**

a. April Projects Meeting Notes

b. Pool Setback Memo

- OTHER ITEMS**

ORDINANCE NO. 2022-02

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WINDERMERE, FLORIDA REGULATING COMMERCIAL ACTIVITIES ON PROPERTY OWNED BY THE TOWN; AMENDING ARTICLE I OF CHAPTER 8 TO ADD A NEW SECTION 8-1 TO BE TITLED “COMMERCIAL ACTIVITIES PROHIBITED ON TOWN-OWNED PROPERTY; EXCEPTIONS”; PROVIDING FOR SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE TOWN OF WINDERMERE:

Section 1. Legislative Findings. The Town Council of the Town of Windermere hereby makes and declares the following findings and statements of legislative intent:

1. Commercial activities on property owned by the Town of Windermere has become a nuisance unreasonably interfering with the recreation, use, enjoyment and privacy of residents and guests of the Town.
2. Property owned by the Town has been traditionally used for noncommercial recreational activities and commercial activities are inconsistent with the purpose of Town recreational areas.
3. Restrictions on commercial activities and and merchandising of goods and services on property owned by the Town will promote the general welfare, tranquility and the intended uses of such property.

Section 2. Article I of Chapter 8 is hereby amended to add a new section 8-1 as follows:

Sec. 8-1. Commercial activities prohibited on town-owned property; exceptions.

- (a) The following commercial activities on property owned by the town are prohibited:
 - (1) Selling, leasing, renting, bartering or exchanging goods, wares, merchandise or services on a commercial basis.
 - (2) Recreational programs or activities such as camps, schools, athletic teams, yoga, karate, aerobics or any other exercise classes or types of athletic instructions.
 - (3) Engaging in commercial activities or offering to do so from, out of or upon town-owned property, roadways or rights-of-way.
- (b) The prohibitions of subsection (a) are not applicable to the following:
 - (1) Special event permits issued by the town.

- (2) Exceptions made by the town council or the town manager.
- (3) Commercial activities performed under a franchise or other agreement with the town.

Section 3. Codification. Section 2 of this Ordinance shall be codified and made part of the Town of Windermere Code of Ordinances.

Section 4. Conflicts. In the event of a conflict or conflicts between this ordinance and other ordinances, this ordinance controls to the extent of the conflict.

Section 5. Severability. The provisions of this Ordinance are declared to be separable and if any section, paragraph, sentence or word of this Ordinance or the application thereto any person or circumstance is held invalid, that invalidity shall not affect other sections or words or applications of this Ordinance. If any part of this Ordinance is found to be preempted or otherwise superseded, the remainder shall nevertheless be given full force and effect to the extent permitted by the severance of such preempted or superseded part.

Section 6. Effective Date. This Ordinance shall become effective upon adoption at its second reading.

ENACTED this ____ day of _____, 2022, at a regular meeting of the Town Council of the Town of Windermere, Florida.

Town of Windermere, Florida
by: Town Council

by: _____
Jim O'Brien, Mayor

Attest:

Dorothy Burkhalter, MMC, FCRM
Town Clerk

First reading: March 8, 2022

Second reading:

Advertised:

TOWN OF WINDERMERE

Town Council Workshop Minutes

March 3, 2022

CALL TO ORDER:

Present were Mayor Jim O'Brien, Council Members Andy Williams, Chris Sapp, Bill Martini, Mandy David, and Tony Davit. Town Manager Robert Smith, Town Clerk Dorothy Burkhalter and Public Works Director Tonya Elliott-Moore were also present.

Mayor O'Brien explained that this was a public workshop, therefore no motions or votes would be made.

Mayor O'Brien called the workshop to order at 6:00pm.

1. **OPEN FORUM/PUBLIC COMMENT:**

None

2. **SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS:**

3. **TIMED ITEMS AND PUBLIC HEARING:**

4. **CONSENT ITEMS:**

5. **NEW BUSINESS:**

a. ——— Minutes

b. ——— Resolutions/Ordinances for Approval/First Reading

e. ——— Appointments

d. ——— Contracts & Agreements

e. ——— Financial

f. Other Items for Consideration

i. Windermere Downtown Properties 30% Design Presentation

Mayor O'Brien welcomed everyone. He then commented on the process that would take place. Mayor O'Brien then turned the floor over to Mr. Brad Cornelius. Mr. Cornelius commented on the proposed project located at the 500 block of Main Street. He further commented on the PUD process, purpose of the PUD, proposed project, development conditions, tree removal/protection, site plans, building square footages, stormwater, parking, septic/exfiltration system, truck routing plans, landscaping/walls, parking issues/conditions, and wall barrier along Oakdale Street. Also, building elevations, landscape plans, lighting and signage provided to Town Council at a workshop. The floor was then turned over to Marcus Geiger, representative from Kimley-Horn. Mr. Geiger introduced himself and stated that Mr. Hao Chau was also present. Mr. Chao commented that Kimley-Horn currently works with the Town projects that involve landscape plans. Mr. Geiger commented on right hand turn only, saving of trees, deliveries, drainage, septic, exfiltration, screening, truck sand the right-hand turn, and landscaping. Mr. Brett Dargis, Mr. Trey Vick and Mr. Keith Silverman from V3 Capital Group introduced themselves. They commented that they have met with Mr. Geiger and Mr. Cornelius regarding the proposed project. They additionally commented that the goal is to collaborate with the Town with more meetings to come. Discussed was building square footage reduction in one previously

TOWN OF WINDERMERE

Town Council Workshop Minutes

March 3, 2022

proposed, parking, septic, and the wall barrier. Mayor O'Brien opened the floor to the public. First to speak was Mr. David Floyd of 515 Oakdale Street. Mr. Floyd questioned the drain field design. Mr. Geiger stated it would be flat due to the depth of the water table. Mrs. Angela Withers of 712 Main Street introduced herself. She stated that she feels that these types of meetings are best if held in Town Hall so residents could attend in person. Mrs. Withers commented on concerns with a building being too close to the 6th Avenue roundabout. Mr. Vick stated that they are aware of the corner. Ms. Susan Carter of 106 Plam Street introduced herself. She then commented on her disappointment that only 3 trees that will remain after completion of this project. Ms. Carter continued to comment on the drain fields, root zone protection, and questioned if an arborist would be retained for this project. Mr. Eric Hoyer, Arborist of the contractor, stated that there was an assessment and an inventory of the trees. He further stated that the trees will be protected as much as possible. Discussion followed. Manager Smith advised all that there will be meetings between the Developer and the Tree Board. Ms. Brandi Haines of 835 Oakdale Street commented on the visibility triangle at 6th Avenue roundabout. Mr. Geiger stated that the site triangle has been reviewed. Ms. Haines commented on the trees, tree canopy, and deliveries. Mr. Hoyer stated that the tree canopy will need to be pruned. Discussion ensued regarding delivery trucks entering and exiting. Mrs. Theresa Schretzmann-Myers on 2713 Tryon Place introduced herself. She commented on concerns with tree removals, measurement of large trees, oak trees mitigate stormwater – useful, and working around the trees. Mr. Hoyer stated that the trees have been measured. Mr. Stephen Withers of 712 Main Street introduced himself. He stated that the elevations have not been reviewed by the DRB. Mr. Withers commented on concerns with the exfiltration and SFWMD, 5th Avenue parallel parking, delivery trucks north curb, and adequate turnaround/drives. Ms. Pam Schrimsher of 12 Oakdale Street introduced herself. She stated that it is good to remove the invasive trees/landscaping, but native plants need to be replanted. Ms. Schrimsher commented that she likes Zoom meetings and saving only three trees is “not okay.” Chat discussion took place (attached). Mayor O'Brien opened the floor to the Council members. Member Williams questioned the sidewalk plan. Manager Smith stated that the plan is still in effect. Member Williams commented on concerns with emergency vehicles coming into town from the North. Mr. Geiger stated that the concern will need to be addressed. Mr. Cornelius stated that he will work with the City of Ocoee's Fire Department on this issue. Member Martini commented that this item will go before the Development Review Board and the Tree Board. He then questioned if sewers had been considered. Mr. Cornelius stated that the data is not available. Manager Smith commented on sewers and possible costs. Member Martini commented on the need to save as many trees as possible. Discussion regarding trees ensued and why a survey was not submitted. Member Martini then commented on parking and the buried propane tank. Mr. Vick stated that the propane tank is for resale purposes. Member Martini commented on the wall. Mayor O'Brien stated that last minute changes are a concern. He also thanked Mr. Withers for his written comments which will be attached as a part of the minutes. Mr. Vick thanked all for their comments. He then commented on the septic size, drainage, tenant capacity, and possible uses; restaurants, retail, realty office, professional uses, and service level retail. Member Davit commented on leach fields, septic, and 6th & Main roundabout encroachment. Member Sapp commented on landscape plan, tree protection, keeping courtyard trees, and the need for updated overlays. Member David commented on the need for the Tree Board comments and parking needs. Discussion followed regarding restaurant sizes, increasing of buffer on Oakdale Street, and possible parking of golf carts over septic. Mayor O'Brien thanked all for their participation and comments. He stated that there will be future workshops on this item.

6. MAYOR & COUNCIL LIAISON REPORTS

Mayor O'Brien questioned if anyone had anything further 8:12pm.

TOWN OF WINDERMERE

Town Council Workshop Minutes

March 3, 2022

ADJOURN:

There being no further comments, Mayor O'Brien adjourned the workshop at 8:12 pm.

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

DRAFT

00:42:10 Daniel Floyd: Daniel Floyd
00:42:16 Daniel Floyd: 515 Oakdale Street
00:47:43 Nehrling Gardens: This is Angela Withers, 712 Main Street
(sorry I can't change the name from my Nehrling Gardens account.)
00:48:40 susann.carter: Susan Carter, 106 Palm St
00:51:50 Nehrling Gardens: I am concerned that this public meeting is
being held as a zoom meeting - it's more difficult for the public to participate
this way - now that meeting at town hall should not have been a problem.
00:53:44 Brandi: Brandi Haines 835 Oakdale St
01:02:36 Robert Smith: Q: How will truck traffic impact parking or
flow/business activities on East 5th from RAB to Park
01:06:08 Daniel Floyd: Brad mentioned that there must be 3 meetings, which
meeting number is this?
01:06:19 Robert Smith: 1
01:06:34 Daniel Floyd: TY
01:22:39 Theresa Schretzmann-Myers: P3 Group, we cannot see your face
because your camera is pointing at the roof.
01:23:22 V 3 Capital Group: thank you!
01:26:11 Theresa Schretzmann-Myers: Would you please specifically
address preservation plan for the historic Oaks on the property?
01:27:32 Daniel Floyd: Q: With this new drain field design, will the
surface stay street level or will there be a pond like depression/space for surface
level water retention? And if so, how deep?
01:28:25 billmartini: Or will the drain field have a large hump?
01:31:49 Nehrling Gardens: Could you cut a slice from the SW corner of
the main building? would relate better to the roundabout, look more attractive as
one approaches the corner which I think is closer to the roundabout than the
existing building
01:34:29 Debra Neill: Will the drain field (replacing the retention pond)
be an attractive green area or somehow unsightly? Is it more aesthetically pleasing
to have that open to view, or to extend the wall to put it out of sight?
01:39:41 Theresa Schretzmann-Myers: Some of the trees you have marked
for removal are historic Oaks with DBH of 38-45 inches. Can you modify this plan to
preserve the mature tree canopy which handles much of the storm water run-off on
this lot currently?
01:46:32 Nehrling Gardens: Shouldn't the town have their own arborist
supervising?
01:50:36 Theresa Schretzmann-Myers: I have questions regarding the trees
to be removed. Would you please Zoom in on the map of trees to be removed?
01:54:48 StephenWithers: Stephen Withers 712 Main St Windermere FL 34786
01:58:00 Pam S: Pamela Schrimsher 12 Oakdale Street
01:58:15 Vicki Hearst: My questions is in regards to building set backs and
the wall on the north side of the property. (My speaker is not working on my
computer.) There are set backs for residences. Are the setback requirements not
the same for commercial? Also, will there be space for a landscape buffer on the
north side?
01:58:34 Daniel Floyd: Q: Who can the residents of Oakdale (or any town
resident) meet with on this project to discuss the landscaping buffer and wall?
01:58:55 Theresa Schretzmann-Myers: Theresa Schretzmann-Myers, 2713
Tryon Place, Windermere, FL 34786. I would like to ask questions regarding the

trees.

01:59:23 Pam S: I appreciate your removing the invasive non-native vegetation. What are you going to do to encourage using native plants in the landscaping?

02:10:28 Brandi: Is the tree survey available on the Town website?

02:11:53 Robert Smith: chat is disabled at this point

Town of Windermere
Proposed Downtown Property
30% Civil Progress – Kimley- Horn Dated Feb. 18, 2022

Plan review comments by: Stephen Withers, AIA 712 Main St, Windermere Fl 34786

To: Mayor and Town Council for consideration at Zoom Meeting March 3, 2022

Please accept the following opinions and observations of the proposed 30% Civil drawings.

GENERAL NOTES and Summary

1. Generally, the Plan follows the Town Comp plan and the Zoning Application Plan with the improvement of Building 2 giving more space for the giant tree in the Courtyard. The notes and details are general boiler plate information but need careful review.
2. At the DRB Feb. 16, 2021 the review for zoning, the Developer requested a waiver on providing the Town with elevations and character studies as required due to they not having tied down any leases at that time. They also could not answer sanitary drain field questions as different types of tenants require different sized systems. DRB and Town Council accepted this point given the Developer was only asking for zoning which matched the Towns Comprehensive Master Plan. **Given the detailed Civil Plan submitted, what is the status of the Tennant mix?** This needs to be presented before an engineer review can accurately be done to verify the plan meets the requirements of the tenant mix. Same variables apply to parking requirements which also affects pervious and impervious calculations.
3. At the DRB meeting the Developer stated that trees would be saved where possible. This plan appears to have an X for removal on every tree. It would be beneficial to see the tree plan overlaid on the proposed plan so one could reasonably evaluate the if every tree needs to be removed.
4. At the DRB meeting it was pointed out that the 5th Avenue extension east of the Main St roundabout was not built according to the original design documents. The roadway is 10 feet narrower than the design intent. The plan presented shows truck traffic exiting out 5th but does not clearly show survey information about the curb locations nor traffic engineering as the ability for trucks to enter 5th and then enter the roundabout. Before approval of this plan the engineers need to get accurate survey information on the 5th and Main roundabout and prove the conditions suitable for truck and traffic maneuvering. Traffic studies need to confirm the roundabout can handle the additional large vehicle traffic. The Town should not bear the cost of improving or widening 5th Ave or the roundabout.
5. The Town process requires of the developer is to submit a 30% design review to the Town. This is only a 30% Civil Review. Approval of this plan does not substitute for a “30% Project Review” which will include Building, hardscape and landscape and design elements. This reviewer agrees with the developer getting the site review comments before submitting the 30% Review Package, but it is not a substitute for the Town requirements.
6. There have been discussions of adding outside lanes to the Main and 6th Ave. Roundabout. This needs to be resolved before approval of this plan. It will be difficult if not impossible to achieve this roundabout expansion if this plan is approved.
7. Doing the Town Offices process, South Florida Water Management District had great concerns about the use of the exfiltration system under Main Street. In that situation the Civil engineer did not know which water management district the Town was in and made very-very bad

assumptions. The Towns Project Manager, John Fitzgibbon, resolved many issues including demonstrating that the Town has properly maintained their system. This project is on private land and may not get the positive results achieved by Mr. Fitzgibbon for the Town. This is a cautionary tale which needs Kimley-Horn, Mr. Fitzgibbon and SFWMD to agree on the solution in advance and in writing before this concept is approved. The Town will also need assurances or bonding from the Developer that the system will be maintained if approvable. The Town does not need to assume the problems if the proposed system is not properly maintained.

8. Another caution from the Town Offices project came from the Landscape Architect was the Civil Engineer. This did not work, but the Town had support from local knowledge citizens to fix the problems. It is highly recommended that the Developer obtain Landscape services from a Landscape Architect specializing in Urban Planting and details that would match the residences expectations. Landscape consultants working for a civil engineer typically are excellent a planting highway right of ways, however this reviewer is not familiar with Kimley-Horns landscape team expertise.

Detailed Comments: (Notes in red)

C.0.0 Cover Suggest Cover Sheet list all applicable reviewing and approval agencies. Suggest listing all relevant codes and ordinances with dates of enactment. This should be established now so no surprises later. See C2.0 Storm Water Management

C1.0 General Notes Generic notes reviewed – no concern found

C1.1 General Notes Generic notes reviewed – no concern found

C2.0 SWPP Notes Site specific notes – no concern found

Comment: verify surface water drains currently to Lake Down which is a part of the Butler Chain of Lakes.

C2.1 Erosion Control Details Generic notes – no concern found

C3.0 Existing Conditions

Existing conditions does not address issues at 5th Avenue addressed above.

Existing condition shows trees removed. Trees are not yet “removed” and trees should be shown on proposed Plan to evaluate if all trees need to be removed.

C4.0 Site Plan

Trees need to be shown on site plan. It is this reviewer’s opinion that any berm or planting along the south property line next to the parking should look to incorporate existing savable trees verse following a single profile berm with a row of perfectly spaced (boring) trees. It also appears that a tree or two on the southwest corner could be saved. It is commendable that the plan saves the large oak in the court and the trees in the parking area.

This reviewer recommends softening the Southwest corner of Building 1 as it is too close to the roundabout. See notes above.

Are there plans for incorporating a sidewalk on 6th Ave?

Is the sidewalk and planting on the west side of the site being redone and if so please show intent.

Does there need to be an acceleration lane on 6th Ave.

C5.0 Grading and Drainage Plan Show berms that will affect or prevent water flow.

C6.0 Utility Plan

Can the Fire Line Master Meter be located to save the large trees in that area?

Suggest dimension locating the FDC’s and Fire Hydrant in the parking tree island to ensure the tree roots are minimally disturbed. Relocate fire hydrant supply line under the drive paving.

Has the tenant mix been established to determine septic flow and tank size?
Can the Town review? Also tenant mix defines parking.
Is it a good idea to have the septic tank and grease trap under the dumpster?

C7.0 Truck Routing Plan

See notes above about trucks using 5th Avenue without having survey information and traffic study of the existing conditions?

C8.0 General Construction Details Standard Generic Detail – no concern

C8.1 General Construction Details Standard Generic Detail – no concern

C9.0 – C9.3 Utility Details Standard Generic Detail – no concern

L1.00 Landscape Plan

More highway planning than the natural character of Windermere. Two species of plants on a uniform berm and trees planted on an exact spacing is about as boring as one could imagine.

Can trees be saved along west property line at 6th Avenue by articulating the berm? This reviewer would prefer existing trees to remain verses following the exact guidelines in the Town Comp plan. A vegetated area around the existing trees could give visual and noise block to the parking. The fire meter appears to impact berm and landscaping also. Need coordination.

Dorothy Burkhalter

From: Daniel Floyd <d@packetflo.com>
Sent: Thursday, March 3, 2022 11:24 AM
To: Dorothy Burkhalter; bcornelius@wadetrim.com; Robert Smith; Diane Edwards; Theresa Syphers
Cc: Elena
Subject: Town Council Workshop – Downtown Windermere Properties: 30% Plans - 3/3/2022

All,

Thank you for hosting this session tonight (3/3/2022). I will make every attempt to attend.

I would like to call out a discrepancy I have noticed in the wording that describes the project, and some of the initial designs I have seen. Specifically around where the buffer zone/wall is to be located along Oakdale Street.

Per the link

here: <https://link.edgepilot.com/s/6ae24604/LvnjQ7ai30itMLPvni9bCQ?u=https://town.windermere.fi.us/downtown-redevelopment/> it states:

"The portion of the property that is adjacent to Oakdale Street is proposed to have a 20' foot wide landscape buffer with a 6 foot wall with parking and stormwater retention on the inside of the wall."

From several designs I have seen, the wall that is discussed in the above sentence does not look like it is going to be in front of/east of the "stormwater retention".

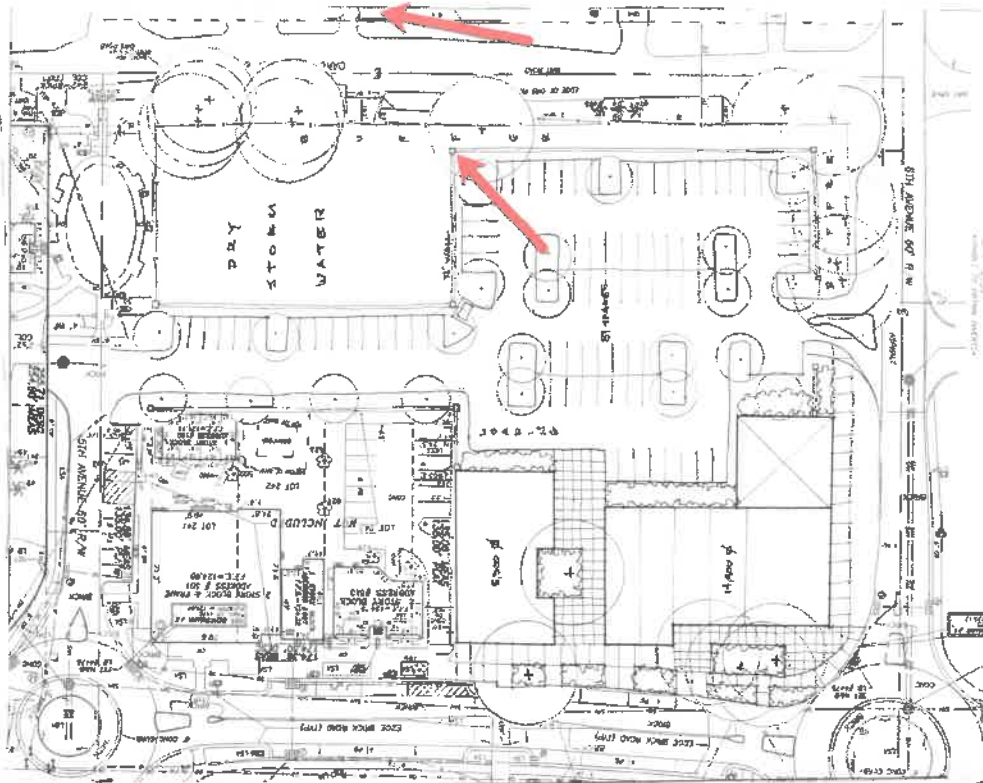
This is a very important distinction for me as my home, 515 Oakdale Street, is directly across from where this proposed "stormwater retention" will be located. I have small children and would like any "stormwater retention" to be behind both the landscape buffer and the 6 foot wall. The wall should go all the way down from the south end of the project by 6th Ave, moving North along Oakdale, to the "Civic Area".

These drawings indicate to me that the wall is going to stop about halfway down Oakdale and carve out the "stormwater retention" as to be on the outside of the wall and directly across from my home.

The first image is where the proposed wall is ending with red arrows indicating my home and the end of the wall. The second image is what I believe should be built, as it is stated in the Downtown Redevelopment Project website.

Also, if there are new designs or drawings, please send me the links/files ahead of today's meeting if possible so I can review them before the meeting. Robert had mentioned that new files were uploaded but I have been unable to locate them.

Image 1





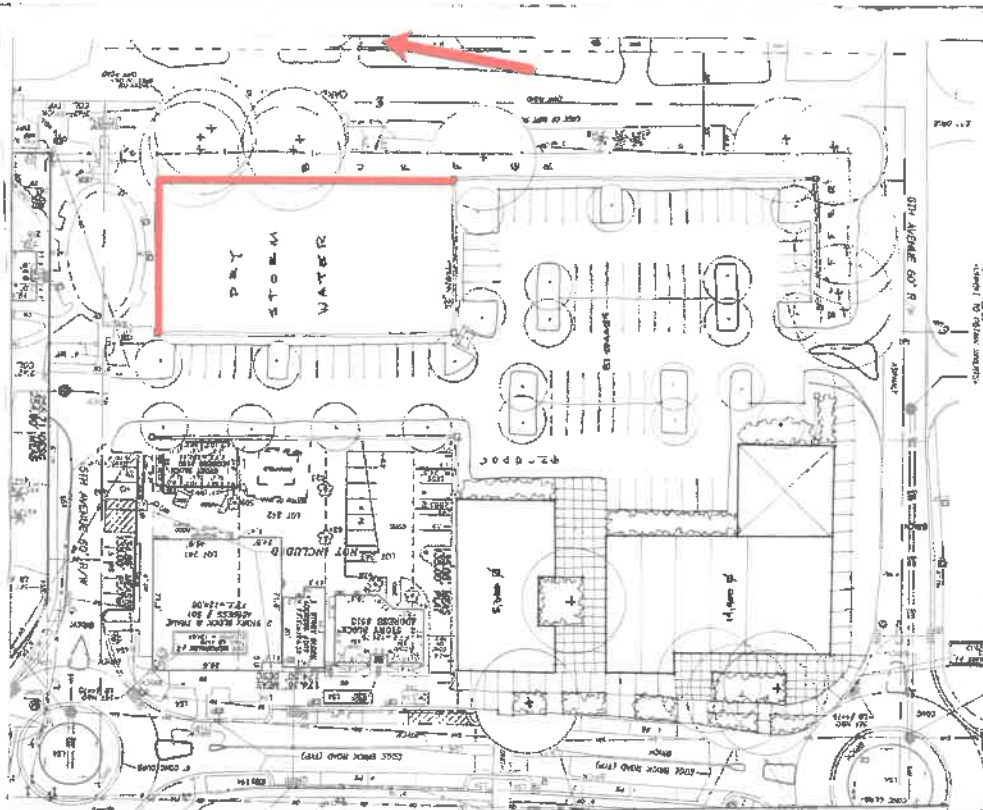
 Feet 0 20 40 60



Downtown Windermere

 Windermere • Florida

Image 2





 Feet 0 20 40 60



Downtown Windermere

 Windermere • Florida

Thank you,

Daniel Floyd
515 Oakdale Street
Windermere, FL 34786
321-438-1852
d@packetflo.com

TOWN OF WINDERMERE

Town Council Meeting Minutes

March 8, 2022

CALL TO ORDER:

Present were Mayor Jim O'Brien, Town Council members Andy Williams, Chris Sapp (last meeting), Bill Martini, Mandy David, and Tony Davit. Town Manager Robert Smith, Attorney Heather Ramos, Police Chief Dave Ogden, Public Works Director Tonya Elliott-Moore, and Town Clerk Dorothy Burkhalter were also present. Ms. Molly Rose was also in attendance.

Mayor O'Brien called the meeting to order at 6:00pm and stated that a quorum was present. He then led everyone in the Pledge of Allegiance and gave the invocation.

1. OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)

Mayor O'Brien opened the floor to the public. First to speak was Ms. Anne Fanelli of 400 W 2nd Avenue. Ms. Fanelli commented on ownership, current lease, concerns with ADA compliance, expenses to taxpayers, and requested that the Town keep the boathouses residential. Ms. Ashley Walker deferred her comments. Mr. George Poelker on 405 W 3rd Avenue introduced himself. He then commented on a possible sunshine violation with incorrect dates on a meeting notice. He further commented on his displeasure of the overall boathouse process. Mr. Poelker stated that it seems that the Town does not know what direction to take involving the boathouses. He suggested that the Town stop everything until it does know. Ms. Nancy Connors deferred. Ms. Judy Black deferred. Mr. Curt Fraser, not present but signed in. Ms. Rhonda Fraser signed in, arrived late. Mr. Kurt Ardaman deferred. Mr. Bob McKinley deferred. Ms. Mary Oakes deferred. Ms. Denise Strube deferred. Mr. Robin Lopez deferred. Mrs. Angela Withers of 712 Main Street introduced herself. Mrs. Withers stated that she believes tradition needed to be honored, and that the boathouses needed to be left alone. Ms. Dale Walker deferred. Mr. Phu Nguyen deferred. Mr. Curt Fraser of 415 W 3rd Avenue introduced himself. He then read for the record a letter from Mr. Doug Kegler (attached). Mr. Fraser stated that he had an objection to the lack of respect, and being referred to as "those people." Mrs. Rhonda Fraser of 415 W 3rd Avenue introduced herself. She then commented on the renovations that her husband and son have done to the boathouse. Mrs. Fraser strongly objected to any change with the current ownership/leases. Manager Smith read for the record a comment received from Mr. Russell Gentry of 409 W 2nd Avenue (attached). This concluded the open forum/public comments.

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS

a. 2021 Windermere Police Department Awards and Recognitions (Chief Ogden to Present):

- i. Officer of the Year – CJ Burrell. In 2021 Reserve Officer Burrell dedicated 570 hours to the Reserve program and she continually steps up to the plate to volunteer for full-time positions. Several times she was instrumental in ensuring we were allowed to maintain minimum staffing. CJ has done an outstanding job and is very deserving of this recognition.

Chief Ogden presented the Officer of the Year award to Reserve Officer CJ Burrell.

- ii. Chiefs Special Award – Officer Griffin Hebel. Officer Hebel continues to be actively engaged in patrolling the community ensuring 23 Drunk Drivers were off the streets amongst many other arrests for a multitude of crimes.

Chief Ogden presented the Chiefs Special Award to Officer Hebel.

- iii. Chiefs Special Award – Ms. Diane Edwards. Diane has become a mission-critical person in nearly every project for the Town as well as the PD. She is

TOWN OF WINDERMERE

Town Council Meeting Minutes

March 8, 2022

always willing to step up and step in whenever we need some assistance in event planning and implementation. Ms. Diane is a pleasure to work with a highly effective, efficient, and valued partner for getting the job done.

Chief Ogden presented the Chiefs Special Award to Ms. Diane Edwards.

- iv. Volunteers - The Reserve Unit and Chaplains who donated over 100 hours will be recognized for their volunteer service hours once again through the Presidential Awards Presentation.
 1. J. Alcalde= 551.50
 2. L. Sipek= 234.55
 3. B. Miller= 298.50
 4. J. Bacigalupi= 274.50
 5. C. Burrell= 570
 6. P. Husic= 228
 7. M. Destefano= 349
 8. Chaplains:
 - a. Jones: 175

Chief Ogden presented the Reserve Unit and Chaplain Jones with the Presidential Awards for volunteering services.

- v. Reserves Unit Citation:

This Unit Citation is presented to the Windermere Police Department's Reserve Officer Unit for their outstanding demonstration of teamwork and dedication to the Town of Windermere. Throughout 2021, the Reserve Unit assisted with various community events, special details and training, and officers continued to support Uniform Patrol with manpower. Altogether the Reserve Unit volunteered a total of 2,506 hours; a cost savings of \$51,047 for the Town of Windermere. Your commitment and diligence to duty, as well as to the safety of the residents of the Town of Windermere are commendable and have earned you this award.

Chief Ogden presented the Reserve Unit with the Unit Citation award.

- b. Florida's 10th Congressional District Candidate Jeff Boone Introduction
- c. Florida's 10th Congressional District Candidate Peter Weed Introduction
- d. State House District 44 Candidate Janet Frevola Introduction.

The above candidates introduced themselves and gave background information on themselves that would make them the best candidate.

- a. FY 2020/2021 Audit Presentation

Mayor O'Brien introduced this item. He then turned the floor over to Ms. Tammy Campbell, auditor with McDirmit-Davis. Ms. Campbell stated that the Town received an Unqualified Opinion, which

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is the highest opinion that could be received. Some discussion was made regarding adjustments. Manager Smith thanked Finance Director Nora White for all her work.

2. TIMED ITEMS AND PUBLIC HEARING

3. OLD BUSINESS

a. CONSENT ITEMS

- i. 11 Main St., Z21-10, Ashley Walker – Variance to allow a reduced setback from the Normal High-Water Line for a swimming pool - Tabled from February 8, 2022 meeting

Mayor O'Brien introduced this item. He then turned the floor over to Mr. Cornelius. Mr. Corenlus explained that changes have been made since this item had been tabled at the February 8th Town Council meeting. He reviewed the past request as well as the revised request. Mr. Cornelius stated that the lakes consultant advised that the 50' from the NHW should be maintained for pools. He also stated that should approval be considered; the Town Attorney recommends a Hold Harmless agreement. Member Martini questioned if there would be violation to the NPDE. Mr. Cornelius stated no. Ms. Ashley Walker, owner of 11 Main Street introduced herself. She explained that the variance request has been reduced to a 13' request as the pool has been reduced in size, shifted to the left and towards the house, and additional stormwater retention to be put in place. The following spoke in favor of the variance request; Ms. Nancy Connors of 6 Oakdale Street, Ms. Mary Oakes of 33 Oakdale Street, Ms. Denise Strube of 5 Oakdale Street, and Ms. Dale Walker of 212 E 1st Avenue. Discussion was made regarding seawalls, stormwater retention, and forwarding this item back to the Development Review Board. Member David made a motion to send this request back to the Development Review Board. Member Martini seconded the motion. Member Sapp stated hat he would encourage the applicant to include the calculations for stormwater as well. Roll call vote was as follows: Davit – aye, Davit – aye, Sapp – aye, Williams – aye, and Martini – aye. Motion carried 5-0.

b. MINUTES

- i. Town Council Meeting Minutes February 8, 2022
- ii. Town Council Workshop Meeting Minutes February 22, 2022

Mayor O'Brien introduced this item. Member Davit made a motion to approve the minutes as presented. Member David seconded the motion. Roll call vote was as follows: Martini – aye, Williams - aye, Sapp – aye, David – aye, and Davit – aye. Motion carried 5-0.

c. OTHER ITEMS FOR CONSIDERATION

- i. Boathouse Use: Tabled from January Town Council Meeting: Consents listed from February 22nd Workshop.
 1. Letter: 60 Day notice of termination of current leases
 2. Authorization for Staff to receive proposals for cameras and split rail fencing, desire to move forward with HPB recommendation to update structures, not remove structures, have a period of time for rehabilitation, and then revisit the lottery system or leave them empty.

Mayor O'Brien introduced this item. He then turned the floor over to the public. First to speak was Mr. Kurt Ardaman with the Fishback Dominick Law Firm, 1947 Lee Road, Winter Park, FL, and present as representation for the five boathouse owners on Pine Street. He stated that the Town does not own the boathouses, nor does the Town have the riparian right associates with the properties. Mr.

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Ardaman commented on the ownership rights and length of ownership of his clients. He continued to comment on riparian rights, charges, ingress/egress, unconstitutional taking, blocking the access for his clients, and requesting a joint meeting between the Town and owners for a mutual agreement. Mr. Ardaman stated that he requests that the Town Council not take any action until such meeting has taken place. Mr. Bob McKinley of 536 Magnolia Street introduced himself. He questioned if there is a problem that would necessitate the installation of cameras and split rail fencing. Mr. McKinley then questioned who will be making the recommendation for the "lottery" or "leave empty;" a committee/board or the Town Council. Mayor O'Brien stated it will be the Council's discretion. He then stated that in terms of the fencing, it's for demarcation, and that the cameras are for caution and being pro-active. Next to speak was Ms. Judy Black of 405 W 3rd Avenue. Ms. Black commented on her disappointment, owners' collaboration efforts, her sadness, curiosity, and stated for the record that she is in favor of private ownership of the boathouses, and opposes Town Council taking any action toward them. There being no further public comments, Mayor O'Brien turned the floor over to the Town Council. Member Sapp made a motion to approve and move forward with the sixty (60) notice of termination to the current leases. Member Davit seconded the motion. Roll call vote was as follows: Martini – aye, Williams - nay, Sapp – aye, David – aye, and Davit – aye. Motion carried 4-1. Mayor O'Brien stated that the next item is regarding the cameras and split rail fencing. Manager Smith explained that the spending for the cameras and fencing is under his spending threshold, cameras \$9,400.00 and fencing \$1,700.00. Member Martini stated that he is in favor of the fence but not the cameras. Member Davit questioned why there would be cameras in other parks but not this one. Member Martini stated that there currently is not an issue at that park, thus the need is not warranted. Discussion regarding cameras was made. Member Davit made a motion approve the install of cameras only at Palmer Park. Member David seconded the motion. Roll call vote was as follows: Davit – aye, David – aye, Sapp – aye, Williams – aye, and Martini – aye. The fencing was deferred. Mayor O'Brien then commented on the recommendation from the Historic Preservation Board of "updating structures, not remove structures, having a period of time for rehabilitation, and then revisiting the lottery system or leaving them empty." Member Davit made a motion to move forward with the Historic Preservation Board course of actions for the boathouses: leave empty until time of construction and revisit after construction. Member David seconded the motion. Roll call vote was as follows: Martini -aye, Williams – nay, Sapp – aye, David – aye, and Davit – aye. Motion carried 4-1.

ii. Town Manager Evaluations

Mayor O'Brien introduced this item. Member Sapp gave a review of the Town Manger's evaluations. He then stated that he would recommend a 3.5% increase. Some discussion followed. Member Sapp made a motion to increase the Town Manager's salary by 4%. Member David seconded the motion. Roll call vote was as follows: Martini – aye, Williams – aye, Sapp – aye, David – aye, and Davit – aye. Motion carried 5-0. Manager Smith thanked the Staff, Mayor and Town Council.

4. NEW BUSINESS

a. Swearing Mayor and Councilmembers:

- i. Mayor Jim O'Brien
- ii. Council Member Andy Williams
- iii. Council Member Molly Rose

Manager Smith administered the Oath of Office to Mayor O'Brien. He then administered the Oath of Office to Town Council Members Andy Williams and Molly Rose.

b. Special Recognition

- i. Council Member Chris Sapp

Manager Smith thanked Mr. Sapp for his dedicated to the Town of Windermere, and for his service as a Town Council Member.

c. CONSENT ITEMS:

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- i. Z22-01 – 19 Main Street – Variance to Allow a Pool Less than 50 feet from NHWE

Mayor O'Brien introduced this item. He then turned the floor over to Mr. Brad Cornelius. Mr. Cornelius gave a quick overview of the of the variance request. Member Davit commented on the topo slope instead of a seawall. Mr. Cornelius commented that a seawall may be installed. Member Davit questioned the distance of the pool from the house. Mr. Cornelius stated that this would be a building code concern. Discussion was made regarding normal high water and setbacks. Mr. Phu Nguyen, owner of 19 Main Street introduced himself. He commented on his property, septic, setbacks, lot coverage, and needing the pool for his daughter. Member Rose commented on setting a precedence. She questioned the process of changing/evaluating the code. Mr. Cornelius stated that the Town Council would need to direct the Town Manager, who would then compile information for the Town Council to review and determine whether to move forward or not. He then explained the Ordinance process that would take place. Discussion followed regarding the process to change, Land Development Codes, Development Review Board, and setbacks/exceptions for pools. Member Rose made a motion to forward this item back to the Development Review Board. Member Davit seconded the motion. Member Martini stated that the applicant is requesting a 30' exception to the 50' setback. He then questioned if there were any flexibility with the plans. Mr. Nguyen stated that he is flexible. Member Martini commented that if a 25' setback is approved in the future, the variance request at 30' probably would not get approved. Mr. Stephen Withers of 712 Main Street, and a member of the Development Review Board, introduced himself. He then stated that per State Law, the Town Council and DRB can grant a variance with a hardship. Mayor O'Brien stated that best practices needed to be reviewed. Discussion ensued regarding he setback, Ordinance change, and lake protection. Mr. Bob McKinley of 536 Magnolia Street introduced himself. He questioned why this is going back to the DRB when there hasn't been anything changed in requirements. Mayor O'Brien commented that sending back to the DRB would be beneficial for the applicant. After much discussion, the applicant withdrew his request. No vote was made

- ii. Z22-02 – 620 Forest Street – Variance to Allow an Accessory Structure in Excess of 38% FAR

Mayor O'Brien introduced this item. He then turned the floor over to Mr. Cornelius. Mr. Cornelius gave a review of the of the variance request for the outdoor kitchen with the roof causing the need for a variance. He then commented on the comments from the DRB. Member Rose questioned the hardship. Mr. Cornelius stated that the lot is small, narrow, and undersized. Manager Smith commented that if the roof was not being built, there would not be a need for the variance request. Member Davit stated that it could be downsized and a variance not be needed. Member Rose made a motion to deny the variance request and reduce the size. Member Williams seconded the motion. Roll call vote as follows: Davit – aye, David – aye, Rose – aye, Williams – aye, and Martini – aye. Motion carried 5-0.

- iii. Z22-03 – 920 Main Street – Variance to Allow a Dock Less than 16 feet Side Setback

Mayor O'Brien introduced this item. He then turned the floor over to Mr. Cornelius. Mr. Cornelius gave a quick review of the variance request to allow construction of a new boat dock with a 10-foot setback from the projected property line where an existing boat dock is. Member Rose stated she approved the original request as a neighbor over 20 years ago. Dock builder Ron Lopez introduced himself and stated he was available to answer any questions. Member Davit confirmed that this is a remove and re-build. Mr. Cornelius stated yes. Member Davit made a motion to approve the variance request. Member David seconded the motion. Roll call vote was as follows: Martini – aye, Williams – aye, Rose – aye, David – aye, and Davit – aye. Motion carried 5-0.

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- iv. Z22-05 - 1 1st Court - Variance to Allow a Dock Less than 16 feet Side Setback

Mayor O'Brien introduced this item. He then turned the floor over to Mr. Cornelius. Mr. Cornelius reviewed the proposed variance request. He stated that DRB had a concern with the floating dock that is existing and navigation. Mr. Cornelius explained the motion from the DRB. He stated that this permit request has not been to Orange County EPD yet, which is the first step toward approval. Mr. Cornelius explained that the applicant has many steps remaining prior to a complete approval. He stated that owner Mr. Jason Roland is present for any questions or concerns. Member Martini commented on the floating dock. Mr. Roland of 1 1st Court introduced himself. He then commented on the floating dock and his neighbor's concern, which is the view from his house. Discussion was made regarding the existing dock and the variance request. Member Davit made a motion to approve the variance request with the conditions that a navigational study be done, that the applicant work with the neighbor, and that the applicant provide a water depth survey as part of the building permit. Member Martini seconded the motion. Roll call vote as follows: Davit – aye, David – aye, Rose – aye, Williams – aye, and Martini – aye. Motion carried 5-0.

- v. Z22-06 – 11068 Bayshore Drive - Variance to Allow a Dock Less than 16 feet Side Setback

Mayor O'Brien introduced this item. He then turned the floor over to Mr. Cornelius. Mr. Cornelius presented the variance request to allow a dock extension to be constructed 11.5 feet from the project side property line. Mayor O'Brien commented that the setbacks with the proposed would be 3' closer to the setback. Member Martini commented on the shape of the lot. Some discussion followed. Member Rose made a motion to approve the variance request. Member Davit seconded the motion. Roll call vote was as follows: Martini – aye, Williams – aye, Rose – aye, David – aye, and Davit – aye. Motion carried 5-0.

d. RESOLUTIONS/ORDINANCES FOR APPROVAL/FIRST READING

- i. RESOLUTION 2022-02 Orange County 1 Cent Sales Tax Initiative

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDERMERE, FLORIDA, IN SUPPORT OF THE PLACEMENT OF A ONE PERCENT TRANSPORTATION SURTAX REFERENDUM ON THE NOVEMBER 8, 2022 COUNTYWIDE BALLOT FOR CONSIDERATION BY THE VOTERS OF ORANGE COUNTY, FLORIDA

Mayor O'Brien read Resolution 2022-02 for the record. Member Rose made a motion to approve Resolution 2022-02 as presented. Member Williams seconded the motion. Some discussion followed. Roll call vote was as follows: Martini – aye, Williams – aye, Rose – aye, David – aye, and Davit – aye. Motion carried 5-0.

- ii. RESOLUTION 2022-03 Healthy West Orange Trails Connection

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDERMERE, FLORIDA, CONFIRMING THE TOWN OF WINDERMERE'S PARTICIPATION IN THE HEALTHY WEST ORANGE TRAILS CONNECTION; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.

Mayor O'Brien read Resolution 2022-02 for the record. Member Davit made a motion to approve Resolution 2022-03 as presented. Member David seconded the motion. Roll call vote was as follows:

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Martini – aye, Williams – aye, Rose – aye, David – aye, and Davit – aye. Motion carried 5-0.

Ms. Emily Hannah, Executive Director of Bikewalkcentralflorida.org introduced herself. She then commented on partnerships with Healthy West Orange for a healthier public and robust economy. Ms. Hannah thanked the Council for their support.

iii. ORDINANCE NO. 2022-02 Regulating Commercial Activities in Parks

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WINDERMERE, FLORIDA REGULATING COMMERCIAL ACTIVITIES ON PROPERTY OWNED BY THE TOWN; AMENDING ARTICLE I OF CHAPTER 8 TO ADD A NEW SECTION 8-1 TO BE TITLED “COMMERCIAL ACTIVITIES PROHIBITED ON TOWN-OWNED PROPERTY; EXCEPTIONS”; PROVIDING FOR SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

Mayor O’Brien read for the record the title of proposed Ordinance 2022-02. He then stated that the second reading/public hearing will be held at the April 12th Town Council meeting.

e. APPOINTMENTS

i. Development Review Board: Gregg Anderson

Member Martini made a motion to appoint Gregg Anderson to the Development Review Board. Member Rose seconded the motion. Roll call vote was as follows: Davit – aye, David – aye, Rose – aye, Williams – aye, and Martini – aye. Motion carried 5-0.

ii. Historic Preservation Board: Jangi Borhi

Member Willimas made a motion to approve Jangi Borhi to the Historic Preservation board. Member Martini seconded the motion. Roll call vote was as follows: Davit – aye, David – aye, Rose – aye, Williams – aye, and Martini – aye. Motion carried 5-0.

f. CONTRACTS & AGREEMENTS

i. Lake Apopka Natural Gas Franchise Agreement

Mayor O’Brien introduced this item. Member Rose made a motion to approve the agreement. Member Williams seconded the motion. Roll call vote was as follows: Martini – aye, Williams – aye, Rose – aye, David – aye, and Davit – aye. Motion carried 5-0.

ii. AMR Amendment to Medical Transportation Agreement

Mayor O’Brien introduced this item. Member Rose made a motion to approve the agreement. Member Martini seconded the motion. Roll call vote was as follows: Martini – aye, Williams – aye, Rose – aye, David – aye, and Davit – aye. Motion carried 5-0.

g. FINANCIAL

i. Town Staff Paving Presentation: Approval of Middlesex Piggy Back Bid not to exceed \$407,000

Mayor O’Brien introduced this item. He then turned the floor over to Public Works Director Tonya Elliott-Moore. Director Elliott-Moore gave a presentation and explained that there are ten locations

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that need work. She explained the benefit of piggy backing with a larger government entity. Director Elliott-Moore stated that the Town Council would need to waive the fiscal policy for this item. Some discussion followed. Member Davit made a motion to approve Middlesex and piggy backing of the contract. Member David seconded the motion. Roll call vote was as follows: Martini – aye, Williams – aye, Rose – aye, David – aye, and Davit – aye. Motion carried 5-0.

h. OTHER ITEMS FOR CONSIDERATION

i. Fernwood Park Fencing and Gate Quote: Not to Exceed \$31,000

Mayor O'Brien introduced this item. Mr. McKinley stated that he opposes the resident 12' gate option. Manager Smith commented on the history with Mr. Willard. He also stated that Mr. Willard will pay for the gate, similar on 5th Avenue and Forest Street. Manager Smith explained that the fencing would benefit the park area and residents. He then commented on the gate lock code. Some discussion followed. Member Rose made a motion to approve. Member David seconded the motion. Roll call vote was as follows: Davit – aye, David – aye, Rose – aye, Williams – aye, and Martini – aye. Motion carried 5-0

6. MAYOR & COUNCIL LIAISON REPORTS:

Mayor O'Brien opened the floor to the Town Council. Member Martini mentioned the upcoming Pet Fest.

7. STAFF REPORTS:

a. TOWN MANAGER ROBERT SMITH – Manager Smith reported on the upcoming mid-year report in April, Oakdale traffic, Boards and Committees meeting, RFQs, Food Truck Coordinator, appropriations, sewer costs, new facility grand opening, and liaison assignments. He then thanked the Mayor and Town Council for his review. Discussion regarding stamped concrete was made.

b. TOWN ATTORNEY HEATHER RAMOS – Ms. Ramos reported that Gray-Robinson will be hosting a "Legislative Wrap Up" this session on April 20th. Discussions regarding Tree Protection Bill, Special Events, and Smoking in Public regulations.

c. POLICE CHIEF DAVE OGDEN – Chief Ogden reported that work on the SRO budgets, upcoming Chief's Luncheon, and remembrance of Officer German on March 22nd.

d. PUBLIC WORKS DIRECTOR TONYA ELLIOTT-MOORE – Director Elliott-Moore had nothing further to report.

e. TOWN CLERK DOROTHY BURKHALTER – No report.

8. ADJOURN:

Mayor O'Brien adjourned the meeting at 9:38pm.

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

Dorothy Burkhalter

From: Russell Gentry <russell@russellgentry.com>
Sent: Tuesday, March 8, 2022 3:40 PM
To: Dorothy Burkhalter
Subject: Addressing Town Council _ Ref Agenda Item - Boathouses

Russell Gentry
409 W. 2nd Ave

Mayor and Council,

On December 9th, 2021 - Brad Cornelius sent an email to Robert Smith in regards to a question posed about the Pine Street Lagoon. It was raised by a resident after discovery of a survey indicated that Boathouse #5 encroached upon the property of another town resident. Brad Cornelius indicated at the time that a survey of the ownership would be needed. The information did in fact come from a legal survey that was used to issue building permits for the residents home. They clearly show ownership of much of the lagoon and encroachment.

I am curious if council members voting on these matters have personally researched the encroachment to have a factual and first hand understanding outside of the benefit of a staff memo?

On a related note, would any council members be willing to address why they did not recognize the wishes of 62 town residents when asked the simple question supporting continued private ownership of the boathouses?

Finally, I would like to ask the mayor and current council members voting on matters regarding the boathouses, pledge to not enter into the lottery or benefit from a lottery for a period of 10 years after leaving office.

Thank you

Dorothy Burkhalter

From: Curt Fraser <curtfraser08@gmail.com>
Sent: Tuesday, March 8, 2022 12:07 PM
To: Dorothy Burkhalter
Subject: Re: Townhall Meeting Mar 8th - Historic Boathouses

My name is Douglas Kegler and my family resides at 316 Palm St. and our property is immediately next to the boathouses.

First, we want to reiterate that we strongly feel the boathouses should remain with the current residents (Curt Fraser, Russell Gentry, George Poelker, Anne Fanelli, Joyce Rose, Doug Fay, Jerry Fay) who purchased, paid taxes and insurance and maintained the boathouses. We have not heard any solid reason the town wants to take them, except that they they want to. And for all of us that is not a good enough reason. I also heard the town is thinking of taking the boathouses over just to put a fence up and add cameras - that doesn't make logical sense.

Second, we do not want our tax dollars going towards remodeling or maintenance on the boathouses. There are more important items across town for the money to be spent. We also don't need another public park as the town is having trouble controlling the problems with the two other public parks.

Third, we keep hearing that there are "so many residents" that want a chance to have a boathouse, but we have only heard 4 people say they want one. The town should show concrete data on who is interested in paying monthly for a historic boathouse that is just 3 walls and a roof? We also dont want the town to become a landlord and have to monitor, patrol and maintain the boathouses.

Lastly, the lagoon where the boat houses are located on has always been fairly quiet and Windermere residents enjoy a number of wildlife such as Fish, Frogs, Blue Herons, Ibis, Egret, Spoonbill, Wood ducks, and frequently alligators and their young. Several days a week we see parents with their young children fishing off the Cypress View walkway. Leasing the boathouses out to very active residents or turning it into a frequently used paddleboard/kayak launch for bird island will disrupt the ecology and shoreline of the lagoon environment and the quiet 100 yr old lagoon sanctuary will be gone.

Thank you for your time.
Douglas Kegler

Sent from my iPhone

On Mar 8, 2022, at 10:26 AM, Dorothy Burkhalter <dburkhalter@town.windermere.fl.us> wrote:

Good morning –

Could you please provide a copy to me for the record?

Thank you,

Dorothy Burkhalter, MMC, FCRM
Town Clerk
Town of Windermere

614 Main Street
Windermere, FL 34786
407-876-2563 x 5323
407-876-0103
dburkhalter@town.windermere.fl.us

Florida has a very broad Public Records Law. Virtually all written communications to or from State and Local Officials and employees are public records available to the public and media upon request. This means email messages, including your e-mail address and any attachments and information we receive online might be disclosed to any person or media making a public records request. E-mail sent on the Town system will be considered public and will only be withheld from disclosure if deemed confidential or exempt pursuant to State Law. If you are an individual whose information is exempt under 119.071, Florida Statutes, please so indicate in your email or other communication. If you have any questions about the Florida public records law refer to Chapter 119 Florida Statutes.

From: Douglas Kegler <douglas.kegler@gmail.com>
Sent: Monday, March 7, 2022 6:32 PM
To: Andy Williams <awilliams@town.windermere.fl.us>; Bill Martini <bmartini@town.windermere.fl.us>; Chris Sapp <csapp@town.windermere.fl.us>; Dorothy Burkhalter <dburkhalter@town.windermere.fl.us>; Mandy David <mdavid@town.windermere.fl.us>; Tony Davit <tdavit@town.windermere.fl.us>
Cc: Curt Fraser <curtfraser08@gmail.com>
Subject: Townhall Meeting Mar 8th - Historic Boathouses

I am out of town and can't attend the town council meeting tomorrow. I have provided Curt Fraser with my letter to be read at the meeting regarding the historic boat houses.

Douglas Kegler
316 Palm St

OATH OF OFFICE

March 8, 2022

I, **Loren “Andy” Williams**, solemnly swear or affirm that I will support the Constitution of the United States and will obey the laws of the State of Florida; that I will, in all respects, observe the provisions of the Charter and Ordinance of the Town of Windermere and will faithfully discharge the duties of Council Member.

Term: Third two-year 2022 - 2024

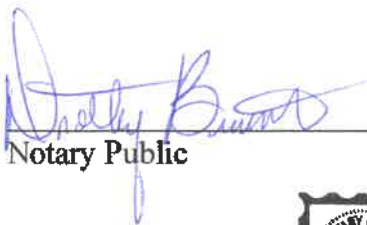


Loren “Andy” Williams

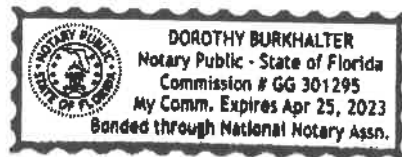


Administer of Oath

Sworn and subscribed before me this 8th day of March 2022



Notary Public

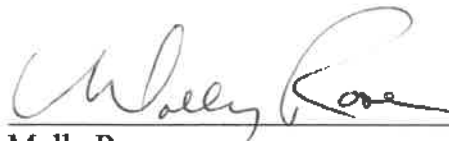



OATH OF OFFICE

March 8, 2022

I, **Molly Rose**, solemnly swear or affirm that I will support the Constitution of the United States and will obey the laws of the State of Florida; that I will, in all respects, observe the provisions of the Charter and Ordinance of the Town of Windermere and will faithfully discharge the duties of Council Member.

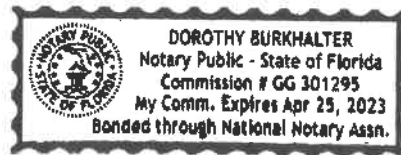
Term: First two-year 2022-2024


Molly Rose


Administer of Oath

Sworn and subscribed before me this 8th day of March 2022


Notary Public

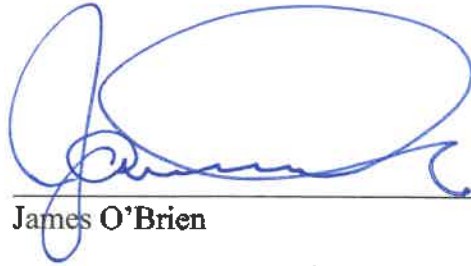


OATH OF OFFICE

March 8, 2022

I, **James O'Brien**, solemnly swear or affirm that I will support the Constitution of the United States and will obey the laws of the State of Florida; that I will, in all respects, observe the provisions of the Charter and Ordinance of the Town of Windermere and will faithfully discharge the duties of Mayor.

Term: Second Two-year 2022 – 2024



James O'Brien

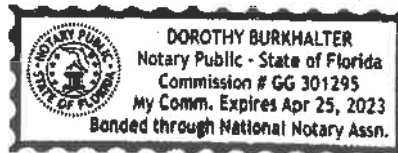


Administer of Oath

Sworn and subscribed before me this 8th day of March 2022



Notary Public





**TOWN OF WINDERMERE
EXECUTIVE SUMMARY**

SUBJECT: Town Event Pavilion, aka Healthy West Orange Pavilion
REQUESTED ACTION: Selection Committee Recommends McCree Design Builders, Inc

Work Session (Report Only) **DATE OF MEETING:** April 12,2022
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
 Effective Date: _____ Termination Date: _____
 Managing Division / Dept: _____

BUDGET IMPACT: Rotary Club of Windermere,
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:

Board Members,

At the June 8, 2020 meeting, the Mayor and Town Council approved the proposed Town Event Pavilion. In accordance with the Project Agreement between Rotary Club of Windermere and the Town of Windermere, the Rotary Club of Windermere solicited proposals from industry professionals via RFQ 2022-01 Design-Build Services for Healthy West Orange Pavilion. Based upon an evaluation of the Proposals received, the Rotary Club of Windermere is prepared to issue a Design/Build Contract to McCree Design Builders, Inc. (see attached Rotary Board Approval)

Recommend approval of this award to McCree Design Builders, Inc.

As Background:

On June 8, 2020 the Mayor and Town Council was presented the following information:

The Downtown Business Committee (DBC) has discussed for many years a permanent structure to support the events that they host on an annual and monthly basis. These events include 12 food trucks nights, a growing craft beer fest, movie nights, and at the time, an art festival. There

was also discussion about doing events like a "Symphony Under the Stars" or similar events and further expansion of current events. Thousands of dollars are spent every year on staging and equipment.

Parallel to these conversations, Windermere Rotary approached the Town about donating a gazebo to the Town of Windermere for Rotary's 50th Anniversary. As the Windermere Rotary host and participate in many events throughout the year by serving food, their idea included a concession stand. Furthermore, some of their events have use for a stage.

In efforts for the DBC and the Windermere Rotary to work together to come up with a mutually beneficial (including other committees and residents) design, a Windermere Pavilion Committee was created with the following members:

- John Fitzgibbon (Chair): Long Range Planning
- Stephen Withers (Secretary): Resident
- Scott Brown: Public Works
- Mathew Matin: Downtown Business Committee
- Byron Sutton: Rotary Club of Windermere
- Chris Sapp: Town Council

This committee was tasked with creating a multi-use event pavilion concept that would not only support Rotary and DBC needs, but give valuable use to other events, committees and residents. The committee approved program is as follows:

- Functional "stage" space for events.
- Fits with the Town Masterplan for Town Hall site
- Replace existing "Community" Room restrooms. (Community Building needs to be replaced,)
- Pavilion with three sides to project sound away from houses to west.
- Possible enclosed forth side.
- Concession stand to serve Town events.
- Storage to accompany building.

This will be a capital improvement project reliant on donated funds and grants and not Town public funds.

The attached RFP was subsequently sent out, and the committee received three (3) written proposals. One of the proposals was by Hunton Brady (HB), which included a competitive resume, but priced at \$0.00. In lieu of an actual cost, (\$5,000-\$6,500), the Town would include plaque somewhere on the building recognizing Fred Prior. The committee and Town Council ultimately approved HB's proposal.

HB came up with several designs and floor plans. The committee narrowed it down to two designs and one floor plan. The floor plan was also approved by building/zoning in regard to meeting code (restrooms and ADA). The difference between the two exterior elevations is a roof design change with Option 1 being a scaled down roof line and a likely lower cost for construction.

The options were only sent to the Long Range Planning Committee (LRP) for review, as the DBC is currently on a hiatus. LRP recommended approval of the floor plan and Option 2. Option 2 was chosen as the LRP preferred the roof-line design and the Town should not "settle" due to cost.

Before going to a public workshop, Town Council directed the design to go in front of the DRB for comment and/or recommendation.

The DRB reviewed the proposed design for the Town Event Pavilion at their May 19, 2020, meeting. The DRB recommended approval of the Town Event Pavilion with the following conditions:

1. Approve Option 2 at the location proposed in the plan; and
2. A conceptual cost estimate prepared prior to moving forward with the project.

The motion with conditions passed by a vote of 5-1. The draft meeting minutes of the May 19, 2020, DRB meeting is attached for the Town Council's information.

As part of the Town's agreement with the Rotary Club, Town Council is to review and approve awarded contractors for this job.

After review, staff recommends approval of McCree Design Builders, Inc.

REC'D APR 01 2022



Rotary Club of Windermere, Inc.

**Mr. Robert Smith
Manager, Town of Windermere
614 Main Street
Windermere, Florida 34786**

Dear Mr. Smith,

The Rotary Club of Windermere, Inc. has accepted the recommendation of the selection committee for the design-build company for the Rotary Healthy West Orange Pavilion to be constructed in Windermere.

The selection committee representatives are Jim Schuppert, Don Hairston and John Fitzgibbon. The committee requested a vote by the Board to approve their recommendation and the Board unanimously approved with Byron Sutton and Norma Sutton abstaining due to a possible conflict of interest.

We request that this recommendation be on the April 12th, 2022 Town Council agenda for approval by the council so that we can move forward with this project.

Please let me know if you need additional information. Thank you.

Karen Hairston

A handwritten signature in cursive script that reads "Karen Hairston".

**President
Rotary Club of Windermere, Inc.**

PO Box 687 Windermere Florida 34786

HEALTHY WEST ORANGE PAVILION



TITLE PAGE



MCCREE ADVANTAGE

COMMITTED TO QUALITY

History of award-winning Projects for Municipalities throughout Florida
Total Quality Management Program in-house
Certified U.S.C.O.E. QA / QC Professionals
100% of McCree's project has an added level of project oversight with one of McCree's owners.

SIGNIFICANT EXPERIENCE

Over 60 years of Design-Build experience
Successfully Completed LEED / Green Projects
1500 + Design-Build projects completed
Team who has worked together

IMPECCABLE SAFETY RECORD

Safety record has averaged 25% lower than the industry average over the last 3 years
CEO of McCree is always notified of emergency within 1 hour.

BUDGET CONSCIENTIOUS

Since 2010, final contract values have been within 5% of preliminary estimate.
Less than 1% bonding rate has been maintained by McCree for the past 25 years.
McCree has never been called on a bond.

STRONG COMMUNITY RELATIONSHIPS

Since 2015, McCree employees have volunteered an average of 4000 hours annually to better the communities we serve.
Every Owner at McCree has volunteered an average of 278 hours annually since 2015.
History of supporting Central Florida and its Citizens – Our Home



RFQ Subject	Design-Build Services for Rotary/Healthy West Orange Pavilion
RFQ Number	2022-01
Proposer Name	McCree Design Builders, Inc
Address	500 E Princeton St, Orlando, FL 32803
Phone	407.898.4821
Point of Contact	Richard McCree, Jr
Title	CEO
Mailing	500 E Princeton St, Orlando, FL 32803
Email	rtmjr@mccree.com
Date	February 28, 2022

McCree Has A Proud History Of Working With Our Clients, Not Just For Them.

McCree started in 1926 as W. A. McCree Sr's dream to provide quality buildings to people and communities in Central Florida. That is still the founding principle of McCree today. Currently in its fourth generation of family ownership, McCree employs over 75 employees and is headquartered in Orlando. Here at McCree, we believe in doing what's best for the customer, and in doing the right thing. For us, that doesn't stop when we walk out of the door to get into our car at the end of the day. These founding values continue decade to decade, team to team, instilling a profound importance and a sense of pride in continuing to live by our mission and guiding principles - that's what drives us - **DESIGNED & BUILT RIGHT!**



CONSTRUCTION INNOVATION



McCree was *the first* Central Florida firm to implement the design build process (1959). Creating a unique and lasting construction strategy and approach.

LETTER OF TRANSMITTAL



AWARD WINNING TEAM

ORLANDO REGIONAL HEALTHCARE SYSTEMS FOUNDATION & TRAINING
NAIOP AWARD OF EXCELLENCE

CITY OF ORLANDO FIRE STATION #7
ABC EAGLE AWARD

INVERNESS GOVERNMENT CENTER
ABC EAGLE AWARD

FIRST PRESBYTERIAN CHURCH OF ORLANDO
MASONRY ASSOCIATION OF FLORIDA, OUTSTANDING MASONRY PROJECT

HARRIS, HARRIS, BAUERLE AND SHARMA LAW OFFICES
DOWNTOWN ORLANDO PARTNERSHIP, GOLDEN BRICK AWARD

SPRINT EXECUTIVE OFFICES
ABC OUTSTANDING PROJECT AWARD, OVER 10 MILLION

WINTER HAVEN FIRES SAFETY COMPLEX
ABC EAGLE AWARD

ORLANDO COGEN CO-GENERATION PLANT
ABC OUTSTANDING PROJECT AWARD, OVER 10 MILLION

ST. LUKE'S UNITED METHODIST CHURCH
ABC OUTSTANDING PROJECT AWARD, 3-10 MILLION

FIRST UNITED METHODIST CHILDREN'S HOME
ABC EAGLE AWARD

RONALD McDONALD HOUSE
AMERICAN INSTITUTE OF ARCHITECTS, CONTRACTOR OF THE YEAR AWARD
ABC AWARD OF MERIT, ABC EAGLE AWARD

CLERMONT CITY HALL
ABC EAGLE AWARD

The Rotary Club of Windermere, Inc
1614 Main St
Windermere, FL 34786

RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

Dear Members of the Selection Committee:

Thank you for the opportunity to present our qualifications for Design-Build Services for the Rotary/Healthy West Orange Pavilion; RFQ No. 2022-01. This project's schedule falls in line perfectly with McCree's current workload and our team will be available to complete the project on time and within budget. Creating performance arts and community center landmarks is one of McCree's main strengths. The Rotary Club and Town of Windermere will benefit from the decades long experience of our team including a depth of knowledge, solutions provided, and quality performance offered. Enclosed you will find many examples of Orlando area centers illustrating these successful projects. We have put together a team capable of completing this project on time and on budget while giving the community something to be proud of.

We are excited to be submitting as part of our design and management team, HuntonBrady Architects. We both believe in creating impactful and positive buildings in our neighborhoods and have a successful track record in performing above and beyond the standards.

McCree has a long 96 year history of successfully completing large scale projects in Florida. Our bonding capacity for single projects is \$100 million. McCree has completed work similar in this size for our private and government clientele. We are confident this project will be a great success for the Town of Windermere and the community utilizing a firm who is deeply rooted in this area and is passionate about being fiscally responsible with the Rotary and Healthy West Orange's financial investment. I commit McCree will provide a superior design-build experience built with superlative quality.

Benefits to the Rotary Club and Town of Windermere include:

- Over 60 years of Design-Build experience.
- Successfully Completed LEED / Green Projects.
- 1500 + Design-Build projects completed.
- Team who has worked together.
- Safety record has averaged 25% lower than the industry average over the last 3 years.
- History of award-winning Projects for Municipalities throughout Florida.
- A Team headquartered in Central Florida .
- McCree has never been called on a bond.
- Less than 1% bonding rate has been maintained by McCree for the past 25 years.
- Decades of Experience/Commitment to Apprenticeship Training.
- History of supporting Central Florida and its Citizens – Our Home Town.
- All employees have averaged 6.6 years tenure at McCree & average 18.8 years of construction experience.
- Since 2010, final contract values have been within 3% of preliminary estimate.
- CEO of McCree is always notified of emergency within 1 hour.
- Since 2015, McCree employees have volunteered an average of 4000 hours annually to better the communities we serve.
- Every Owner at McCree has volunteered an average of 278 hours annually since 2015.
- HuntonBrady has received over 70 AIA design awards.
- HuntonBrady designed the conceptual design for the Healthy West Orange Pavilion.

McCree Design Builders, Inc. is a corporation and is not a certified minority business. McCree is headquartered in Orlando, FL. Authorized representatives who are authorized to bind the proposer include myself, Richard McCree, Jr. and my partner, Cindy McCree-Bodine. Contact information for both is below. Our current list of individuals assigned to provide services include Richard McCree, Jr., Maurizio Masso, Tom Wannan, Brooke Chea, Evan Hussey, Joe Colon, Richard Pruitt, Elena Scurtul, Joe Robertson, Michael Thompson, Mike Bishop, James Moss, Bora Erbilan, George Huddleston, and Jay Hood.

Our team would be honored to assist the Rotary Club and Town of Windermere with Design-Build Services for the Rotary/Healthy West Orange Pavilion. McCree and all of our team members are genuinely honored to be considered for this monumental project for the Town of Windermere and its' citizens. We believe we have the right experience, the right talent, the right local team, and we believe in Designing and Building Right!

Thank you for this opportunity and your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "R.T. McCree, Jr.", is positioned below the word "Sincerely,".

Richard T. McCree, Jr.
CEO / President
McCree Design Builders, Inc.
500 East Princeton Street
Orlando, Florida 32803
O: 407-898-4821
Richard's C: 407-234-7094
Cindy's C: 407-493-3807
rtmjr@mccree.com
cindy.bodine@mccree.com

QUALIFICATIONS



COMMUNITY INVOLVEMENT

Community Based Care Of Central Florida
Toys For Tots
OUC Historic Roof Sign - City Of Orlando
Boy And Girls Club
Ronald McDonald House
Junior Achievement
Valencia Foundation
Workforce Central Florida
Kids For Change
Rotary Club Of Orlando Winter Park & Windermere
Orange County Public School Board Foundation
Committee Of 100
Orlando History Center
Orange County Development Advisory Board
Orange County Construction Industrial Council
Camaraderie Foundation
Lifework Leadership
Boy Scouts Of America
Greater Orlando Chamber Of Commerce
Florida Symphony Youth Orchestra
Coastal Conservation Association
Ace Mentor Program
Apopka H.s. Student In Construction
Orlando Science Center
Coalition For Property Rights
City Of Orlando Mayor's Oversight Committee Venues
City Of Orlando Board Of Code & Appeals
Orlando Health Foundation
Eagle Flight 5k
Orlando Inc.
National Association Of Women In Construction
West Orange Junior Service League
Brevard Public Schools Foundation
Matthew's Hope
Edgewood Children's Ranch
Salvation Army
Goodwill
Idignity

// PROPOSER ORGANIZATION DESCRIPTION

QUALIFICATIONS - C1



McCree recently designed and built five fire stations for the City. Your team's dedication and understanding proved to be invaluable in meeting the City's needs. You took the time to acquire the necessary end-user information ensuring, the Orlando Fire Department, our future tenant was pleased. By having the McCree team on board from the beginning of conceptual drawings to closeout, the city was able to save time and money without sacrificing quality.

Thomas R. Connery, P.E.
Division Manager
Capital Improvements and Infrastructure Division
City of Orlando Public Works

MCCREE DESIGN BUILDERS, INC

Date of Inception
Number of Employees
M/WBE / VBE Status
Primary Address

1926
 75+
 None
 500 E Princeton St, Orlando, FL 32803

McCree Design Builders, Inc. has been located in Orlando, Florida for the past 96 years. We employ over 75 people across all our in-house trades and services including management, project managers, superintendents, expeditor's, marketing, accounting, carpentry, skilled trades and more. All our employees live in and work in the Central Florida area and are constantly giving back to the community through outreach programs. McCree is not a M/WBE or VBE firm, but we have constantly worked with and exceeded state and private entity clients goals for construction projects.

McCree Employees

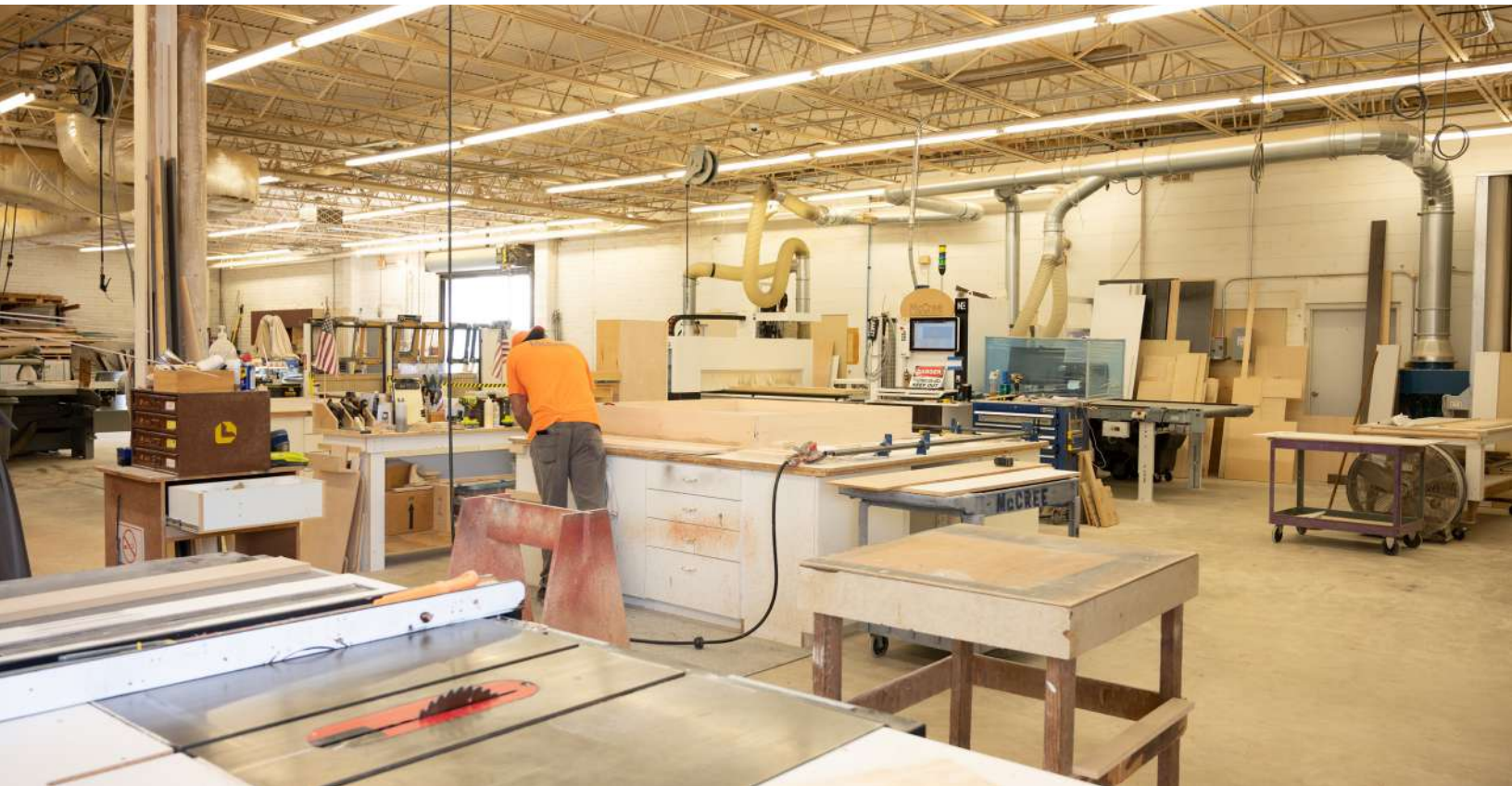
Architectural Designer	2	Estimator	4
Accountant	2	Master Finish Carpenter	2
Architect	2	Master Millshop Specialist	3
Architectural Production Manager	1	Millshop Manager	1
Carpenter helper	5	Cabinet Fabricator	2
CEO	1	Project Engineer	1
Chairman of the Board	1	Project Expediter	3
Carpenter	5	Project Manager	5
Controller	1	Office Manager	1
Division Manager	3	Shop Assistant	1
Drywall Specialist	1	Senior Project Manager	2
Electrical Foreman	1	Shop Technician	1
Executive Assistant	2	Superintendent	13
Foreman	4	VP of Architecture	1
HR Manager	1	Vice President	2

What sets us apart from other General Contractors?

Customer satisfaction / From the beginning, McCree is committed to your project, and as your trusted partner, our team works to deliver a building that not only fulfills your vision and requirements, but also meets your budget.

Expansive experience / Throughout our 96-year history, McCree has constructed nearly every project type, providing design solutions to a variety of clientele. Within that time, we've also developed close relationships with other architectural firms on a multitude of projects. Working on numerous occupied types of project sites including campuses, has given us the advantage of understanding how to maintain a safe and secure environment for all parties involved, while meeting budget and delivery schedules that exceed your quality expectations.

Environmental-friendly / Our practices are steadfast in providing a myriad of solutions. McCree's team is fluent in both LEED and Green Globes certification methods, ensuring your finished project will continue to meet your needs in the years that follow. Our on-site crews also practice environmental safety methods in the disposal of materials, ensuring your site stays green from day one.



State of Florida Department of State

I certify from the records of this office that MCCREE DESIGN BUILDERS, INC. is a corporation organized under the laws of the State of Florida, filed on December 31, 2002.

The document number of this corporation is P02000135541.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 20, 2022, 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 Twentieth day of January, 2022



David J. B. [Signature]
Secretary of State

Tracking Number: 5062965729CC

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

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GREEN BUILDING CERTIFICATION INSTITUTE

HEREBY CERTIFIES THAT

Joe O. Robertson

HAS ACCREDITED THE DESIGNATION OF

LEED® ACCREDITED PROFESSIONAL

BY DEMONSTRATING THE KNOWLEDGE OF GREEN BUILDING PRACTICES REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED®) GREEN BUILDING RATING SYSTEM™



[Signature]
Date Issued

March 17, 2009

[Signature]
Head Registrar

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U.S. Green Building Council

HEREBY CERTIFIES THAT

Richard McCree Jr.

HAS ACCREDITED THE DESIGNATION OF

LEED® ACCREDITED PROFESSIONAL

BY DEMONSTRATING THE KNOWLEDGE OF GREEN BUILDING PRACTICES REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED®) GREEN BUILDING RATING SYSTEM™

[Signature]
Date Issued

October 13, 2006

[Signature]
Head Registrar

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By: Rick Scott, Governor
Jonathan Zacher, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD
THE GENERAL CONTRACTOR HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

MC CREE, RICHARD T JR
MCCREE DESIGN BUILDERS, INC.
500 EAST PRINCETON ST
ORLANDO FL 32803

LICENSE NUMBER: CGC1569104
EXPIRATION DATE: AUGUST 31, 2022
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Don DeBeauvoir, Governor
FBPE

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

MCCREE, RICHARD T JR
500 EAST PRINCETON STREET
ORLANDO FL 328030000

LICENSE NUMBER: PE31545
EXPIRATION DATE: FEBRUARY 28, 2021
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RICK SCOTT, GOVERNOR
JONATHAN ZACHER, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

ROBERTSON, JOSEPH O.
500 E. PRINCETON ST.
ORLANDO FL 32803-0000

LICENSE NUMBER: PE33887
EXPIRATION DATE: FEBRUARY 28, 2021
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FBPE

STATE OF FLORIDA
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES
SPECIAL INSPECTOR NUMBER: 0217

ROBERTSON, JOSEPH O.
500 E. PRINCETON ST.
ORLANDO FL 32803-0000

LICENSE NUMBER: PE33887
EXPIRATION DATE: FEBRUARY 28, 2021
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“

We continue to use McCree for all of our construction projects because they are professional, reliable and provide us with the highest quality and value for our money. The difference with McCree is that they deal with them openly and professionally by presenting us with options that keep our project's goals in mind. Our projects are high-tech and can be complicated. McCree has surpassed our expectations time and time again and I rest easy knowing our projects are in their hands. We wouldn't think about using any other firm to complete our projects.

Michele Barnes
Vice President
The Golf Channel



Rosemont Community Center Gym

4872 Rose Bay Dr, Orlando, FL 32808

McCree was selected by the City of Orlando to provide a state-of-the-art LEED Gold Gymnasium addition to the existing Rosemont community center. The 15,300 sqft project includes the addition a gymnasium, women’s and men’s locker rooms, equipment storage and ample egress for access from existing community center and new entry/exit points. The new facility includes a NBA regulation court with 2 cross courts and seating for 500+ spectators. The Rosemont Gymnasium won the U.S.G.B.C.’s 2021 Innovative Project of the Year, was completed on time, within budget, and with superior quality.

ADDITIONAL INFORMATION

/ Location Orlando, FL

/ Cost 6.3 Million

/ Size 15,300 sqft

/ Completed 2021

/ Awards LEED GOLD



From the very beginning, the McCree Project Team led by Joe Robertson has been professional, fair, and collaborative with both our field team and office personnel. I applaud Joe and McCree for the manner in which they dealt with JCB and the other subcontractors. We would not hesitate to work with McCree again.

Brian Butler
JCB Construction, Inc



First United Methodist Church - Clermont

950 7th St, Clermont, FL 34711

The church's main objective for this project was that their congregation was growing rapidly, especially in regard to their contemporary services. Through extended internal study and research, they had determined that they needed a large multipurpose space that would accommodate their current contemporary services (with future growth space included), a stage for plays and productions, additional private meeting rooms, an expanded kitchen for expanded social meetings and 600 seated for meals as well as a multiple sports venues for basketball and volleyball.

The church campus was occupied throughout the construction. Periodically, we would allow church membership to inspect the on-going construction site, on a supervised basis. One of the more touching moments in the construction process was when the children of the week-day school was allowed to visit the construction site on a supervised basis. During that visit, the children wrote Bible verses on the concrete slab of the main floor to sanctify the building prior to its completion.

This project was completed on time, on budget, and exceeded First United Methodist Church of Clermont's expectation for quality and completion.

McCree

DESIGN BUILDERS, INC.



PREVIOUS EXPERIENCE

ADDITIONAL INFORMATION

/ Location Clermont, FL

/ Cost 5.3 Million

/ Size 25,800 sqft

/ Completed 2008



Masters Academy - Judy Tome Theatre

1500 Lukas Ln, Oviedo, FL 32765

The Master’s Academy continues to hire McCree to expand their campus. Over the years, we have renovated the gym to include more offices, locker rooms, a new chemistry lab and a physical therapy room. We built a new buildings to house classrooms and also created a covered playground and basketball court, and designed and built a new food service building. Recently, McCree completed the new Administration building for the campus.

The project specifically being highlighted is the Multi-Purpose Facility and it’s detail information is below.

McCree completed the design and construction of a new Fine Arts Multipurpose Facility which houses; Black Box Theatre - “Judi Tome Theatre”, band and art classrooms, and multipurpose space to be used as needed (400 seat auditorium with seat expansion features, practice gymnasium, student activity space and more.) The project was completed fast track and many of McCree’s self performing divisions were utilized to expedite the project.

The project was completed on time, on budget, and The Masters Academy remained fully occupied and open.

ADDITIONAL INFORMATION

/ Location Oviedo, FL

/ Cost 5.9 Million

/ Size 53,922 sqft

/ Completed 2016



OCPS Jones High School

801 Rio Grande Ave, Orlando, FL 32805

McCree completed a comprehensive renovation for Jones High School with Orange County Public Schools. The project includes many comprehensive upgrades throughout the entire campus. Work was completed in and around the campus while it was in full operation. The project includes HVAC and Mechanical upgrades, painting, new finishes, low voltage upgrades, fire alarm upgrades, communication upgrades, intercom, speaker system, face and stucco finish upgrades, electrical upgrades, plumbing upgrades, new staircases, and roofing. The entire campus was refinished and upgraded as part of the scope. The Certificate of Occupancy was received in May 2021 and the project is completed. Overall, the project was extended due to addition of scope and delays due to COVID-19 and weather delays.

ADDITIONAL INFORMATION

/ Location Orlando, FL

/ Cost 13.8 Million

/ Size 400,000 sqft

/ Completed 2021



Everyone can see the dramatic improvements on our campus - from the campus-wide painting, new building lettering and signage, landscaping and so much more. New fire alarm and security systems, new bell and PA systems and a top of the line air conditioning system will be combined with a whole new roof! We thank Paul Lambert and the McCree team!

Allison Kirby Principal
Jones High School



Orlando Science Center

777 E Princeton St, Orlando, FL 32803

McCree has been privileged to work with the Orlando Science Center over the years for various renovation projects. All projects completed are done while the Science Center remains open and occupied. These renovations include a new coffee bar, new exhibitions, classrooms, common areas, overall elevator expansion, code compliance upgrades, and computer flight simulation lab. One of the largest aspects of these renovation projects was a complete transitional change on the 2nd floor to provide patrons with a new "Kids Town." This was designed for entertaining young children in an open education hands-on atmosphere.

The construction included demolition of the existing space, rewiring for new electrical, new plumbing, upgraded MEP, new walls and partitions, new bathrooms, flooring, finishes, built ins and numerous interactive centers throughout the space. Construction took place while the Orlando Science Center remained in full operation. McCree and all the crews committed to keeping the disruption of construction to a minimum and worked closely with staff to coordinate activities.

McCree
DESIGN BUILDERS, INC.

PREVIOUS EXPERIENCE



ADDITIONAL INFORMATION

/ Location Orlando, FL

/ Cost 13.8 Million

/ Size 400,000 sqft

/ Completed 2021

HuntonBrady



Winter Park Library and Events Center

1050 W Morse Blvd, Winter Park, FL 32789

The design of the Winter Park Library consists of a micro-village of three pavilions, each of different scale and function but which share a common formal language. Inspired both by local fauna and the region's vernacular architecture, the building's form is defined by arched canopies that span the perimeter to provide shade and shadow on the exterior and, on the interior, form sweeping windows that allow natural light deep into the building's interiors.

The pavilions respectively house the new library, event center and a new welcome pavilion and rest on a raised belvedere that provides privileged, dramatic views onto the lake, increases connectivity to the park and supports exterior community spaces that run between the three buildings. The diverse program includes flexible floorplates that support collection spaces accessible to all ages and abilities, interactive youth and children areas, an indoor auditorium, makerspaces and technology portals, a business center, continuing education spaces, Winter Park historical and archival collection spaces, community meeting rooms and private reading rooms. As an indoor-outdoor ensemble, the Winter Park Library forges a vibrant community experience that engages the beauty of the park, maximizes social interactive spaces and holds collaborative learning and education at its core.



ADDITIONAL INFORMATION

/ Location Winter Park, FL

/ Cost 42 Million

/ Size 50,495 sqft

/ Completed 2021

HuntonBrady



University of Central Florida College of Medicine

6850 Lake Nona Blvd, Orlando, FL 32827

The four-story, 171,000 SF building serves as the “ceremonial front door” for the UCF College of Medicine campus located on 50-acres in Lake Nona, Florida. The building houses all medical school functions including the medical library, lecture halls, classrooms, teaching laboratories, state-of-the-art simulation learning laboratories and a clinical skills center rivaling those of major medical schools throughout the country. The teaching laboratories focus on the biological sciences, including biochemistry, molecular biology, genetics and cell biology. The simulation learning resource center is equipped with training simulators and medical mannequins to simulate a variety of settings, such as an operating room, emergency room and delivery room.

The College of Medicine was designed with three goals in mind: foster learning and interaction in a technologically-advanced environment, attract top faculty and establish UCF as one of the top medical schools in the country. The design drivers include: create a sense of tradition, incorporate classical historical references without being literal, create an iconic building that represents Central Florida, provide an interactive outdoor space for everyday use and commencement ceremonies, create a collaborative, healthy, sustainable environment, provide clarity in concept and details, maximize the use of daylight and incorporate flexible design to accommodate future changes.



ADDITIONAL INFORMATION

/ Location Orlando, FL

/ Cost 49.5 Million

/ Size 171,000 sqft

/ Completed 2010

HuntonBrady



Seminole State College Sanford Lake Mary Campus Renovations of Building L & F

100 Weldon Blvd, Sanford, FL 32773

Buildings L and F form the boundary of the centrally located campus quad on the Sanford/Lake Mary campus. The original 1969 precast panel clad structures, with open perimeter covered walkways needed a 21st century renovation. The scope of work includes both floors of 2-story Building F, the exterior plaza that connects the two perpendicularly arranged buildings, and the 3rd floor of 3-story Building L. The challenge was to improve the image of the entire complex, from two adjoining courtyards.

Phase 1 & 2:

Building L (38,000 SF) - 22 general purpose classrooms, student lounge, student study/gathering spaces on 3rd floor. LEED Gold. Atrium (15,000 SF) - "Opened up" by removal of walls and the addition of a roof top cupola to let in light and promote air circulation. Student gathering and seating areas are provided. Building F (16,000 SF) - 29 faculty offices, conference rooms, student waiting areas, 2nd floor. Print shop and mail room 1st floor. LEED Gold.

Phase 3:

Building L 1st & 2nd Floor Renovations (73,800 SF) - Renovations included the Academic Success Center, honors, faculty center for teaching and learning, computer and technology services, academic affairs, eLearning, center for global engagement, reading center, course and curriculum development, computer classrooms, classrooms and faculty offices.



ADDITIONAL INFORMATION

/ Location Sanford, FL

/ Cost

Phase 1 9 Million
Phase 2 14.5 Million

/ Size

Phase 1 69,000 sqft
Phase 2 73,000 Million

/ Completed

Phase 1 April 2012
Phase 2 Nov 2019



Valencia College West Campus Special Events Center

1800 S Kirkman Rd, Orlando, FL 32811



HuntonBrady designed a new single story culinary arts and conference facility which was constructed on the West Campus adjacent to the present Hospitality Center. The pavilion faces Lake Pamela and has a pre-function space and large covered area overlooking the lake. Two covered walkways provide connections to the existing Hospitality Center.

The interior functions include a dining and conference area, food service area, classroom, restrooms, offices and support spaces. In order to acquire LEED Gold certification, the design minimizes the impact to the existing site and utilizes sustainable materials and building practices.

ADDITIONAL INFORMATION

/ Location Orlando, FL

/ Cost 4.5 Million

/ Size 17,000 sqft

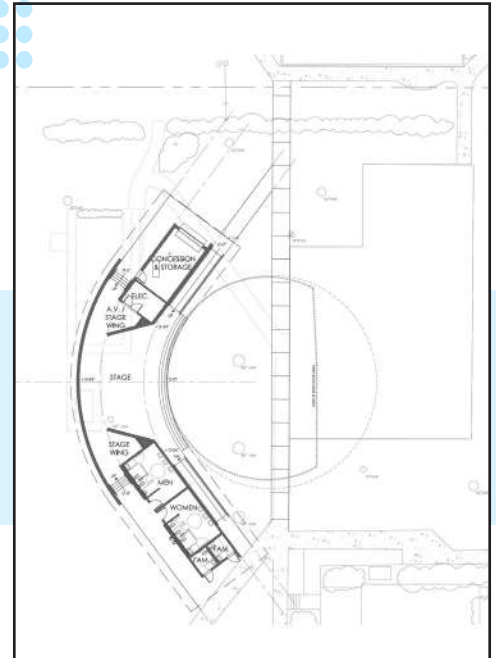
/ Completed 2010



Windermere Pavilion

The Project includes a covered stage furnished with a retractable projection screen and appropriate lighting and sound equipment, men’s and women’s restrooms, two family restrooms, a multi-purpose storage room, and concession stand with a kitchen in downtown Windermere at the corner of Forest Street and Fifth Avenue where the existing community building stands. The Project will include the demolition of the existing community building, installation of new septic drain field and tank, and appropriate landscaping.

HuntonBrady has completed conceptual design of this project pro bono.



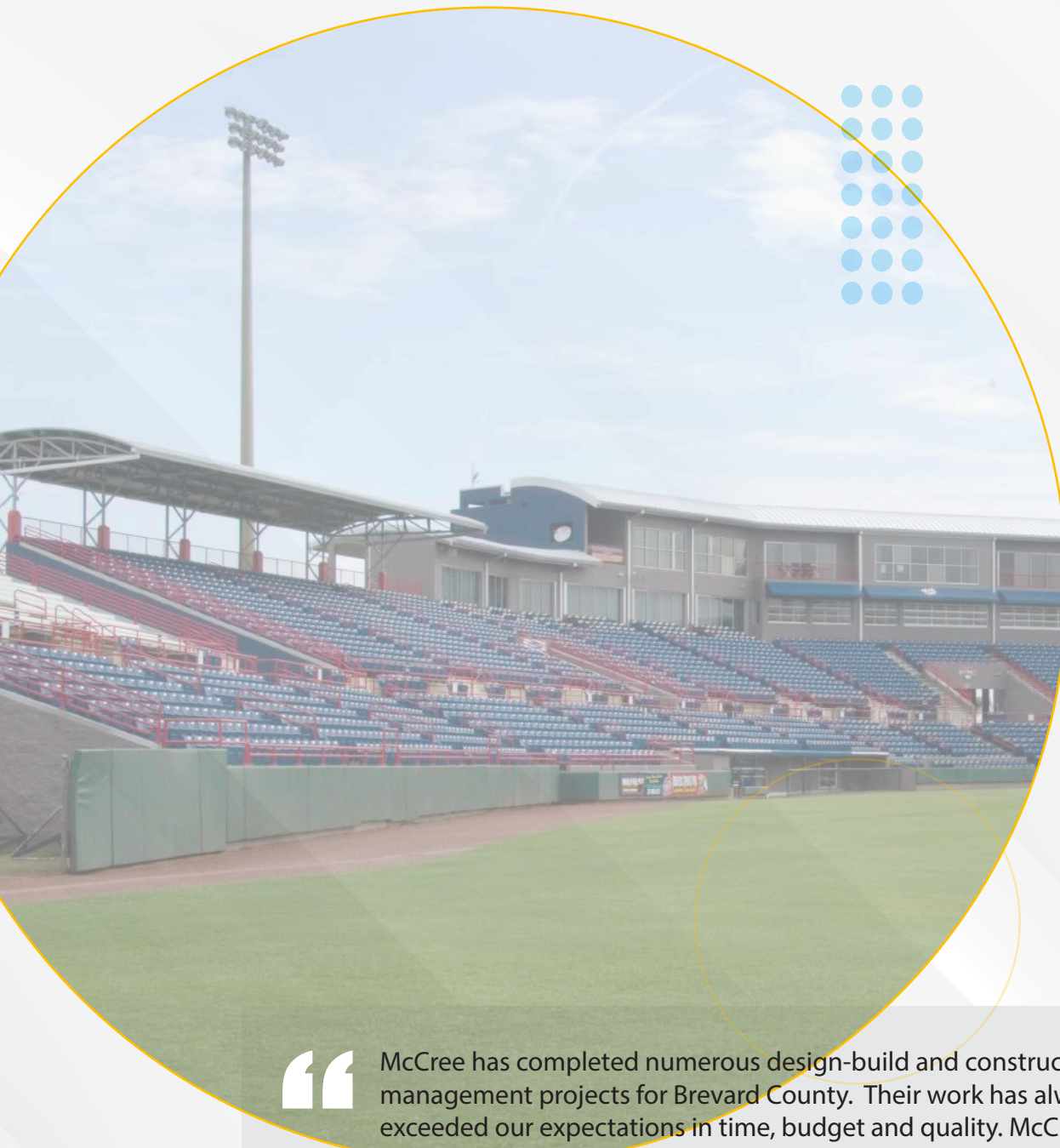
ADDITIONAL INFORMATION

/ Location Windermere, FL

/ Cost TBD

/ Size 2,650 sqft

/ Completed TBD



“

McCree has completed numerous design-build and construction management projects for Brevard County. Their work has always exceeded our expectations in time, budget and quality. McCree's expert knowledge of the process and their involvement through every phase, including pre-construction, proves they are true partner with our community and have a vested interest in seeing us succeed. I would not hesitate to recommend McCree to any municipality for the completion of their architectural and construction needs.

William J Ross
Construction Manager
Brevard County Board of Commissioners



Jim Caruso / Pineloch Management, Inc
 102 W. Pineloch St, Ste 10, Orlando, FL 32806
 (407) 859-3550

// Market at Southside, Pineloch Retail Center,
 Pineloch Southgate



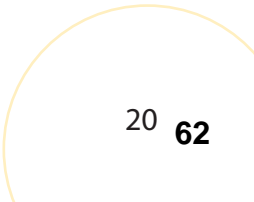
Corey Knight / City of Orlando
 400 S Orange Ave, Orlando, FL 32801
 (407) 246-2266

// Rosemont Community Center, City of Orlando Fire
 Stations #2, 7, 14, 15, 16, 17



JoAnn Newman / Orlando Science Center
 777 E Princeton St, Orlando, FL 32803
 (407) 514-2000

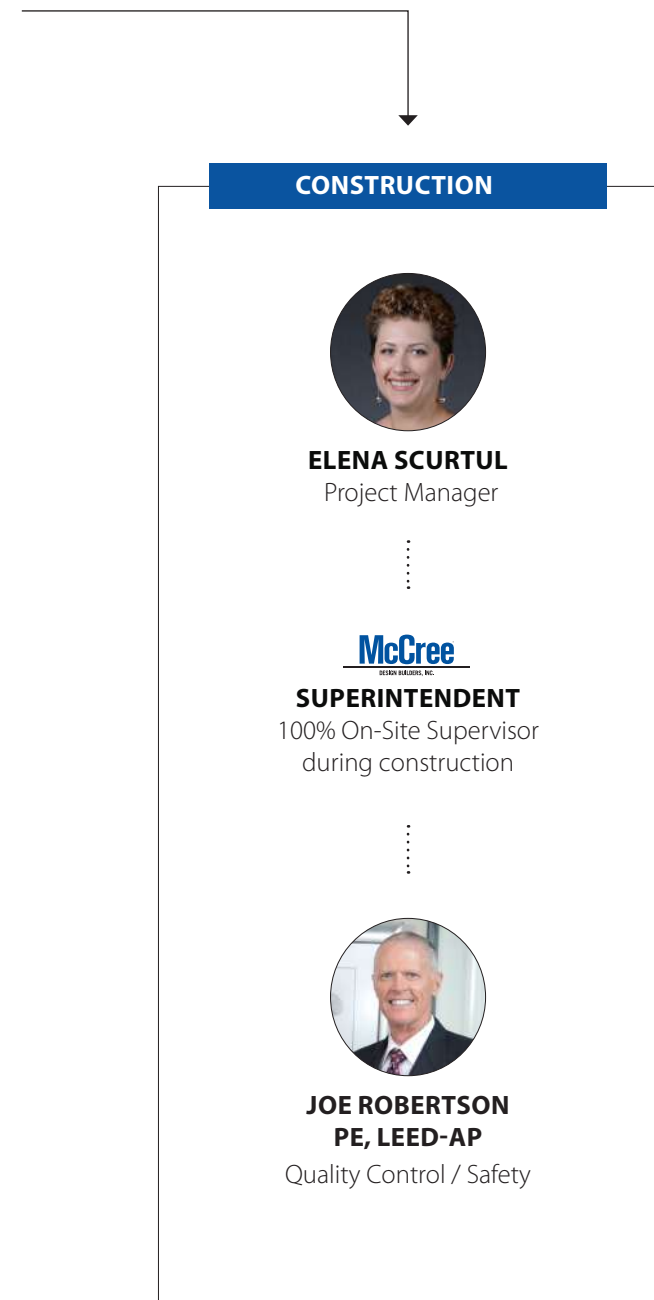
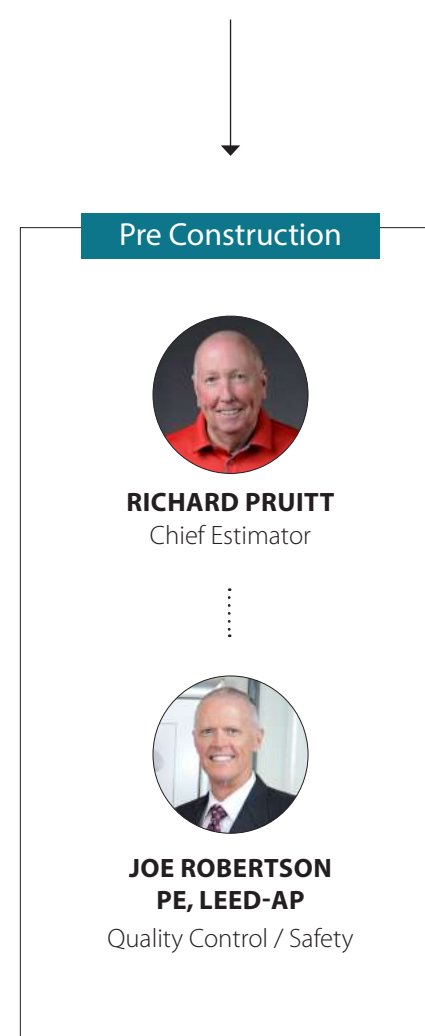
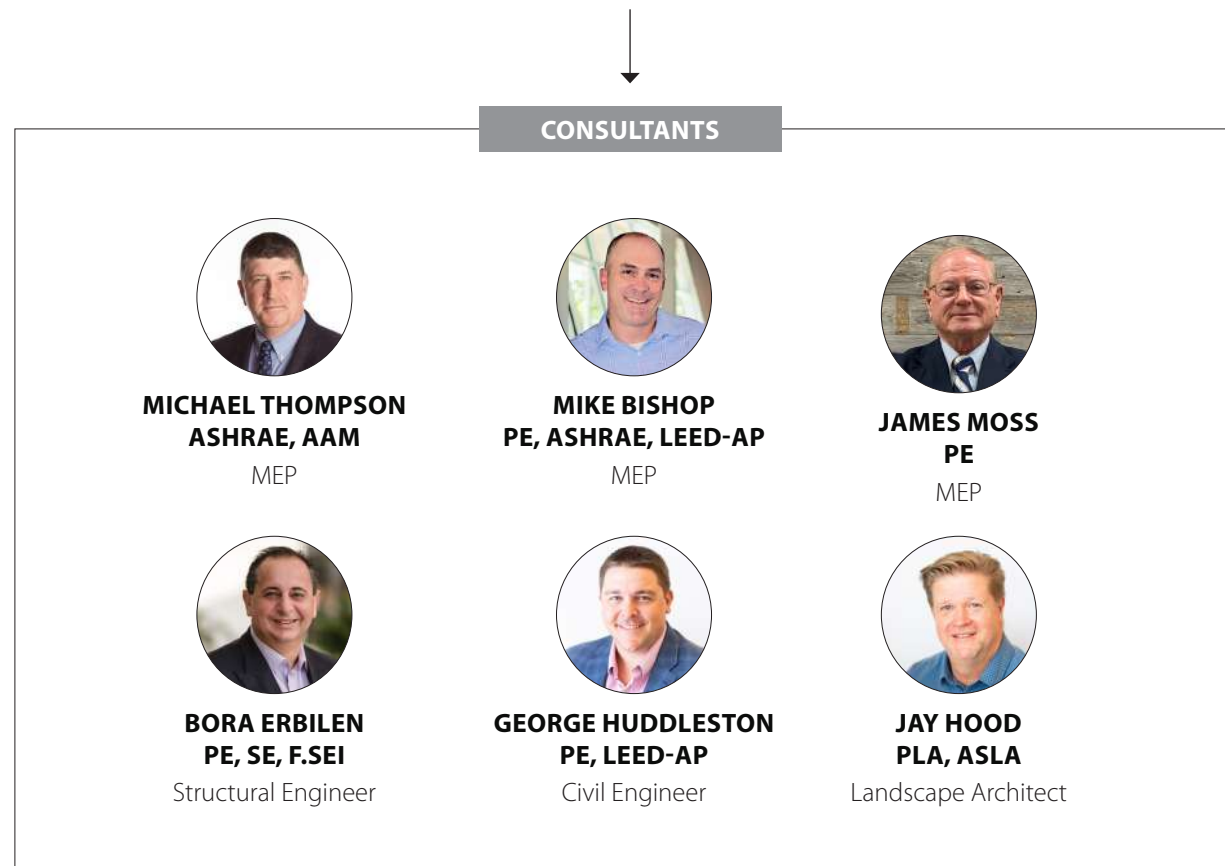
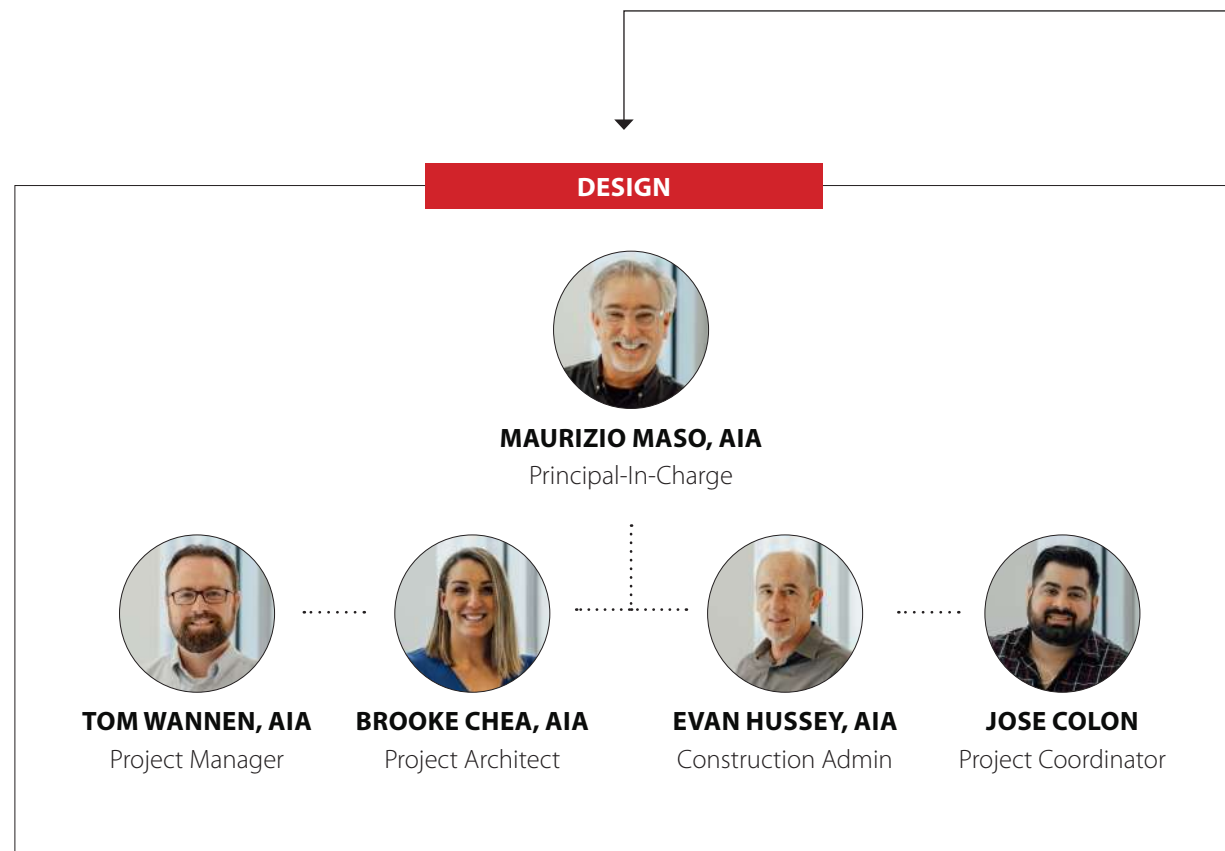
// Multiple Projects For Orlando Science Center





The McCree Team has done an excellent job. This 60,000 square foot multi story building will house innovative classrooms and offices. Not only has McCree remained on schedule, on budget, and maintained the highest level of quality, they have actively looked for avenues to save us time and money. Above and beyond the quality of the work lies the quality of the individuals of the McCree team. They have been a pleasure to work with and one that I would not hesitate to use again.

Helen Loiselle
Director of Facilities
Valencia College





McCree
DESIGN BUILDERS, INC.

PROJECT EXECUTIVE

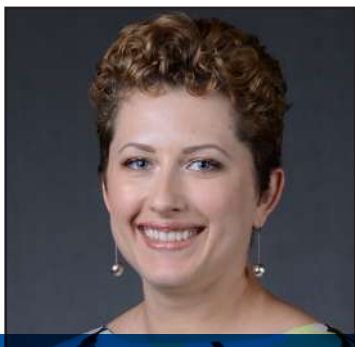
RICHARD MCCREE JR / CGC, PE, LEED-AP

Commitment to success, strong leadership skills, and extensive knowledge drive Richard as the Project Executive. As a Licensed Professional Engineer, Certified General Contractor, and LEED Accredited Professional, he has vast experience in all aspects of design and construction management. Richard brings the full command of McCree to his projects, allowing him to provide superior service to the Rotary Club & Town of Windermere. He will be directing this project to successful completion, and he will oversee the team to complete all projects on time, within budget and exceeding standards for quality.

Position	Project Executive
Years Experience	29
Years w/ McCree	27
Registrations	Certified General Contractor; Licensed Professional Engineer; LEED Accredited; EPA Lead-Safe Certified

Similar Projects

The Master's Academy - Judi Tome Theatre
 Orlando Science Center - Multiple Projects
 Rosemont Community Center & Gym
 College Park Community Center
 First Baptist of Clermont
 West Orange Healthcare District Headquarters
 City of Orlando Fire Stations 2,7,14,15,16,17
 GOAA - Multiple Projects
 St. Luke's United Methodist Church - Multiple Projects
 First Presbyterian Church of Orlando - Multiple Projects
 Winter Haven Emergency Operations Center
 Lake Mary City Hall
 Lake Mary Community Center
 Lake Mary Fire Station
 Oakland Town Center
 City of Clermont City Hall
 Inverness Government Center
 Valencia College Building 10
 Valencia College West Campus
 Orlando Science Center
 OCPS Schools 50+
 Bay Hill - Multiple Projects
 Orlando Health - Multiple Projects
 Advent Health - Multiple Projects



PROJECT MANAGER
ELENA SCURTUL

Elena is a true testament to the construction industry's goal of providing opportunities for advancement. Over her 3 years at McCree, she has grown from a project expeditor to project manager by approaching each job head on and learning from every opportunity. She has a wealth of experience in complex government funded projects as well as educational construction experience. She is highly involved in permitting concerns with cities and municipalities, as well as subcontractor agreements and owner direct purchases. Her OSHA certification and self-motivated drive make her an excellent project manager for this job and many more to come.

McCree
DESIGN BUILDERS, INC.

Position	Project Manager
Years Experience	9
Years w/ McCree	3
Registrations	AED Certification, OSHA 30, First Aid & CPR Certified

Similar Projects

Orlando Science Center - Multiple Projects
 OCPS Adult Learning Center
 Jones High School Cafeteria
 Jones High School ReRoof
 Guardian Care Nursing and Rehabilitation Center
 Pineloch - One Florida Bank
 Zoom Room Winter Park
 Bay Hill - Multiple Projects
 Orlando Health - Atlanta
 Florida United Methodist Children's Home
 Daytona Beach Drive-In Church
 West Orange Healthcare District Community Room
 Sanford Zoo
 Moffat - Multiple Locations
 Watson Realty in Lake Nona
 Enterprise - multiple locations
 Zion Lutheran Church
 Salvation Army
 Sunbelt - Multiple Locations
 Park Avenue Operating Suites
 Heathrow Surgery Center



McCree
DESIGN BUILDERS, INC.

CHIEF ESTIMATOR
RICHARD PRUITT

Richard was chosen for this role because in today's economy, material and labor costs are highly variable, and Richard has the skill and experience (more than 41 years) to provide you with the guidance you need for intelligently and responsibly planning your project finances. Your risk exposure will be reduced by Richard's approach to performing estimates throughout preconstruction and providing you and our project team with guidance to help identify opportunities for expediting operations and reducing total project costs. Additionally, you'll be able to make better informed decisions regarding alternative materials and designs because Richard can provide you with a comparative analysis of first, life cycle, and operation and maintenance costs that will allow you to match your choices with available funding and your short- and long-term goals.

Position	Chief Estimator
Years Experience	41
Years w/ McCree	17
Registrations	OSHA Certified Trainer, International Code Council

Similar Projects

City of Orlando Fire Stations 2,7,14,15,16,17
 Rosemont Community Center & Gym
 College Park Community Center
 Winter Haven Emergency Operations Center
 Lake Mary City Hall
 Lake Mary Community Center
 Lake Mary Fire Station
 Oakland Town Center
 City of Clermont City Hall
 Inverness Government Center
 Valencia College Building 10
 Valencia College West Campus
 Orlando Science Center
 OCPS Schools 50+



McCree
DESIGN BUILDERS, INC.

QUALITY CONTROL / SAFETY

JOE ROBERTSON / PE, LEED-AP

He's the right choice to serve as your advocate in this role because in addition to being a licensed professional engineer, general contractor, and LEED Accredited Professional, he's a licensed Threshold Building Inspector, FDEP Qualified Stormwater Management Inspector, Certified Underground Utility Contractor, and is OSHA certified. Combined with his 39 years of experience that has included an extensive array of K-12 and higher education addition and new construction projects, he possesses the detailed knowledge and skill to proactively identify and resolve potential quality issues before they become problems, and confirm that the final product meets your intended specifications and requirements. His expertise, coupled with his passion for educational design and construction have enabled the firm to maintain a high standard of excellence. He will ensure that the team maximizes value and maintains the highest level of quality.

Position	Quality Control / Safety
Years Experience	39
Years w/ McCree	35
Registrations	Professional Engineer, LEED-AP; Florida Threshold Building Inspector, FDEP Qualified Storm Water Management Inspector, Certified underground utility contractor, OSHA Certified

Similar Projects

City of Orlando Fire Stations 2,7,14,15,16,17
 Rosemont Community Center & Gym
 College Park Community Center
 Winter Haven Emergency Operations Center
 Lake Mary City Hall
 Lake Mary Community Center
 Lake Mary Fire Station
 Oakland Town Center
 City of Clermont City Hall
 Inverness Government Center
 Valencia College Building 10
 Valencia College West Campus
 Orlando Science Center
 OCPS Schools 50+



Hunton **Brady**
ARCHITECTS

PRINCIPAL-IN-CHARGE
MAURIZIO MASO / AIA

Maurizio Maso, Vice President and Design Principal, has been with HuntonBrady Architects for 38 years. Maurizio leads the design efforts and is responsible for establishing the creative direction of the firm. He has been involved in every aspect of the design process including programming, site studies, master planning, and design of many of the firm's projects. An award-winning designer, Maurizio has received recognition for design excellence on numerous projects, including Carver Middle School and Lockhart Elementary School, that have been undertaken by the firm. Maurizio is the recipient of the 2006 Florida AIA Design Honor Award, 2008 University of Florida Distinguished Alumnus Award, and the 2012 Orlando AIA Medal of Honor.

Position	Principal-In-Charge
Years Experience	44
Years w/ HuntonBrady	39
Registrations	Registered Florida Architect #AR009198

Similar Projects

Winter park Library and Event Center | Winter Park, FL
 UCF College of Medicine | Lake Nona, FL
 Valencia College Various Projects | East, West, Osceola & Winter Park
 Seminole State College Various Projects
 Sanford-Lake Mary, Altamonte Springs and Heathrow Campuses
 AdventHealth University Various Projects | Orlando, FL
 Tavistock - The Grove Mixed Use Building | Windermere, FL
 SunTrust Plaza at Church St. Station, now TRUIST | Orlando, FL
 Most Precious Blood Catholic Church | Oviedo, FL
 Real Life Church | Clermont, FL
 OCPS SITE 132 Middle School | Winter Garden, FL
 OCPS Timber Springs Middle School | Orlando, FL
 OCPS Carver Middle School | Orlando, FL
 OCPS Lake Gem Elementary School | Orlando, FL
 OCPS Lockhart Elementary School | Orlando, FL
 OCPS Chickasaw Elementary School | Orlando, FL



PROJECT MANAGER
TOM WANNEN / AIA

Mr. Wannan brings over 20 years of architectural design experience to your project. He has worked as a Project Manager and Project Architect on commercial, educational, religious, healthcare, and multi-family Residential projects. Tom has received two design awards which include First Place for the 2010 Florida Foundation For Architecture Healthcare Clinic for the Homeless Design Competition and Third Place for the 2009 Florida Foundation for Architecture, Sustainable Classroom Design Competition.



Position	Project Manager
Years Experience	23
Years w/ HuntonBrady	16
Registrations	Registered Florida Architect #AR094217

Similar Projects

Winter park Library and Event Center | Winter Park, FL
 Tavistock-The Grove Mixed Use Building | Windermere, FL
 SunTrust Plaza at Church St. Station, now TRUIST | Orlando, FL
 Orange County Convention Center (unbuilt) | Orlando, FL
 Most Precious Blood Catholic Church | Oviedo, FL
 Real Life Church | Clermont, FL
 Valencia College West Campus – Events Building | Orlando, FL
 Valencia College Osceola Campus – Building 4 | Kissimmee, FL
 Valencia College Osceola Campus – CIT Building | Kissimmee, FL
 AdventHealth University – Building 4 | Orlando, FL
 OCPS SITE 132 Middle School | Winter Garden, FL
 OCPS Timber Springs Middle School | Orlando, FL
 OCPS Carver Middle School | Orlando, FL
 OCPS Lake Gem Elementary School | Orlando, FL
 OCPS Lockhart Elementary School | Orlando, FL
 OCPS Brookshire Elementary School | Winter Park, FL



PROJECT ARCHITECT
BROOKE CHEA / AIA

Brooke Chea has over 17 years of architectural design experience. She started her career in Boston Massachusetts, focusing on higher education renovation projects including historic renovations and ADA upgrades. She has since been working in Central Florida on Retail, Commercial, Multi-Family Residential, K-12 and Higher Education projects.

Position	Project Architect
Years Experience	16
Years w/ HuntonBrady	1
Registrations	Registered Florida Architect #AR99995



Similar Projects

Ave Maria Elementary School | Orlando, FL
 Valencia College East Campus Building 5 | Orlando, FL
 Redeemer Christian School Master Plan | Ocala, FL
 Kiddie Academy | Winter Park, FL
 UCF classroom seating | Orlando, FL
 Orlando Bilingual Montessori Academy | Orlando, FL
 Hilton Garden Inn | Apopka, FL
 Hyatt Place | Melbourne Airport, FL
 Terrace Hotel Renovation | Lakeland, FL
 Margaritaville Amenities | Kissimmee, FL



CONSTRUCTION ADMINISTRATOR

EVAN HUSSEY / AIA

Mr. Hussey has 35 years of experience managing construction of religious, commercial and education projects. He is HuntonBrady's liaison with client/owner and contractors during the project's construction phase. In addition to making regular visits to project site, he participates in project meetings, monitors construction costs and budgets, reviews and documents change orders as the contract requires, reviews contractor pay applications, and coordinates closeout documentation, substantial completion, punch lists, and final acceptance.



Position	Construction Administrator
Years Experience	35
Years w/ HuntonBrady	17
Registrations	Registered Florida Architect #AR009198

Similar Projects

Winter park Library and Event Center | Winter Park, FL
 Holy Family Catholic Church | Orlando, FL
 Palmer College of Chiropractic | Port Orange, FL
 Most Precious Blood Church | Oviedo, FL
 OCPS Timber Springs Middle School | Orlando, FL
 OCPS Carver Middle School | Orlando, FL
 OCPS Lake Gem Elementary School | Orlando, FL
 OCPS Lockhart Elementary School | Orlando, FL
 OCPS Chickasaw Elementary School | Orlando, FL
 OCPS Lake George Elementary School | Orlando, FL
 OCPS Sunrise Elementary School | Orlando, FL
 OCPS Brookshire Elementary School | Winter Park, FL



PROJECT COORDINATOR

JOSE COLON

Jose is responsible for the technical design activities on a project and supports the activities of the Project Manager. He is an essential coordinator, responsible for technical content of documents and timely production of projects.

Position	Project Coordinator
Years Experience	8
Years w/ HuntonBrady	5
Registrations	N/A

Hunton **Brady**
ARCHITECTS

Similar Projects

Winter park Library and Event Center | Winter Park, FL
 Valencia College Osceola Campus – CIT Building | Kissimmee, FL
 Palmer College of Chiropractic | Port Orange, FL
 OCPS SITE 132 Middle School | Winter Garden, FL
 OCPS Lake Gem Elementary School | Orlando, FL
 OCPS Lake George Elementary School | Orlando, FL
 OCPS Sunrise Elementary School Orlando, FL



RGD
CONSULTING
ENGINEERS

MEP

MICHAEL THOMPSON / ASHRAE, AAM

Michael Thompson is the Vice President of Operations for RGD's Orlando Office and is responsible for project management, business development, client relations and overall day to day operations of our Central Florida region. Michael started his career in 1983 working for design -build /turnkey mechanical contractors on large industrial and commercial projects located across the Mid-Atlantic and Southeast United States. Most recently, and prior to joining RGD Consulting Engineers, Michael opened the Central Florida MEP engineering business unit for a large international consulting engineering firm and managed it for 25 years. During that period, he led the MEP engineering efforts for some of the largest and most complex projects in the region including over 17 visual & performing arts center projects.

Mr. Thompson prides himself as a client-focused, solution oriented, hands on manager that consistently delivers creative engineering solutions to projects, while maintaining continuous project engagement starting with project inception, throughout design and construction, and into the post occupancy period.

Position	MEP
Years Experience	39
Years w/ BBM	3
Registrations	American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE), American Association of Museums (AAM)

Similar Projects

City Of Clermont Streetscape Project | Clermont, FL
 Jenkins Auditorium | Clermont, FL
 Citrus Bowl Renovations | Orlando, FL
 Okeechobee Agricultural Center | Okeechobee County, FL
 Baker Museum Expansion | Naples, FL
 Artis Naples-The Naples Philharmonic | Naples, FL
 Linda Chapin Theater | Orlando, FL
 Keene Music Hall- Rollins College | Winter Park, FL
 The Norton Museum | West Palm Beach, FL
 University Of Central Florida Performance II | Orlando, FL
 Annie Russell Theater | Winter Park, FL
 Cornell Museum | Winter Park, FL
 Confidential Performing Arts Expansion



RGD
CONSULTING
ENGINEERS

MEP

MIKE BISHOP / PE, ASHRAE, LEED-AP

Mr. Bishop is the Vice President of Engineering and oversees overall engineering processes and procedures. After graduating from the University of Florida in 1996, Mike worked as an industrial engineer for Energizer Batteries honing the fine art of building an efficient work flow. This efficiency followed him after joining RGD 20 years ago. Mr. Bishop has worked side by side with the founder and principal helping to grow RGD to where it is today. Over his 26 year career, his experience includes large scale developments, including high rise projects up to 19 stories in urban environments, medical office buildings, corporate offices, higher education facilities and large public sector projects Mr. Bishop specializes in mixed use and vertical build environments. His expertise includes working proactively with clients, owners and contractors, especially during preliminary conceptual stages, to establish an overall design direction and set expectations for the project. These early on discussions and early coordination ensures projects move forward swiftly and are designed to budget.

Position	MEP
Years Experience	26
Years w/ BBM	20
Registrations	Professional Engineer #PE73000, American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE), LEED Accredited Professional

Similar Projects

Maltz Jupiter Theatre | Jupiter, FL
 Palm Beach Day Academy Matthews Center | Palm Beach, FL
 Focal Point Church Expansion & Renovation | Orlando, FL
 Destiny Worship Center | Miramar Beach, FL
 Christ Fellowship Church | Port St. Lucie, FL



RGD
CONSULTING
ENGINEERS

MEP

JAMES MOSS / PE

James (“Jim”) Moss supervises the daily activities of the mechanical engineering department in RGD’s Orlando Office. After graduating with a BSME from Florida International University, Jim’s career began with SeaWorld of Orlando as an Owner’s Engineering representative and Design Engineer, providing engineering services for various aquatic projects and themed attractions. Subsequently, Mr. Moss’ career path included working for nationally recognized architectural and engineering firms and consulting engineering firms across the Southeastern United States. Jim’s project experience includes supervising mechanical engineering efforts for large commercial Projects including high rise retrofits, office buildings, hotels, retail, student housing, senior living, higher education, and multifamily residential Projects. Other project experience includes an extensive background in the design of health care (IE: AHCA) projects, and Central Energy Plants. Jim will be the project’s mechanical, plumbing and fire protection engineer of record.

Position	MEP
Years Experience	41
Years w/ BBM	6 Months
Registrations	American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE), NFPA

Similar Projects

Sarasota Memorial Hospital Medical Office Building Tower | Sarasota, FL
 Columbia Healthcare Headquarters | Nashville, TN
 Suntrust Tower Hvac Upgrades | Orlando, FL
 Gateway Center Cep Upgrades | Orlando, FL
 Grand Bohemian Hotel Hvac Retrofit | Orlando, FL
 The Grove Resort | Walt Disney World, FL
 Disney All Star Resort Renovations | Walt Disney World, FL
 The Treehouse At The Plaza- Alf And Mc | Gainesville, FL (Ongoing)
 Regency Oaks Skilled Nursing/Alf/If | Clearwater, FL
 Lakeside Alternatives | Orlando, FL
 One Blood Clean Room -Biohazard Laboratory | Orlando, FL
 Abbie Jean Russell Senior Living Addition | Fort Pierce, FL
 Orlando Science Center -Animal Habitat | Orlando, FL
 Rollins College New Student Housing Complex | Winter Park, FL
 Rollins College-Bookstore | Winter Park, FL
 Rollins College-Facilities Department | Winter Park, FL
 Saint Leo’s Wellness Center-Saint Leo University | Saint Leo, FL
 Sanford Courthouse Renovations | Sanford, FL



STRUCTURAL ENGINEER
BORA ERBILLEN / PE, SE, F.SEI

Bora is President of BBM and has over 31 years of experience as a consulting structural engineer and has been with BBM for over 27 years. During his career, he has developed a strong background in design and modeling of structural elements by computer analysis, allowing many different combinations to be investigated until the optimal solution is attained. He is well-versed in all types of building systems and has worked on numerous building types with varying degrees of structural design complexity. He is well respected in the design community for his efficient designs and exceptional project management capabilities.



Position	Structural Engineer
Years Experience	31
Years w/ BBM	27
Registrations	Florida Professional Engineer #55996 + 41 additional States, , NCEES #30264, Model Law Structural Engineer Designation, Elevated to Fellow Status (F.SEI) of the Structural Engineering Institute of the American Society of Civil Engineers

Similar Projects

New Town Hall and Police Station | Windermere, FL
 City Hall Expansion | St Cloud, FL
 Lakeshore Park Pavilion | Ocoee, FL
 New City Hall | Ocoee, FL
 New City Hall | Palm Coast, FL
 New City Hall | Miramar, FL
 Wallace Park & Liberty Park Pavilion & Restroom Buildings | Inverness, FL
 Depot Pavilion & Train Station | Inverness, FL
 Farmer's Market Pavilion | Inverness, FL
 Wedding Pavilion Structure | Deerfield Beach, FL
 Restroom / Storage Pavilion at Quiet Waters Park | Deerfield Beach, FL
 Landmark I Office Covered Pavilion at East Entrance | Orlando, FL
 Market Event Pavilion | Winter Garden, FL
 North Naples Regional Park [12 Buildings] | Collier County, FL



CIVIL ENGINEER

GEORGE HUDDLESTON / PE, LEED-AP

George has 12 years of experience in civil engineering design, permitting and coordination on-site development, transportation and ADA remediation projects throughout the country. Design specialties include site layout design, stormwater detention analysis and design, water quality permitting, sediment and erosion control plan preparation, utility infrastructure design and ADA accessibility design. George leads Catalyst Design Group's Orlando office location, while serving clients in Florida and across the Southeast.



Position	Civil Engineer
Years Experience	13
Years w/ Catalyst	2
Registrations	Professional Engineer: FL, CO, MO, SC, TX, UT; LEED Accredited Professional

Similar Projects

Holland Park Interactive Water Feature & Playground | Palm Coast, FL
 Camping World Stadium (Florida Citrus Bowl) QA/QC | Orlando, FL
 Lakeland Skate Park | Lakeland, FL
 Rolling Mill Hill Development | Nashville, TN
 Trevecca Nazarene University - Multiple Projects | Nashville, TN
 DDRM North Point Plaza Retail Development ADA Assessment | Tampa, FL
 UCF Lake Nona Medical Center | Orlando, FL
 Legacy Pointe at UCF Assisted Living Community | Oviedo, FL
 Oviedo Medical Center Campus and Medical Village | Oviedo, FL
 Oviedo Vet Clinic | Oviedo, FL
 Alliance Residential Lakeland Multifamily | Lakeland, FL
 Hunter's Creek Freestanding ED | Orlando, FL
 Capital Regional Medical Center Comprehensive Inpatient Rehabilitation Center | Tallahassee, FL



Jay Hood

PLA, ASLA



LANDSCAPE ARCHITECT
JAY HOOD / PLA, ASLA

With 34 years of experience, Jay (alongside Bruce Hall) leads Catalyst's team of landscape architects in the Florida market. His experience includes a special focus on site design and landscape architecture for streetscapes and public spaces. Jay often presents at conferences and various universities, sharing his knowledge of Complete Street design, low impact development, and the benefits of strategic infrastructure investment.

Position	Landscape Architect
Years Experience	34
Years w/ Catalyst	N/A
Registrations	Registered Landscape Architect: FL, CO, OH; Council of Landscape Architectural Registration Boards (CLARB); American Society of Landscape Architects; Florida Recreation and Park Association; Purdue Landscape Architecture Professional Advisory Council, Board Member

Similar Projects

Lake Eva Community Park Amphitheater & Great Lawn | Haines City, FL
 Ocoee Waterfront Park | Ocoee, FL
 Lake Mirror Park Master Plan, Hollis Garden & Amphitheater | Lakeland, FL
 Wyndham Grand Special Events Lawn | Clearwater, FL
 Orange County Convention Center Phases III, IV and V | Orange County, FL
 Camping World Stadium (Florida Citrus Bowl) | Orlando, FL
 Port Canaveral Amphitheater | Port Canaveral, FL
 RiverWalk Event Lawn and Stage | Melbourne, FL
 The Yard at Ivanhoe Mixed-Use Development & Amphitheater | Orlando, FL
 City of Winter Haven Chain of Lakes Park | Winter Haven, FL
 Plant Street Streetscape, Plaza and Pavilion | Winter Garden, FL
 Riverfront Park and Pavilion | Port Orange, FL
 Indian Riverside Park Master Plan and Phase I - Special Events Facilities & Waterside Pavilion | Martin County, FL
 Lake Maude Sports Park and Amphitheater Stage, Winter Haven, FL



From the very beginning we felt confident that the Mccree organization was the perfect fit to assist us in building a complex that would meet a myriad of needs for our organization and the City of Winter Haven both now and for future years. Our city's goal of implementing programs of sustainable development, initiating "Green Building" concepts, and utilizing multi use facilities were greatly enhanced when we chose to partner with Mccree on this project.

Tony G Jackson
Fire Chief
City of Winter Haven Fire Department

McCree Design Builders, Inc. has three shareholders. One of the shareholders, Cindy McCree-Bodine, is the daughter-in-law to Norma and Byron Sutton, both members of the Rotary Club of Windermere.



“

McCree has completed numerous design-build projects for the Orlando Fire Department. In fact, their commitment to our success has greatly assisted us with meeting our goals in a period of unprecedented growth. With four fire stations under construction and several more under contract, we feel secure in knowing McCree understands our dedication to safety, education and emergency response and is steadfast in their approach to designing and building facilities to accommodate our changing needs

Mark Oakes
Deputy Chief
Orlando Fire Department

MCCREE DESIGN BUILDERS, INC. HAS NEVER BEEN SUBJECT OF AN INVESTIGATION BY A REGULATORY AGENCY OR PROFESSIONAL LICENSING BOARD.

McCree Design Builders, Inc. is currently in the process of disputing two claims. One is with Site Solutions and the other is with DBH for non-payment on two separate projects. McCree's position is Site Solutions did not complete the work and McCree had to step in and complete the work and DBH finished the job late causing the project to be delayed. Both of these subcontractors failed to complete the work they were contracted to do. McCree is protecting the owner in both instances.

McCree avoids conflicts by bringing its team approach to projects and using the 10 Step Process. We pledge to do this through the following:

- Proactive communication with the owner, the design team, subcontractors and outside vendor to keep everyone on the same page. We ensure good communication between all parties so that everyone's expectations are understood.
- Make certain everyone is capable and qualified. Through the bidding and procurement process, we make sure all suppliers and subcontractors are capable of executing the work, maintaining schedules and handling the workload with professionalism and proficiency.
- Overall, we eliminate surprises, document thoroughly, scope out all contracts accurately and effectively, monitor progress and hold each other accountable, keep everyone on track and on schedule, inspect for compliance and quality and maintain the highest level of safety. This ensures success and a process that is litigation free.

// SCOPE OF SERVICES

QUALIFICATIONS - C1



“

Smart Technology, high-end finishes and energy efficient programming were used throughout each space. Each project was planned on a fast track timeline and Mccree carefully coordinated deliveries of materials with multiple scheduling techniques to keep to the schedule. We greatly appreciate that Richard Mccree and his team worked diligently to maintain superior quality during these fast paced projects. Orlando Science Center must remain open to the public during construction. Mccree has been very dedicated to make sure that their efforts do not interfere with our visitor experience.

JoAnn Newman
President / CEO
Orlando Science Center

MCCREE'S APPROACH TO PROJECT COMPLETION

OUR TEN STEP PROCESS

McCree Design Builders has streamlined a design-build process which has resulted in an endless list of successful projects for our clients. Every time this process has been utilized it has resulted in a facility exceeding the owner's expectations of quality, completed within or under budget and schedule.

Our project success for the Rotary/Healthy West Orange Pavilion begins utilizing our 10-Step Design-Build Process along with all our recent experience designing and building civic projects. Our knowledge and experience presents Rotary Club & Town of Windermere with an opportunity to get more from our team than any other.

- | | |
|-----------------------------------|---|
| 1 Regulatory Review | 6 Construction and Engineering Drawings |
| 2 Preliminary Drawings | 7 Subcontractor Bid Process |
| 3 Budget Cost Estimates | 8 Permitting |
| 4 Value Engineering | 9 Construction Process |
| 5 Confirmation of Design and Cost | 10 Closeout |

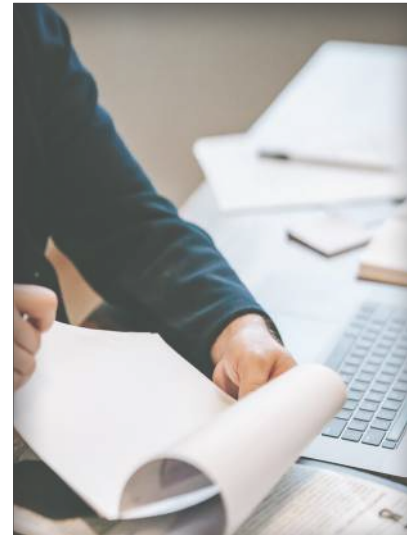
STEP 1

REGULATORY REVIEW

During this step, a code review of the project from all angles is performed to ensure the team understands any restrictions or requirements. Investigations of all utilities and site logistics will be done during this step. Additionally, the our team will verify the program requirements to establish a collaborative approach with a linear project process.

The regulatory review includes, but is not limited to:

- The City's Requirements
- Code Review
- Site Logistics
- Desired Specification Criteria
- Utility Investigations
- Verify Program Requirements
- Local & State Agency Requirements



An average of 10% savings in overall costs has been achieved utilizing McCree's 10 Step Design-Build process.

STEP 2

PRELIMINARY DRAWINGS

Based upon your design criteria scope of work, our team's past experience/ideas/lessons learned and meetings with the team stakeholders, along with our consultants, will develop a preliminary design for the project. The preliminary design will define all aspects of the project and will cover the following:

- Overall Design & Value Engineering of Structure & Systems
- Space Plan and/or Site Plan
- Ceiling Plan (for Interiors Only)
- Elevations
- FF&E Requirements
- Basic Building Mechanical & Electrical Systems Requirements
- Security & Public Access Requirements
- ADA Standards
- Planning & Zoning Requirements

STEP 3

BUDGET COST ESTIMATES

Budget control is an integral part of project success. We know if we manage the budget properly, we will be successful in managing the schedule by avoiding unnecessary redesign time and costs. This focus also helps in the project coordination by allowing the team to focus on quality control throughout the project while still adhering to established programs, schedules and budgets.

Integrated Cost Decision Making Process

An integrated cost decision-making process ensures the team stakeholders achieve the goals of the project without compromising any design or quality. This may include:

- Subcontractor/Supplier Pre-Qualification
- Internal Historical Data Comparison
- Published Historical Data Comparison
- Prepare "Open Book" Estimate
- MWBE & VBE Bid
- Project Schedule
- Bid to Subcontractors/Suppliers
- Select Technology
- Security
- Computer/IT Equipment
- Furniture Systems

First, we start with a number check, verifying the program and double-checking our work. We also maintain records on all subcontractor qualifications, participation, and quality of work. This initial step gives a baseline of pricing information critical to accurate estimating. McCree has used this approach time and time again on design-build projects and has always met the budget criteria.

Second, our estimators work with our architects, engineers and subcontractors to confirm what has been designed is verified with the budget. This allows adjustments to be made early in the process if needed. Additionally, the estimates are "open book" and available for you or any team stakeholder to review.

STEP 4

VALUE ENGINEERING

Value engineering needs to occur throughout the entire design and pre-construction process, but it's most effective when decisions are made as early as possible. Our experienced design and construction professionals check all aspects of the project to look for areas of possible value engineering to reduce or increase costs as needed. During this step, the McCree design-build team will review all documents with the team stakeholders.

Throughout the entire design phase, our team of experienced professionals consult with the Rotary Club & Town of Windermere to express all possibilities to reduce the overall price for the project without jeopardizing the design criteria. We will bring solutions to the table. Upon completion of the value engineering process, updates shall be made to the designs and budget.

LIFECYCLE COST ANALYSIS

Throughout the design phase of the project, the McCree team will be working to provide the team stakeholders with a life cycle cost analysis. This is to help the Team Stakeholders to determine, not only design and construction costs, but usage, maintenance and future growth costs. Being a design-build team, we want to ensure you achieve your program goals, not just for today, but for the future.

STEP 5

CONFIRMATION OF DESIGN AND COST

Upon approval, our team will proceed with construction documents. Again, we want to develop a budget with you that is reliable before going to construction drawings. McCree does not move forward until the owner is completely satisfied with the preliminary budget and building design.

**ACCURATE. HONEST. TRUSTED.**

In the past 5 years, 96% of projects' early schematic estimates came within 3% of the final total cost. This allows our clients to accurately budget and achieve their desired results without sacrificing quality or integrity.

STEP 6

CONSTRUCTION AND ENGINEERING DRAWINGS

The architects and engineers produce final detailed construction documents to allow for a quick turnaround in permitting. These construction documents will not only include all architecture & engineering drawings, but a full set of specifications. Our quality control and documentation experts inspect the drawings at every incremental phase of design development. During this step, the McCree design-build team will review all documents with the team stakeholders. The McCree team attributes over 200 years collectively of success and repeat clients to quality design and quality services. The McCree team has always emphasized quality throughout the entire design process, rather than relying simply on checking procedures. During formal checking and review procedures, we will ensure these procedures catch any errors to enhance quality.

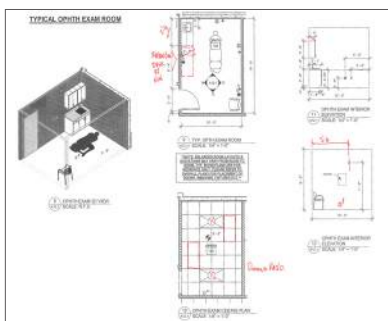
McCree’s design-build project delivery process stresses quality management throughout the project by all team members. The McCree team requires all project managers develop a specific QA/QC plan for each project which defines roles, standard procedures for reporting and communications, deliverables, common work breakdown structure, project work plan/schedule and labor-hour budgets for each task by discipline.

All team stakeholder standards, reporting requirements, and review procedures are factored into the plan. A plan for integrating the work between team members is developed, which includes the formal partner kickoff meeting to orient the team members and establish and explain the work plan. A pre-established schedule of reviews is distributed to team members to ensure all sections of the drawings are checked before transmittal to team stakeholders for review, comment, and approval.

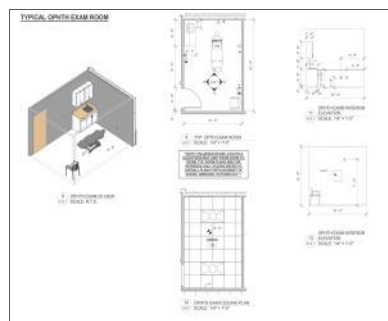
GETTING IT RIGHT THE FIRST TIME

Checking and reviewing procedures incorporated into the quality control plan includes provisions for industry standard check-sets to document checking, back-checking, and review of all products.

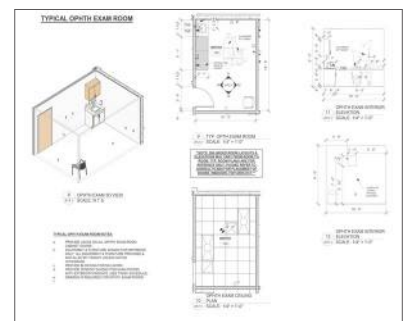
The McCree design-build team will be presenting the team stakeholders with the following minimum submittals:



30% Schematic Design Package



60% Progress Set Design Package



100% Construction Documents Design Package

McCree will provide all team stakeholders with continuous updates and decisions affecting the project. At approximately 60% completion of final design documents, a comprehensive estimate of the design documents shall be completed to confirm budget.

At the end of construction documents, the team submits drawings to an in-house quality control and coordination program to ensure coordination among all disciplines. The McCree Team employs review techniques such as interference checking, which involves computer graphics comparisons. The construction documents phase involves several in-house workshops as the project develops to ensure accuracy and completeness of construction documents as they progress. This method is far superior to the alternate approach of reviewing construction documents at the end. Our goal is to produce a buildable set of plans, not just a permissible set of plans. The construction documents & quality control steps will encompass of all items/documents including, but not limited to:

- Kick-Off Meeting
- Incremental Completion Construction Documents
- QC Plan
- Design Work Plan
- Schedule of Incremental Reviews
- Checking and Review Procedures
- Incremental QC Review
- Peer Reviews
- Incremental Verification of Costs
- Pre-Construction Team in Tune with Design Development
- Verification/Accountability of Costs Throughout the Entire Process



Quality Control From Start to Finish

Since 2010, our final contract values have been within 5% of preliminary estimate.

STEP 6

SUBCONTRACTOR BID PROCESS

Once the construction documents and quality control checks are complete, the competitive subcontractor bid process begins. The final estimate is the last estimate to occur during the project.

Our estimators get pricing from multiple subcontractors and suppliers for each category of the work, taking special care to get participation from MWBE, VBE and local companies. All firms wishing to submit a bid for this project will be pre-qualified using McCree's proven pre-qualification process to ensure the subcontractors and suppliers are not only capable of doing the work, but financially viable as well. McCree's subcontractor/supplier database for the Central Florida region is well over 3,000 and we always have multiple bids per division. We will advertise this project to generate the most interest, and also conduct pre-bid meetings to clarify any questions. All bidding information will be available through the master interface website.

The final estimate guaranteed maximum price (GMP) will be compiled in Windermere's desired format in a method that is "open-book" for easy review with the team stakeholders and for approval. The final estimate GMP will include subcontractor/supplier recommendations for approval. We also complete a final construction schedule showing all construction milestone dates. This final construction schedule is completed once all subcontractor/suppliers have been selected.

The final estimate step will encompass of all items/documents, including but not limited to:

- Advertise Bid
- MBE/WBE/VBE Advertising
- Pre-Bid Meeting
- Subcontractor/Supplier Pre-Qualification
- Internal Cost Estimating Comparison
- Final Estimate for Team Stakeholder Review



Why Do Subcontractors like McCree?

We pay on time and treat subcontractors fairly.
We provide assistance to subs who may be new or small.
We give 3 week look ahead to assist with labor planning.

STEP 8

PERMITTING

The McCree team will work very closely with the permitting staff to meet all requirements in an expeditious manner.

The permitting step will encompass the following, but is not limited to:

- Pre-Submittal Meeting with all Permitting Staff
- Tactile Response Plan for Expedited Permit Questions, Comments, Action Items
- Final Construction Documents Submittal & Review

STEP 9

CONSTRUCTION PROCESS

Our construction project manager becomes the main point of contact for the remainder of the project, and oversees its successful completion. McCree will also designate a full-time superintendent to watch, monitor, and enforce all construction work in terms of a production, quality, and scheduling perspective. No construction activity will occur without a McCree representative on site. Prior to final approval by team stakeholders, a pre-construction meeting will be held on each site.

During this meeting, the project schedule, budget, safety, MOT (maintenance of traffic), security and other items affecting “day-to-day” operations of the project will be discussed. All subcontractors/ suppliers and their workforces will be confirmed for training to assure work is expeditiously started and completed safely.

During construction, the team will have weekly meetings where all representatives of all stakeholders will be invited to attend. Items of discussion will include, but not be limited to:

- Review / Approval of Drawings
- QA/QC
- Schedule (Long Lead Items)
- Cost Control
- RFI Updates
- Safety, Access, & Security Plan
- Owner Action Items
- Architect Action Items
- Subcontractor Input
- Document Control

During construction, ProCore online will be our main portal for all documents. All project team members will have access to maintain real-time access from any device.

MCCREE'S QUALITY CONTROL

McCree's project managers and superintendents concentrate on quality control as one of their daily responsibilities. McCree's most experienced construction managers are assigned the specific responsibility to conduct our on-going quality control effort. Experienced and capable construction professionals are essential to construction quality because of the diverse disciplines involved. McCree construction managers meet and exceed these standards, as evidenced by McCree's awards for workmanship and quality, and by customer/ client satisfaction. Total quality management is imperative because limited funds must be used in such a way as to capture the maximum value for each and every dollar to be invested in facilities.

Before, during, and after construction, you may enjoy highlighting and marketing what's coming soon for your business and the major activities for your project. These include McCree's efforts to market your business and the project via press releases, social media, articles, awards and community events.

Community Events: If the team stakeholders desire, various community stakeholder events will be facilitated by our team to include, but not limited to:

- Groundbreaking Ceremony
- Progression Photos/Videos
- Presentations to the Organization and Community
- Presentations to Local Civic Groups, Neighborhoods, etc.
- Ribbon-Cutting Ceremony

STEP 10

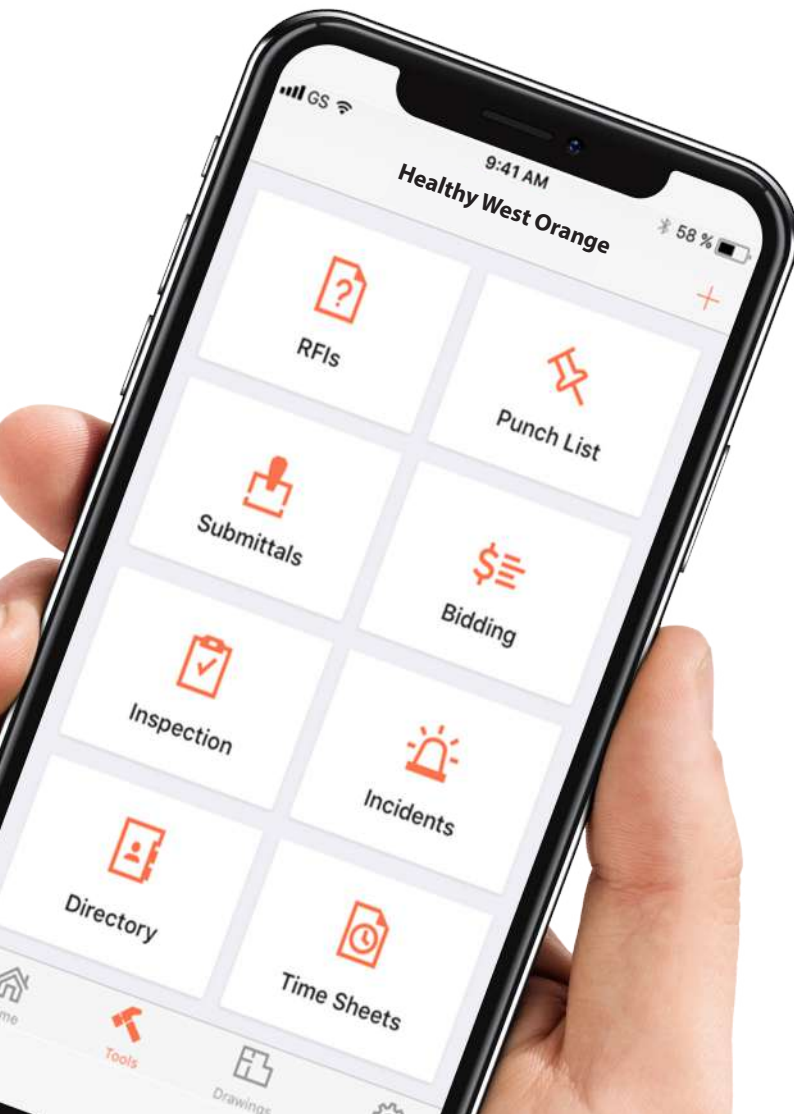
CLOSEOUT

At completion of the project, we assist with systems and equipment training, finishing any punch list items, and answering any questions that come up as the building is occupied. We deliver to you all of the final documentation to close out the project as quickly as possible, including certificates, warranties, final lien releases, etc. in the manner best for your use. All materials will be delivered electronically. During this phase any additional training for the new facility is coordinated.

— Additionally

COMMUNICATION

McCree's team utilizes the most efficient cloud based technology to provide our customers with "Real Time" information. Many of our customers will specify which software programs are required for their project. Therefore, McCree is extremely well versed in utilizing a wide array of programs. McCree is happy to utilize any program Rotary Club & Town of Windermere would prefer, if they allow us, our preference would be the following as our team of experts feel these programs provide ease of use, better communication and additional construction management services as opposed to other programs.

**Project Management**

Easy-to-use, mobile project management software that increases project efficiency by connecting field and office for real-time visibility.

Design Coordination

Bridge the gap between all team members to quickly log, assign and access coordination issues in one central location.

Invoice Management

Streamline billing across stakeholders so everyone has access to the latest information in one organized platform.

AND MORE!

PROCORE also integrates with over 300+ programs including:

PowerTools

P6 Oracle Primavera

Microsoft Project

Zoom

ADDENDUM VERIFICATION

Addendum No. 1

REMINDER: This addendum must be acknowledged, signed and returned with your proposal. Failure to comply may result in disqualification of your submittal.

To: All Proposers
From: Andrew L. Brooks, ZHA Incorporated, Owner's Representative
Subject: RFQ: #2022-001
Design – Build Services for Healthy West Orange Pavilion
Date: February 11, 2022

1. Reference Cover Page and 2. SUBMISSION REQUIREMENTS:

Mail or Deliver Responses to:

The Rotary Club of Windermere, Inc.
614 Main Street
Building 100
Windermere, FL 34786

2. Reference 2. SUBMISSION REQUIREMENTS:

Revise “one electronic copy (USB Flash Drive: PDF Format)” in lieu of providing “one electronic copy (CD: PDF Format)”.

3. Reference § 5.05 PROJECT BUDGET: The Project Budget is \$800,00.00. Delete the word “Tentative”.

4. Reference DESIGN CRITERIA: Refer to attached alternative HEALTHY WEST ORANGE PAVILION, 3-D View. Note alternative and preferred roof line, subject to refinement by the selected Design-Builder.

5. **Question:** Regarding the park and exercise equipment, specifically: “Are you able to provide any further details regarding: the size of the area, surfacing, color scheme, will wheelchair accessible units be needed?”

Answer: The project is in the preliminary solicitation phase to select a Design-Builder and those details will be developed as the design is completed

This Addendum supersedes any verbal or other instructions given to any proposer qualified to respond pursuant to the requirements set forth in the RFQ document. All other parts of the RFQ have been maintained as originally distributed.

Acknowledgement is hereby made of Addendum No. 1

Richard McCree, Jr

Signature of Proposer

02/28/2022

Date

RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

RESPONSE TO:

RFQ 2022-01 Design-Build Services for Healthy West Orange Pavilion
THE ROTARY CLUB OF WINDERMERE INC
501 FOREST ST. WINDERMERE, FL 34786

I acknowledge receipt of any/all Addenda: Richard McCree, Jr / CEO / McCree Design Builders, Inc I have included:

- Hold Harmless Agreement
- Certificate of Insurance
- Non Collusion Affidavit
- Drug Free Workplace Form

Mailing Address:

500 E Princeton St, Orlando, FL 32803 TELEPHONE 407.898.4821
FAX: 407.896.8763
DATE 02/28/2022

BY signing and submitting this proposal, I am certifying that (a) I am a citizen of the United States; and (b) I am not a member or an employee of the Town or a member of the Rotary Club of Windermere, Inc.

Richard McCree, Jr

Signature of Proposer

Cynthia McCree-Bodine

Witness

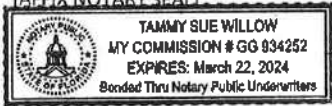
STATE OF FLORIDA

COUNTY OF Orange

THE FOREGOING INSTRUMENT was acknowledged before me by means of physical presence or online notarization, this 28 day of February, 2022, by Richard McCree, Jr as CEO of McCree Design Builders Florida Corporation, on behalf thereof, who

is personally known to me, or produced _____ as identification.

[AFFIX NOTARY SEAL]



Tammy Sue Willow

Notary Public Signature

Print Notary Name: Tammy Sue Willow

My commission expires: 03/22/2024

RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

HOLD HARMLESS AGREEMENT

I Richard McCree, Jr (Proposer) agrees to indemnify and hold harmless the Rotary Club of Windermere Inc and the Town of Windermere, Florida, and any of its respective employees and agents from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Proposer and other persons employed or utilized by the Proposer in the performance of the contract contemplated by this RFQ.

In the event the completion of the Project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall be responsible to reimburse the Town for all increased expenses resulting from such delay.

Richard McCree, Jr
Signature of Proposer

Cynthia McCree-Bodine
Witness

STATE OF FLORIDA

COUNTY OF Orange

THE FOREGOING INSTRUMENT was acknowledged before me by means of physical presence or online notarization, this 28 day of February, 2022, by Richard McCree, Jr, as CEO of McCree Design Builders Florida Corporation, on behalf thereof, who

is personally known to me, or produced _____ as identification.

[AFFIX NOTARY SEAL]

Tammy Sue Willow
Notary Public Signature

Print Notary Name: Tammy Sue Willow

My commission expires: 03/22/2024



RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

NON-COLLUSION AFFIDAVIT

I Richard McCree, Jr (Proposer) of the firm of McCree Design Builders, Inc (Proposer Firm Name) responded to the RFQ for Design-Build Services for Healthy West Orange Pavilion for The Rotary Club of Windermere Inc. Our response has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication, or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Proposer to induce any other person, partnership, or corporation to submit, or not to submit, a response for the purpose of restricting competition.

The Statements contained within this affidavit are true and correct, and made with full knowledge that The Rotary Club of Windermere Inc relies upon the truth of the statements contained in this affidavit in awarding contracts for said Services.

Richard McCree, Jr
Signature of Proposer

Cynthia McCree Bodine
Witness

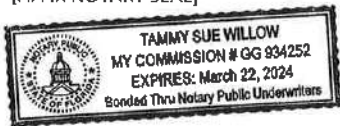
STATE OF FLORIDA

COUNTY OF Orange

THE FOREGOING INSTRUMENT was acknowledged before me by means of physical presence or online notarization, this 28 day of February, 2022, by Richard McCree, Jr as CEO of McCree Design Builders, Inc on behalf thereof, who

is personally known to me, or produced _____ as identification.

[AFFIX NOTARY SEAL]



Tammy Sue Willow
Notary Public Signature

Print Notary Name: Tammy Sue Willow

My commission expires: 03/22/2024

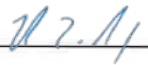
RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

DRUG FREE WORKPLACE CERTIFICATION

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 an employee 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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



Signature of Proposer



Witness



McCree

DESIGN BUILDERS, INC.

DESIGNED & BUILT RIGHT!

500 East Princeton Street, Orlando, FL 32803

Phone: 407.898.4821 Fax: 407.896.8763

McCree Design Builders, Inc.- CGC1508104

www.McCree.com

RFQ 2022- 01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

THE ROTARY CLUB OF WINDERMERE, INC.

REQUEST FOR QUALIFICATIONS

RFQ: #2022-01

DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

RESPONSES ARE DUE BY 2:00 PM EST FEBRUARY 28, 2022

MAIL OR DELIVER RESPONSES TO:

The Rotary Club of Windermere, Inc

501 Forest St.

Windermere, FL 34786

Phone: (407) 876-2563, Fax (407) 876-0103

1. OVERVIEW

Services Requested The Rotary Club of Windermere Inc. (“Rotary”), a 501c3 Organization is issuing a Request for Qualifications (RFQ) from qualified firms or individuals (“Proposer”) to act as the design-builder for the new Healthy West Orange Pavilion project (“Project”) to be located in the Town of Windermere (“Town”). The Owner of the Project is the Rotary Club of Windermere Inc. and the Town of Windermere (“Owner”). The Owner’s Representative for the Project and the Rotary is ZHA Incorporated (“OR”). The design-builder services are described below in Section 5 (the “D-B Services”).

CCNA The Rotary will select the qualified Proposer in accordance with Section 287.055 of the Florida Statutes, the Consultants’ Competitive Negotiation Act (“CCNA”). RFQ responses shall be evaluated by the Rotary and the OR. Three or more Proposers, deemed as best qualified using the factors set forth in Section 287.055, Florida Statutes, shall be selected by a committee for discussions and/or presentations, ranking, and subsequent negotiations for a contract with the highest ranked Proposer.

Project Description The Project includes a covered stage furnished with a retractable projection screen and appropriate lighting and sound equipment, men's and women's restrooms, two family restrooms, a multi-purpose storage room, and concession stand with a full equipped kitchen in downtown Windermere at the corner of Forest Street and Fifth Avenue where the existing community building stands. The Project will include the demolition of the existing community building, installation of new septic drain field and tank, and appropriate landscaping. Behind and around the pavilion will be a pocket park with exercise stations. The new pavilion will be named the "Healthy West Orange Pavilion" and will support the Town in meeting the goals of Healthy West Orange by providing a central location for health and wellness programs to be offered to residents of West Orange County. The Healthy West Orange logo and/or name will be prominently and permanently placed on the pavilion and pocket park locations and signage will be included recognizing the West Orange Healthcare District as the benefactor and funder for the pavilion.

2. SUBMISSION REQUIREMENTS

Submittal Instructions The response must be submitted on 8-1/2" X 11" paper, 12-point font, numbered, with headings, sections, and sub-sections that directly correlate/address specifically all required submittal information in their respective order identified below. Interested Proposers must submit three (3) bound copies, one (1) unbound original, and one (1) electronic copy (CD: PDF Format) of their qualifications prior to 5pm Eastern Standard Time, by the date set forth in Section 3, to the attention of **The Rotary Club of Windermere Inc, 501 Forest St. Windermere, FL 34786**. Qualification documents received after this date and time will not be considered.

Please include in your response:

- A. Title Page** Identify the RFQ subject, RFQ #, name of Proposer, Proposer's address, phone and facsimile number, primary point of contact, primary point of contact's title, mailing address, e-mail address for receipt of notifications, and date of submittal.
- B. Letter of Transmittal** Include the following:
- Type of business (sole proprietorship, partnership, limited liability company, corporation, etc.); and
 - State of formation;
 - If the Proposer is a certified minority business
 - Headquarters location and if any offices are located in the State of Florida
 - Include the names and contact information of the persons who will be authorized to bind the Proposer
 - Include the name(s) of the person(s) that will be performing the Services; and
 - Be signed by a representative who is authorized to contractually bind the Proposer and include the title.
- C. Qualifications** State the experience and qualifications of the Proposer.
1. **Proposer Organization Description:** Give a brief history of the organizational structure of the Proposer, including the organization's date of inception. Indicate number of employees, and identify if the Proposer has a minority, women, and/or service-disabled veteran business status. Provide the address and phone number of the office having the primary responsibility for the production of the requested Services. Provide copies of the Proposer's licenses, if any.
 2. **Previous Experience:** Provide current/past experience within the last 10 years of the Proposer in successfully designing and building projects of similar size scope and complexity or larger. In order to submit a response to this RFQ, Proposers must be experienced in the design, construction, and turn-over of at least one (1) public or institutional project with a construction budget of at least \$800,000.00.
 3. **References :** Provide at least three (3) references, including contact names and phone numbers, for projects of similar scope and complexity overseen in the last 10 years.
 4. **Key Personnel:** Provide biographies/resumes of the proposed individual(s) that will act as the Design Lead and Construction Project Manage for this Project. The biography shall include their

position, years of experience, tenure with the Proposer Team and similar projects. Provide information indicating the Proposer's current and projected workload.

5. **Conflict of Interest:** Indicate any conflicts or potential conflicts of interest with the Town or the Rotary Club of Windermere, Inc. or ZHA Incorporated.
6. **Legal:** Provide a list, along with brief explanations, of all lawsuits by and against the Proposer over the past five (5) years, and the result of each lawsuit and if not resolved, the current status.
7. **Scope of Services:** Each response should address a description of the Proposer's approach to the Services set forth in Section 5.

All questions pertaining to this Request for Qualifications (RFQ) should be directed, in writing, to Robert Smith, Town Manager, 501 Forest St. Windermere, FL 34786, by email rsmith@town.windermere.fl.us . Questions are also to be copied to the Owner's Representative: ZHA Incorporated, 601 N. Magnolia Avenue, Suite 100, Orlando, FL 32801 Attention: Andy Brooks by e-mail to andy.brooks@zhaintl.com .

Any addenda to this RFQ shall be made on the Town of Windermere (www.town.windermere.fl.us) web site. It is the sole responsibility of those submitting an RFQ to check the web site for addendums. These questions are due by the date set forth in Section 3.

The Rotary reserves the right to reject any and all proposals, to waive informalities in any or all qualification documents, to re-advertise for RFQ's, and to separately accept or reject any item or items and to negotiate contracts in the best interest of the Rotary. The Rotary reserves the right to reject any and all qualification documents received, to solicit new qualification documents, or take any other such actions that may be deemed to be in the best interest of the Rotary. MBE/WBE/DBE businesses are encouraged to participate. The Rotary strictly enforces open and fair competition. The Rotary may reject any response not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all responses in whole or in part when the cancellation or rejection is in the best interest of the Rotary and at no cost to the Rotary.

While every effort has been made to ensure the accuracy and completeness of the information in this RFQ we recognize that the information may not be complete in every detail and that all Services may not be expressly mentioned in this RFQ. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the Rotary.

3. PROPOSAL TIMELINE AND SELECTION CRITERIA

All times listed in the calendar of events is Eastern Daylight Time

Request for Qualifications Advertised	February 1, 2022
Pre-Proposal Video Meeting (Non-mandatory)	February 8, 2022
Technical Questions Due to the Rotary (written)	February 9, 2022
Responses to Questions Due from the Rotary	February 11, 2022
Proposals Due to the Rotary	February 28, 2022 by 2:00 p.m. EST
Short List Presentations (optional) or Discussions with top-three ranked Proposers	March 11, 2022
Contract Negotiated with Rotary	March 18, 2022
Board (Rotary & Town of Windermere) Approval of Negotiated Contract	A March or April scheduled meeting – TBD

The Rotary reserves the right to alter scheduled dates if necessary

RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

CRITERIA

Firms submitting the required criteria will have their responses evaluated and scored for technical qualifications. The following represent the principal selection criteria, which will be considered during the evaluation process.

Each response will be evaluated for full compliance with the RFQ instructions and the terms and conditions set forth within the RFQ document. The objective of the evaluation will be to recommend the firm who is the most fully qualified based upon the herein described needs of the City. Responses will be scored and ranked in accordance with the weighting specified in the following table.

Evaluation Criteria		MAXIMUM POINTS
1	Firm's experience with design-build of public pavilions	25
2	Team member's professional experience in this type of project	25
3	Team's approach to scope of work	20
4	Financial stability of firm	20
5	Ability to meet budget	15
6	Ability to meet Project's completion time	15
7	Location of primary office or principal	10
8	Current and projected work assignments	10
9	Client references	10
Total Points To Be Earned		150

Total Points to be earned are on a scale of 1 – 150 points, 1 = lowest, 150 = highest

Respondents are prohibited from contacting any member of the Rotary at any time during the RFQ process, up to the time of contract award. Any attempted contact may be grounds for disqualification.

4. ADDITIONAL INSTRUCTIONS TO PROPOSERS

4.01 DISQUALIFICATION OF PROPOSERS

- A. NON-COLLUSION AFFIDAVIT** Any person submitting a response to this RFQ must execute the enclosed NON-COLLUSION AFFIDAVIT. If it is discovered that collusion exists among the Responders the response of all participants in such collusion shall be rejected, and no participants will be considered in future responses for the same work
- B. PUBLIC ENTITY CRIME** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response/bid on a contract to provide any goods or services to a public entity submit response/bids on leases 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 section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.
- C. DRUG-FREE WORKPLACE FORM** Any person submitting a response or qualification documents in response to this invitation must execute the enclosed DRUG-FREE WORKPLACE FORM and submit it with the response. Failure to complete this form in every detail and submit it with your response will result in immediate disqualification of your response.
- D. CONFLICT OF INTEREST** Any Proposer who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.
- E. PROHIBITED COMMUNICATION** Any form of communication, except for written correspondence authorized herein, shall be prohibited regarding this particular request for qualifications, or any other competitive solicitation between:
1. Any person or person's representative seeking an award from such competitive solicitation; and
 2. Any Rotary Members or any Town staff/contractor authorized to act on behalf of the Board to award a particular contract (Selection Committee Member, etc.)

For the purpose of this section, a person's representative shall include but not limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

This prohibition on communication shall be in effect as of the publication of the bid advertisement. The provisions of this section shall not apply to oral communications at any public proceeding, oral presentations before selection committees, contract negotiations, presentations made to the Rotary or Town Council if requested, and protest hearings.

The provisions of this section shall terminate at time of award of grant writing services, rejects all bids, or otherwise takes action which ends the solicitation process.

4.02 EXAMINATION OF RFQ DOCUMENTS

Each Proposer shall carefully examine the RFQ and other documents and inform him or herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the Services to be performed under the awarded contract. Ignorance on the part of the Proposer in no way relieves the Proposer of the obligations and responsibilities assumed under the contract.

Should a Proposer find discrepancies or ambiguities in, or omissions from, the Design Criteria Package, or be in doubt as to their meaning, Proposer shall notify the Town Manager in writing prior to the Response Question Due Date. Copies are to be provided to the Owner’s Representative.

4.03 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any potential Proposer as to the meaning of the contract documents. Any inquiry or request for interpretation received on or before the deadline set forth in Section 3 will be given consideration. Any changes or interruption will be made in writing in the form of an addendum and, if used, will be posted on the Town Web Site www.town.windermere.fl.us . Each Proposer shall acknowledge receipt of any addenda in their proposal. If the acknowledgement is not included, the response to the RFQ will constitute acknowledgment. It is the responsibility of all Proposers to verify all addenda prior to submitting a response to the RFQ.

4.04 GOVERNING LAWS AND REGULATIONS

The Proposer is required to be familiar with and shall be responsible for complying with all Federal, State, and Local laws, ordinances, rules, and regulations that in any manner affect the Services including grant award terms for all grants to which a Proposer may apply on behalf of the Rotary.

4.05 SIGNATURE OF PROPOSER

The Proposer must sign the response forms in the space provided for the signature. If the Proposer is a professional association or other business entity, the title of the officer signing the response on behalf of the entity must be stated and evidence of the officer’s authority to sign the response must be submitted. The Proposer shall state in the response the name and address of each person interested therein.

4.06 COST OF PROPOSAL

The Rotary assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a proposal. The entire cost of preparing and submitting qualification documents, or any work in connection therewith will be borne by the submitting Proposer.

4.06 REQUIRED INSURANCE

The Town of Windermere and the Rotary shall be named as additional insured on all policies. The Proposer is required to maintain a minimum coverage of General Liability Insurance in the amount of \$1,000,000 (with a deductible permitted not in excess of \$50,000) will be required for this

RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

Project. Insurance carriers providing coverage required must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VIII or better. Additionally, Proposer is required to maintain any coverage required by federal and state workers' compensation laws.

5. DESIGN CRITERIA

5.01 SUMMARY

The Healthy West Orange Pavilion Project includes a covered elevated stage furnished with a retractable projection screen and appropriate lighting and sound equipment, men's and women's restrooms, two family restrooms, and concession stand with a full equipped kitchen in downtown Windermere at the corner of Forest Street and Fifth Avenue where the existing community building stands. The Project will include the demolition of the existing community building, installation of new septic drain field and tank, and appropriate landscaping. Behind around the pavilion will be a pocket park with exercise stations. The new pavilion will be named the "Healthy West Orange Pavilion" and will support the Town in meeting the goals of Healthy West Orange by providing a central location for health and wellness programs to be offered to residents of West Orange County. The Healthy West Orange logo and/or name will be prominently and permanently placed on the pavilion and pocket park locations and signage will be included recognizing the West Orange Healthcare District as the benefactor and funder for the pavilion.

5.02 LEGAL DESCRIPTION OF THE SITE

PLAT OF WINDERMERE G/36 LOTS 231 THROUGH 240 & A 40 BY 200 FT STRIP OF LAND LYING ELY OF LOTS 237 238 & 239

5.03 GENERAL SCOPE OF SERVICES

The Rotary Club of Windermere Inc. ("Rotary") is seeking a professional firm interested and capable of providing professional services for the delivery of the Healthy West Orange Pavilion utilizing the design/build delivery method. The Healthy West Orange Pavilion will be located at the corner of Forest Street and Fifth Avenue in the Town of Windermere where the existing community building stands.

The Pavilion will include a covered elevated stage furnished with a retractable projection screen and appropriate lighting and sound equipment. The Pavilion will have men's and women's restrooms, two family restrooms, and concession stand with an equipped kitchen. The building will be one story.

The existing community center building and site will be demolished as part of this Contract.

The tentative schedule is:

- Design-Builder Proposal Preparation..... 1 month
- Design-Builder Selection/Contract Negotiation 2 months
- Site/Building Design/Project Pricing Negotiation 3-4 months
- Permit/Construction Documents 2-3 months
- Construction 5-6 months

5.03 INTENT OF CRITERIA PACKAGE

It is the intent of the Rotary to engage a firm that clearly demonstrates the highest level of ability to provide professional design/build services for the proposed Pavilion that is within the budget and schedule requirements of the Rotary. The detailed criteria are included in this document.

The Rotary will receive Qualifications from multiple firms of its choosing and will determine which firm is the most qualified in its own judgment. Firms will be ranked, and should the Rotary not be able to negotiate a contract with the first ranked firm then the Rotary will cease negotiations with that firm and then negotiate with the second ranked firm, and so on.

5.04 CONTRACT AWARDS

The Rotary anticipates utilizing an AIA Document A141 (2004) Design-Build contract with the Design/Build firm (D/B) to be the most advantageous to the Rotary. The D/B firm shall be required to sign a formal Contract in the form of an amended AIA Document A141 Standard Form of Agreement between the Rotary and Design-Builder. The initial modifications to the contract that the Rotary intends to use are enclosed for reference – further modifications will be necessary as the contract is finalized, e.g. Design / Builder firm name. Any exceptions to this contract must be clearly indicated by return of the contract to the Rotary at the time of submission, with exceptions clearly noted. The Rotary has the right to require the D/B firm to sign the contract with the modifications. At the Rotary’s sole option, it may choose to negotiate additional revisions to the contract language prior to execution of the contract.

The Respondent understands that this criteria package does not constitute an agreement or a contract with a Respondent. A proposal is not binding until responses are accepted by the Rotary and both parties execute a contract.

The Rotary reserves the right, at the Rotary’s sole option, to utilize a Rotary’s direct purchase program to return applicable sales tax to the Rotary or other reasons.

5.05 PROJECT BUDGET

The Tentative Project Budget is \$800,00.00, which included the Rotary’s Allowances of \$100,000.00 for Kitchen Equipment and Audio Visual Equipment. Therefore, the Design/Build budget for the Project is \$700,000.00

5.06 PROJECT DURATION

The Rotary requires Final Completion and Occupancy of the Project no later than 275 days after the NTP is issued for the design of the project. By submission of a proposal, the Proposer certifies this deadline can be achieved.

5.07 PROJECT COORDINATION

Upon Issuance of a NTP for design, the Design-Builder will conduct project coordination meetings every two weeks, or as agreed to by Rotary and/or OR, through the duration of the project. The Design-Builder will be responsible for taking and distributing official meeting minutes that accurately reflect the discussions and decisions conveyed at each meeting.

5.08 DESIGN PHASE

1. **Program & Budget Validation:** Review and validate the Project's program requirements to determine the adequacy of the project budget.
2. **Schematic Design:** Develop Schematic Design documents and Construction Cost Estimates. Present minimum of 3 distinctly different elevation style alternatives. The intent is to freeze the floor plan and preferred elevation approximately halfway through Schematic Design.
3. **Schematic Approval:** Obtain Rotary's approval of one concept to take forward through Schematic Design.
4. **Project Pricing Documents:** Develop Project Pricing Documents and prepare GMP price proposal for construction of the project. Project Pricing Documents will be 100% Design Development Documents and additional clarifying information.

5.09 CONSTRUCTION PHASE

The following are complementary to the services outline in the AIA Document A141 (2004) Design-Build Contract. The AIA Document A141 (2004) Design-Build Contract will take precedence.

1. Prepare construction documents necessary to obtain all required permits and construct the project.
2. Provide all building construction activities and site work.
3. Provide all construction administration services including construction quality control.
4. Coordinate all construction activities.
5. Conduct regularly scheduled coordination meetings with the Owner's representatives.
6. Upon completion of the project obtain a Certificate of Occupancy and achieve substantial completion, which is defined as all items in the design documents are installed and initially tested. Complete the final punch list, and provide as-built drawings (hard copy and digitally) and O & M Manuals.
7. Train Owner's personnel in the upkeep of the facility and operation of all systems and equipment.
8. Establish a warrantee tracking system and ensure all warrantee issues are completed in a timely manner during the warrantee period.

5.10 ADDITIONAL REQUIREMENTS

The following are complementary to the services outline in the AIA Document A141 (2004) Design-Build Contract. The AIA Document A141 (2004) Design-Build Contract will take precedence.

1. The D/B will be required to fully comply with the Design Criteria Package.
2. It will be the Design-Builder's responsibility to perform all site and topographic surveys necessary to properly design and construct the project.
3. The Design-Build firm will be responsible for identifying and performing any geotechnical investigation, analysis, and design dictated by the project needs. D/B make their own interpretation of the subsoil investigations and other preliminary data, and shall base the price on his own opinion of the conditions to be encountered.
4. Provide a full project schedule, updated monthly, at each coordination meeting.

5. By execution of the contract, the Design-Build firm specifically acknowledges and agrees that it is contracting and being compensated for performing adequate investigations of existing site conditions sufficient to support the design and that any information is being provided merely to assist the Design-Build firm in completing adequate site investigations.
6. The D/B shall obtain ALL necessary permits or permit modifications not already provided.
7. Acquisition of all permits will be the responsibility of the Design-Build firm. Preparation of complete permit packages will be the responsibility of the Design-Build firm. If any agency rejects or denies the permit application, it is the Design-Build firm's responsibility to make whatever changes necessary to ensure the permit is approved.
8. The Design-Build firm will NOT be required to pay local impact fees. The Design-Build firm will be responsible to determine with the agencies the amount of the impact fees and so inform the Owner and assist the Owner in making payment. Since the impact fees are part of the Owner's Program Budget the fees will be determined by the Design-Builder and included in the Schematic Cost estimate as an owner expense. Impact Fees are not part of the Project Design/Build Budget or the GMP from the Design-Build firm.
9. The Design-Build firm shall be responsible for verification of existing conditions, including research of all existing records and other information.
10. During construction, the Design-Build firm shall meet with the Owner's Representative on a bi-weekly basis and provide a three-week look ahead for activities to be performed during the coming weeks.
11. The Design-Build firm shall, on a monthly basis, provide written progress reports that describe the items of concern and the work performed on each task. The report will include status reports on RFI,s, submittals, owner direct purchase, potential and pending change orders and project costs. Pictures of the progress of the work will be included. A revised Schedule is required each month as part of this coordination effort and for an attachment of the Payment Application.

RFQ 2022-01 DESIGN-BUILD SERVICES FOR HEALTHY WEST ORANGE PAVILION

RESPONSE TO:

RFQ 2022-01 Design-Build Services for Healthy West Orange Pavilion
THE ROTARY CLUB OF WINDERMERE INC
501 FOREST ST. WINDERMERE, FL 34786

I acknowledge receipt of any/all Addenda: _____ I have included:

- Hold Harmless Agreement
- Certificate of Insurance
- Non Collusion Affidavit
- Drug Free Workplace Form

Mailing Address:

TELEPHONE _____
FAX: _____
DATE _____

BY signing and submitting this proposal, I am certifying that (a) I am a citizen of the United States; and (b) I am not a member or an employee of the Town or a member of the Rotary Club of Windermere, Inc.

Signature of Proposer

Witness

STATE OF FLORIDA

COUNTY OF _____

THE FOREGOING INSTRUMENT was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2022, by _____, as _____ of _____, a _____, on behalf thereof, who

is personally known to me, or produced _____ as identification.

[AFFIX NOTARY SEAL]

Notary Public Signature

Print Notary Name: _____

My commission expires: _____

HOLD HARMLESS AGREEMENT

I _____ (Proposer) agrees to indemnify and hold harmless the Rotary Club of Windermere Inc and the Town of Windermere, Florida, and any of its respective employees and agents from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Proposer and other persons employed or utilized by the Proposer in the performance of the contract contemplated by this RFQ.

In the event the completion of the Project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall be responsible to reimburse the Town for all increased expenses resulting from such delay.

Signature of Proposer

Witness

STATE OF FLORIDA

COUNTY OF _____

THE FOREGOING INSTRUMENT was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2022, by _____, as _____ of _____, a _____, on behalf thereof, who is personally known to me, or produced _____ as identification.

[AFFIX NOTARY SEAL]

Notary Public Signature

Print Notary Name: _____

My commission expires: _____

NON-COLLUSION AFFIDAVIT

I _____ (Proposer) of the firm of _____ (Proposer Firm Name) responded to the RFQ for Design-Build Services for Healthy West Orange Pavilion for The Rotary Club of Windermere Inc. Our response has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication, or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Proposer to induce any other person, partnership, or corporation to submit, or not to submit, a response for the purpose of restricting competition.

The Statements contained within this affidavit are true and correct, and made with full knowledge that The Rotary Club of Windermere Inc relies upon the truth of the statements contained in this affidavit in awarding contracts for said Services.

Signature of Proposer

Witness

STATE OF FLORIDA

COUNTY OF _____

THE FOREGOING INSTRUMENT was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 2022, by _____, as _____ of _____, a _____, on behalf thereof, who

is personally known to me, or produced _____ as identification.

[AFFIX NOTARY SEAL]

Notary Public Signature

Print Notary Name: _____

My commission expires: _____

DRUG FREE WORKPLACE CERTIFICATION

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 an employee 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Signature of Proposer

Witness

TOWN OF WINDERMERE

Development Review Board Meeting Minutes

May 19, 2020

Present were Board Members; Norma Sutton, William Yeager, Stephen Withers, Molly Rose, Jennifer Roper, and Peter Fleck. Town Manager Robert Smith, Liaison Bill Martini, Town Planner Brad Cornelius, and Town Clerk Dorothy Burkhalter were also present. Chair Frank Chase was absent.

Other attendees were Council member Chris Sapp, and John Fitzgibbon

Acting Chair Withers called the meeting to order at 6:30pm. He then led everyone in the Pledge of Allegiance.

1. OPEN FORUM/PUBLIC COMMENTS:

No public comments were made.

2. NEW BUSINESS:

a. MINUTES:

i. **February 18, 2020 Meeting Minutes**

Member Roper made a motion to approve the February 18, 2020 meeting minutes. Member Yeager seconded the motion. Sutton – aye, Yeager – aye, Withers – aye, Roper – aye, Rose – aye, and Fleck – aye. Motion carried 6-0. Discussion was made regarding Acting Chair Withers reading into the record Form 8B Conflict Voting from the previous meeting in February regarding the Town facilities. Clerk Burkhalter stated that due to the current event and this being the first virtual meeting, Acting Chair Withers could read the statement at the next DRB meeting.

b. GENERAL ITEMS FOR CONSIDERATION:

i. **Proposed Town Event Pavilion**

Acting Chair Withers turned the floor over to Mr. Brad Cornelius and Mr. John Fitzgibbon. Mr. Fitzgibbon deferred to Council member Chris Sapp for a brief presentation. Member Sapp explained that prior to being on the Town Council he was the Chair of the Downtown Business Committee for a number of years. He further explained that while he was on that Committee, discussion was made regarding a pavilion or a type of a structure to assist the Town with all the functions/events that go on. Member Sapp then commented on the proposed location and functionalities of the proposed pavilion. He further explained how this idea and sub-committee has come forward. Member Sapp then turned the floor over to Mr. Fitzgibbon. Mr. Fitzgibbon reviewed the two concepts and proposed floor plans/designs. He then opened the floor for discussion. Discussion was made regarding the height, length, elevations, square footage, size, cost, location, uses, materials being used, funding sources, trees, the basketball courts, parking and the overall style. Acting Chair Withers stated that the Downtown Business Committee and the Windermere Rotary will be handling the funding. Mr. Fitzgibbon commented on the step by step phase/process. Member Sutton stated that Mr. Sutton has been working with and will continue to work with Hunton Brady which their work has been

TOWN OF WINDERMERE

Development Review Board Meeting Minutes


May 19, 2020

done pro-bono. Manager Smith that a recommendation from this Board to the Town Council is needed. Member Sapp commented that the Long-Range Planning Committee as reviewed the concepts as well. Mr. Fitzgibbon commented that one concept is cost effective and one is more enhanced. Member Roper stated that she has concerns with the pavilion style and the need for matching the town square look. Member Rose stated she has concern with the budget. She then stated that HVAC is needed in the restrooms. Member Roper stated that electrical is going to be needed as well. Mr. Fitzgibbon stated that an option needed to be selected so that further research can be done if the project will be viable or not. Member Roper stated that she like the concept but it needs to match the square. Member Yeager questioned the timeline. Manager Smith stated that the pavilion would not be constructed until the new town facilities are built and the temporary structure is removed. Further discussion followed. Member Yeager stated for the record, "I think from reading the letter that Brad sent out, the first rendering that's shown in our packages is actually is option two which was recommended by the Long-Range Planning, not one." Mr. Fitzgibbon stated that Member Yeager was correct. Member Fleck questioned the width of the roof and what it is made out of. Mr. Fitzgibbon stated this is a concept and details will come later. Mr. Fleck stated that he is concerned with the wind load and the current designs. He stated that maintenance and structural components are a concern. Member Fleck made a motion to recommend approval of the option 2. Member Sutton seconded the motion. Member Sapp stated that the general location needed to be added in the motion. Member Fleck amended his motion to include recommending approval of the current location on the proposed plan. Member Rose seconded the amendment. Discussion of cost estimate was made. Member Rose modified the original motion to recommend that a conceptual estimate be provided before they do anything further on this project. Member Roper seconded the motion. Some discussion followed. Member Roper stated that her vote is not due to the idea or location, it is a concern of overpowering the Town Hall and not being in the same style. Roll call vote was as follows: Sutton – aye, Yeager - aye, Wither – aye, Roper – no, Rose – aye, and Fleck – aye. Motion carried 5-1.

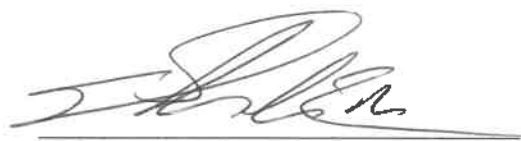
4. ADJOURN:

Member Roper made a motion to adjourn. Member Rose seconded the motion. All were in favor

The meeting adjourned at 7:23pm.



Dorothy Burkhalter, Town Clerk



Frank Chase, Chair

PROJECT AGREEMENT
between
ROTARY CLUB OF WINDERMERE, INC.
and
THE TOWN OF WINDERMERE

This Project Agreement (“Agreement”) is dated June 22, 2021 (the “Effective Date”), and is between the **Rotary Club of Windermere, Inc.**, a Florida Not-for-Profit Corporation (the “Rotary”) and the **Town of Windermere**, Florida, a municipal corporation of the State of Florida (the “Town”).

WHEREAS, the Rotary has entered into a Grant Agreement with the West Orange Healthcare District (the “District”), a copy of which is attached hereto as **Attachment A**, under which the Rotary will receive \$1,000,000.00 to construct the Healthy West Orange Pavilion in the Town of Windermere (the “Project”).

WHEREAS, the Rotary and the Town now desire to enter into this Agreement to describe the terms and conditions under which the Project will be constructed.

NOW, THEREFORE, the parties agree as follows:

1. **Recitals.** The above recitals are true and correct and are hereby incorporated into this Agreement by reference.
2. **Description of the Project.** The Project includes a covered stage furnished with a retractable projection screen and appropriate lighting and sound equipment, men’s and women’s restrooms (a minimum of three stalls in each plus a urinal in the men’s restroom), two family restrooms, and concession stand with an equipped kitchen in downtown Windermere at the corner of Forest Street and Fifth Avenue where the existing community building stands. The Project will include the demolition of the existing community building, installation of new septic drainfield and tank, repaving and refurbishing of basketball courts if necessary, appropriate landscaping, and potentially redesigning the parking area. Behind the Pavilion will be additional parking and beside and around the Pavilion will be a pocket park with exercise stations. The new Pavilion will be named the “Healthy West Orange Pavilion” and will support the Town in meeting the goals of Healthy West Orange by providing a central location for health and wellness programs to be offered to residents of West Orange. The Healthy West Orange logo and/or name will be prominently and permanently placed on the Pavilion and pocket park locations and signage will be included recognizing the District as the benefactor and funder for the Pavilion.
3. **Responsibilities of the Rotary.** The Rotary will complete the Project in accordance with the Grant Agreement attached hereto as **Attachment A** and incorporated herein in its entirety, and will:
 - a. Select a project manager/owner’s representative utilizing a procurement process agreed upon by the Town Manager and the Rotary. The project manager/owner’s

representative will be approved by the Town Council of the Town of Windermere (the "Town Council"). The project manager/owner's representative must not be a member of the Town Council or the Rotary.

- b. Hold two public workshops in the Town to be scheduled with the Town Manager for public input on the Project design.
- c. Obtain approval for the Project design by the Town Council when 45% completed and when 100% completed.
- d. Obtain approval from Town Counsel to proceed in the event there is a major change or deviation from the 100% approved design.
- e. Apply for (or cause to be applied for) and obtain all permits and approvals necessary from the Town for the Project.
- f. Require all Project construction to comply with the Town's Code of Ordinances and Florida building construction standards applicable to the Town.
- g. Select a construction contractor approved by the Town Counsel pursuant to a Competitive Bid Process agreed upon by Town Manager and the Rotary.
- h. Require the construction contract(s) to contain the following requirements:
 - i. A performance bond and a payment bond in the amount of the value of the construction contract. The performance bond shall ensure that the construction contractor fully, promptly, and faithfully performs the construction contract and all obligations thereunder. The payment bond shall ensure that the construction contractor shall promptly make payment to all persons supplying services, labor material, or supplies used directly or indirectly by the construction contractor or any subcontractor(s) in the prosecution of the work provided for in the construction contract.
 - ii. The Town is an additional insured in all contracts, bonds, and other related instruments.
- i. Upon Project completion transfer ownership of the Project to the Town.

4. Use of the Pavilion.

- a. The Rotary may display its crest or logo on the Pavilion.
- b. The Rotary and Healthy West Orange may display a plaque on the Pavilion which provides that the Pavilion was constructed and paid for by the Rotary and Healthy West Orange.
- c. The Rotary will have exclusive food and beverage concession rights for Healthy West Orange and Rotary events. All such events will be scheduled with the Town Manager and a special event permit must be obtained through the regular Town special event process.
- d. The Rotary and Healthy West Orange may use the Pavilion at no charge.
- e. The provisions of this section shall survive the expiration of this Agreement.

5. Responsibilities of the Town. The Town will:

- a. Provide the necessary easements and access to the Project area.
- b. Promptly review and provide Project input or approvals.

6. **Delegation of authority to the Mayor and Town Manager.** The Town Council hereby delegates to the Mayor and the Town Manager all powers and authority necessary to carry out this Agreement, including but not limited to the ability to prepare, receive and approve agreements and to make decisions regarding the Project except as otherwise set forth in paragraph 3 herein.
7. **Term.** This Agreement shall automatically terminate on the date the Rotary conveys the Project to the Town of Windermere.
8. **Notices.**
 - a. For a notice or other communication under this Agreement to be valid, it must be in writing, and signed by the sending party, and sending party must use one of the following methods of delivery: (1) personal delivery; (2) registered or certified mail, in each case return receipt requested and postage prepaid; or (3) nationally recognized overnight carrier, with all fees prepaid. Delivery via facsimile or e-mail is also permitted provided it is followed by delivery via one of the methods (1)-(3) above and any such delivery via facsimile or e-mail shall not be deemed to have been received pursuant to subsection 8.c. until such delivery pursuant to methods (1)-(3) above shall be deemed to have been received pursuant to subsection 8.c.
 - b. For a notice or other communication under this Agreement to be valid, it must be addressed to the receiving party at the addresses listed below for the receiving party or to any other addresses designated by the receiving party in a notice in accordance with this section 8.

For the Town:

Robert Smith, Town Manager
Town of Windermere
614 Main Street
Windermere, Florida 34786
P: 407-876-2563
F: 407-876-0103
rsmith@town.windermere.fl.us

For the Rotary Club of Windermere, Inc.:

George Poelker
405 W 3rd Avenue
Windermere, Florida 34786-8052
Phone: 407-230-8052
gpoelker@gmail.com

- c. A valid notice or other communication under this Agreement is effective when received by the receiving party.

9. **Assignment.** Neither party may assign this Agreement.
10. **Press Releases.** Neither Party shall issue a press release with respect to this Agreement without the prior review and written consent of the other party. Any press release issued shall be mutually agreed to by both parties.
11. **Amendments, Waiver.** No change or modification to this Agreement shall be valid unless the same is in writing and signed by all parties hereto. No amendment shall be binding on the Town or the Rotary unless (i) it is in writing, and (ii) it is formally approved by the Town Council of the Town of Windermere.
12. **Indemnification; Limitation of Remedies and Liability.**
- a. The Rotary shall defend, indemnify, and hold harmless the Town, its Councilmembers, officers, directors, trustees, agents and employees from and against all claims, damages, losses, liens, and expenses, (including but not limited to reasonable fees and charges of attorneys or other professionals and court and arbitration or other dispute resolution costs) to the extent arising out of or resulting from (i) breach of the terms of this Agreement, (ii) violations of applicable law by the Rotary or its agent relating to the Project and/or Chapter 119, Florida Statutes, and related laws, or (iii) disease or death of third parties (including Town employees and agents and those of the Rotary) relating to the Project. The provisions of this section shall survive the expiration or termination of this Agreement for any reason.
 - b. The Rotary waives all claims against the Town for injury, death, damage, or loss arising from or related to activities conducted under this Agreement. The Town is not liable to the Rotary for indirect, special, or consequential damages, including, but not limited to, loss of revenue, loss of profit, cost of capital, or loss of opportunity regardless of whether such liability arises out of contract, tort (including negligence), strict liability, or otherwise.
 - c. The Rotary acknowledges that the Town does not waive the limitation of tort liability as provided in Section 768.28 of the Florida Statutes, as applicable and amended from time to time, and nothing in this Agreement shall act as a waiver of the Town's entitlement to sovereign immunity as to tort claims as a matter of statutory and common law.
13. **Entire Agreement.** This Agreement sets forth all of the promises, agreements, conditions, understanding, warranties or representations among the parties with respect to the matters set forth herein, and there are no promises, agreements, conditions, understandings, warranties or representations, oral or written, express or implied, among them with respect to such matters except as set forth herein.
14. **Applicable Law; Venue.** This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute arising out of or relating to this Agreement shall be subject

to the exclusive venue of the United States District Court for the Middle District of Florida or the Ninth Judicial Circuit, in Orange County, Florida.

15. Public Records.

- a. To the extent the Rotary is acting on behalf of the Town as provided under Subsection 119.011(2) of the Florida Statutes, the Rotary shall:
 - i. Keep and maintain public records required by the Town to perform the services under this Agreement.
 - ii. Upon request from the Town's custodian of public records, provide the Town 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 of the Florida Statutes or otherwise provided by law.
 - iii. 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 Agreement term and following completion of the Agreement if the Rotary does not transfer the records to the Town.
 - iv. Upon completion of the Agreement, transfer, at no cost, to the Town all public records in possession of the Rotary or keep and maintain public records required by the Town to perform the service. If the Rotary transfers all public records to the Town upon completion of the Agreement, the Rotary shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Rotary keeps and maintains public records upon completion of the Agreement, the Rotary shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.
- b. If the Rotary fails to provide the public records to the Town within a reasonable time the Rotary may be subject to penalties under Section 119.10 of the Florida Statutes.

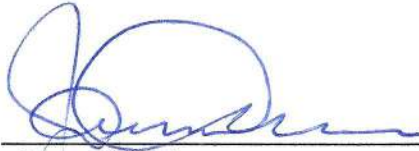
IF THE ROTARY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ROTARY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE TOWN'S CUSTODIAN OF PUBLIC RECORDS AT (407-876-2563 x 5323), dburkhalter@town.windermere.fl.us PO Box 770790, 614 Main Street Windermere, FL 34786.

16. **Compliance with Federal, State and Local Laws.** In the performance of this Agreement, the parties shall comply with all federal, state and local laws, rules and regulations, which may be applicable to this Agreement.

17. **No Partnership or Joint Venture.** Nothing in this Agreement is intended to create a partnership or joint venture among the parties and no party shall be construed to be partners or members of a joint venture for any purpose.
18. **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby and shall remain enforceable to the greatest extent permitted by law.

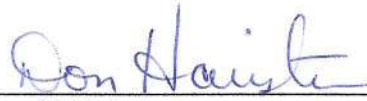
The parties are signing this Agreement as of the Effective Date.

Town of Windermere:



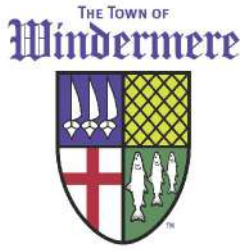
James O'Brien
Mayor, Town of Windermere

Rotary Club of Windermere, Inc.:



Donald Hairston
President, Rotary Club of Windermere, Inc.

ATTACHMENT A
Grant Agreement



EXECUTIVE SUMMARY

SUBJECT: RFQ# 2022-001 Town of Windermere Building Permitting and Inspection Services

REQUESTED ACTION: Selection Committee Recommends PDCS

Work Session (Report Only) **DATE OF MEETING:** 4/12/22
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: _____
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:

Mayor & Council,

RFQ 2022-02 Town of Windermere Building Permitting and Inspection Services was advertised on January 20, 2022. Responses were due on February 24, 2022. The Town received four responses; PDCS, Nova, MT Causley, and JPI

The Selection Committee comprised of Public Works Director Tonya Elliot-Moore, Town Engineer John Fitzgibbon and Town Manager Robert Smith. The Selection Committee focused on experience, accessibility as well as level and quality of service in their approach.

After reviewing the proposals, the Selection Committee Recommended the following ranking:

1. PDCS
2. MT Causley

Selection Committee Recommends PDCS

A VALUABLE EXTENSION OF YOUR BUILDING DEPARTMENT



Town of Windermere
RFQ #2022-01 Building Permitting and Inspection
Services

Due February 24, 2022 by 5:00 pm



February 23, 2022

Town of Windermere
Robert Smith, Town Manager
614 Main St.
Windermere, FL 34786

Re: **RFQ: #2022-01 BUILDING PERMITTING AND INSPECTION SERVICES**

Dear Sir or Madame:

PDCS, LLC is pleased to present the Town of Windermere with a uniquely qualified team of Building Code Professionals in response to the Request for Qualifications, 2022-01 BUILDING PERMITTING AND INSPECTION SERVICES. We currently provide full and part time state licensed building code inspectors and plans examiners as well as state certified fire inspectors to numerous jurisdictions in Florida. Our customers find a staffing arrangement with PDCS allows them the greatest flexibility and opportunities for economic development within their jurisdiction while eliminating staffing problems, personnel costs, retirement costs and vehicle expenses.

PDCS offers building code and fire/life safety services solely to the public sector such as municipal building departments, government agencies, schools and universities. This approach **eliminates any conflicts of interest** with current or future contractors or businesses locating within the Town of Windermere. ***Simply stated PDCS does not offer Private Provider Services.***

Founded in 2005, PDCS continues to be operated by building code professional with a vision to provide effective, reliable, and financially responsible building department services to Florida's public agencies. Our knowledgeable personnel, many of whom have decades of experience in the construction industry, allow us to provide a well-rounded experience base and practical administration of the building and fire code to our clients. Thus making PDCS uniquely qualified to ensure efficient support is provided to your building department when requested.

The contract principal for this proposal is **Mr. Paul C. Smith**. Mr. Smith is a founding member and Managing Partner of PDCS, LLC who possesses over **40 years** of experience in the construction industry including over **25 years** of experience in building code inspection and project management.

PDCS maintains an exceptional record of performance and reputation for providing building code inspection and plan review services. Our objective is to provide exceptional building department services to the Town of Windermere thus assisting in creating safe living, working, and recreational areas in your community. A review of our proposed personnel and experience will show the vast multi-disciplinary talent that PDCS will engage to serve Windermere.

Sincerely,



Paul C. Smith
Managing Partner

3361 Rouse Rd., Suite 210
Orlando, FL 32817
Phone: 407-277-9795
Fax: 407-277-6863
Email: psmith@pdcsllc.com

Tab 1 - Firm Background

PDCS was established in 2005 by building code professionals with a desire to provide a more focused approach to building department services than any other company in business at the time. We continue to focus solely on building department services by not providing any engineering, materials testing or other services often provided by other companies. In making building code services the priority PDCS developed a comprehensive approach to building department services and seamlessly works with the public sector to provide these services to their citizens, developers, and contractors.

PDCS also provides an innovative approach by **not offering Private Provider Services**. By committing to only serve the public sector we eliminate any conflicts of interest that may arise with a current or future contractor or business locating within the Town of Windermere.

PDCS, with our main corporate office centrally located in Orlando, implements a comprehensive approach utilizing our full time certified inspectors, plan reviewers, and building code administrators. This lets our clients receive quality and prompt inspection and plan review services. This method also allows projects to continue in a timely manner; all the while adhering to the state, county, and municipal code regulations.

Primary Personnel

PDCS employs only state licensed Building Code Administrators, Inspectors, and Plans Examiners with an emphasis on continuing education in their fields of expertise. Our building professionals have many years of experience in building design and the construction industry with various employees having owned or managed businesses in their field of expertise. For this reason we are able to bring to our projects both a breadth and a depth of knowledge that is unique in the industry.

Each individual assigned to work with the Town will be properly licensed through the Florida Department of Professional Regulations and possess the necessary skills and experience to perform each assigned service. Each individual will also uphold and comply with the Town's regulations/policies and abide by professional and ethical standards of conduct appropriate to their position.

Our staff is currently comprised of numerous Master Code Professionals, Building Code Administrators, Multi License Inspectors and Plans Examiners; in addition we employ Architects and an Engineer. While each project location has personnel assigned specifically to that location, we encourage staff to call upon others within our organization for help with specific issues with their respective projects.

Paul Smith

Building Services

Project Principal/ Inspector

Mr. Smith is a founding member of PDCS with **43 years** of experience in the construction industry. The past **24 years** of his experience have been in building inspections. Mr. Smith is the project principal and supplemental inspector for Sumter County, Town of Windermere, Town of Oakland, City of Oviedo and more.

Licenses/Certifications

Standard Inspector • BN2623 • Building

Relevant Experience with PDCS, LLC

Inspection Scheduling Director • April 2005 – Present

Mr. Smith coordinates daily inspection schedule for multiple clients to ensure that all inspection needs are met on a daily basis. He also provides project management services for multiple PDCS clients including but not limited to Sumter County, City of Oviedo.

Town of Windermere/ Town of Oakland • October 2014 – Present

Mr. Smith is a supplemental inspector for both Town's. He is available when needed to provide building inspections including but not limited to residential re-roofs, framing, slabs, and numerous boat docks.

Recent Projects

- **Meritage Homes Subdivision Oakland Trails**
Mr. Smith performs building inspections for the subdivision recently started in the Town of Oakland. The homes range in size from 1,600 square feet to 3,500 square feet. These inspections include but are not limited to foundation, framing, drywall, and windows/doors.
- **Academic Village (I-IV)**
Four new student housing buildings each varying in size; Mr. Smith provided project management services for PDCS and completed countless inspections including slab, footing, framing, roofing, and final inspections.
- **Combined Heat and Power (CHP) Plant**
New utility plant located on campus utilizing combined heat and power. Mr. Smith was the project manager for PDCS during this project and completed countless inspections including slab, footing, masonry, and final inspections.

Education

Tampa Technical Institute
St. Petersburg Junior College

Professional Affiliations

Building Officials Association of Florida
American Concrete Institute

Mark D. Jones, CBO

Building Services

Certified Building Official, Inspector and Plans Examiner

Mr. Jones possesses **23 years** of experience in the construction industry which includes 20 years in plan review, inspection and building code services. Prior to employment with PDCS he served as Building Official to the City of Winter Garden. Mr. Jones' extensive knowledge in the building department industry allows him to provide accurate building code administration, plan review and inspection service.

Licenses

- Building Code Administrator • BU1629
- Standard Inspector • BN3992 • 1&2 Family, Building, Mechanical, Plumbing
- Standard Plans Examiner • PX2017 • Building, Mechanical, and Plumbing

Relevant Experience with PDCS, LLC

Town of Windermere, Town of Oakland • December 2019 – Present

Mr. Jones provides Building Official, plan review and inspection services for the Town of Oakland and Windermere. These inspections include but are not limited to daily HVAC replacements, fence, and commercial multi-discipline inspections. While onsite Mr. Jones is available to answer any code related questions for contractors, property owners, and project managers.

City of Brooksville/Crystal River • July 2016 – December 2019

Mr. Jones provided building official, plan review and inspection services within the City of Brooksville/Crystal River. Interpret and enforce Florida Building Code through inspections and plan review. Liaison between the city officials, property owners, contractors, and project managers. Mediation meetings between city officials, homeowners, contractors, and project managers. Interpret and enforce Americans with Disabilities Act

Education

Mid Florida Tech
Valencia Community College

Professional Affiliations

Building Official Association of Florida

Daniel R. Weaver, RA

Building Services

Architect

Mr. Weaver has **43 years** of experience in the building design industry mainly with an emphasis on educational facilities K thru 12 as well as community colleges and universities. The past **15 years** of his experience have been in building code plan review. Mr. Weaver possesses a Bachelor Degree in Architecture and is a Registered Architect in the State of Florida.

Licenses/Certifications

- | | |
|---------------------------------------|---------------|
| State of Florida Registered Architect | • AR92897 |
| State of Ohio Registered Architect | • ARC.8006695 |

Relevant Experience with PDCS, LLC

Senior Plans Examiner • April 2006 – Present

Mr. Weaver is the plan review coordinator in Orlando office and reviews large commercial projects for code compliance for Valencia College, Seminole State College, and Sumter County. As an architect, Mr. Weaver is uniquely qualified to communicate with design professionals with an understanding of their issues and constraints with respect to the application of building codes to their work.

Recent Projects

- **UCF Academic Villages (I-IV)**
Four new student housing buildings each varying in size located at the University of Central Florida. Mr. Weaver provided the original and supplemental plan reviews for all four buildings.
- **Manatee Technical Institute**
New construction project of a 210,000 sq. ft. building containing a culinary institute, cosmetology wing, computer technology wing, automotive lab, welding lab, and administrative offices. Mr. Weaver completed the original review and all supplemental/revised drawings for this project.
- **Valencia Allied Health and Science Building** New three story building consisting of 80,000 sq. ft. including laboratories, classrooms, dental clinic, and support space. Mr. Weaver provided the majority of all the plan review for this project including original drawings and multiple revisions.

Education

Kent State University
Bachelor of Architecture

George Jones

Building Services

Inspector and Plans Examiner

Mr. Jones possesses **10 years** of experience in the construction industry which includes **5 years** in plan review and inspection services. Mr. Jones's knowledge in the building department industry allows him to provide accurate plan review and inspection service when needed.

Licenses

- Standard Inspector • BN6718 • Building, Electric, 1&2 Family
- Standard Plans Examiner • PX3823 • Building
- Standard 1&2 Family Plans • SFP285

Relevant Experience with PDCS, LLC

Town of Windermere • January 2020 – Present

Mr. Jones provides daily inspection services within the Town of Windermere. These inspections include but are not limited to daily HVAC replacements, fence, and commercial multi-discipline inspections. While onsite Mr. Jones is available to answer any code related questions for contractors, property owners, and project managers.

Town of Oakland • January 2020 – Present

Mr. Jones provides daily inspection services within the Town of Oakland. These inspections include but are not limited to daily HVAC replacements, fence, and commercial multi-discipline inspections. While onsite Mr. Jones is available to answer any code related questions for contractors, property owners, and project managers.

City of Oviedo • December 2015 – January 2020

Mr. Jones provided as needed plan review and daily inspection services within the City of Oviedo as part of the primary staff for the city. These inspections include but are not limited to daily HVAC replacements, fence, and commercial multi-discipline inspections. Mr. Jones provided as needed single family plan review. While onsite Mr. Jones is available to answer any code related questions for contractors, property owners, and project managers.

Professional Affiliations

Building Official Association of Florida

Owen South

Building Services

Inspector

Licenses

- Standard Inspector • BN8079 • 1&2 Family

Relevant Experience with PDCS, LLC

- **Town of Oakland ▪ Oct. 2020 – Present**

Residential Inspector: Mr. South provides daily inspection services for PDCS' client, Town of Oakland. He performed residential new construction building inspections for the MI Homes, Pulte, and Taylor Homes developments within the Town. He is available daily for questions from the contractors, residents, and Oakland Zoning/Planning personnel.

- **Town of Windermere ▪ Oct. 2020 – Present**

Residential Inspector: Mr. South provides daily inspection services for PDCS' client, Town of Windermere. He performed residential new construction building inspections as well as after-market inspections including HVAC change outs, reroofs, fence, and pool inspections. He is available daily to answer questions pertaining to his inspections and submitted results to permit technician by the end of each day.

- **Sumter County ▪ May 2021 – Nov. 2021**

Residential Inspector: Mr. South provided daily inspection services to Sumter County upon receipt of assignment from PDCS' Chief Inspector. Owen performs residential after market inspections including HVAC change outs, residential reroofs, and additions/alterations. He accesses the Sumter County permitting system on a daily basis to determine the history of the project and any notes provided by the plan reviewer or building official. He also utilized the Sumter County GIS system to determine inspection location.

Mr. South is available on a daily basis to answer questions pertaining to his inspections. He also communicates with the contractors and superintendents on the job sites to aid them with their efforts to comply with the building codes.

Upon completing his daily inspections Mr. South utilized the Sumter County permitting system to record his inspection results and any comments regarding the inspection that will assist with future inspections.

Damaris Gonzalez

Permit Technician/ Administrative Support

Ms. Gonzalez possesses over 15 years of experience in customer service including over 7 years' experience with the building department industry as a permit technician.

Certifications

Notary Public

Related Experience & Similar Projects

Permit Technician – Educational and Municipal Entities:

PDCS, LLC • 2015- Present

Ms. Gonzalez accepts and processes applications for all building permits. She answers questions from developers, contractors and home owners regarding application process for obtaining permits, requesting inspections, and conditions of Certificate of Occupancy and Certificate of Completion procedures. She reviews forms for accuracy; explains permit procedures, fees and determines missing documents for applicants.

Ms. Gonzalez inputs inspection results and digitally uploads all files to the PDCS provided cloud as requested by our customers. She assist the Building Official, Plan Reviewers and Inspectors by maintaining phone contact with contractors and property owners, helping to coordinate the needed documents to complete the permitting process.

Ms. Gonzalez currently provides permitting services for the Town of Windermere, Town of Oakland, Valencia College, and Seminole State College as needed.

Languages

English

Spanish

Marcel Fernandez

Fire Services

Fire Inspector II

Certifications/Licenses

Fire Inspector 1, 2010 Florida State Fire Marshals; Crowd Control, 2014 National Association of State Fire Marshals; Firefighter/EMT 1999; Special Operations Specialist 2002, Hazardous Materials, Trench, Confined Space, Structural Collapse, High Angle Rope, Weapons of Mass Destruction; Certified Instructor, 2003 Central FL Safety Council CPR, AED, First Aid, etc.

FEMA Certifications/Training

ICS- 100: Intro to the Incident Command System, ICS-200: ICS for Single Resources and Initial Action Incidents, IS-700 Natl Incident Management System, IS- 800 Natl Response Framework

Relevant Experience with PDCS, LLC

Fire Inspector I • 2018-Present

Reads and interprets fire plans and specifications for compliance with the Florida Fire Prevention Code, Florida Statutes, and Florida Administrative Codes. Conduct inspections of new, existing and altered buildings and structures, their extinguishing and alarm systems; prepare reports and finalizes permits in a proficient manner.

Relevant Experience

University of Central Florida • 2010-2018

Conducted inspections of new and existing structures, their fire extinguishing and alarm systems; including underground fire mains, hydrants, backflow preventers, fire department connections, fire alarm systems, wet and dry sprinkler systems, and dry/chemical suppression systems; issued notices to correct deficiencies, reviewed fire emergency plans, conducted fire drills, and evaluated egress procedures. Developed and delivered fire safety training and support to University students, faculty, staff, and University Police on all fire safety matters. Assigned University Safety Officer in Emergency Action Plans during VIP events such as, Presidential visits, Governor and Congress visits, ESPN Game Day, and other high target hazard events.

Orange County Fire Rescue • 1999 to 2010

Suppressed fires in structural and wild land environments. Implemented training courses for new recruits, speeding profitability, and continuing safety expectations. Trained civil and public servants on fire safety and prevention. Coordinated and reviewed fire plans for community facilities. Earned Specialist Certification for *Hazardous Materials, Structural Collapse, Confined Space Rescue, Trench Rescue, High Angle Rope Rescue, Heavy Machinery Rescue, and Weapons of Mass Destruction*. Assisted in VIP events in the community working closely with federal, state, and local first responding agencies, including, but not limited to, presidential campaign visits and other high-profile events. Assisted patients with illnesses and injuries ranging from basic life support to advance life support. Assisted the community in developing new programs for fire safety including smoke detector surveys, youth emergency evacuation plans, and fire extinguishment. Participated in community meetings to improve response and provide technical expertise and support

Tab 2 – Firm Experience

The Town of Oakland

PDCS provides a full-service building department for the Town of Oakland. PDCS supplies the town daily with a building official, plan reviewer, inspector, and permit technician. All staff is available to answer questions that may arise, schedule emergency inspections, and educate the public regarding code compliance.

PDCS has served the Town for seven years and has drastically changed the customer service levels of the building department. PDCS is available daily via phone or online building department service. Our online building department offers citizens and contractors a user friendly method to generate new permits and inquiry about the status of older permits.

PDCS receives permit applications via our online building permit portal, designated permitting email and by hand delivery. We then complete plan review. The plan review process typically takes 3 to 5 business days for residential plans which are reviewed onsite by PDCS. While large scale commercial plan review is completed by our on staff architect at the PDCS main office and may take additional time. These time frames do not include the planning/development, zoning, or fire review stages that may be required.

Once the permit is issued the inspection process may begin. PDCS performs all inspections for the Town of Oakland Building Department. Inspections are requested through our online building department . All requests placed by 4:00pm each day are assigned and carried out the following business day. PDCS does not make it a habit of “rolling” inspections beyond 24 hours.

The City of DeBary

PDCS provides a full service building department to the City of DeBary. PDCS provides a full time building official and a full time permit technician to the city along with additional inspectors when needed. All staff is on site daily to assist the general public in obtaining the appropriate permit, answering code compliance questions, and conduct inspection and plan review services.

PDCS has served the city for over 15 years. The majority of work is conducted by the full time staff provided however some larger projects may be assigned to other PDCS staff in order to expedite the plan review or inspection process. Inspections received by the building department are assigned to an inspector and completed the next business day.

PDCS receives permit applications, plan review and inspection requests from citizens and contractors at the City Hall located in the City of DeBary. PDCS trained and employed permit technician currently utilize the PTWin32 permitting system provided by the City and process the permit application and all other required information before issuing a permit.

PDCS then performs the building code plan review for the City of DeBary. The plan review process typically takes 3 to 5 business days for residential plans which are reviewed onsite by PDCS. While large scale commercial plan review is completed by our on staff architect at the PDCS main office and may take additional time. These time frames do not include the planning/development, zoning, or fire review stages that may be required.

Once the permit is issued the inspection process may begin. PDCS performs all inspections for the City of DeBary Building Department. Inspections that are requested by 3:30pm each day are assigned and carried out the following business day. PDCS does not make it a habit of “rolling” inspections beyond 24 hours.

The City of Oviedo

PDCS provides a full service building department for the City of Oviedo. PDCS supplies the city with a full time building official, plan reviewer, two inspectors and two permit technicians. All staff is onsite in the City of Oviedo to answer questions that may arise, schedule emergency inspections, and educate the public regarding code compliance.

PDCS has served the city for ten years and has drastically changed the customer service levels of the building department. Prior to PDCS handling the building department the city was constantly flooded with complaints about staff and their code compliance decisions. Since PDCS has begun servicing the city the complaints pertaining to the building department have dramatically decreased.

PDCS receives permit applications, plan review and inspection requests from citizens and contractors at the City Hall Annex Building located in the City of Oviedo. PDCS trained and employed permit technicians utilize the Naviline permitting system provided by the City and process the permit application and all other required information before issuing a permit.

PDCS then performs the building code plan review for the City of Oviedo. The plan review process typically takes 3 to 4 business days for residential plans and 7 to 10 business days for commercial plans. These time frames do not include the planning/development, zoning, or fire review stages that may be required.

Once the permit is issued the inspection process may begin. PDCS performs all inspections for the City of Oviedo Building Department. Inspections that are requested by 3:30pm each day are assigned and carried out the following business day. PDCS does not make it a habit of “rolling” inspections beyond 24 hours.

The City of Orange City

PDCS provides full building department services to the City of Orange City. PDCS provides a full time building code administrator, permit technician, plan reviewer and two full time building

inspectors for the City. All staff is onsite daily to perform permitting, answer questions, complete plan review, and provide inspection services.

PDCS has served the City of Orange City for five years. The majority of the work is performed onsite in the city however large commercial projects may be sent to PDCS main office in Orlando to be reviewed by our on staff architect if deemed necessary.

PDCS receives permit applications, plan review and inspection requests from citizens and contractors at the building department office located in Orange City's City Hall. PDCS trained and employed permit technician currently utilize the onsite permitting system provided by the City and process the permit application and all other required information before issuing a permit.

PDCS also performs the building code plan review for the City of Orange City including but not limited to the following types of projects: commercial renovations, strip malls, new commercial buildings, as well as countless single family dwellings. The plan review process typically takes 7-10 business days for residential plans which are reviewed onsite by PDCS. While large scale commercial plan review may take additional time for the building code plan review process. These time frames do not include the planning/development, zoning, or fire review stages that may be required.

Once the permit is issued the inspection process may begin. PDCS performs all inspections for the City of Orange City Building Department. Inspections that are requested by 3:30pm each day are assigned and carried out the following business day. PDCS does not make it a habit of "rolling" inspections beyond 24 hours.

Tab 3 – References

Town of Oakland

Reference Contact Information

Jay Marder, Planning and Zoning Director
220 N Tubb St
Oakland, FL 34760
Telephone: 407-656-1117 ext 2107
Email: jmarder@oaklandfl.gov

City of DeBary

Reference Contact Information

Carmen Rosamonda, City Manager
16 Columba Road
DeBary, FL 32713-3264
Telephone: 386.668.2040 Ext304
Email: rosamonda@debary.org

City of Oviedo

Reference Contact Information

Bryan Cobb, City Manager
400 Alexandria Boulevard
Oviedo, FL 32765
Telephone: 407.971.5541

City of Orange City

Reference Contact Information

Becky Mendez, Development Services Director
205 E. Graves Ave.
Orange City, FL 32763
Telephone: 386-775-5415
Email: bmendez@ourorangecity.com

Sumter County

Reference Contact Information

Bradley Arnold, County Administrator
7375 Powell Rd
Wildwood, FL 34785
Telephone: 352-689-4400
Email: Bradley.arnold@sumtercountyfl.gov

Tab 4 – Project Approach

Building Official: The Building Official will report directly to the Town of Windermere project manager and to the PDCS project manager. He will work with both to establish all operating policies and procedures for the building department. In addition, the Building Official will, with the assistance of building department staff, prepare all required reports and department activity summaries as required for submission to the Town.

The Building Official will be responsible to provide all of the services noted in the RFQ establishing policies and procedures for all staff in the department as well as providing technical guidance to staff and customers regarding code compliance issues. The Building Official will be properly licensed by the State of Florida and review state statutes to determine how they affect building construction within the town and advise building department staff and town staff of changes that impact their work effort.

Online Permitting: PDCS currently utilizes an online building department site as requested by customers. This online “permitting portal” allows applicants to easily review building permit instructions for completing the application process, fees associated with their projects, and contact information if they have additional questions. Our online building department also allows our applicants to print a permit application, submittal guidelines, and a convenient upload section for the application/documents.

Once the permit is received via the “permitting portal” it is processed by our designated permit technician. The permit application and accompanying documents will be uploaded to our “permitting portal” *View Permits* section for the planning/zoning department to review as needed. This *View Permit* section also allows citizens to perform their own public search requests for documents/permit issued by PDCS.

Our “permitting portal” will be used by contractors and citizens to schedule inspections daily and review inspection results. Instructions for requesting inspections and viewing results is available on the permitting portal and PDCS issued permit cards.

Permit Technicians: Our permit technicians possess strong computer skills and, as necessary, receive periodic training to keep skills current on the various permit tracking and other technical software required for the effective operation of the building department.

Permit technicians will prepare all building permits, certificates of occupancy and contractor certifications. As well as communicate between department to ensure a permit is issued in a timely and smooth manner for the Town of Windermere residents and contractors. Other support duties will include searching property information, preparation of letters and in-house memos, process all construction permits, issue new business tax certificates, issue contractor certifications and renewals as well schedule inspections for all construction trades.

Plan Review: When plans are complete and ready for code compliance review, they may be submitted to PDCS for permit plan review. Upon completion of the initial plan review, a written report indicating any non-compliance issues will be forwarded to the applicant, design professional, and the building official. Should there be any items that do not meet the currently adopted code(s) the plan review comments will include specific references to the applicable sections of the building code. If the plans are found to be compliant with all applicable codes the plans will receive a stamp indicating it is approved for permitting. All plans will be returned to Town of Windermere for use on construction site and storage. PDCS will retain copies of all written reports regarding plan review for future reference.

Plans will be reviewed for compliance with the current edition of the Florida Building Code and municipal ordinances. As a part of our service we encourage architects, engineers, contractors and building owners to approach our staff as early as possible in the design of their project with any questions or issues they may have. We perform this service at no additional charge with the view that, in the long term, it saves all involved both time and money and provides a more positive outcome for the building project whether it is large or small.

Inspection Services: All inspection requests will be processed and performed in a timely manner by a staff member that is fully licensed with the Florida Department of Professional Regulations and possesses the license under CH. 468, 471, and 481 F.S. to cover the necessary disciplines for both commercial and residential inspections.

It is our preference to employ individuals who are qualified and licensed in all licensing categories. However, in the event it is not possible to employ someone qualified in this manner, PDCS will endeavor to staff the inspection team with a group of individuals who, collectively, possess all required licenses. In addition to inspections of new constructions, additions and alterations, inspectors will respond to change of occupancies and hazardous building inspections.

Each inspection will be rated as passed, failed or conditionally approved. In the event of a failed or conditionally approved rating, our inspection staff will make every effort to allow the contractor to correct the code deficiency and re-inspect the same day. If that cannot be arranged, the contractor will need to schedule a re-inspection when the work is ready.

Damage Assessment: PDCS provides this service on an as needed basis after any major storm. PDCS will provide required staffing for the Emergency Operations Center and will work with the Town in post disaster work re-establishing the services of the building department. If possible, additional personnel may be brought in to expedite the post disaster assessment process. This service is provided in a prompt manner and includes written records regarding each assessment.

Personnel: Personnel will be neat and clean in appearance. All personnel will be physically able to perform the tasks assigned. If a person is temporarily unable to perform their assigned task due to illness or injury alternate staff will be assigned to perform those duties.

All staff will perform their duties in a courteous and professional manner. Not only is this important for presenting a professional appearance to the public, but it is our experience that when staff maintains a courteous and professional attitude, regardless of the situation, it is more conducive to resolving matters.

RFQ #2022-01 Building Permitting and Inspection Services

RESPONSE TO: RFQ 2022-01 Building Permitting and Inspection Services
ROBERT SMITH, TOWN MANAGER
614 MAIN ST. WINDERMERE, FL 34786

I acknowledge receipt of any/all Addenda: Answers to Questions received

I have included:

- Hold Harmless Agreement
- Certificate of Insurance
- Non-Collusion Affidavit
- Drug Free Workplace Form

Mailing Address:

3361 Rouse Rd. Suite 210 TELEPHONE 407-277-9795
Orlando, FL 32817 FAX: 407-277-6863
DATE Feb. 21, 2022

BY signing and submitting this proposal, I am certifying that (a) I am a citizen of the United States; (b) I am not a member or an employee of any taxing authority; and (c) I do not represent any property owner in an administrative or judicial review of property tax issues.



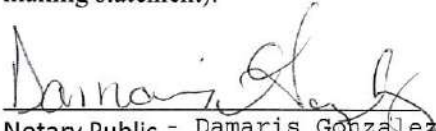
Signature of Respondent - Paul Smith



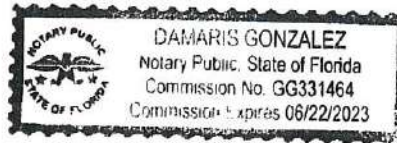
Witness - Christina Greear

STATE OF FLORIDA
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me this 21 day of Feb., 2022, by (name of person making statement).



Notary Public - Damaris Gonzalez



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

My Commission Expires June 22, 2023

HOLD HARMLESS AGREEMENT

I Paul Smith (Respondent) agrees to indemnify and hold the Town harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFQ. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions of Respondent or employees and/or agents of Respondent.

In the event the completion of a project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the Town from any and all increased expenses resulting from such delay.



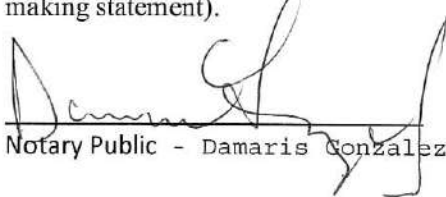
Signature of Respondent - Paul Smith



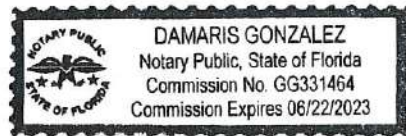
Witness - Christina Greear

STATE OF FLORIDA
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me this 21 day of Feb., 2022, by (name of person making statement).



Notary Public - Damaris Gonzalez



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

My Commission Expires June 22, 2023

PDCS Certificate of Insurance



PDCSLLC-01

PPRICE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/17/2021

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

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

PRODUCER Norton Agency Insurance 434 Green Street, NE Gainesville, GA 30501	CONTACT NAME _____
	PHONE (A/C, No, Ext): (770) 532-0022 FAX (A/C, No): (770) 297-4883 E-MAIL ADDRESS: certificates@nortoninsurance.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Southern-Owners Insurance Company	NAIC # 10190
INSURER B: Nautilus Insurance Company	17370
INSURER C: Hartford Casualty Insurance Company	29424
INSURER D: Gemini Insurance Company	10833
INSURER E:	
INSURER F:	

INSURED
PDCS, LLC
3361 Rouse Rd., Ste 210
Orlando, FL 32817

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	80941815	3/16/2021	3/16/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/DP AGG \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: General Aggregate						
A	AUTOMOBILE LIABILITY ANY AUTO _____ OWNED AUTOS ONLY _____ SCHEDULED AUTOS _____ HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/>		80941815	3/16/2021	3/16/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____
B X	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB _____ CLAIMS-MADE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		AN1240982	6/24/2021	3/16/2022	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ _____ Aggregate \$ 2,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) _____ Y/N _____ N/A _____		20WECAC8HJY	5/30/2021	5/30/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional E&O		VNPL007329	3/16/2021	3/16/2022	Limit \$ 2,000,000

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

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

RFQ #2022-01 Building Permitting and Inspection Services

NON-COLLUSION AFFIDAVIT

I Paul Smith (Respondent) of the firm of PDCS, LLC (Respondent Firm Name) responded to the notice for calling for qualification for On Call Land Planning Services for the Town of Windermere. This proposal has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

The Statements contained within this affidavit are true and correct, and made with full knowledge that the Town of Windermere relies upon the truth of the statements contained in this affidavit in awarding contracts for said services.

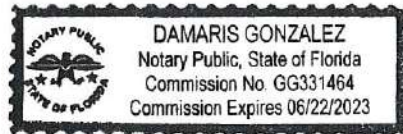
[Handwritten signature of Paul Smith]
Signature of Respondent

[Handwritten signature of witness]
Witness

STATE OF FLORIDA
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me this 7 day of Feb, 20 22, by (name of person making statement).

[Handwritten signature of Damaris Gonzalez]
Notary Public - Damaris Gonzalez



Personally Known XX OR Produced Identification
Type of Identification Produced

My Commission Expires June 22, 2023

DRUG FREE WORKPLACE CERTIFICATION

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 an employee 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

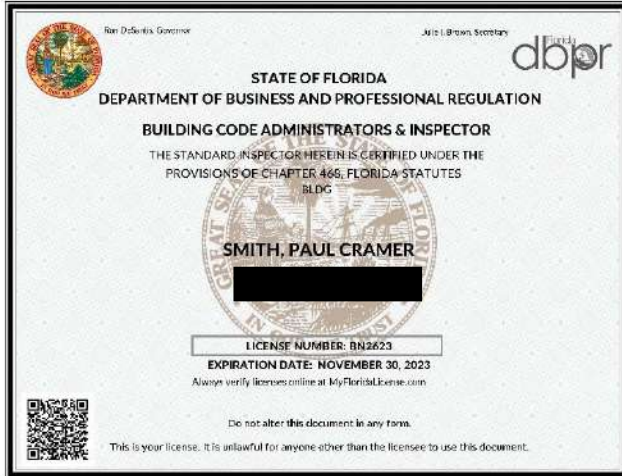
As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Signature of Respondent - Paul Smith Witness - Christina Greear

PDCS Primary Personnel Licenses

Paul C. Smith – Project Principal



Daniel Weaver, RA – Plan Reviewer



Mark Jones – CBO, Inspector, Plan Reviewer





Owen South – Inspector



George Jones- Inspector, Plan Reviewer

Reid E. Bowen, Governor
Jill I. Bowen, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION


BUILDING CODE ADMINISTRATORS & INSPECTOR

THE STANDARD INSPECTOR HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 468, FLORIDA STATUTES
RESL BLDG, MECH, ECI





JONES, GEORGE NATHANIEL III

LICENSE NUMBER: BN6718
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.

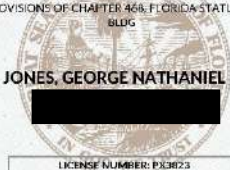
Reid E. Bowen, Governor
Jill I. Bowen, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION


BUILDING CODE ADMINISTRATORS & INSPECTOR

THE STANDARD PLANS EXAMINER HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 468, FLORIDA STATUTES
BLDG



JONES, GEORGE NATHANIEL III

LICENSE NUMBER: PX3023
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.



3361 Rouse Rd. STE 210
Orlando, FL 32817
Phone: 407-277-9795
Fax: 407-277-6863
Email: info@pdcsllc.com



TOWN OF WINDERMERE
REQUEST FOR QUALIFICATIONS
RFQ: #2022-01 BUILDING PERMITTING AND
INSPECTION SERVICES

RESPONSES ARE DUE BY 5:00 PM February 24, 2022

MAIL OR DELIVER RESPONSES TO:

ATT: Robert Smith, Town Manager
614 Main St.
Windermere, FL 34786

PLEASE CONTACT DIANE EDWARDS at dedwards@otwn.windermere.fl.us should you wish to hand deliver.

CONTACT:

Robert Smith, Town Manager
614 Main St.
Windermere, FL 34786
Phone: (407) 876-6480, Fax (407) 876-0103
Email: rsmith@town.windermere.fl.us

OVERVIEW

The Town of Windermere requests qualified firms to submit proposals for the performance of Building Permitting and Inspection Services. The successful firm shall be expected to expeditiously perform the necessary tasks included in this document and must have the capacity to handle multiple projects concurrently. The successful firm will provide services on an as needed basis throughout the term of the agreement.

Those firms/individual interested in providing this service are instructed to submit three (3) bound copies, one (1) unbound original, and one (1) electronic copy (Flash Drive: PDF Format) of their qualifications pertinent to the scope of work prior to 5pm Eastern Standard Time, February 24, 2022, to the attention of Robert Smith, Town Manager 614 Main St. Windermere, FL 34786. Qualification documents received after this date and time will not be considered. The Town of Windermere reserves the right to reject any and all qualification documents received, to solicit new qualification documents, or take any other such actions that may be deemed to be in the best interest of the Town of Windermere. The Town of Windermere is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. The Town of Windermere strictly enforces open and fair competition.

RFQ #2022-01 Building Permitting and Inspection Services

SUBMISSION REQUIREMENTS:

Firms/individuals are invited to submit qualifications documents to the Town of Windermere Land Planning Services.

Requirements for submission and selection criteria may be obtained from the Town of Windermere's web site at www.town.windermere.fl.us. All questions pertaining to this Request for Qualifications (RFQ) should be directed, in writing, to Robert Smith, Town Manager, PO Box 669 Windermere, FL 34786, by facsimile (407) 876-0103, or by email rsmith@town.windermere.fl.us. Any addenda to this RFQ shall be made on the Town web site. It is the sole responsibility of those submitting an RFQ to check the web site for addendums. These questions are due by 5pm February 4, 2022. Final addenda will be posted by 5pm February 8, 2022.

Proposers must submit one (1) original response unbound marked "Original", three (3) bound copies marked "Copies", and one (1) electronic copy (Flash Drive; PDF Format) of the submittal in a sealed envelope clearly marked on the outside with the Proposers name and "RFQ 2022-01 Building Permitting and Inspection Services addressed and delivered to:

**Att: Robert Smith, Town Manager
614 Main Street
Windermere, FL 34786**

PLEASE CONTACT DIANE EDWARDS at dedwards@otwn.windermere.fl.us should you wish to hand deliver.

All qualifications must be received by Robert Smith before 5:00pm February 24, 2022. Any qualifications received after this date and time will be automatically rejected. Materials may be delivered by Certified Mail, Return Receipt, hand delivered or couriered. Faxed or emailed proposals will be automatically rejected. Hand delivered qualification documents may request a receipt. If sent by mail or courier, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated above. Proposers should be aware that certain "express mail" services will have to meet the required time frame of submittal or be deemed automatically rejected. It is the sole responsibility of the Proposer to ensure their proposal is received in a timely manner.

The Town of Windermere reserves the right to reject any and all proposals, to waive informalities in any or all qualification documents, to re-advertise for RFQ's, and to separately accept or reject any item or items and to negotiate contracts in the best interest of the Town of Windermere.

While every effort has been made to ensure the accuracy and completeness of the information in this RFQ we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the Town.

RFQ #2022-01 Building Permitting and Inspection Services

Calendar of Events

All times listed in the calendar of events is Eastern Daylight Time

Request for Qualifications Advertised	January 20, 2022
Technical Questions Due to the Town (written)	5pm February 4, 2022
Responses to Questions Due from the Town	5pm February 8, 2022
Proposals Due to the Town	5pm February 24, 2022
Short List Presentations (if necessary)	February/March
Contract Negotiated with Town	February/March
Council Approval of Qualified Vendor	March/April

- The Town reserves the right to alter scheduled dates if necessary

Instructions to Respondents

Description

Town of Windermere is seeking qualified firms to provide Building Permitting and Inspection Services

Copies of Responding Documents

Only complete sets of Responding Documents will be issued and shall be used in preparing responses. The Town does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.

Disqualification of Respondents

- A. **NON-COLLUSION AFFIDAVIT:** Any person submitting a response to this invitation must execute the enclosed NON-COLLUSION AFFIDAVIT. If it is discovered that collusion exists among the Responders the response of all participants in such collusion shall be rejected, and no participants will be considered in future responses for the same work
- B. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response/bid on a contract to provide any goods or services to a public entity submit response/bids on leases 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 section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.
- C. **DRUG-FREE WORKPLACE FORM:** Any person submitting a response or qualification documents in response to this invitation must execute the enclosed DRUG-FREE WORKPLACE FORM and submit it with the response. Failure to complete this form in every detail and submit it with your response will result in immediate disqualification of your response.
- D. **CONFLICT OF INTEREST:** Any Respondent who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.

RFQ #2022-01 Building Permitting and Inspection Services

- E. **PROHIBITED COMMUNICATION:** Any form of communication, except for written correspondence authorized herein, shall be prohibited regarding this particular request for qualifications, or any other competitive solicitation between:
1. Any person or person's representative seeking an award from such competitive solicitation; and
 2. Any Town Council Member or any Town staff authorized to act on behalf of the Council to award a particular contract (Selection Committee Member, etc)

For the purpose of this section, a person's representative shall include but not limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

This prohibition on communication shall be in effect as of the publication of the bid advertisement. The provisions of this section shall not apply to oral communications at any public proceeding, oral presentations before selection committees, contract negotiations, presentations made to the Council if requested, and protest hearings.

The provisions of this section shall terminate at time of award of grant writing services, rejects all bids, or otherwise takes action which ends the solicitation process.

EXAMINATION OF RFQ DOCUMENTS

Each Respondent shall carefully examine the RFQ and other contract documents, and inform him or herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the contract. Ignorance on the part of the Respondent in no way relieves the Respondent of the obligations and responsibilities assumed under the contract.

Should a Respondent find discrepancies or ambiguities in, or omissions from, the specifications, or be in doubt as to their meaning, Respondent shall notify the Town Manager in writing prior to the Response Question Due Date.

RFQ #2022-01 Building Permitting and Inspection Services

INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any potential Respondent as to the meaning of the contract documents. Any inquiry or request for interpretation received on or before 5pm February 4, 2022 will be given consideration. Any changes or interruption will be made in writing in the form of an addendum and, if used, will be posted on the Town Web Site www.town.windermere.fl.us. Each respondent shall acknowledge receipt of any addenda in their proposal. If the acknowledgement is not included, the response to the RFQ will constitute acknowledgment. It is the responsibility of all Respondents to verify all addenda prior to submitting a response to the RFQ.

GOVERNING LAWS AND REGULATIONS

The Respondent is required to be familiar with and shall be responsible for complying with all Federal, State, and Local laws, ordinances, rules, and regulations that in any manner affect the work for services rendered.

SIGNATURE OF RESPONDENT

The Respondent must sign the response forms in the space provided for the signature. If the Respondent is a professional association or other business entity, the title of the officer signing the response on behalf of the entity must be stated and evidence of the officer's authority to sign the response must be submitted. The Respondent shall state in the response the name and address of each person interested therein.

COST OF PROPOSAL

The Town of Windermere assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a proposal. The entire cost of preparing and submitting qualification documents, or any work in connection therewith will be borne by the submitting firm or team of firms.

Scope of Services

PROJECT SCOPE

Services will include the following to the extent approved by the Town Council and/or Town Manager

The scope of work to be performed by the awarded consultant may consist of, but not be limited to the following:

- Provide Building Code Inspectors who conduct inspections of building construction, erection, repair, addition, or alteration projects that require permitting indicating compliance with building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other applicable construction codes as required by law. Firms must be able to provide the following categories of inspection services: building inspector, commercial electrical inspector, mechanical inspector, plumbing inspector and fire inspector.
 - It is the responsibility of the building code inspector to conduct inspections of construction, alteration, repair, remodeling, or demolition of structures and the installation of building systems, when permitting is required, to ensure compliance with the Florida Building Code and any applicable local technical amendment to the Florida Building Code. Each building code inspector must be licensed in the appropriate category as defined in Fla. Stat 468.603. The building code inspector's responsibilities will be performed under the direction of the building code administrator or building official.

- Provide Plans Examiners who are qualified to determine that plans submitted for purposes of obtaining building and other permits comply with the applicable building, plumbing, mechanical, electrical, gas, fire prevention, energy, accessibility, and other applicable construction codes. Categories of plans examiners include: Building plans examiner, Plumbing plans examiner, Mechanical plans examiner, Electrical plans examiner and Fire plans examiner.
 - It is the responsibility of the plans examiner to conduct review of construction plans submitted in the permit application to assure compliance with the Florida Building Code and any applicable local technical amendments to the Florida Building Code. The review of construction plans must be done by the building code administrator or building official or by a person licensed in the appropriate plans examiner category as defined in Fla Stat. 468.603. The plans examiner's responsibilities will be performed under the supervision and authority of the building code administrator or building official.

RFQ #2022-01 Building Permitting and Inspection Services

- All service providers shall be licensed and certified in accordance with all applicable laws. Including but not limited to Florida Statutes 468 and 633.
- Provide Certified Building Official who will be responsible for signing off on permits, certificates of occupancy, final inspections, etc. The Building Official must be fully certified per the Department of Business & Professional Regulations.
- Competent permit techs to receive and process permit applications in a timely manner
- Working effectively and respectfully with Town Directors and Staff
- Inter-agency coordination as needed
- Attendance at Town Council Meetings, Development Review Board, and Code Enforcement Meetings as needed.
- An online permitting website that can handle some of your basic permitting needs, to include pulling basic permits, obtaining inspection results, checking plan review status, and checking on the status of a permit. User friendly so anyone can use this site to research permit records
- Online permitting will have the ability to connect to and effectively communicate with Town of Windermere On Call Planning Services.
- Online permitting should be able to schedule inspections through on-line permitting system portal.
- Inspections of construction site erosion control during building inspections
- All other relevant assignments relating to Building Permitting and Inspection Services, as requested

Qualification/Experience requirements:

The Respondent must submit qualification/experience.

Respondents must demonstrate the following:

- Company Qualifications: A brief but complete history of your company, including:
 - the qualifications, experience, and expertise of your company as a whole and
 - the qualifications, experience and expertise of the individual employees who will provide the services to the Town.

- Experience with other entities: A list of similar services provided to municipalities and other governmental entities in Florida, including the following information:
 - Name of the entity for which the work was performed.
 - Brief description of the scope of the work.
 - Name of contact person with the entity and current telephone number who can knowledgeably discuss your firm's role and performance in the project (minimum of 3 references).

- Any other information the firm feels is relevant to evaluating the firm's qualifications

Supervision and Personnel

Respondent must demonstrate how the operation will be supervised and what current quality controls policies would be in place for the service.

Records

Respondent shall be required to maintain records in accordance with local, State, and Federal Public Records Retention Requirements.

EVALUATION/PROPOSAL FORMAT

Qualification documents will be evaluated on the basis of Scope of Services listed.

Proposals will be evaluated based on the information provided in the response. All Respondents who demonstrate previous success in land planning services and are not disqualified on some other basis outlined in this RFQ shall be approved as a qualified vendor. For qualification documents to be eligible, the format must be strictly followed. All qualification documents should be type written, bound 8 1/2 x 11 format, and should be properly identified by name of respondent and marked with "RFQ 2022-01 Building Permitting and Inspection Services to facilitate effective evaluation by the Town, qualification documents shall be limited to 25 pages. MBE/WBE/DBE certificate(s), other appendix documentation, sectional dividers, and front and back covers will not be counted towards the total. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non responsive and will not be evaluated. During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal.

Proposals must include the following tabbed sections:

1. Company or Personal Background
2. Experience
3. References
4. Service approach
5. Required Forms (Do not count against 25-page limit)
 - a. Response Cover
 - b. Hold Harmless Agreement
 - c. Certificate of Insurance
 - d. Non-Collusion Affidavit
 - e. Drug Free Workplace Form

Indemnification and Insurance

Indemnification and Hold Harmless

The Respondent agrees to indemnify and hold the Town harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFQ. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents

In the event the completion of a project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the Town from any and all increased expenses resulting from such delay.

Insurance Requirements

Respondent must provide a certificate of insurance with their response.

RFQ #2022-01 Building Permitting and Inspection Services

RESPONSE TO:

RFQ 2022-01 Building Permitting and Inspection Services
ROBERT SMITH, TOWN MANAGER
614 MAIN ST. WINDERMERE, FL 34786

I acknowledge receipt of any/all Addenda: _____

I have included:

- Hold Harmless Agreement
- Certificate of Insurance
- Non-Collusion Affidavit
- Drug Free Workplace Form

Mailing Address:

_____ TELEPHONE _____

_____ FAX: _____

_____ DATE _____

BY signing and submitting this proposal, I am certifying that (a) I am a citizen of the United States; (b) I am not a member or an employee of any taxing authority; and (c) I do not represent any property owner in an administrative or judicial review of property tax issues.

Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by (name of person making statement).

Notary Public

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

My Commission Expires _____

HOLD HARMLESS AGREEMENT

I _____ (Respondent) agrees to indemnify and hold the Town harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFQ. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions of Respondent or employees and/or agents of Respondent.

In the event the completion of a project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the Town from any and all increased expenses resulting from such delay.

Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by (name of person making statement).

Notary Public

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

My Commission Expires _____

NON-COLLUSION AFFIDAVIT

I _____ (Respondent) of the firm of _____ (Respondent Firm Name) responded to the notice for calling for qualification for On Call Land Planning Services for the Town of Windermere. This proposal has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

The Statements contained within this affidavit are true and correct, and made with full knowledge that the Town of Windermere relies upon the truth of the statements contained in this affidavit in awarding contracts for said services.

Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by (name of person making statement).

Notary Public

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

My Commission Expires _____

DRUG FREE WORKPLACE CERTIFICATION

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 an employee 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Signature of Respondent

Witness



EXECUTIVE SUMMARY

SUBJECT: RFQ# 2022-02: On Call Land Planning Services

REQUESTED ACTION: Selection Committee Recommends Wade Trim

Work Session (Report Only) **DATE OF MEETING:** 4/12/22
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
 Effective Date: _____ Termination Date: _____
 Managing Division / Dept: _____

BUDGET IMPACT: _____
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:

Mayor & Council,

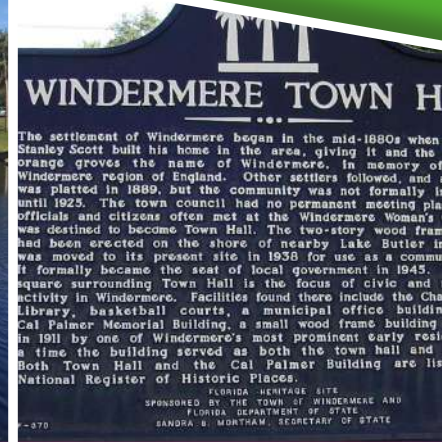
RFQ 2022-02 Town of Windermere On Call Land Planning Services was advertised on January 21, 2022. Responses were due on March 3, 2022. The Town received two responses; Wade Trim and WGI.

The Selection Committee comprised of Public Works Director Tonya Elliot-Moore, Town Engineer John Fitzgibbon and Town Manager Robert Smith. The Selection Committee focused on experience as well as level and quality of service in their approach.

After reviewing the proposals, the Selection Committee Recommended the following ranking:

1. Wade Trim
2. WGI

Selection Committee Recommends Wade Trim



RFQ 2022-02 ON CALL LAND PLANNING SERVICES

TOWN OF WINDERMERE

MARCH 3, 2022



Wade Trim, Inc.
One Tampa City Center
201 N. Franklin Street, Suite 1350 • Tampa, FL 33602
813.882.4373 • www.wadetrim.com

March 3, 2022

Town of Windermere
614 Main Street, Building 100
Windermere, FL 34786

Attention: Robert Smith, Town Manager

Re: RFQ #2022-02 On Call Land Planning Services

Dear Mr. Smith:

“Building relationships on a foundation of excellence.” It has been our experience working with the Town that both of our organizations share this common vision for consultant-client relationships. The key to successful projects or services is a strong bond between the consultant team and the Town.

Having served the Town since 2014, we know the benefits of a long-term continuing professional association. While there are many benefits, the most obvious to the Town include:

- Our strong, day-to-day working relationship with Town staff is built on honesty, integrity, and professionalism. The Town can rest assured we will always do the right thing and act in the Town’s best interest;
- Extensive community knowledge resulting in high levels of efficiency and responsiveness;
- Our depth of services and personnel available to meet the needs of the Town in any way we can;
- Our availability, responsiveness, and flexibility in meeting priorities and completing assignments; and
- Strong and extensive positive relationships with many Town residents and property owners.

These benefits, combined with our demonstrated commitment to the Town, uniquely qualify Wade Trim to continue to serve as the Town’s contracted planners. Studies have demonstrated great efficiencies and effectiveness realized as a result of long-term professional consulting relationships.

It is clearly evident that the commitment and dedication of the Mayor and Town Council, Town Administration, Staff, Development Review Board, and other Town committees to better the community and positively impact the lives of Town Residents is a top priority. Wade Trim shares this commitment and will continue to demonstrate our commitment by our service to the Town.

Sincerely,
Wade Trim, Inc.

A handwritten signature in blue ink, appearing to read 'Brad Cornelius', is written over a faint, light blue circular stamp.

Brad Cornelius, AICP, CPRP, CFM, CPM
Vice President/Project Manager



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TAB 1: COMPANY OR PERSONAL BACKGROUND

COMPANY AND PERSONAL BACKGROUND

HISTORY OF WADE TRIM

Wade Trim, Inc. operates as an employee-owned corporation, licensed in Florida and eight other states throughout the United States. We have grown to include 18 offices, employing a staff of more than 500 professionals and support personnel, as shown in Exhibit 1. Team members assembled for the Town of Windermere's On Call Land Planning Services bring knowledge of applicable local, state, and federal regulations related to comprehensive plans and land development codes. We are passionate about planning that affects all aspects of a community and is consensus-driven. Planning and designing sustainable neighborhoods, downtowns, and communities has been a passion of Wade Trim for more than 80 years.

While the majority of our clients are municipal governments, we also serve the private sector, which provides perspective regarding market-driven plans and strategies. We are a multi-disciplinary consulting firm that provides professional planning services locally and nationally. Since opening our first Florida office in 1984, we have become recognized as one of the state's most capable planning and engineering firms and have grown our Florida operation to three locations in Tampa, Miami, and Palm Bay.

IN-HOUSE SERVICES

Wade Trim provides a wide range of planning, landscape architecture, and engineering services to local governments across Florida and the nation. These services include comprehensive planning, recreation planning, infrastructure planning and capital improvements programs, grant writing, zoning and land use regulations, historic preservation, urban design and landscape architecture, visioning and community involvement, transportation planning, environmental planning, and geographic information systems. Wade Trim employs professionally respected planners, calling on the talents of a wide variety of professionals to address specific community planning issues.

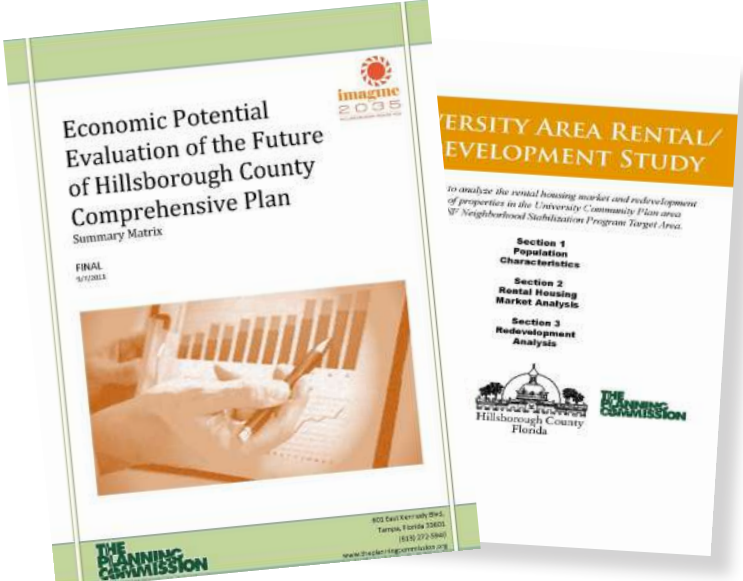
The type and combination of other planning tools can vary, but the importance of comprehensive plan policies and land development codes to implement a community's vision is unparalleled. These planning tools will provide the framework for our continued work with the Town of Windermere. Wade Trim will guide the Town and stakeholders through the project's unique development issues to mitigate any concerns before they occur.

Wade Trim provides the advantage of a full-service professional consulting firm. We offer our clients a collaborative approach that combines the experience of both planning and engineering professionals to provide the best quality products and services. This varied expertise enables us to look at the many facets of a plan or project to examine their potential impact on the community and surrounding environment. Our planners can draw on the knowledge of civil and environmental engineers, as well as other related disciplines as needed.

A strength of the Wade Trim project team is the ability to recognize and understand how land use decisions affect the built and natural environment in coordination with transportation and infrastructure needs. Our land use planning is closely coordinated with our clients' transportation and infrastructure. As planning practices have evolved, it has become increasingly clear that a more comprehensive and integrated approach with transportation and infrastructure planning, together with land use planning, is needed.



Exhibit 1 Wade Trim Office Locations



Comprehensive Plan studies for the Hillsborough County City-County Planning Commission

In addition to our technical expertise, our team also possesses the ability to coalesce and graphically communicate various ideas and designs with multiple stakeholders. We are firm believers in participation to develop projects that are truly reflective of the community. The technical expertise of Wade Trim planners is complemented by their ability to coordinate with multiple stakeholders, as comprehensive planning requires.

The Wade Trim Team is skilled in working with diverse interest groups and facilitating public involvement to reach consensus. Involvement of stakeholder groups builds project enthusiasm and pride.

Another of Wade Trim’s strengths is the recognition of how local government land use regulations impact the built and natural environment. Successful growth management, based on a community’s comprehensive plan, typically requires creation and implementation of specific land development codes to balance public and private interests. Wade Trim planners work closely with our clients to help shape successful land development codes for:

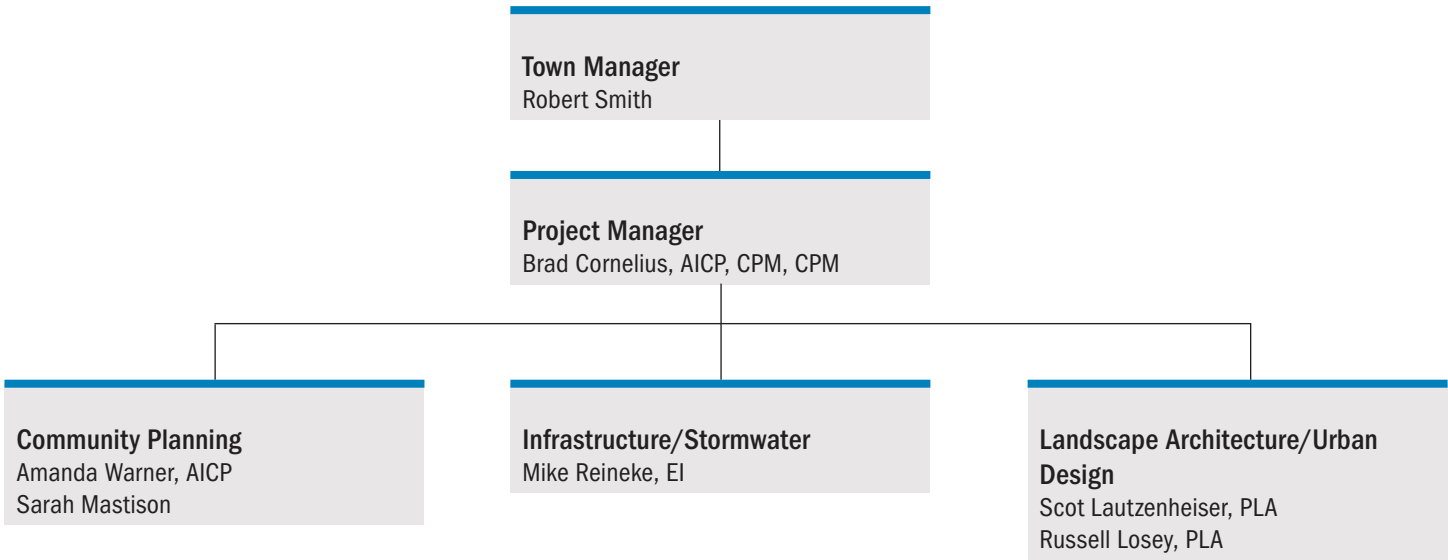
- Subdivision developments
- Off-street parking
- Landscape/beautification
- Signage
- Historic preservation
- Planned unit developments
- Site planning
- Impact fees
- Sector/Community plans
- Concurrency management

PERSONAL EXPERIENCE

Our primary project team is comprised of Brad Cornelius, AICP, Amanda Warner, AICP, and Sarah Mastison. What makes our project team the most qualified is that Brad, Amanda, and Sarah are the same project team that has served the Town since 2014. Consequently, when the new contract takes effect on October 1, 2022, there will be no learning curve or gap in services. We know the Town, and we love the Town. Our Project Manager, Brad Cornelius, has served as the Town’s principal contracted Town Planner since 2014. Brad has also served as a planning director for City of Cape Coral and Sumter County and has served as a consulting planner for many Florida local governments over the last nearly 30 years. His experience is highlighted in our Project Manager Spotlight on the page 7. Exhibit 2 on page 7 illustrates the proposed team members’ experience in similar disciplines to what the Town of Windermere is requesting. Our proposed organizational chart is on the next page and resumes for our individual team members begin on page 8.

ORGANIZATIONAL CHART

Wade Trim's team has extensive experience with the Town of Windermere, led by Brad Cornelius who has been Project Manager for the Town's On Call Land Planning Services since 2014. Brad has put together a team that will work collaboratively with Town leaders to complete all tasks at the quality the Town is accustomed to. Our proposed organizational chart is below. In addition to the staff in the organization chart, Wade Trim has other staff resources within our organization for civil and utility engineering, CAD/GIS, and grant/funding assistance.



SPOTLIGHT:

Brad Cornelius, AICP, CPM, CFM

Project Manager **PRIMARY CONTACT**

One Tampa City Center
 201 N. Franklin Street, Suite 1350
 Tampa, FL 33602
 (o) 813.882.4373
 (c) 813.415.4952
 bcornelius@wadetrim.com

“The Town elected and appointed officials, Town staff, and Town residents are some of the most passionate and caring people for their community. It is a great honor to be able to serve this great Town for the previous 7 years and I look forward to continuing to serve the Town.”

—Brad Cornelius



Project Manager Brad Cornelius has delivered consistent results for local governments for nearly three decades.

What makes Brad the most qualified to assist the Town of Windermere with its On Call Land Planning Services Needs?

- ✓ Brad knows the Town well, having served as the Contracted Town Planner since October 2014, helping the Town successfully address permitting needs and significant projects that promote the uniqueness of the Town.
- ✓ Brad has led both in the public sector and in the private sector successful planning and zoning operations to address the needs and promote the success of the community.
- ✓ Brad has built and continues to maintain positive working relationships with Town leaders, Town staff, Town residents, and others.

AT A GLANCE

28 years of relevant experience

7 years working with the Town of Windermere

1000 Approximate number of permits and other zoning or planning projects completed for the Town since 2014

3000 3000 residents of the Town to serve

Exhibit 2 Relevant Staff Experience

	Name	Role	Certifications	Comprehensive Plan Review and Amendments	Land Development Code Updates	Intergovernmental Coordination	Building Permit/Site Plan/Zoning Case Reviews	Stormwater Reviews	Landscape Architecture/Urban Design	Transportation Planning	Floodplain Management
Proposed Key Personnel	Brad Cornelius	Project Manager	AICP, CPM, CFM	●	●	●	●	●		●	●
	Amanda Warner	Project Planner	AICP	●	●	●	●	●		●	
	Sarah Mastison	Planner	N/A	●	●	●	●	●		●	
	Mike Reineke	Engineer	EI				●	●		●	●
	Scot Lautzenheiser	Landscape Architecture	PLA					●	●		
	Russ Losey	Landscape Architecture	PLA					●	●		

Resumes and biographies for key project team members begin on the next page.

BRAD CORNELIUS, AICP, CPM, CFM

PROJECT MANAGER



EDUCATION

- » Graduate Studies, Urban and Regional Planning, University of Florida
- » BA, Environmental Studies, Rollins College

REGISTRATION

- » American Institute of Certified Planners (AICP) #089418

QUALIFICATIONS

- » 28 years of planning and development experience throughout Florida
- » Extensive experience in the development and implementation of public involvement programs for transportation, land use, and other local government projects
- » Has provided superior technical assistance to local governments and citizen groups regarding local planning and zoning issues and concerns

REPRESENTATIVE PROJECT EXPERIENCE

Continuing Planning & Zoning Services, Town of Windermere - Project Manager Wade Trim currently serves as the Town Planner for the Town of Windermere and is responsible for providing all day-to-day planning and zoning support to the Town as needed. This includes the zoning and stormwater review of building permits, public information and guidance related to planning and zoning issues, special projects such as annexation analysis and land development code amendments, and other services as requested by the Town Manager.

Water System Master Plan, Town of Windermere - Lead Planner Developed analysis of existing and projected growth within the Town through projected build-out. The analysis included future potential annexation areas. Also coordinated public outreach and agency coordination during the master planning process.

As-Needed Planning & Zoning Services, City of Palmetto - Project Manager Brad provides the City of Palmetto with assistance and support to the City's Development Services Department. Assists City Development staff with review of complex and controversial zoning applications or site plan reviews. Prepare staff reports and present to City Commission recommendations.

As-Needed Planning & Zoning Services, City of New Port Richey, FL - Project Manager Brad provides the City of New Port Richey with assistance and support to the Planning and Development staff. Responsible for reviewing development applications, attending Development Review Board meetings, and providing zoning support to the City as needed. Includes the review of building permits, variances, land development code amendments, and other services as requested by the City Manager.

Planning Services, Southwest Florida Water Management District (SWFWMD), FL - Project Manager Provided technical editing and document preparation and completed the technical review of all five volumes of the 2015 Regional Water Supply Plan. Technical review included verifying the reasonableness of the water demand and supply projections and ensuring all calculations and references were consistent throughout the plan. Also provided services to format and consolidate various sections of the plan into a cohesive five-volume document.

Main Street Complete Street Plan, City of Wildwood - Public Involvement Coordinator Assisted in the development of a complete street plan for Main Street in the City of Wildwood. The primary purpose of the project was to improve the character of Main Street and improve pedestrian and bicycle safety. This plan supports the redevelopment of Main Street.

Planning & Development, Sumter County, FL - Director Prior to joining Wade Trim, served as the Director of Development Services for Sumter County, Florida. Responsible for the day-to-day operations of the County's planning, zoning, housing, GIS, code enforcement, building plan review and inspections, and contractor licensing. During Brad's time at Sumter County, Brad developed and implemented interlocal agreements between the County and four of the cities to coordinate and consolidate public services. As part these interlocal agreements, Brad also served as the Planning Director for the cities of Center Hill and Webster. Brad was a critical part of the County's economic development team.

AMANDA WARNER, AICP

PROJECT PLANNER



EDUCATION

- » Graduate Courses, Geography (Environmental Science and Policy/Geographic Information Systems), Architecture and Community Design, University of South Florida
- » Graduate Certificate, Women's Studies, University of South Florida
- » BA, Studio Art, Hollins University

REGISTRATION

- » American Institute of Certified Planners (AICP) #023383

QUALIFICATIONS

- » 19 years of planning experience
- » Experience in comprehensive planning, land development code updates, master planning and neighborhood action plans, and parks master planning
- » Extensive use of ArcGIS software for land use, and planning applications

REPRESENTATIVE PROJECT EXPERIENCE

Continuing Planning & Zoning Services, Town of Windermere
• Assistant Town Planner Provides day-to-day support to residents and interested persons regarding the Town's zoning and development regulations and processes. Attends and presents case information to the Development Review Board and Town Council. Also responsible for GIS-based planning and mapping duties, including mapping and analysis for the Town's Comprehensive plan, preparation of land use amendments and rezonings, annexation analysis, addressing database, and other as-needed GIS-based efforts.

Land Development Code/Regulations Update, City of Venice, FL • Planner Assisted the City of Venice in implementing its Comprehensive Plan through draft updates to the City's code, including the development of standards for building height, Coastal High Hazard Area (CHHA) development, non-conforming uses and structures, on- and off-street parking, an affordable and workforce housing density bonus, and a conversion factor for special needs housing. Researched best practices and case studies for

respective standards, revised and updated existing code, and met with City staff and Planning Commission to build consensus regarding the proposed code changes.

Comprehensive Plan Amendments, City of Venice, FL • Planner Conducted analysis to satisfy the Chapter 163, Part II, F.S. Used ArcMap to evaluate existing and future land use patterns and to identify potential activity centers for redevelopment. Also mapped general conditions of the City's environment, public services provision, transportation systems, and land use designations. Co-wrote amendments with City Staff.

US 41 Design District Overlay Study, City of Venice, FL • Planner Conducted an inventory of future land uses, zoning, and existing land uses in map and tabular format and generated a district boundary that would benefit from improved architectural controls and pedestrian-friendly streetscaping. Coordinated with architect to develop architectural standards that blend the City's existing Venetian Gateway District and Venetian Theme District regulations to create a gradation of design intensity as visitors enter the City from the south and approach the historic downtown. The study included illustrated guidelines for building elevation, massing, materials, lighting, signage, streetscape, etc. and a proposed application review process. The US 41 Design District Overlay Study was largely implemented as the Venetian Urban Design (VUD) District.

2030 Community Visioning, Sumter County, FL • Planner Assisted in the development of a Countywide Vision Plan for a County confronted by the intersection of its rural legacy and recent urban influences. Generated a series of land use, socioeconomic, and environmental maps using ArcMap to create a "snapshot" of the County in order to facilitate discussion about the past, present, and future of the community. Facilitated four workshops with the public to identify common concerns and goals through a series of exercises, including an interactive survey that used automatic response devices (remotes) to display immediate results.

SARAH MASTISON

PLANNER



EDUCATION

- » BS, Social Science, Urban and Regional Planning Concentration, Florida State University
- » Associate of Arts, Gulf Coast State College

QUALIFICATIONS

- » 4 years of planning experience
- » Provides GIS/mapping, day-to-day planning and zoning support, research, permit and site plan reviews, to local Florida governments

REPRESENTATIVE PROJECT EXPERIENCE

Continuing Planning & Zoning Services, Town of Windermere · Project Planner Provides day-to-day support to residents and interested persons regarding the Town's zoning and development regulations and process. Attend and present case information to the Town's Development Review Board. Also assists with GIS-based planning and mapping duties.

Comprehensive Plan Update, Town of Windermere · Project Planner Completed the research and analysis for the required data and analysis for the Town's update to its Comprehensive Plan. The research and analysis was for all elements of the comprehensive plan. In addition, prepared required GIS mapping for the Town's update to its Comprehensive Plan.

Water Supply Master Plan, Town of Windermere · Project Planner Completed the research and analysis for the development of the Water Supply Master Plan for the Town. The research and analysis related to the documentation of the location of existing water supply infrastructure, identifying existing water utility accounts with Orange County Utilities for properties with the Town, supported development of the population analysis and distribution for future conditions.

As-Needed Planning and Zoning Services, City of New Port Richey, FL · Project Planner Provides as-needed support to City staff in review of site plans, variances, ordinances, land use, and zoning maps amendments. Attends and presents case information to the City's Development Review Committee.

Clearwater 2020 – 2024 Five-Year Consolidated Plan, City of Clearwater, FL · Planner Assisted in the development of the City's 2020-2024 Five-Year Consolidated Plan. Assisted with data collection and analysis for the City's Consolidated Plan, including updates to the Market Analysis (MA) required sections/screens of the plan.

Main Street Complete Street Plan, City of Wildwood, FL · Project Planner Assisted in the development of a complete street plan for Main Street in the City of Wildwood. The primary purpose of the project was to improve the character of Main Street and improve pedestrian and bicycle safety. This plan supports the redevelopment of Main Street.

Professional Planning Services, City of Palmetto, FL · Project Manager Responsibilities included zoning reviews of site plans, variances, rezonings, Development of Regional Impact reviews, and any other planning or zoning needs to support the City. Specific projects reviewed included the expansion of the Convention Center and hotel, Riviera Dunes Medical Office, Riviera Dune Development of Regional Impacts, and Bonita Vista apartments.

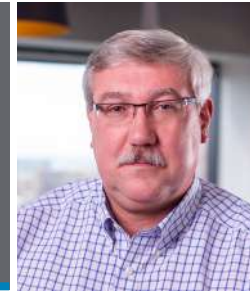
Ruskin Community Profile, Hillsborough City-County Planning Commission, Tampa, FL · Project Planner Developed GIS analysis and maps to document existing conditions related to land uses, housing, infrastructure, future land use and zoning classifications, and socio-economic characteristics. Developed GIS analysis of build-out potential of sub-areas within the Ruskin community. Supported the economic analysis of the Ruskin community with GIS analysis.

Pinellas County 2020-2024 Consolidated Plan & Analysis of Impediments to Fair Housing, Pinellas County, FL · Assistant Planner Needs Assessment and Fair Housing outreach meetings took place Fall 2019 with final plan adoption/submittal scheduled for Summer 2020. Assisted in preparation of all sections of the County's Consolidated Plan in IDIS Online, including data for consortium member City of Largo, and preparation of the County's AI report.

As-Needed Planning and Zoning Services, City of Clearwater, FL · Project Planner Provides daily support to City staff in review of permits to assure compliance with the City's Community Development Code. Provides in-office support weekly.

MIKE REINEKE, EI

ENGINEER



EDUCATION

- » BS, Civil Engineering, University of South Florida

QUALIFICATIONS

- » 22 years of civil/site engineering experience in Florida
- » Project experience includes stormwater management, stormwater permitting, project management, roadway design, and site development plans
- » Extensive knowledge of AutoCAD Civil 3D, ICPR 3.1, Modret 6.1, Ponds 3.2, StormCAD, CivilStorm, and ASAD.

REPRESENTATIVE PROJECT EXPERIENCE

Continuing Planning & Zoning Services, Town of Windermere - Engineer Provides day-to-day engineering support to the Town regarding the Town's on site stormwater retention requirements and floodplain impacts. Also assists with GIS-based planning and mapping duties.

Palm & Hibiscus Islands Neighborhood Improvements, City of Miami Beach, FL - Drainage Engineer Complete Streets Improvements include raising and reconstructing roadways, constructing a new drainage system with pumped outfalls, new water main installation, relocation of water services, utility undergrounding, and roadway lighting and streetscape improvements. Stormwater drainage system requires design and installation of three new pump stations with outfalls to Biscayne Bay. Water distribution system improvements include new 8-inch ductile iron water main throughout both islands. The water main will be installed along the public streets and includes new fire hydrant assemblies, tie-ins to the existing water main, and service connections at each parcel. Approximately 10,500 LF of new water main will be installed on Hibiscus Island and 7,000 LF on Palm Island.

Sunset Harbour Neighborhood Improvements, City of Miami Beach, FL - Drainage Engineer The City of Miami Beach was experiencing stormwater drainage challenges in the Sunset Harbour neighborhood, one of the lowest-lying areas in the City. Wade Trim performed ICPR drainage modeling and evaluation of the system to provide fast-tracked recommendations for both collection and stormwater pumping improvements to reduce flooding in

the neighborhood. The recommendations were approved by the City, the South Florida Water Management District (SFWMD), and Miami-Dade County Environmental Resource Management.

Carillon Conceptual Master Plan, Echelon, Pinellas County, FL - Drainage Design Redesign and Layout of Master Stormwater Plan for 250 acres multiuse residential and commercial development. Services included permitting with the Southwest Florida Water Management District, SWFWMD.

One Park West, Echelon, Pinellas County, FL - Drainage Design Stormwater system and design for 1.5 acres multi use Highrise. Services included permitting with the Southwest Florida Water Management District, SWFWMD.

US 41 Venice Bypass Center Road to Bird Bay Drive, FDOT District 1, Venice, FL - Senior Stormwater Engineer Design of 2.3 miles of a six-lane major urban arterial reconstruction project. Project included design realignment and reconstruction with urban typical sections including complete street elements to accommodate pedestrians and bicyclists. Stormwater design included the rehabilitation of the existing stormwater pipe as a bypass system to redirect offsite flows from the new roadway thus, minimizing pond area. The roadway stormwater system consists of three lined dry ponds with exfiltration systems to provide water quality.

SCOT LAUTZENHEISER, PLA

LANDSCAPE ARCHITECTURE



EDUCATION

- » BS, Landscape Architecture, Michigan State University
- » International Studies, Community Design and Graphic Communication

REGISTRATION

Professional Landscape Architect, MI

QUALIFICATIONS

- » 14 years experience as a landscape architect
- » Diverse experience in site planning and design with a focus on parks, trails, non-motorized plans, and campuses, as well as streetscapes and other municipal improvements

REPRESENTATIVE PROJECT EXPERIENCE

Dunedin CRA Strategic Plan, City of Dunedin, FL · Project Landscape Architect and Lead Designer This project focuses on identifying and prioritizing the short-term CIP schedule, along with the integration and coordination of redevelopment activities such as the Gateway Downtown East End Plan, Courtyard on Main Street, John Lawrence/Pioneer Park, etc., with needed capital projects to upgrade aging facilities. The graphics developed as part of this plan will be utilized as a marketing tool to assist the City in communicating and advancing strategic projects.

Selmon Greenway Pocket Parks, Tampa, FL · Landscape Architect Design and construction of five pocket parks along the Selmon Greenway Trail from Tampa's Central Business District to the Channelside District. The design incorporated sustainable landscape design, crime prevention through environmental design principles, hardscape and site furnishings, LED landscape lighting, water-sensitive irrigation, and coordination and support engineering of sculpture installations within areas of the parks.

Eureka Road Corridor Improvement Plan, Taylor, MI · Landscape Architect and Design Manager Led design that included streetscape improvements to transform a 2-mile corridor into a pedestrian focused corridor uniting neighborhoods with commercial areas. Improvements included pedestrian paths, landscape, first flush basins,

drain coordination, crosswalk improvements, SMART bus stop improvements, road and pedestrian lighting, and unique signage to advertise this district of the city.

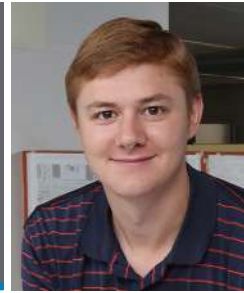
Van Born Corridor Improvement Plan, Cities of Taylor and Dearborn Heights, MI · Landscape Architect Architect for the conceptual corridor improvement plan detailing streetscape, zoning, and redevelopment strategies for four-mile corridor bordering both cities. The strategies developed will address existing deficiencies in the physical streetscape, vehicular and non-motorized mobility, stormwater management using green infrastructure, and zoning and land use initiatives to encourage redevelopment of the corridor.

Espanola Way, Miami Beach, FL · Project Landscape Architect Project was a streetscape improvement project in the historic Spanish village in Miami Beach. Improvements included water main replacement, storm sewer and drainage upgrades, and sanitary sewer lining. Aesthetic improvements which were critical elements for the pedestrian-oriented street included detailed paving patterns, entrance signage, street lighting, new plantings and integration of existing trees. Once constructed, these improvements will complete the unique pedestrian space, complementing the Mediterranean feel of the many restaurants and retailers along the street.

Riverside Park Phase 3 and 4, Detroit, MI · Project Manager and Lead Landscape Architect Wade Trim provided services such as site analysis of existing conditions, site planning and layout, grading design and site balancing, stormwater drainage and flood control, utility design and coordination, landscape design, electrical design, structural design, permitting assistance, and construction assistance. We also provided concrete jointing plans, soil erosion and sedimentation control plans, ADA compliance, and sledding hill design. This project required a high level of coordination not only with the client, but also with two other adjacent projects, permitting departments, and other City departments such as the Detroit Fire Department and Water and Sewerage Department. Due to direct stormwater outlet to the Detroit River, the project did not require EGLE or GLWA permitting, but it did go through a robust review with the City's Stormwater Management Group for approvals.

RUSS LOSEY, PLA

LANDSCAPE DESIGNER



EDUCATION

» BS, Landscape Architecture, Michigan State University

REGISTRATION

» Professional Landscape Architect, FL, MI

QUALIFICATIONS

- » Nine years landscape architecture experience
- » Landscape architecture work experience includes landscape design, irrigation design, hardscape design, site grading, site renderings and sketches, and cost estimating

REPRESENTATIVE PROJECT EXPERIENCE

Phase 1A Design; The American Center for Mobility (ACM), Willow Run, Ypsilanti, MI · Landscape Designer Project involved the development of the facility layout and infrastructure features covering approximately 350 acres. The facility will be used to advance automated and connected vehicle (CAV) technology, with a focus on advancing the development of voluntary standards for CAVs. The facility will complement the nearby Mcity via advancing the research and development performed at Mcity. Tasks included designing the campus for ACM which included vehicle laboratories and garage space and a barricaded vehicle entrance, construction drawings for the ACM Campus, the screening of the test track from local and state highways, and providing concept drawings which include computer renderings.

Selmon Greenway Pocket Parks, Tampa, FL · Landscape Designer Assisted with design for an urban pedestrian trail that follows an elevated freeway. The scope of the project involved five individual park areas that connected the trail to the surrounding neighborhoods and provided site amenities. Tasks included landscape design, grading, and coordinating the multiple disciplines and offices.

Eureka Road Corridor Improvement Plan, Taylor, MI · Landscape Designer Design included streetscape improvements to transform a 2-mile corridor into a pedestrian focused corridor uniting neighborhoods with commercial areas. Improvements included pedestrian paths, landscape, first flush basins, drain coordination, crosswalk improvements, SMART bus stop improvements, road and

pedestrian lighting, and unique signage to advertise this district of the city.

Chevy Commons Phase 4, City of Flint, MI · Landscape Designer Site design package for Chevy Commons Phase 4. Site was a 22 acre polluted brownfield site being capped and transformed into a riverfront park. Project included pedestrian walkways, green infrastructure, native plantings, sewer/river outfall abandonment and rehabilitation, and alteration of existing flood control wall. Project involved coordinating with MDEQ, Army Corp of Engineers, Genesee County Parks, and the City of Flint.

Ponderosa Park, Spring, TX · Landscape Designer The project site was 10 acres of land located within a flood plain. Park design included educational plant identification, pedestrian bridges, a boardwalk, a sundial, pedestrian pathways, picnic areas, and a 10-car parking lot.

Dearborn Veteran's Memorial; Neumann Smith, Dearborn, MI · Landscape Designer Designer for the new Veteran's Memorial located at the Dearborn Public Library. Responsibilities included reviewing current site conditions, setting up plan sheets, civil site design, developing a landscape plan, researching unusual plant materials, producing landscape details, and planning an irrigation system.

GLRI/DWSD Grant; TetraTech of Michigan, Detroit, MI · Landscape Designer Tasks included hand renderings, CAD Design, landscape design and specifications of bio-swales and streetscape improvements for a 32-acre site that involves storm water management of a Detroit neighborhood.

John R & Piquette; Bedrock Real Estate, Detroit, MI · Landscape Designer Tasks included designing a landscape for converting a former industrial site into a commuter parking lot that complied with the city code and would function in the industrial/urb, environment.

GM Rivereast Traffic and Utility Evaluation, ROSSETTI, Detroit, MI · Landscape Designer Design support for the evaluation of traffic circulation and utilities for a potential mixed-use development of a 15-acre site along the Detroit Riverfront.



TAB 2: EXPERIENCE

CONTINUING PLANNING AND ZONING SERVICES

TOWN OF WINDERMERE, FL

In 2014, the Town of Windermere contracted with Wade Trim to provide day-to-day planning and zoning services. Wade Trim serves as the Town Planner and attends Development Review Board and Town Council meetings to present cases and projects. In addition, Wade Trim provides day-to-day support for all planning and zoning inquiries from residents and other interested parties regarding the Town and its zoning and planning issues. In coordination with the Town's building permitting contractor, Wade Trim completes the zoning and stormwater reviews for building permits and completes final inspections for zoning and stormwater compliance. Other services include preparing updates to the Town's land development code, annexation studies, capital improvement planning, comprehensive plan amendments, and intergovernmental coordination.



Windermere is a unique community that faces significant development pressures from explosive growth within unincorporated Orange County, which surrounds the town. As part of Wade Trim's support to the Town, Wade Trim works with the Town Manager and Town Council to address external impacts to the Town and to find opportunities to mitigate these external negative impacts to Town residents. In addition, we work closely with town residents, property owners, and businesses to assist them in understanding the Town's zoning and land development regulations to assure development activity in the town is consistent with the Town's comprehensive plan and land development code.

Additionally, Wade Trim assists the Town in infrastructure planning to support the expansion and improvement of infrastructure within the Town. In 2020, Wade Trim completed a potable water master plan to provide for the expansion of potable water to the entire town limits. A unique component of this project was that the potable water utility provider is not the Town but is Orange County Utilities. In addition, another unique component of the potable water master plan was that the majority of the local roads in the town are dirt roads. The final potable water master plan was adopted by the Town Council with full support of the town residents. Wade Trim also supports the Town with addressing issues related to stormwater management and transportation in coordination with other Town consultants.

FIRM AND ROLE

Wade Trim / Prime

CONTACT INFORMATION

Town of Windermere
 Robert Smith, Town Manager
 614 Main Street, Building 100
 Windermere, FL 34786
 407.876.2563 x5324
 rsmith@town.windermere.fl.us

PROPOSED TEAM MEMBERS

Brad Cornelius, AICP, CPM, CFM
 Amanda Warner, AICP
 Sarah Mastison
 Mike Reineke, EI

YEAR COMPLETED

Ongoing since 2014

RELEVANCE

- » Comprehensive plan amendments
- » Land development regulations
- » Site plan reviews
- » Variances and other zoning reviews

AS-NEEDED PLANNING SERVICES

NEW PORT RICHEY, FL

Wade Trim provides the City of New Port Richey with day-to-day planning and zoning services and support. In addition, when the City needs a temporary Director of Development, Wade Trim provides in-office staffing to fill the role as needed. Wade Trim’s responsibilities include zoning reviews of site plans, variances, rezonings, comprehensive plan amendments, land development code updates, flood zone management support, and any other planning or zoning needs to support the City. Wade Trim staff participates on the City’s staff Development Review Committee and attends the City’s Land Development Review Board and City Council meetings as needed.



When Wade Trim serves as the City’s temporary Development Services Director, Wade Trim provides all the support to the City in the management of the City’s Development Services Department. This support includes working with Department staff to assure they are able to meet the needs of the Department’s customers in an effective and efficient manner. Wade Trim facilitates meetings with residents and developers interested in developing within the City.

During Wade Trim’s time at the City, significant redevelopment activities have occurred within the downtown portion of the City. Projects such as the mixed-use Main Street Landings was completed and the initiation of the construction of a private university to anchor the entry to the City’s downtown. In addition, Wade Trim is working with interested developers to further redevelop the core of downtown New Port Richey with a greater diversity of housing opportunities and densities to support the growth of the retail, restaurant, and office opportunities.

FIRM AND ROLE

Wade Trim / Prime

CONTACT INFORMATION

City of New Porty Richey
 Debbie Manns, City Manager
 5919 Main Street
 New Port Richey, FL 34652
 727.853.1021
mannsd@cityofnewportrichey.org

PROPOSED TEAM MEMBERS

Brad Cornelius, AICP, CPM, CFM
 Amanda Warner, AICP
 Sarah Mastison

YEAR COMPLETED

Ongoing

RELEVANCE

- » Comprehensive plan amendments
- » Land development regulations
- » Site plan reviews
- » Variances and other zoning reviews

AS-NEEDED PLANNING AND ZONING SERVICES

PALMETTO, FL

In 2017, Wade Trim provided the City of Palmetto with supporting day to day planning and zoning services. Wade Trim’s responsibilities included zoning reviews of site plans, variances, rezonings, Development of Regional Impact reviews, and any other planning or zoning needs to support the City. Specific projects reviewed by Wade Trim included the expansion of the Convention Center and hotel, Riviera Dunes Medical Office, Riviera Dune Development of Regional Impacts, and Bonita Vista apartments.

Initially, Wade Trim support was needed while the City was in search of a new Planning Director. During that time Wade Trim provided services to the City as-needed to fill the role. However, once the City hired a new Planning Director, Wade Trim continued to provide planning support to the City’s new Planning Director. Wade Trim coordinated with applicants for site plan review and made presentations to the City Council. Wade Trim also coordinated with the City Attorney and Public Works Director.

Wade Trim has also provided the City with utility engineering services for several years. Currently, Wade Trim is providing engineering services to the City related to permitting for water wells. In addition, Wade Trim developed the State mandated 10-year Water Supply Plan for the City.



FIRM AND ROLE
Wade Trim / Prime

CONTACT INFORMATION
City of Palmetto
Karla Owens, City Planner
516 8th Avenue West,
Palmetto, FL 34221
941.723.4580
kowens@palmettofl.org

PROPOSED TEAM MEMBERS
Brad Cornelius, AICP, CPM, CFM
Amanda Warner, AICP
Sarah Mastison

YEAR COMPLETED
2017

RELEVANCE

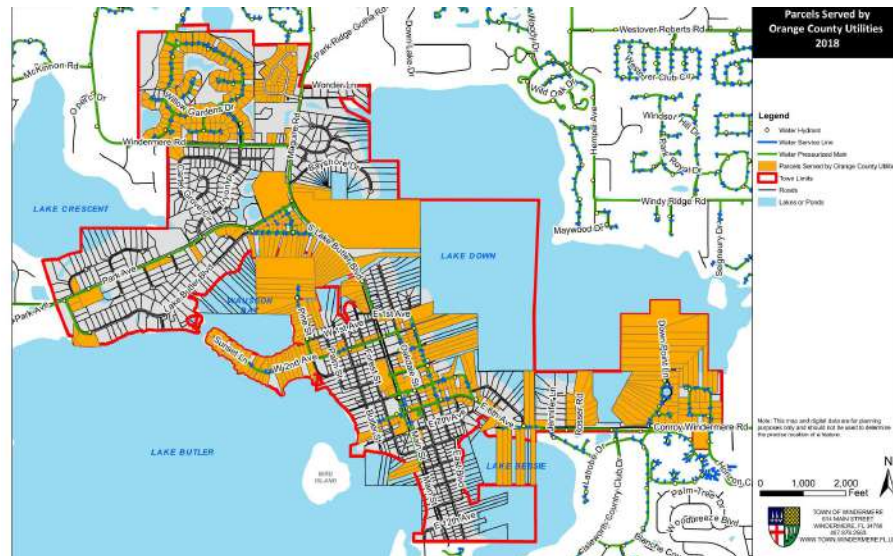
- » Site plan reviews
- » Variance reviews
- » Rezoning reviews
- » Development of regional impact reviews

WATER SYSTEM MASTER PLAN

WINDERMERE, FL

Wade Trim was selected by the Town of Windermere (Town), a small western suburb of Orlando, to develop the Town's water master plan. The Town is partially served by Orange County Utilities (OCU) for potable water while the rest of the Town is on private wells. The Town's goal was to build the water infrastructure and turn it over to OCU to operate and maintain.

This project provided the Town with an existing and future hydraulic model evaluation of its water supply needs, required infrastructure and capital improvement projects to meet those needs, and a plan to achieve full (50-year) buildout of the Town's potable water system. The Town does not operate a water utility and would need to develop this infrastructure and turn it over to OCU. In order to understand the impact to the Town both financially and physically, a master plan is required.



FIRM AND ROLE
Wade Trim / Prime

CONTACT INFORMATION
Town of Windermere
Robert Smith, Town Manager
614 Main Street
Windermere, FL 34786
407.876.2563 x5324
rsmith@town.windermere.fl.us

PROPOSED TEAM MEMBERS
Brad Cornelius, AICP, CPM, CFM
Amanda Warner, AICP
Sarah Mastison

YEAR COMPLETED
2020

RELEVANCE

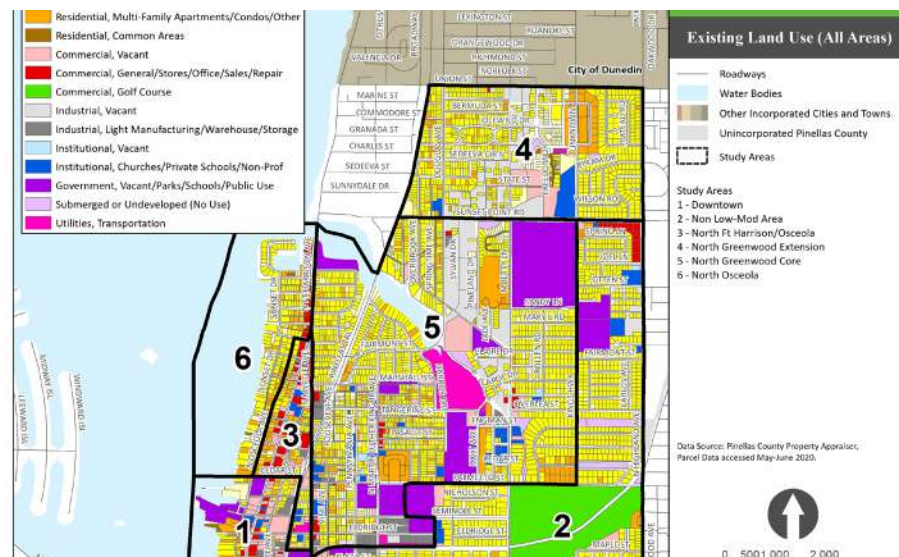
- » Water system master planning
- » Hydraulic modeling evaluation
- » Growth analysis
- » Public outreach and agency coordination

AS-NEEDED PLANNING AND ZONING SERVICES

CLEARWATER, FL

Wade Trim currently provides the City of Clearwater with supporting day to day zoning reviews of building permits submitted to the City. Wade Trim provides zoning reviews of building permits in the City offices and externally through electronic reviews. Our support to the City provides a strong supplement to the existing City staff to allow the City to keep pace with the large number of building permits.

In addition, Wade Trim has provided community development and CDBG grant support to the City of Clearwater for over 20 years.



FIRM AND ROLE
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CONTACT INFORMATION
City of Clearwater
Ella Crandall, Development Review
Manager
100 S Myrtle Ave.
Clearwater, FL 33736
727.422.8212
ellen.crandall@myclearwater.com

PROPOSED TEAM MEMBERS
Brad Cornelius, AICP, CPM, CFM
Amanda Warner, AICP
Sarah Mastison

YEAR COMPLETED
Ongoing

RELEVANCE
» Site planning review
» Zoning application review



TAB 3: REFERENCES

REFERENCES

CLIENT REFERENCES

Wade Trim has worked with government organizations and private sector companies throughout the state of Florida. Exhibit 3 below provides the Town of Windermere with names and contact information for clients our firm has worked with in recent years to provide information about our work.

Exhibit 3 Wade Trim References

Client Name and Location	Contact Information	Services Provided
Town of Windermere 614 Main Street, Building 100 Windermere, FL 34786	Robert Smith, Town Manager 407.876.2563 x 5324 rsmith@town.windermere.fl.us	<ul style="list-style-type: none"> » Day-to-day planning and zoning services » Comprehensive plan amendments » Land development regulations » Site plan reviews » Variances and other zoning reviews
City of New Port Richey 5919 Main Street New Port Richey, FL 34652	Debbie Manns, City Manager 727.853.1021 mannsd@cityofnewportrichey.org	<ul style="list-style-type: none"> » As-needed planning services » Comprehensive plan amendments » Land development regulations » Site plan reviews » Variances and other zoning reviews
City of Clearwater Municipa Services Building 100 S. Myrtle Avenue, Second Floor Clearwater, FL 33756	Ella Crandall, Development Review Manager 727.562.4567 ellen.crandall@myclearwater.com	<ul style="list-style-type: none"> » Zoning and site plan reviews



TAB 4: SERVICE APPROACH

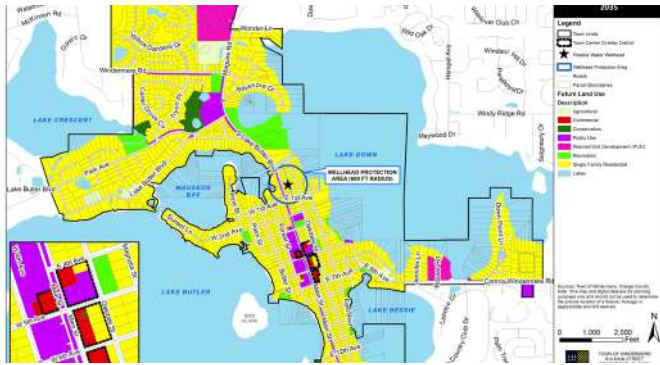
DETAILED APPROACH

FIRM'S APPROACH TO SERVICES

Our services approach is based on the concept of being available at all times for any needs of the Town. As we have demonstrated since starting to work with the Town in 2014, we are committed to helping in any way needed to the Town. We take pride in being highly responsive and accessible.

Key to our service approach is maintaining a high level of communication with the Town and maintaining strong relationships with all Town staff, Town Council, Development Review Board, Town residents and property owners, contractors, and other regulatory agencies (i.e., Orange County and South Florida Water Management District).

The Wade Trim Project Team includes planning professionals, experienced in land use and comprehensive, transportation, and environmental planning; urban design; and public facilitation. Working individually or in teams, we will provide a high level of professional service on all assignments.



Wade Trim Staff developed this Future Land Use Map for the Town of Windermere.

The application of zoning districts, land development regulations, comprehensive plan policies, and other special studies has the most direct impact on the character and sustainability of a community's built and natural environment. The type and combination of planning tools can vary, but their importance to implementing a community's vision is unparalleled.

A particular strength of the Wade Trim Project Team is the ability to recognize and understand how land use decisions affect the built and natural environment. Successful growth management balances private and public interests and results in outcomes that advance the quality of life, improve economic opportunity, and protect sensitive natural resources.

The following provides the general approach to the Town's requested planning services in this RFQ. Please note the general approach is all-encompassing, given many

of the requested services are interrelated.

Generally, the project approach is based on a three-phase process: understanding, analysis, and approval.

The Wade Trim Project Team will provide services by maintaining open communication with the Town Manager, Town staff, and others. This communication will facilitate the early identification of project needs and allow the Wade Trim Project Team to complete any project or assignment with the best approach to meet the needs of the Town.



Decisions made by Wade Trim team members always recognize how those decisions impact the environment and local quality of life.

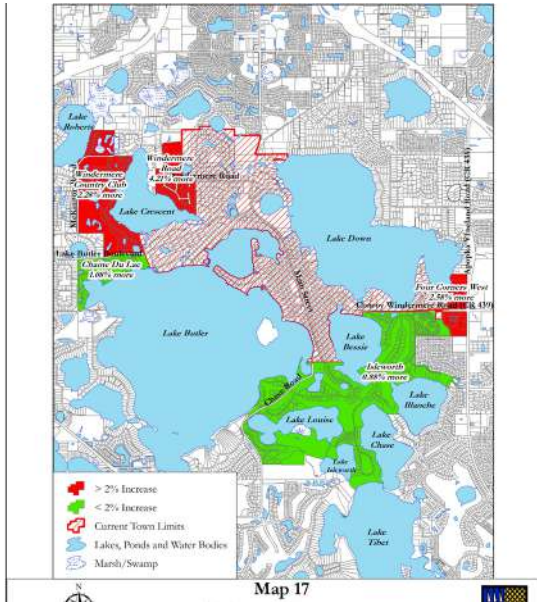
For the day to day planning needs of the Town, as we have done since 2014 for the Town, the full Wade Trim Project Team, and other Wade Trim staff resources as needed, is available by phone, email, text, or web-meetings at any time. In addition, when needed for specific zoning or planning issues, Brad Cornelius, the Wade Trim Project Team Manager, will attend Town Council and Development Review Board meetings in-person, and any other Town advisory board or other intergovernmental meetings.



Project Manager Brad Cornelius has facilitated public hearings for the Town both in person and on Zoom to keep stakeholders involved.

An important component of day to day planning and zoning needs of the Town is strong coordination with the Town's building permitting services consultant. Again, as we have done since 2014 for the Town, we will maintain a strong and positive relationship with the building services consultant to assure that the Town's permitting process is coordinated between building and zoning issues. Similarly, this also requires strong coordination with the Town's Public Works Department and Town Code Enforcement. We have strong relationships with the Town's Public Works Department and Town Code Enforcement, which allow us to have effective coordination with Public Works and Code

Enforcement. External to the Town, it also important to have strong relationships with Orange County Planning, Orange County Environmental Protection Division, Orange County School District, Orange County Health Department, and Environmental Protection Division. Since 2014, we have established positive working relationships with each of these external agencies that allow us to meet the needs of the Town with appropriate coordination with these external agencies.



Wade Trim completed an annexation study for Windermere in 2015.

We provide a level of service to the Town and its residents that our location in Tampa does not hinder our ability to serve. We are able to complete the majority of work for the Town though electronic means. However, we come to the Town often and never turn down a meeting or other need to be in the Town based on our location. We will be there when you need us to be there.

In summary, effective planning and zoning services to the Town is strongly focused on communication and relationships. If there is one item that we are most proud of with



Wade Trim has a team of professionals to prepare all illustrated standards and renderings for the Town.

our relationship with the Town since 2014, it is that we believe that we have established very strong lines of communication and strong relationships. Our service to the Town is not a “project”, but our service to the Town is our true commitment to the Town and its residents for the Town to continue to be the best community in Central Florida.

Total Quality Management

Wade Trim has adopted “Total Quality Management” principles and implemented an ongoing quality improvement program that has resulted in measurable savings to our clients. Our management style is governed by the philosophy that quality is defined by the Client and that the requested services will be performed right the first time, meeting client needs and expectations.

Wade Trim, Inc.’s Quality Control program involves a continuous process that begins with our Project Manager, Brad Cornelius, the individual responsible for the quality of the project, and our designated internal peer reviewers. Day-to-day quality assurance is maintained through staff training, regular monitoring, and assistance. Depending on the specific project assignment and schedule of deliverables, weekly and/ or biweekly team meetings will be held.

On occasion, Town staff may be requested to attend. Key to meeting schedule and budget commitments for assigned projects is full and open communication between the Wade Trim Project Team and the Town.



Wade Trim’s team will ensure the Town is aware of all project timelines through regular meetings which can be held both in-person and virtually.

The process of planning for the project and transitioning to implementation provides the foundation and understanding within the Wade Trim Project Team of the schedule and budget requirements. In addition, the Project Manager, Brad Cornelius, will provide progress reports at invoicing or at other times, as desired by the Town Manager or designee.

Most importantly, the Project Manager will identify potential issues that may impact project schedule and/or budget and communicate the issues early to the Town Manager or designee to resolve quickly.

Beyond the standard schedule planning and budget management tools (i.e., Gantt charts, spreadsheets, etc.), the primary control of schedule and budget compliance is communication. The greatest threat to projects slipping behind in schedule or budget is lack of communication within the project team and between the consultant and the client. As described above, Wade Trim, Inc. is committed to an open and honest dialog within the Project Team and with the Town. These lines of communication are the most effective control of project schedule and budget.

Software

The Wade Trim Project Team uses a wide array of software and file formats to complete project assignments. The Wade Trim Team is fully capable of providing the required work products in file formats compatible with Microsoft Office, including PowerPoint; and Adobe products, including Adobe Acrobat, Illustrator, InDesign, and Dreamweaver. In addition, the Wade Trim Project Team is able to provide advanced GIS services using ESRI ArcGIS 10 and AutoCad. Wade Trim uses a document management system called ProjectWise that enables the seamless sharing of documents and files between the Wade Trim Project Team members and the Town. Finally, Wade Trim utilizes BlueBeam Revu plan review software to review site plans.

Task Name	Start Date	End Date	Start Date	End Date	Start Date	End Date
Task 1	Jan 15	Jan 22	Jan 29	Feb 5	Feb 12	Feb 19
Task 2	Jan 22	Jan 29	Feb 5	Feb 12	Feb 19	Feb 26
Task 3	Jan 29	Feb 5	Feb 12	Feb 19	Feb 26	Mar 5
Task 4	Feb 5	Feb 12	Feb 19	Feb 26	Mar 5	Mar 12
Task 5	Feb 12	Feb 19	Feb 26	Mar 5	Mar 12	Mar 19
Task 6	Feb 19	Feb 26	Mar 5	Mar 12	Mar 19	Mar 26
Task 7	Feb 26	Mar 5	Mar 12	Mar 19	Mar 26	Apr 2
Task 8	Mar 5	Mar 12	Mar 19	Mar 26	Apr 2	Apr 9
Task 9	Mar 12	Mar 19	Mar 26	Apr 2	Apr 9	Apr 16
Task 10	Mar 19	Mar 26	Apr 2	Apr 9	Apr 16	Apr 23
Task 11	Mar 26	Apr 2	Apr 9	Apr 16	Apr 23	Apr 30
Task 12	Apr 2	Apr 9	Apr 16	Apr 23	Apr 30	May 7
Task 13	Apr 9	Apr 16	Apr 23	Apr 30	May 7	May 14
Task 14	Apr 16	Apr 23	Apr 30	May 7	May 14	May 21
Task 15	Apr 23	Apr 30	May 7	May 14	May 21	May 28
Task 16	Apr 30	May 7	May 14	May 21	May 28	Jun 4
Task 17	May 7	May 14	May 21	May 28	Jun 4	Jun 11
Task 18	May 14	May 21	May 28	Jun 4	Jun 11	Jun 18
Task 19	May 21	May 28	Jun 4	Jun 11	Jun 18	Jun 25
Task 20	May 28	Jun 4	Jun 11	Jun 18	Jun 25	Jul 2
Task 21	Jun 4	Jun 11	Jun 18	Jun 25	Jul 2	Jul 9
Task 22	Jun 11	Jun 18	Jun 25	Jul 2	Jul 9	Jul 16
Task 23	Jun 18	Jun 25	Jul 2	Jul 9	Jul 16	Jul 23
Task 24	Jun 25	Jul 2	Jul 9	Jul 16	Jul 23	Jul 30
Task 25	Jul 2	Jul 9	Jul 16	Jul 23	Jul 30	Aug 6
Task 26	Jul 9	Jul 16	Jul 23	Jul 30	Aug 6	Aug 13
Task 27	Jul 16	Jul 23	Jul 30	Aug 6	Aug 13	Aug 20
Task 28	Jul 23	Jul 30	Aug 6	Aug 13	Aug 20	Aug 27
Task 29	Jul 30	Aug 6	Aug 13	Aug 20	Aug 27	Sep 3
Task 30	Aug 6	Aug 13	Aug 20	Aug 27	Sep 3	Sep 10
Task 31	Aug 13	Aug 20	Aug 27	Sep 3	Sep 10	Sep 17
Task 32	Aug 20	Aug 27	Sep 3	Sep 10	Sep 17	Sep 24
Task 33	Aug 27	Sep 3	Sep 10	Sep 17	Sep 24	Oct 1
Task 34	Sep 3	Sep 10	Sep 17	Sep 24	Oct 1	Oct 8
Task 35	Sep 10	Sep 17	Sep 24	Oct 1	Oct 8	Oct 15
Task 36	Sep 17	Sep 24	Oct 1	Oct 8	Oct 15	Oct 22
Task 37	Sep 24	Oct 1	Oct 8	Oct 15	Oct 22	Oct 29
Task 38	Oct 1	Oct 8	Oct 15	Oct 22	Oct 29	Nov 5
Task 39	Oct 8	Oct 15	Oct 22	Oct 29	Nov 5	Nov 12
Task 40	Oct 15	Oct 22	Oct 29	Nov 5	Nov 12	Nov 19
Task 41	Oct 22	Oct 29	Nov 5	Nov 12	Nov 19	Nov 26
Task 42	Oct 29	Nov 5	Nov 12	Nov 19	Nov 26	Dec 3
Task 43	Nov 5	Nov 12	Nov 19	Nov 26	Dec 3	Dec 10
Task 44	Nov 12	Nov 19	Nov 26	Dec 3	Dec 10	Dec 17
Task 45	Nov 19	Nov 26	Dec 3	Dec 10	Dec 17	Dec 24
Task 46	Nov 26	Dec 3	Dec 10	Dec 17	Dec 24	Dec 31
Task 47	Dec 3	Dec 10	Dec 17	Dec 24	Dec 31	Jan 7
Task 48	Dec 10	Dec 17	Dec 24	Dec 31	Jan 7	Jan 14
Task 49	Dec 17	Dec 24	Dec 31	Jan 7	Jan 14	Jan 21
Task 50	Dec 24	Dec 31	Jan 7	Jan 14	Jan 21	Jan 28
Task 51	Dec 31	Jan 7	Jan 14	Jan 21	Jan 28	Feb 4
Task 52	Jan 7	Jan 14	Jan 21	Jan 28	Feb 4	Feb 11
Task 53	Jan 14	Jan 21	Jan 28	Feb 4	Feb 11	Feb 18
Task 54	Jan 21	Jan 28	Feb 4	Feb 11	Feb 18	Feb 25
Task 55	Jan 28	Feb 4	Feb 11	Feb 18	Feb 25	Mar 3
Task 56	Feb 4	Feb 11	Feb 18	Feb 25	Mar 3	Mar 10
Task 57	Feb 11	Feb 18	Feb 25	Mar 3	Mar 10	Mar 17
Task 58	Feb 18	Feb 25	Mar 3	Mar 10	Mar 17	Mar 24
Task 59	Feb 25	Mar 3	Mar 10	Mar 17	Mar 24	Mar 31
Task 60	Mar 3	Mar 10	Mar 17	Mar 24	Mar 31	Apr 7
Task 61	Mar 10	Mar 17	Mar 24	Mar 31	Apr 7	Apr 14
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Task 63	Mar 24	Mar 31	Apr 7	Apr 14	Apr 21	Apr 28
Task 64	Mar 31	Apr 7	Apr 14	Apr 21	Apr 28	May 5
Task 65	Apr 7	Apr 14	Apr 21	Apr 28	May 5	May 12
Task 66	Apr 14	Apr 21	Apr 28	May 5	May 12	May 19
Task 67	Apr 21	Apr 28	May 5	May 12	May 19	May 26
Task 68	Apr 28	May 5	May 12	May 19	May 26	Jun 2
Task 69	May 5	May 12	May 19	May 26	Jun 2	Jun 9
Task 70	May 12	May 19	May 26	Jun 2	Jun 9	Jun 16
Task 71	May 19	May 26	Jun 2	Jun 9	Jun 16	Jun 23
Task 72	May 26	Jun 2	Jun 9	Jun 16	Jun 23	Jun 30
Task 73	Jun 2	Jun 9	Jun 16	Jun 23	Jun 30	Jul 7
Task 74	Jun 9	Jun 16	Jun 23	Jun 30	Jul 7	Jul 14
Task 75	Jun 16	Jun 23	Jun 30	Jul 7	Jul 14	Jul 21
Task 76	Jun 23	Jun 30	Jul 7	Jul 14	Jul 21	Jul 28
Task 77	Jun 30	Jul 7	Jul 14	Jul 21	Jul 28	Aug 4
Task 78	Jul 7	Jul 14	Jul 21	Jul 28	Aug 4	Aug 11
Task 79	Jul 14	Jul 21	Jul 28	Aug 4	Aug 11	Aug 18
Task 80	Jul 21	Jul 28	Aug 4	Aug 11	Aug 18	Aug 25
Task 81	Jul 28	Aug 4	Aug 11	Aug 18	Aug 25	Sep 1
Task 82	Aug 4	Aug 11	Aug 18	Aug 25	Sep 1	Sep 8
Task 83	Aug 11	Aug 18	Aug 25	Sep 1	Sep 8	Sep 15
Task 84	Aug 18	Aug 25	Sep 1	Sep 8	Sep 15	Sep 22
Task 85	Aug 25	Sep 1	Sep 8	Sep 15	Sep 22	Sep 29
Task 86	Sep 1	Sep 8	Sep 15	Sep 22	Sep 29	Oct 6
Task 87	Sep 8	Sep 15	Sep 22	Sep 29	Oct 6	Oct 13
Task 88	Sep 15	Sep 22	Sep 29	Oct 6	Oct 13	Oct 20
Task 89	Sep 22	Sep 29	Oct 6	Oct 13	Oct 20	Oct 27
Task 90	Sep 29	Oct 6	Oct 13	Oct 20	Oct 27	Nov 3
Task 91	Oct 6	Oct 13	Oct 20	Oct 27	Nov 3	Nov 10
Task 92	Oct 13	Oct 20	Oct 27	Nov 3	Nov 10	Nov 17
Task 93	Oct 20	Oct 27	Nov 3	Nov 10	Nov 17	Nov 24
Task 94	Oct 27	Nov 3	Nov 10	Nov 17	Nov 24	Dec 1
Task 95	Nov 3	Nov 10	Nov 17	Nov 24	Dec 1	Dec 8
Task 96	Nov 10	Nov 17	Nov 24	Dec 1	Dec 8	Dec 15
Task 97	Nov 17	Nov 24	Dec 1	Dec 8	Dec 15	Dec 22
Task 98	Nov 24	Dec 1	Dec 8	Dec 15	Dec 22	Dec 29
Task 99	Dec 1	Dec 8	Dec 15	Dec 22	Dec 29	Jan 5
Task 100	Dec 8	Dec 15	Dec 22	Dec 29	Jan 5	Jan 12

Wade Trim's tools ensure projects stay on schedule and any threats to schedule are found early.



TAB 5: REQUIRED FORMS

RFQ #2022-02 ON CALL LAND PLANNING SERVICES

RESPONSE TO: RFQ 2022-02 ON CALL LAND PLANNING SERVICES
ROBERT SMITH, TOWN MANAGER
614 MAIN ST. WINDERMERE, FL 34786

I acknowledge receipt of any/all Addenda: N/A

I have included:

- Hold Harmless Agreement
• Certificate of Insurance
• Non Collusion Affidavit
• Drug Free Workplace Form

Mailing Address:

201 N Franklin St TELEPHONE 813.882.4373
Suite 1350 FAX: 813.837.0723
Tampa, FL 33602 DATE 3/1/2022

BY signing and submitting this proposal, I am certifying that (a) I am a citizen of the United States; (b) I am not a member or an employee of any taxing authority; and (c) I do not represent any property owner in an administrative or judicial review of property tax issues.

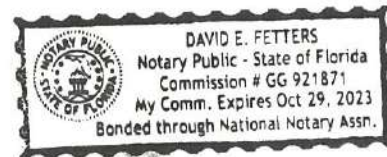
Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF Hillsborough

Sworn to (or affirmed) and subscribed before me this 1st day of March, 2022, by (name of person making statement).

Notary Public



Personally Known OR Produced Identification
Type of Identification Produced FLORIDA DL

My Commission Expires 10/29/2023

HOLD HARMLESS AGREEMENT

I Dennis Prevo (Respondent) agrees to indemnify and hold the Town harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFQ. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions of Respondent or employees and/or agents of Respondent.

In the event the completion of a project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the Town from any and all increased expenses resulting from such delay.

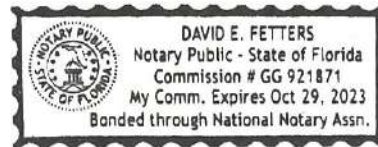
Dennis Prevo
Signature of Respondent

[Signature]
Witness

STATE OF FLORIDA
COUNTY OF Hillsborough

Sworn to (or affirmed) and subscribed before me this 15 day of March, 2022, by (name of person making statement).

[Signature]
Notary Public



Personally Known _____ OR Produced Identification
Type of Identification Produced FLORIDA DL
My Commission Expires 10/29/2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/30/2021

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

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

PRODUCER Ames & Gough 8300 Greensboro Dr. Suite 980 McLean VA 22102	CONTACT NAME: PHONE (A/C No. Ext): 703-827-2277 FAX (A/C No.): 703-827-2279 E-MAIL ADDRESS: admin@amesgough.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED WADETRI-01 Wade Trim, Inc. (A Florida Corporation) 201 North Franklin Street Suite 1350 Tampa FL 33602	INSURER A : Continental Insurance Company A(XV) 35289	
	INSURER B : Continental Casualty Company (CNA) A, XV 20443	
	INSURER C : National Fire Insurance Company of Hartford A(XV) 20478	
	INSURER D : Valley Forge Insurance Company A(XV) 20508	
	INSURER E : Travelers Property Casualty Company of America 25674	
INSURER F :		

COVERAGES CERTIFICATE NUMBER: 1423848334 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 VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			6050071562	10/1/2021	10/1/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 15,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			6050071576	10/1/2021	10/1/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6050071612	10/1/2021	10/1/2022	EACH OCCURRENCE	\$ 10,000,000
							AGGREGATE	\$ 10,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N	6050071609	10/1/2021	10/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
			N / A				E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
E	Excess Umbrella Professional Liability			EX-7S149981	10/1/2021	10/1/2022	Occurrence/ Aggregate	\$10,000,000
B				AEH591913816	10/1/2021	10/1/2022	Per Claim	\$5,000,000
							Aggregate	\$10,000,000

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

CERTIFICATE HOLDER For Proposal Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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NON-COLLUSION AFFIDAVIT

I Dennis Prevo (Respondent) of the firm of Wade Trim, Inc (Respondent Firm Name) responded to the notice for calling for qualification for On Call Land Planning Services for the Town of Windermere. This proposal has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

The Statements contained within this affidavit are true and correct, and made with full knowledge that the Town of Windermere relies upon the truth of the statements contained in this affidavit in awarding contracts for said services.

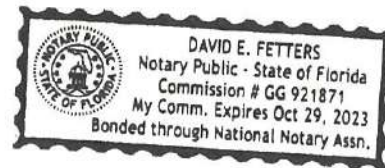
Dennis Prevo
Signature of Respondent

[Signature]
Witness

STATE OF FLORIDA
COUNTY OF Holbrook

Sworn to (or affirmed) and subscribed before me this 1ST day of March, 2022, by (name of person making statement).

[Signature]
Notary Public



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

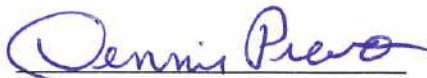
My Commission Expires 10/29/2023

DRUG FREE WORKPLACE CERTIFICATION

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 an employee 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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



Signature of Respondent



Witness



One Tampa City Center
201 N. Franklin Street, Suite 1350
Tampa, FL 33602
813.882.4373
www.wadetrim.com

Florida · Georgia · Michigan · Nebraska · New York
North Carolina · Ohio · Pennsylvania · Texas



TOWN OF WINDERMERE
REQUEST FOR QUALIFICATIONS
RFQ: #2022-02 ON CALL LAND PLANNING SERVICES

RESPONSES ARE DUE BY 5:00 PM MARCH 3, 2022

MAIL OR DELIVER RESPONSES TO:

ATT: Robert Smith, Town Manager
614 Main St.
Windermere, FL 34786

CONTACT:

Robert Smith, Town Manager
614 Main St.
Windermere, FL 34786
Phone: (407) 876-2563, Fax (407) 876-0103
Email: rsmith@town.windermere.fl.us

OVERVIEW

The Town of Windermere requests qualified firms or individuals to submit proposals for the performance of On Call Land Planning Services. The successful firm/individual shall be expected to expeditiously perform the necessary tasks included in this document and must have the capacity to handle multiple projects concurrently. The successful firm/individual will provide services on an as needed basis throughout the term of the agreement.

Those firms/individual interested in providing this service are instructed to submit three (3) bound copies, one (1) unbound original, and one (1) electronic copy (Flash Drive: PDF Format) of their qualifications pertinent to the scope of work prior to 5pm Eastern Standard Time, March 3, 2022, to the attention of Robert Smith, Town Manager 614 Main St. Windermere, FL 34786. Qualification documents received after this date and time will not be considered. The Town of Windermere reserves the right to reject any and all qualification documents received, to solicit new qualification documents, or take any other such actions that may be deemed to be in the best interest of the Town of Windermere. The Town of Windermere is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. The Town of Windermere strictly enforces open and fair competition.

RFQ #2022-02 ON CALL LAND PLANNING SERVICES

SUBMISSION REQUIREMENTS:

Firms/individuals are invited to submit qualifications documents to the Town of Windermere Land Planning Services.

Requirements for submission and selection criteria may be obtained from the Town of Windermere's web site at www.town.windermere.fl.us. All questions pertaining to this Request for Qualifications (RFQ) should be directed, in writing, to Robert Smith, Town Manager, 614 Main St. Windermere, FL 34786, by facsimile (407) 876-0103, or by email rsmith@town.windermere.fl.us. Any addenda to this RFQ shall be made on the Town web site. It is the sole responsibility of those submitting an RFQ to check the web site for addendums. These questions are due by 5pm February 11, 2022. Final addenda will be posted by 5pm February 15, 2022.

Proposers must submit one (1) original response unbound marked "Original", three (3) bound copies marked "Copies", and one (1) electronic copy (Flash Drive; PDF Format) of the submittal in a sealed envelope clearly marked on the outside with the Proposers name and "RFQ 2022-02 On Call Land Planning Services" addressed and delivered to:

**Att: Robert Smith, Town Manager
614 Main Street
Windermere, FL 34786**

All qualifications must be received by Robert Smith before 5:00pm March 3, 2022. Any qualifications received after this date and time will be automatically rejected. Materials may be delivered by Certified Mail, Return Receipt, hand delivered or couriered. Faxed or emailed proposals will be automatically rejected. Hand delivered qualification documents may request a receipt. If sent by mail or courier, the above mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated above. Proposers should be aware that certain "express mail" services will have to meet the required time frame of submittal or be deemed automatically rejected. It is the sole responsibility of the Proposer to ensure their proposal is received in a timely manner.

The Town of Windermere reserves the right to reject any and all proposals, to waive informalities in any or all qualification documents, to re-advertise for RFQ's, and to separately accept or reject any item or items and to negotiate contracts in the best interest of the Town of Windermere.

While every effort has been made to ensure the accuracy and completeness of the information in this RFQ we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the Town.

RFQ #2022-02 ON CALL LAND PLANNING SERVICES

Calendar of Events

All times listed in the calendar of events is Eastern Daylight Time

Request for Qualifications Advertised	January 21, 2022
Technical Questions Due to the Town (written)	5pm February 11, 2022
Responses to Questions Due from the Town	5pm February 15, 2022
Proposals Due to the Town	5pm March 3, 2022
Short List Presentations (if necessary)	March
Contract Negotiated with Town	March
Council Approval of Qualified Vendor	March-April

- The Town reserves the right to alter scheduled dates if necessary

Instructions to Respondents

Description

Town of Windermere is seeking qualified firms/individuals to provide Land Planning Services

Copies of Responding Documents

Only complete sets of Responding Documents will be issued and shall be used in preparing responses. The Town does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.

Disqualification of Respondents

- A. **NON-COLLUSION AFFIDAVIT:** Any person submitting a response to this invitation must execute the enclosed NON-COLLUSION AFFIDAVIT. If it is discovered that collusion exists among the Responders the response of all participants in such collusion shall be rejected, and no participants will be considered in future responses for the same work
- B. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response/bid on a contract to provide any goods or services to a public entity submit response/bids on leases 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 section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.
- C. **DRUG-FREE WORKPLACE FORM:** Any person submitting a response or qualification documents in response to this invitation must execute the enclosed DRUG-FREE WORKPLACE FORM and submit it with the response. Failure to complete this form in every detail and submit it with your response will result in immediate disqualification of your response.
- D. **CONFLICT OF INTEREST:** Any Respondent who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.

RFQ #2022-02 ON CALL LAND PLANNING SERVICES

- E. **PROHIBITED COMMUNICATION:** Any form of communication, except for written correspondence authorized herein, shall be prohibited regarding this particular request for qualifications, or any other competitive solicitation between:
1. Any person or person's representative seeking an award from such competitive solicitation; and
 2. Any Town Council Member or any Town staff authorized to act on behalf of the Council to award a particular contract (Selection Committee Member, etc.)

For the purpose of this section, a person's representative shall include but not limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

This prohibition on communication shall be in effect as of the publication of the bid advertisement. The provisions of this section shall not apply to oral communications at any public proceeding, oral presentations before selection committees, contract negotiations, presentations made to the Council if requested, and protest hearings.

The provisions of this section shall terminate at time of award of grant writing services, rejects all bids, or otherwise takes action which ends the solicitation process.

EXAMINATION OF RFQ DOCUMENTS

Each Respondent shall carefully examine the RFQ and other contract documents, and inform him or herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the contract. Ignorance on the part of the Respondent in no way relieves the Respondent of the obligations and responsibilities assumed under the contract.

Should a Respondent find discrepancies or ambiguities in, or omissions from, the specifications, or be in doubt as to their meaning, Respondent shall notify the Town Manager in writing prior to the Response Question Due Date.

RFQ #2022-02 ON CALL LAND PLANNING SERVICES

INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any potential Respondent as to the meaning of the contract documents. Any inquiry or request for interpretation received on or before 5pm February 11, 2022 will be given consideration. Any changes or interruption will be made in writing in the form of an addendum and, if used, will be posted on the Town Web Site www.town.windermere.fl.us. Each respondent shall acknowledge receipt of any addenda in their proposal. If the acknowledgement is not included, the response to the RFQ will constitute acknowledgment. It is the responsibility of all Respondents to verify all addenda prior to submitting a response to the RFQ.

GOVERNING LAWS AND REGULATIONS

The Respondent is required to be familiar with and shall be responsible for complying with all Federal, State, and Local laws, ordinances, rules, and regulations that in any manner affect the work for services rendered.

SIGNATURE OF RESPONDENT

The Respondent must sign the response forms in the space provided for the signature. If the Respondent is a professional association or other business entity, the title of the officer signing the response on behalf of the entity must be stated and evidence of the officer's authority to sign the response must be submitted. The Respondent shall state in the response the name and address of each person interested therein.

COST OF PROPOSAL

The Town of Windermere assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a proposal. The entire cost of preparing and submitting qualification documents, or any work in connection therewith will be borne by the submitting firm or team of firms.

Scope of Services

PROJECT SCOPE

Services will include the following to the extent approved by the Town Council and/or Town Manager

The scope of work to be performed by the awarded consultant may consist of, but not be limited to the following:

- Assistance with Comprehensive Plan Amendments Updates
- EAR Report Updates
- Comprehensive Plan, Zoning, and Land Development Regulation Consistency
- Working with staff to resolve planning issues
- Mapping capabilities; Overflow; GIS experience
- Keeping the Town current on Legislative updates and ensuring consistency with those updates
- Prop-Share Agreements
- Development Orders
- Review of development plans (subdivision, site plans, capital projects, etc.)
- Attend Development Review Meetings and Council Meetings, as needed
- Inter-agency coordination as needed
- Review and comment on Land Development Regulations
- Working effectively with Town Directors and Staff
- Pre commencement work order meetings with Directors and Staff to give guidance to work effort
- Stormwater Reviews for the Town.
- Review of signage, fencing, residential additions (setbacks), right-a-way use agreements, etc. To ensure they are consistent with land development code.
- Ability to effectively work with Town contracted Building Permitting and Inspections Services via online permitting.
- Documenting and tracking zoning activities and collection of zoning fees
- All other relevant assignments relating to land planning, as requested

Interested firms must be experienced in providing land planning services in a scope and nature comparable to those described.

Qualification/Experience requirements:

The Respondent must submit qualification/experience.

Respondents must demonstrate the following:

The firm/individual must be AICP certified and have minimum of five (5) years' experience in a land planning capacity.

Respondent must have good writing and presentation skills

Respondent must be proficient with computers and software including but not limited to GIS, AutoCAD, Microsoft Office, etc.

Experience with municipalities of similar size as Windermere

Experience with Orange County, Florida processes for permitting, land use issues, environmental agencies, etc.

Supervision and Personnel

Respondent must demonstrate how the operation will be supervised and what current quality controls policies would be in place for the service.

Records

Respondent shall be required to maintain records in accordance with local, State, and Federal Public Records Retention Requirements.

EVALUATION/PROPOSAL FORMAT

Qualification documents will be evaluated on the basis of Scope of Services listed.

Proposals will be evaluated based on the information provided in the response. All Respondents who demonstrate previous success in land planning services and are not disqualified on some other basis outlined in this RFQ shall be approved as a qualified vendor. For qualification documents to be eligible, the format must be strictly followed. All qualification documents should be type written, bound 8 1/2 x 11 format, and should be properly identified by name of respondent and marked with "RFQ 2022-02 On Call Land Planning Services to facilitate effective evaluation by the Town, qualification documents shall be limited to 25 pages. MBE/WBE/DBE certificate(s), other appendix documentation, sectional dividers, and front and back covers will not be counted towards the total. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non responsive and will not be evaluated. During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal.

Proposals must include the following tabbed sections:

1. Company or Personal Background
2. Experience
3. References
4. Service approach
5. Required Forms (Do not count against 25-page max)
 - a. Response Cover
 - b. Hold Harmless Agreement
 - c. Certificate of Insurance
 - d. Non Collusion Affidavit
 - e. Drug Free Workplace Form

Indemnification and Insurance

Indemnification and Hold Harmless

The Respondent agrees to indemnify and hold the Town harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFQ. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents

In the event the completion of a project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the Town from any and all increased expenses resulting from such delay.

Insurance Requirements

Respondent must provide a certificate of insurance with their response.

RFQ #2022-02 ON CALL LAND PLANNING SERVICES

RESPONSE TO: **RFQ 2022-02 ON CALL LAND PLANNING SERVICES**
ROBERT SMITH, TOWN MANAGER
614 MAIN ST. WINDERMERE, FL 34786

I acknowledge receipt of any/all Addenda: _____

I have included:

- Hold Harmless Agreement
- Certificate of Insurance
- Non Collusion Affidavit
- Drug Free Workplace Form

Mailing Address:

_____ TELEPHONE _____

_____ FAX: _____

_____ DATE _____

BY signing and submitting this proposal, I am certifying that (a) I am a citizen of the United States; (b) I am not a member or an employee of any taxing authority; and (c) I do not represent any property owner in an administrative or judicial review of property tax issues.

Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by (name of person making statement).

Notary Public

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

My Commission Expires _____

RFQ #2022-02 ON CALL LAND PLANNING SERVICES

HOLD HARMLESS AGREEMENT

I _____ (Respondent) agrees to indemnify and hold the Town harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFQ. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions of Respondent or employees and/or agents of Respondent.

In the event the completion of a project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the Town from any and all increased expenses resulting from such delay.

Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by (name of person making statement).

Notary Public

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

My Commission Expires _____

NON-COLLUSION AFFIDAVIT

I _____ (Respondent) of the firm of _____ (Respondent Firm Name) responded to the notice for calling for qualification for On Call Land Planning Services for the Town of Windermere. This proposal has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

The Statements contained within this affidavit are true and correct, and made with full knowledge that the Town of Windermere relies upon the truth of the statements contained in this affidavit in awarding contracts for said services.

Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by (name of person making statement).

Notary Public

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

My Commission Expires _____

DRUG FREE WORKPLACE CERTIFICATION

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 an employee 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Signature of Respondent

Witness



EXECUTIVE SUMMARY

SUBJECT: RFQ# 2022-03: General Legal Representation
REQUESTED ACTION: Selection Committee Recommends Gray Robinson

Work Session (Report Only) **DATE OF MEETING:** 4/12/22
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: _____
 Annual **FUNDING SOURCE:** _____
 Capital **EXPENDITURE ACCOUNT:** _____
 N/A

HISTORY/FACTS/ISSUES:

Mayor & Council,

RFQ 2022-03 Town of Windermere General Legal Representation Services was advertised on February 4, 2022. Responses were due on March 10, 2022. The Town received two responses; Gray Robinson and Allen Norton & Blue P.A.

The Selection Committee comprised of Chief Dave Ogden, Town Clerk Dorothy Burkhalter and Town Manager Robert Smith. The Selection Committee focused on experience and services in the various legal disciplines relating to local governments.

After reviewing the proposals, the Selection Committee Recommended the following ranking:

1. Gray Robinson
2. Allen Norton & Blue P.A.

Selection Committee Recommends Gray Robinson

TOWN OF WINDERMERE

RFQ# 2022-03

General Legal Representation

March 10, 2022

PREPARED BY

GRAYROBINSON

Heather Ramos

Shareholder

301 East Pine Street, Suite 1400

Orlando, Florida 32801

407-843-8880

heather.ramos@gray-robinson.com

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LETTER OF INTEREST

Town of Windermere
Robert Smith, Town Manager
614 Main Street
Windermere, FL 34786

March 10, 2022

Dear Robert,

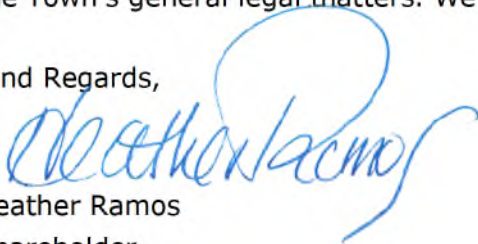
We have been honored to provide legal services to the Town of Windermere (the "Town") since 2007, and are honored to be considered to continue to provide such services. On behalf of GrayRobinson, we are pleased to offer this package of qualifications for legal representation to the Town. We present the enclosed response to the *Town of Windermere Request for Qualifications*, including our professional experience and qualifications that make us uniquely prepared to represent the Town.

GrayRobinson offers a strong team of multidimensional professionals to address all of the Town's needs. As you know from the services we have provided to the Town, we strive to respond to all of the Town's needs in a timely and accurate manner, and we are always available by phone, text or email, during and after business hours.

As your primary point of contact, I will serve as the Town attorney and oversee the work done by GrayRobinson professionals to ensure you and your staff remain satisfied with the quality, timeliness, and effectiveness of our representation. In representing the Town, we have implemented a team approach to maximize communication and responsiveness without over-staffing or spending too much time to research or analyze a matter for which another attorney is capable and well-versed. If selected to continue serving as the Town's general legal counsel, we will continue with such approach which allows us to provide quality legal services and respond swiftly and thoroughly to the needs of the Town.

GrayRobinson is ready and able to continue representing the Town of Windermere in connection with the Town's general legal matters. We are grateful for the opportunity.

Kind Regards,



Heather Ramos
Shareholder
GrayRobinson, P.A.

1. QUALIFICATIONS / EXPERIENCE

6.01. Respondents must demonstrate the following:

Respondent must be licensed to practice law in the State of Florida and be in good standing

Please see below for the team’s proof of license to practice law in the State of Florida and proof of good standing.

Heather Michele Blom-Ramos

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number: 588601

Brian Joseph Fender

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number: 233330

Guy Stephen Haggard

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number: 372005

Deborah L La Fleur

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number: 185590

Jason William Searl

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number: 478717

Jennifer May Taylor

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number: 41342

Thomas J Wilkes Jr.

Member in Good Standing

Eligible to Practice Law in Florida

Bar Number: 261734

Respondent must demonstrate capabilities to fulfill the referenced Scope of Work.

As evidenced below in the Legal Experience section, GrayRobinson is fully capable to fulfill the list in the Scope of Services in Subsection 5.01.1 of the RFQ.

Legal Experience. The Respondent should describe its legal experience, including the names and addresses and telephone numbers of at least three (3) clients, preferably including Municipal or County Clients.**Experience should include the following categories: Experience advising local and county governments**

GrayRobinson understands local and county governments perhaps better than any law firm in Florida. Local government is in the DNA of GrayRobinson. From founding partner J. Charles "Charlie" Gray's start as a city solicitor and later as the Orange County Attorney, our firm has long been a champion for exceptional local governments throughout the state. In his own words, "if you grow your community, you will grow your firm." Our current roster of clients includes more than 40 Florida counties, cities, and special districts located throughout the state. Through these representations, we have gained invaluable experience and skill "at the intersection of law and politics."

In addition to currently serving as assistant town attorney for the Town, team lead Heather Ramos has 20-plus years of expertise and experience. She serves as the town attorney for the Town of Astatula and assistant town attorney for Howey-in-the-Hills. She is the lead general counsel for the Orange County Library District, CareerSource Central Florida, and the West Orange Healthcare District. She is assistant general counsel to Space Florida, the state agency responsible for developing commercial aerospace industries in Florida, and the North Brevard County Hospital District. Heather has also served from time-to-time as special counsel to cities and special districts throughout Florida regarding Sunshine Law, ethics, gift law, financial disclosure rules and public records law. She has assisted in the establishment of special assessments and other local government financing mechanisms.

Team member Jason Searl currently provides general real estate legal services for the Town. He is experienced in representing cities, land owners, developers, and individuals in matters with various local governments and agencies in Central Florida, including the cities of Apopka, Belleview, Casselberry, Cocoa, Daytona Beach, Deltona, Gainesville, Lake Wales, Ocoee, Orlando, Oviedo, Port Orange, St. Cloud, Tallahassee, Titusville, Town of Dundee, Town of Ponce Inlet, Winter Haven and Winter Park, and the counties of Brevard, Highlands, Lake, Marion, Orange, Osceola, Polk, Seminole and Volusia.

Team member Tom Wilkes began providing legal services for the Town in 2007 as the Town's general counsel. He has 35-plus years of expertise and experience in local government law, including nearly 20 years as the Orange County Attorney and as an Assistant Orange County Attorney. He is general counsel to Space Florida, and serves as town attorney for the Town of Howey-in-the-Hills. Tom

previously led Orange County's efforts in multiple complex financings, including several cutting-edge "tax increment" matters. He drafted the documents for the International Drive CRA, still functioning and funding needed improvements to the I-Drive tourist and convention area. He structured the non-CRA tax-increment financing for the interchange at I-4 and the Osceola Parkway, which involved Orange County and the Reedy Creek Improvement District. Tom also negotiated the tax-increment financing for the Conroy Road and Universal Boulevard interchanges on I-4, both done by the City of Orlando's CRA's with Orange County's consent.

Experience should include the following categories: Experience advising clients providing similar services through local taxation, fees, local, state and federal funds

Brian Fender, team member and GrayRobinson's Public Finance Team Leader, along with Jennifer Taylor (previously Jennifer LaRocca), have provided legal advice and services to the Town concerning financing for the new Town facilities, police vehicle purchases, and the Town's communications services refunding revenue note. Brian and Jennifer serve as public financing counsel to a variety of clients, including aviation authorities, banks and other financial institutions, charter schools, cities, counties, government financing pools, hospitals and other health care facilities, housing authorities, port authorities, school boards, tax-exempt organizations, utilities, water support authorities, universities, and various special districts. GrayRobinson has been involved in both traditional public finance methods, such as revenue and general obligation bonds and revenue and refunding notes, as well as innovative structures such as public-private partnership gap financing. Collectively, they have over 35 years of experience in funding major infrastructure improvements, counseling a wide variety of clients through numerous financings. Additionally, they have served as disclosure counsel, underwriter's counsel, bond counsel, issuer's counsel, borrower's counsel and trustee's counsel for tax-exempt and taxable financings, serving as counsel on more than \$21.7 billion in public financing in the past decade alone.

The Respondent should describe its legal experience, including the names, addresses and telephone numbers of at least three (3) clients, preferably including Municipal or County clients.

Reference 1

Name: The Honorable Martha MacFarlane, Mayor of the Town of Howey-in-the-Hills

Address: 101 North Palm Avenue, Howey-in-the-Hills, FL 34737

Telephone Number: 352.324.2290

GrayRobinson has served as general legal counsel to Howey-in-the-Hills since 2006.

Reference 2

Name: Steve Powell, Interim Library Director/CEO, Orange County Library System

Address: 101 East Central Boulevard, Orlando, FL 32801

Telephone Number: 407.835.7430

GrayRobinson has served as general legal counsel to the Orange County Library District, an independent special taxing district, since 1995.

Reference 3

Name: Graham Wells, Town Clerk, Town of Astatula

Address: 25009 CR 561, Astatula, FL 34705

Telephone Number: 352.742.1100 x1

Gray Robinson has served as general legal counsel to Astatula since 2019.

Reference 4

Name: Howard Haug, Space Florida Executive Vice President, Treasurer and Chief Investment Officer

Address: 505 Odyssey Way, Suite 300, Exploration Park, FL 32953

Telephone Number: (321) 730-5301 x227

Gray Robinson has served as general legal counsel to Space Florida, an independent special district, since 1994.

Organization, Size, Structure, and Areas of Practice. If the Respondent is a firm, it should describe its organization, size, structure, areas of practice and office locations. Indicate, if appropriate, if the firm is a small or minority owned business.

GrayRobinson is a full-service government consulting and law firm with 15 offices in Florida and Washington, D.C. Our lobbyists, attorneys, and consultants provide government affairs and legal counsel to Fortune 500 companies, emerging businesses, state and local governments, developers, entrepreneurs, and individuals in Florida and throughout the Americas. We are at the forefront of emerging legal, legislative, regulatory, and market trends and we work closely with clients to help them identify opportunities, overcome challenges, and accomplish their business objectives.

Our mission is to apply our legal, lobbying, and regulatory backgrounds and skills in ways that help our clients define and achieve their goals while supporting our communities as a matter of mission as well as passion. We do this while honoring and continuing an established tradition of serving our clients and communities through the cultivation of relationships based upon respect, loyalty, and integrity.

Practice and Industry Groups

GrayRobinson provides individualized service backed by the resources needed to efficiently and creatively represent our clients. The breadth of services offered by GrayRobinson eliminates the obstacles associated with managing multiple outside lawyers, consultants, and firms to meet your legal and legislative needs. With more than 80 practice and industry groups, state and federal lobbying services, and nearly 300 attorneys and consultants, we put our resources to work for you.

- Administrative and Regulatory
- Admiralty and Maritime Law
- Affordable Care Act
- Alcohol Beverage
- Antitrust and Trade Regulation
- Appellate and Trial Support
- Attorney General Defense
- Aviation and Drone Law
- Banking and Finance
- Bankruptcy and Creditors' Rights
- Business Contingency Litigation
- Cannabis Industry
- Class Action Defense
- Communications, Broadband, and New Media
- Construction
- Corporate
- Criminal and White Collar Defense
- Data Privacy and Security
- Education
- Elder Law
- Election Law
- Eminent Domain and Condemnation
- Entertainment and Sports
- Environmental and Sustainability Law
- ERISA and Employee Benefits
- ESOPs
- Estate Planning
- Exempt Organizations
- Family Law
- Food Law
- Franchising and Licensing
- Guardianship
- Government Affairs and Lobbying
- Health Care
- Health Information Technology
- Higher Education
- Hospitality
- Immigration
- Insurance Defense
- Insurance Transactional and Regulatory
- Intellectual Property
- International

- Labor and Employment
- Land Use Law
- Latin America Capital Flight
- Litigation
- Media and First Amendment Law
- Managed Care
- Mediation and Alternative Dispute Resolution
- Medicaid Planning
- Medical Malpractice Defense
- Mergers and Acquisitions
- OSHA
- Personal Injury
- Petroleum
- Probate
- Product Liability and Toxic Tort
- Professional Liability Defense
- Public Finance
- Real Estate
- Religious Organizations
- Residential, Resort and Club
- Restaurant
- Securities
- Securities Litigation, Arbitration, and Regulatory Practice
- Senior Housing
- Special Needs Law and Advocacy
- Subrogation
- Taxation
- Technology Transactions
- Tobacco
- Trade Secret, Noncompete, and Unfair Competition
- Transportation
- Trusts
- U.S. Customs and International Trade Law
- Utilities
- Venture Capital
- Wealth Transfer

Locations

Boca Raton
 One Boca Place
 225 Glades Road
 Suite 301E
 Boca Raton, FL 33431
 561-368-3808

Fort Lauderdale
 401 E. Las Olas Blvd.
 Suite 1000
 Fort Lauderdale, FL 33301
 954-761-8111

Fort Myers
 1404 Dean St.
 Suite 300
 Fort Myers, FL 33901
 239-340-7979

Gainesville
 643 SW 4th Ave.
 Suite 110
 Gainesville, FL 32601
 352-376-6400

Jacksonville
 50 N. Laura St.
 Suite 1100
 Jacksonville, FL 32202
 904-598-9929

Key West
 221 Simonton St.
 Key West, FL 33040
 305-294-0252

Lakeland
 One Lake Morton Drive
 Lakeland, FL 33801
 863-284-2200

Melbourne
 1795 W. NASA Blvd.
 Melbourne, FL 32901
 321-727-8100

Miami
 333 SE 2nd Ave.
 Suite 3200
 Miami, FL 33131
 305-416-6880

Naples
 3838 Tamiami Trail N
 Suite 410
 Naples, FL 34103
 239-598-3601

Orlando
 301 E. Pine St.
 Suite 1400
 Orlando, FL 32801
 407-843-8880

Tallahassee
 301 S. Bronough St.
 Suite 600
 Tallahassee, FL 32301
 850-577-9090

Tampa
 401 E. Jackson St.
 Suite 2700
 Tampa, FL 33602
 813-273-5000

Washington, D.C.
 99 M St. SE
 Suite 725
 Washington, D.C. 20003
 202-546-1761

West Palm Beach
 515 N. Flagler Dr.
 Suite 650
 West Palm Beach, FL 33401
 561-268-5727



Attorney Qualifications. The ideal candidate should have a preferred minimum of 5 years of experience in the following areas: local and county government, government grants/contracts, labor/employment and general business operations with overall preferred experience of at least 10 years. The offeror should describe the qualifications of attorneys to be assigned to the representations.



Heather M. Ramos

Team Lead

Shareholder

heather.ramos@gray-robinson.com

301 East Pine Street
 Suite 1400
 Orlando, Florida 32801
 Phone: 407.843.8880
 Fax: 407.244.5690

Heather’s practice focuses on all aspects of state and local government law, such as land use law, Florida’s Public Records and Open Meeting Law, ethics and gift laws, Sunshine Law, public records law, taxation and finance, utility law, constitutional law, administrative law, and litigation. She assists clients with issues relating to annexation, land use and zoning changes, real estate acquisitions and sales, real estate financing and legislative and governmental affairs on both local and state levels.

Heather’s experience involves the representation of private and public entities in the development of commercial, residential and mixed-use projects in all phases of development. She helps landowners obtain all forms of local government approvals, ranging from zoning and comprehensive plan amendments, special exceptions, variances and conditional use permits to the negotiation of development agreements, development orders and annexation agreements. Heather’s experience involves planned unit developments, subdivision plats, annexation agreements, vested rights, impact fees, utility agreements, concurrency, transportation mitigation, road construction agreements, wetlands mitigation and permitting, and many other aspects of land use and real estate development.

For the public sector, Heather is the town attorney for the Town of Astatula and the assistant town attorney for Windermere and Howey-in-the Hills. She is assistant general counsel to Space Florida, the state agency responsible for developing commercial aerospace industries in Florida, and the lead counsel for the Orange County Library District. Heather has served as special counsel to numerous cities and special districts regarding Sunshine Law, ethics, gift law, financial disclosure rules and public records law. She has assisted in the establishment of special assessments, community redevelopment agencies and other local government financing mechanisms.

Focus

- Government
- Utilities
- Land Use Law

Credentials

- J.D., Stetson University College of Law, 2002, top 10%, *cum laude*
- B.A., University of Central Florida, 1999, *honors*



Jason W. Searl

Team Member

Shareholder

jason.searl@gray-robinson.com

301 East Pine Street
Suite 1400
Orlando, Florida 32801
Phone: 407.843.8880
Fax: 407.244.5690

Jason has experience representing land owners, developers and individuals in matters before various local governments and agencies in Central Florida, including the cities of Apopka, Belleview, Casselberry, Cocoa, Daytona Beach, Deltona, Gainesville, Lake Wales, Ocoee, Orlando, Oviedo, Port Orange, St. Cloud, Tallahassee, Titusville, Town of Dundee, Town of Ponce Inlet, Winter Haven and Winter Park, and the counties of Brevard, Highlands, Lake, Marion, Orange, Osceola, Polk, Seminole and Volusia. He also represents the District Board of Trustees of Seminole State College. Jason has experience in real estate acquisitions and sales, licensing, development and finance, title insurance, and escrow and closing agent services as an agent of Fidelity National Title Insurance Co. and The FUND.

In addition, Jason is an assistant city attorney for the Towns of Astatula, Windermere, and Howey-in-the-Hills, and the Cities of Fort Meade, Polk City, and Wauchula. Jason's real estate and transactional experience includes title insurance, escrow and closing agent services, business entity formation, corporate counsel, mergers and acquisitions, procurement, and business contracts review.

Focus

- Banking & Finance
- Corporate
- Land Use Law
- Government
- Environmental & Sustainability Law
- Real Estate

Credentials

- J.D., M.B.A., Stetson University, 2000
- B.A., Furman University, 1997



Thomas J. Wilkes

Team Member

Of Counsel

tom.wilkes@gray-robinson.com

301 East Pine Street

Suite 1400

Orlando, Florida 32801

Phone: 407.843.8880

Fax: 407.244.5690

Tom Wilkes has over 40 years of experience in local government law. As a partner at GrayRobinson, he served on the 1986 and 1988 charter commissions that resulted in sweeping changes to the form of government for Orange County, including the creation of the office of the Orange County Mayor. In 1990 he became the County Attorney for Orange County, staying in the position for 12 years, and served under three county mayors (Chapin, Mel Martinez and Rich Crotty), gaining a reputation statewide as a practitioner in local government law. In 2001, his leadership resulted in the County Attorney's Office receiving the ABA's Jefferson Fordham Award for government law-office accomplishment – a recognition that the office was perhaps the top government law office in the nation. In 2003 and 2004, Tom was again appointed to serve on the Orange County Charter Review Commission. He was appointed by then-County Commissioner (now chair of the Orange County Public School Board) Teresa Jacobs and was elected by the Charter Review Commission members to serve as the commission chair.

As Orange County Attorney, Tom was involved specifically and extensively in some of the most complex construction and regulatory matters in the County's history. He was also the lead County staff person in complex financings, including several cutting-edge "tax increment" matters. He drafted the documents for the International Drive CRA, still functioning and funding needed improvements to the I-Drive tourist and convention area. He structured the non-CRA tax-increment financing for the interchange at I-4 and the Osceola Parkway, which involved Orange County and the Reedy Creek Improvement District. Tom also negotiated the tax-increment financing for the Conroy Road and Universal Boulevard interchanges on I-4, both done by the City of Orlando's CRA's with Orange County's consent.

Focus

- Government
- Land Use Law
- Transportation
- Public Finance

Credentials

- J.D., University of Florida, 1978
- M.P.A., University of West Florida, 1976
- B.S., U.S. Naval Academy, 1969



Brian J. Fender

Team Member

Shareholder

Public Finance Team Leader

brian.fender@gray-robinson.com

401 East Jackson Street

Suite 2700

Tampa, Florida 33602

Phone: 813.273.5000

Fax: 813.273.5145

Brian has represented a variety of clients including aviation authorities, banks and other direct purchasers of municipal debt, bond holders, charter schools, cities, counties, expressway authorities, government financing pools and programs, hospitals and other health care facilities, housing authorities, investment banks, open and closed investment funds, placement agents, port authorities, school boards, special districts, sports authorities, state programs, tax-exempt organizations, trustees, utilities, water support authorities, universities, and various special districts. Over the course of his career, Brian has been involved in more than 700 public finance transactions and has represented clients in the issuance of more than \$40 billion of tax-exempt and taxable debt. Brian has been rated AV Preeminent® by Martindale-Hubbell and recognized by peer-ranking publications such as *Super Lawyers* and *Florida Trend's* "Legal Elite." Brian is GrayRobinson's team leader for the Public Finance Team.

Focus

- Public Finance

Credentials

- J.D., University of Florida College of Law, J.D., 1999, *honors*
- B.A., University of South Florida, B.A., 1996



Jennifer M. Taylor

Team Member

Shareholder

jennifer.taylor@gray-robinson.com

401 East Jackson Street

Suite 2700

Tampa, Florida 33602

Phone: 813.273.5000

Fax: 813.273.5145

Jennifer is a member of the Public Finance Team representing cities, counties, school boards, universities, community development districts, and aviation, port and other governmental authorities, as well as banking institutions and underwriters, serving in the roles of bond counsel, disclosure counsel, trustee's counsel, underwriters' counsel and bank counsel. Over the course of her career, Jennifer has been involved in more than 400 public finance transactions and has represented clients in the issuance of more than \$17 billion of tax-exempt and taxable debt.

Jennifer also has experience in the area of general transactional law, representing diverse corporate and individual clients in matters including procurement of financing, real estate acquisition and development, and corporate structuring.

Focus

- Public Finance

Credentials

- J.D., Stetson University College of Law, 2007, *summa cum laude*
- M.A., University of Wisconsin - Madison, 2002
- B.A., Eckerd College, 2001, *high honors*



Deborah L. La Fleur, B.C.S.

Team Member

Shareholder

deborah.lafleur@gray-robinson.com

301 East Pine Street

Suite 1400

Orlando, Florida 32801

Phone: 407.843.8880

Fax: 407.244.5690

Deborah La Fleur is board certified in Labor & Employment Law by The Florida Bar and represents private and public sector employers in both labor and employment law matters. The majority of her background and experience is in advising and representing corporations, management, non-profit entities, healthcare providers and governmental entities. Deborah represents employers, in federal and state courts and in front of governmental agencies, in connection with all employment-related matters including but not limited to: discrimination; Fair Labor Standards Act (including collective actions); state wage and hour claims; Family and Medical Leave Act; the enforcement of restrictive covenants, such as covenants not to compete; Americans With Disabilities Act (including its employment and accessibility provisions, such as Title III of the ADA); constitutional claims; torts; whistleblower litigation; compliance with the Office of Federal Contract Compliance; labor-related issues; including but not limited to, preparation and interpretation of collective bargaining agreements, assisting employers during the union election process and defending against unfair practice charges; preparation of employment handbooks, contracts and a variety of employment-related policies; and providing training on employment-related matters and workplace and public accommodation accessibility compliance.

Deborah also represents employers in state and federal courts, investigations, and in the defense of charges of discrimination before the U.S. Equal Employment Opportunity Commission, the Florida Commission on Human Relations, Florida's Division of Worker's Compensation, the U.S. Department of Labor and the Florida Public Employees Relations Commission.

Focus

- Labor & Employment
- OSHA
- Trade Secret, Noncompete and Unfair Competition
- Insurance Defense

Credentials

- J.D., Valparaiso University School of Law, 1997
- B.A., Aquinas College, 1993



Guy S. Haggard, B.C.S.

Team Member

Shareholder

guy.haggard@gray-robinson.com

301 East Pine Street

Suite 1400

Orlando, Florida 32801

Phone: 407.843.8880

Fax: 407.244.5690

Guy represents and acts as general corporate counsel for developers, manufacturers, hotels, restaurants, and other businesses. Guy has broad experience in all types of complex construction, commercial, real estate development and corporate transactions.

Guy has significant experience representing owners, management companies, developers, architects, engineers, and contractors. His work experience includes airports and aircraft, space launch facilities, cruise ships, hotels, arenas, convention centers, condominiums, underground utilities, public school buildings, college buildings, large water transmission pipelines, amusement and theme park rides and facilities, wastewater treatment plants, water treatment plants, hospitals, roads, golf courses, storm water designs, well fields, churches, and shopping malls.

Focus

- Litigation
- Technology Transactions
- Real Estate
- Corporate
- Construction

Credentials

- J.D., University of Florida College of Law, 1983, *honors*
- B.S., University of Florida, 1980, *honors*

2. SERVICE APPROACH

6.02 The Supervision and Personnel. Respondent must demonstrate how the operation will be supervised and what current quality controls policies would be in place for the service. Please identify the individual who, from project start to finish, will be the principal point of contact with the Town.

GrayRobinson utilizes a team approach designed to maximize communication and responsiveness to Town of Windermere needs. If selected, Heather Ramos will be Town of Windermere's principal point of contact with the Town from project start to finish. Along with Heather, we have identified the team of Brian Fender, Deborah La Fleur, Guy Haggard, Jason Searl, Jennifer Taylor, and Tom Wilkes. This team approach allows us to provide high-quality legislative guidance, maintain the flexibility necessary to respond swiftly and thoroughly, and facilitates communication and accountability. Each of the team members have previously provided legal services to the Town.

Heather will set performance measurements and metrics for the team based on the Town's specific needs and requirements. Not all clients are alike, and we provide counsel and advocacy the way each client prefers. Heather will monitor and measure the team's performance as it relates to the overall client relationship through regular client satisfaction and performance discussions with the Town Manager or his designee.

GrayRobinson is distinctive among firms in its approach to client service and staffing. Team members work together in a fully integrated dynamic to achieve a client's goals. This maximizes individual team member strengths, provides for succinct organizational communication, and amplifies our effectiveness. In addition to the team's own experience, Heather will have the ability to call upon the experience and qualifications of nearly 300 GrayRobinson attorneys, government consultants, and other professional staff. These attorneys and consultants come from various professional backgrounds, including government and private industry.

GrayRobinson strives to deliver the highest quality of services while keeping a close watch over the cost incurred to do so. The Firm prides itself in delivering cost effective client service.

6.03 Records. Respondent shall be required to maintain records in accordance with local, State, and Federal Public Records Retention Requirements.

GrayRobinson will maintain all records in accordance with local, State and Federal Public Records Retention requirements.

3. REQUIRED FORMS

A. Response Cover

RFQ #2022-03 Town of Windermere General Legal Representation

RESPONSE TO: 2022-03 Town of Windermere General Legal Representation
ROBERT SMITH, TOWN MANAGER 614 MAIN ST. WINDERMERE, FL 34786

I acknowledge receipt of any/all Addenda: N/A

I have included:

- Hold Harmless Agreement
- Certificate of Insurance
- Non Collusion Affidavit
- Drug Free Workplace Form

Mailing Address:

301 East Pine Street TELEPHONE 407-843-8880
Suite 1400 FAX: 407-244-5690
Orlando, Florida 32809 DATE 3/7/2022

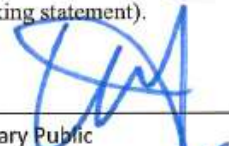
BY signing and submitting this proposal, I am certifying that (a) I am a citizen of the United States; (b) I am not a member or an employee of any taxing authority; and (c) I do not represent any property owner in an administrative or judicial review of property tax issues.


 Signature of Respondent


 Witness

STATE OF FLORIDA
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me this 7 day of March, 2022, by (name of person making statement).


 Notary Public

Personally Known OR Produced Identification _____
Type of Identification Produced _____

My Commission Expires _____



Leigh Anne Thompson
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG922770
Expires 10/14/2023

B. Hold Harmless Agreement

RFQ #2022-03 Town of Windermere General Legal Representation

HOLD HARMLESS AGREEMENT

I, Heather Ramos (Respondent) agrees to indemnify and hold the Town harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFQ. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions of Respondent or employees and/or agents of Respondent.

In the event the completion of a project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the Town from any and all increased expenses resulting from such delay.


Respondent

 Signature of
Witness


STATE OF FLORIDA
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me this 7 day of March, 2022, by (name of person making statement).


Notary Public

Personally Known OR Produced Identification _____
Type of Identification Produced _____

My Commission Expires _____

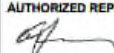
 Leigh Anne Thompson
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG922770
Expires 10/14/2023

C. Certificate of Insurance

GrayRobinson maintains insurance coverage and limits as evidenced by current certificate of coverage found below. Upon award of work to GrayRobinson, custom certificate holder documents will be provided to the Town of Windermere.

		GRAYROB-01	DSMITH2
CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 12/21/2021	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.			
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).			
PRODUCER Hub International Florida 1560 Orange Avenue Suite 750 Winter Park, FL 32789		CONTACT NAME: PHONE (A/C, No, Ext): (407) 894-5431 FAX (A/C, No): (407) 629-6378 E-MAIL ADDRESS: Certificates.FLA@HubInternational.com	
INSURED Gray-Robinson P.A. PO Box 3068 Orlando, FL 32802-3068		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Endurance American Specialty Insurance Company 41718	
		INSURER B : Aspen American Insurance Company 43460	
		INSURER C :	
		INSURER D :	
		INSURER E :	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		LIMITS	
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
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-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 - COMPI/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <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 DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Prof. Aggr & Occr			LPW30014259900	12/21/2021	12/21/2022	Rtn. \$750,000
B	Prof. Aggr & Occr			LX00EYG21	12/21/2021	12/21/2022	Ded. \$10,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) SIR: \$750,000 Claim, \$1,500,000 Agg Retention-Endurance American Specialty Insurance, 12/21/21-22, NAICS #41718, Policy # LPW30014259900. // \$10Mxs10M: Aspen American Insurance, 12/21/21-22, NAICS #23647, Policy # LX00EYG21. // \$5Mxs20M: Landmark American Insurance, 12/21/21-22, NAICS #33138, Policy # LHZ793419. // \$5Mxs25M: Endurance American Specialty, 12/21/21-22, NAICS #41718, Policy # LXT30014340400. // \$10Mxs30M: QBE Insurance Company, 12/21/21-22, NAICS #39217, Policy #100043603. // \$5Mxs40M: Starstone Specialty Ins. Co., 12/21/21-22, NAICS #541110, Policy #T8591302APL.							
For Information Only							

CERTIFICATE HOLDER **For Information Only** - Orlando **For Information Only**	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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D. Non-Collusion Affidavit

RFQ #2022-03 Town of Windermere General Legal Representation

NON-COLLUSION AFFIDAVIT

I Heather Ramos (Respondent) of the firm of GrayRobinson, P.A. (Respondent Firm Name) responded to the notice for calling for qualification for Auditing Services for the Town of Windermere. This proposal has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

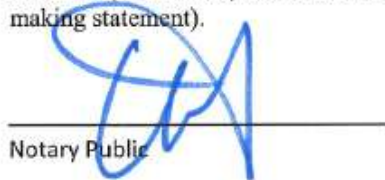
The Statements contained within this affidavit are true and correct, and made with full knowledge that the Town of Windermere relies upon the truth of the statements contained in this affidavit in awarding contracts for said services.


Respondent

 Signature of
Witness

STATE OF FLORIDA
COUNTY OF Orange

Sworn to (or affirmed) and subscribed before me this 7 day of March, 2022, by (name of person making statement).


Notary Public

Personally Known OR Produced Identification _____
Type of Identification Produced _____

My Commission Expires _____



Leigh Anne Thompson
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG922770
Expires 10/14/2023

E. Drug Free Workplace Form

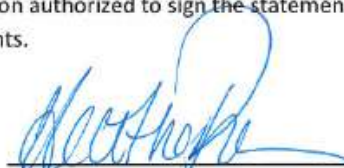
RFQ #2022-03 Town of Windermere General Legal Representation


DRUG FREE WORKPLACE CERTIFICATION

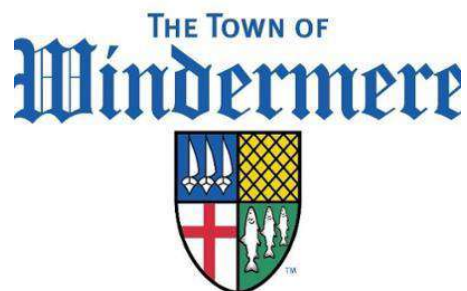
In order to have a drug-free workplace program, a business shall:

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 an employee 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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


 Respondent


 Witness Signature of



TOWN OF WINDERMERE
REQUEST FOR QUALIFICATIONS
RFQ# 2022-03

Town of Windermere General Legal Representation

RESPONSES ARE DUE BY 5:00 PM EST March 10, 2022

MAIL OR DELIVER RESPONSES TO:

ATT: Robert Smith, Town Manager 614
Main St.
Windermere, FL 34786

CONTACT:

Robert Smith, Town Manager 614
Main St.
Windermere, FL 34786
Phone: (407) 876-2563, Fax (407) 876-0103
Email: rsmith@town.windermere.fl.us

1. OVERVIEW

The Town of Windermere is seeking proposals from qualified firms/individuals who are currently licensed to practice law in the State of Florida. The Town of Windermere currently manages Town Administration, Police Department, Finance Department, Public Works Department and Human Resources. The Town presently employs 32 full time staff and operates under a Council Manager form of government. The Town currently contacts out Code Enforcement, Legal Services, Special Magistrate, Fire Protection Services, Solid Waste, Building Permitting and Inspections and Land Planning Services.

Those individuals or firms interested in providing this service are instructed to submit three (3) bound copies, one (1) unbound original, and one (1) electronic copy (Flash Drive: PDF Format) of their qualifications pertinent to the scope of work prior to 5pm Eastern Standard Time, March 10, 2022, to the attention of Robert Smith, Town Manager 614 Main St. Windermere, FL 34786. RFQ can be hand delivered to 614 Main St. Windermere, FL 34786. Proposal documents received after this date and time will not be considered. The Town of Windermere reserves the right to reject any and all qualification documents received, to solicit new qualification documents, or take any other such actions that may be deemed to be in the best interest of the Town of Windermere. The Town of Windermere is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. The Town of Windermere strictly enforces open and fair competition.

RFQ #2022-03 Town of Windermere General Legal Representation

2. SUBMISSION REQUIREMENTS:

Individuals/Firms are invited to submit qualifications documents to the Town of Windermere RFQ# 2022-03 Town of Windermere General Legal Representation.

Requirements for submission and selection criteria may be obtained from the Town of Windermere's web site at www.town.windermere.fl.us. All questions pertaining to this Request for Qualifications (RFQ) should be directed, in writing, to Robert Smith, Town Manager, 614 Main St. Windermere, FL 34786, by facsimile (407) 876-0103, or by email rsmith@town.windermere.fl.us. Any addenda to this RFQ shall be made on the Town web site. It is the sole responsibility of those submitting an RFQ to check the web site for addendums. These questions are due by 5pm EST February 25, 2022. Final addenda will be posted by 5pm EST March 1, 2022.

Proposers must submit one (1) original response unbound marked "Original", three (3) bound copies marked "Copies", and one (1) electronic copy (Flash Drive; PDF Format) of the submittal in a sealed envelope clearly marked on the outside with the Proposers name and "RFQ# 2022-03 Town of Windermere General Legal Representation addressed and delivered to:

**Att: Robert Smith, Town Manager
614 Main Street
Windermere, FL 34786**

**Hand Delivered: 614 Main St.
Windermere, FL 34787**

All proposals must be received by Robert Smith before 5:00pm EST March 10, 2022. Any qualifications received after this date and time will be automatically rejected. Materials may be delivered by Certified Mail, Return Receipt, hand delivered or couriered. Faxed or emailed proposals will be automatically rejected. Hand delivered qualification documents may request a receipt. If sent by mail or courier, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated above. Proposers should be aware that certain "express mail" services will have to meet the required time frame of submittal or be deemed automatically rejected. It is the sole responsibility of the Proposer to ensure their proposal is received in a timely manner.

The Town of Windermere reserves the right to reject any and all proposals, to waive informalities in any or all qualification documents, to re-advertise for RFQ's, and to separately accept or reject any item or items and to negotiate contracts in the best interest of the Town of Windermere.

While every effort has been made to ensure the accuracy and completeness of the information in this RFQ we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the Town.

3. Calendar of Events

All times listed in the calendar of events is Eastern Daylight Time

Request for Qualifications Advertised	February 4, 2022
Technical Questions Due to the Town (written)	5p EST February 25, 2022
Responses to Questions Due from the Town	5pm EST March 1, 2022
Proposals Due to the Town	5pm EST March 10, 2022
Short List Presentations (if necessary)	March 2022
Contract Negotiated with Town	March 2022
Board Approval of Qualified Vendor	April 2022

- The Town reserves the right to alter scheduled dates if necessary

4. Instructions to Respondents

4.01 Description

The Town of Windermere is seeking proposals from qualified firms/individuals who are currently licensed to practice law in the State of Florida. The Town of Windermere currently manages Town Administration, Police Department, Finance Department, Public Works Department and Human Resources. The Town presently employs 32 full time staff and operates under a Council Manager form of government. The Town currently contacts out Code Enforcement, Legal Services, Special Magistrate, Fire Protection Services, Solid Waste, Building Permitting and Inspections and Land Planning Services.

4.02 Copies of Responding Documents

Only complete sets of Responding Documents will be issued and shall be used in preparing responses. The Town does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.

4.03 Disqualification of Respondents

- A. **NON-COLLUSION AFFIDAVIT:** Any person submitting a response to this invitation must execute the enclosed NON-COLLUSION AFFIDVIT. If it is discovered that collusion exists among the Responders the response of all participants in such collusion shall be rejected, and no participants will be considered in future responses for the same work
- B. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response/bid on a contract to provide any goods or services to a public entity submit response/bids on leases 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 section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.
- C. **DRUG-FREE WORKPLACE FORM:** Any person submitting a response or qualification documents in response to this invitation must execute the enclosed DRUG-FREE WORKPLACE FORM and submit it with the response. Failure to complete this form

RFQ #2022-03 Town of Windermere General Legal Representation

in every detail and submit it with your response will result in immediate disqualification of your response.

- D. **CONFLICT OF INTEREST:** Any Respondent who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.

- E. **PROHIBITED COMMUNICATION:** Any form of communication, except for written correspondence authorized herein, shall be prohibited regarding this particular request for qualifications, or any other competitive solicitation between:
 - 1. Any person or person's representative seeking an award from such competitive solicitation; and

 - 2. Any Town Council Member or any Town staff authorized to act on behalf of the Council to award a particular contract (Selection Committee Member, etc)

For the purpose of this section, a person's representative shall include but not limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

This prohibition on communication shall be in effect as of the publication of the bid advertisement. The provisions of this section shall not apply to oral communications at any public proceeding, oral presentations before selection committees, contract negotiations, presentations made to the Council if requested, and protest hearings.

The provisions of this section shall terminate at time of award of grant writing services, rejects all bids, or otherwise takes action which ends the solicitation process.

4.04 EXAMINATION OF RFQ DOCUMENTS

Each Respondent shall carefully examine the RFQ and other contract documents, and inform him or herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the contract. Ignorance on the part of the Respondent in no way relieves the Respondent of the obligations and responsibilities assumed under the contract.

RFQ #2022-03 Town of Windermere General Legal Representation

Should a Respondent find discrepancies or ambiguities in, or omissions from, the specifications, or be in doubt as to their meaning, Respondent shall notify the Town Manager in writing prior to the Response Question Due Date.

4.05 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any potential Respondent as to the meaning of the contract documents. Any inquiry or request for interpretation received on or before February 2, 2022 will be given consideration. Any changes or interruption will be made in writing in the form of an addendum and, if used, will be posted on the Town Web Site www.town.windermere.fl.us. Each respondent shall acknowledge receipt of any addenda in their proposal. If the acknowledgement is not included, the response to the RFQ will constitute acknowledgment. It is the responsibility of all Respondents to verify all addenda prior to submitting a response to the RFQ.

4.06 GOVERNING LAWS AND REGULATIONS

The Respondent is required to be familiar with and shall be responsible for complying with all Federal, State, and Local laws, ordinances, rules, and regulations that in any manner affect the work including grant award terms for all grants to which a respondent may apply on behalf of the Town.

4.07 SIGNATURE OF RESPONDENT

The Respondent must sign the response forms in the space provided for the signature. If the Respondent is a professional association or other business entity, the title of the officer signing the response on behalf of the entity must be stated and evidence of the officer's authority to sign the response must be submitted. The Respondent shall state in the response the name and address of each person interested therein.

4.08 COST OF PROPOSAL

The Town of Windermere assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a proposal. The entire cost of preparing and submitting qualification documents, or any work in connection therewith will be borne by the submitting form or team of firms.

5. Scope of Services

5.01.1 Services will include the following to the extent approved by the Town Council and/or Town Manager

- Provides legal advice, counsel, services and consultation to the Town Manager, Town Council and senior staff on a wide variety of civil assignments, including but not limited to: general civil law, labor law, general state and federal laws relating to grant and contract issues, public disclosure issues, laws against discrimination, property/real estate law, contract law, purchasing and procurement, criminal law, statutory law related to Service Delivery and Intergovernmental Agreements, and law that may affect Town governance. Counsel's advice includes methods to avoid civil litigation.
- Answers requests for legal opinions, in writing and verbally. Prepares written legal opinions at the request of the Town Manager, Town Council and senior management staff. Availability to answer staff questions by telephone or email.
- Appears before courts and administrative agencies to represent the Town of Windermere's interests.
- Provides guidance and legal advice on the Sunshine Law, the Freedom of Information Act, Federal, State, County and Town rules, policies, and procedures.
- Assists staff to understand the legal roles and duties of their respective offices and Interrelationships with others.
- Assists the Town Manager, Town Council, and senior management staff, to maintain ethical standards and appearance of fairness standard, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions.
- Prepares and reviews contracts, leases, Intergovernmental Agreements, resolutions, ordinances, proclamations and other legal documents for correctness and acceptability. Negotiates said contracts, leases, Intergovernmental Agreements, resolutions, ordinances, proclamations and other documents upon request.
- Review and redrafts various policies for legal correctness and acceptability. This would include by way of example but not limited to, Personnel Policies, Family Medical Leave, etc.
- Attendance during the year of Town Council meetings and/or Work Sessions.
- Attend other meetings as requested, by way of example but not limited to, Special Called Meetings, Code Enforcement proceedings, etc.

RFQ #2022-03 Town of Windermere General Legal Representation

- Timeliness of response and accessibility to Counsel is an important aspect of this service. Accessibility includes the ability to be generally available to attend meetings in person on short notice and the ability to be reached promptly by telephone, cell phone or e-mail. Regular scheduled office hours should be staffed and maintained for public availability.
- Counsel must be available by phone, fax, cell phone and e-mail. Regular scheduled office hours should be staffed and maintained for public availability.
- Service response is also of high importance. When the Town requests legal services, Counsel should provide some estimated time of completion and keep the requesting party apprised of any delays or special considerations.
- Performs other legal services and tasks, as requested.

6. Qualification/Experience requirements:

The Respondent must submit qualification/experience.

6.01 Respondents must demonstrate the following:

- Respondent must be licensed to practice law in the State of Florida and be in good standing
- Respondent must demonstrate capabilities to fulfill above referenced Scope of Work.
- Legal Experience. The Respondent should describe its legal experience, including the names, addresses and telephone numbers of at least three (3) clients, preferably including Municipal or County clients.
 - Experience should include the following categories:
 - Experience advising local and county governments
 - Experience advising clients providing similar services through local taxation, fees, local, state and federal funds
- Organization, Size, Structure, and Areas of Practice. If the Respondent is a firm, it should describe its organization, size, structure, areas of practice and office locations. Indicate, if appropriate, if the firm is a small or minority owned business.
- Attorney Qualifications. The ideal candidate should have a preferred minimum of 5 years of experience in the following areas: local and county government, government grants/contracts, labor/employment and general business operations with overall preferred experience of at least 10 years. The offeror should describe the qualifications of attorneys to be assigned to the representations.
 - Descriptions should include:
 - Professional and educational background of each attorney.
 - Overall supervision to be exercised.
 - Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience and continuing professional education will be considered.

6.02 The Supervision and Personnel

Respondent must demonstrate how the operation will be supervised and what current quality controls policies would be in place for the service. Please identify the individual who, from project start to finish, will be the principal point of contact with the Town. This individual's competence, his/her leadership, and his/her/her ability to achieve customer satisfaction will be heavily considered in the selection of a Designer

6.03 Records

Respondent shall be required to maintain records in accordance with local, State, and Federal Public Records Retention Requirements.

7. EVALUATION/PROPOSAL FORMAT

Qualification documents will be evaluated on the basis of Scope of Services listed.

Proposals will be evaluated based on the information provided in the response. All Respondents who demonstrate previous success as described above and are not disqualified on some other basis outlined in this RFQ shall be approved as a qualified vendor. For qualification documents to be eligible, the format must be strictly followed. All qualification documents should be type written, bound 8 1/2 x 11 format, and should be properly identified by name of respondent and marked with "RFQ 2020-01 Town of Windermere Farmers Market Event Coordinator to facilitate effective evaluation by the Town, qualification documents shall be limited to 25 pages. MBE/WBE/DBE certificate(s), other appendix documentation, sectional dividers, and front and back covers will not be counted towards the total. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non responsive and will not be evaluated. During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal.

Proposals must include the following tabbed sections:

1. Company or Personal Background
2. Experience
3. References
4. Service approach
5. Required Forms (Does not Count against 25 Page Max)
 - a. Response Cover
 - b. Hold Harmless Agreement
 - c. Certificate of Insurance
 - d. Non Collusion Affidavit
 - e. Drug Free Workplace Form

8. Indemnification and Insurance

8.01.1 Indemnification and Hold Harmless

The Respondent agrees to indemnify and hold the Town harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFQ. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents

In the event the completion of a project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the Town from any and all increased expenses resulting from such delay.

8.01.2 Insurance Requirements

Respondent must provide a certificate of insurance with their response.

RFQ #2022-03 Town of Windermere General Legal Representation

**RESPONSE TO: 2022-03 Town of Windermere General Legal Representation
ROBERT SMITH, TOWN MANAGER 614 MAIN ST. WINDERMERE, FL 34786**

I acknowledge receipt of any/all Addenda: _____

I have included:

- Hold Harmless Agreement
- Certificate of Insurance
- Non Collusion Affidavit
- Drug Free Workplace Form

Mailing Address:

_____ TELEPHONE _____

_____ FAX: _____

_____ DATE _____

BY signing and submitting this proposal, I am certifying that (a) I am a citizen of the United States; (b) I am not a member or an employee of any taxing authority; and (c) I do not represent any property owner in an administrative or judicial review of property tax issues.

Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of ____, 20__, by (name of person making statement).

Notary Public

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

My Commission Expires _____

HOLD HARMLESS AGREEMENT

I _____ (Respondent) agrees to indemnify and hold the Town harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFQ. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions of Respondent or employees and/or agents of Respondent.

In the event the completion of a project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the Town from any and all increased expenses resulting from such delay.

Respondent

Witness

Signature of

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by (name of person making statement).

Notary Public

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

My Commission Expires _____

NON-COLLUSION AFFIDAVIT

I _____ (Respondent) of the firm of _____ (Respondent Firm Name) responded to the notice for calling for qualification for Auditing Services for the Town of Windermere. This proposal has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

The Statements contained within this affidavit are true and correct, and made with full knowledge that the Town of Windermere relies upon the truth of the statements contained in this affidavit in awarding contracts for said services.

Respondent

Witness

Signature of

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this ____ day of _____, 20____, by (name of person making statement).

Notary Public

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

My Commission Expires _____

DRUG FREE WORKPLACE CERTIFICATION

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 an employee 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Respondent

Witness

Signature of



EXECUTIVE SUMMARY

SUBJECT: Approve Purchase of Vibratory Compactor, CV119 for CAT Skidsteer

REQUESTED ACTION:

Work Session (Report Only)

Regular Meeting

DATE OF MEETING: 04/12/2022

Special Meeting

CONTRACT: N/A

Effective Date:

Managing Division / Dept:

Vendor/Entity: Ring Power

Termination Date: _____

Public Works

BUDGET IMPACT: \$12,724.65

Annual

Capital

N/A

FUNDING SOURCE:

001 5191 000 9650

EXPENDITURE ACCOUNT:

Public Works - Capital Equipment

HISTORY/FACTS/ISSUES:

Mayor & Council,

As previously presented by staff, proper maintenance of the Town's dirt roadways requires the addition of a compactor roller. After much research, Town staff is recommending the purchase of a roller/compaction attachment for the CAT Skidsteer, an existing piece of equipment. The purchasing of an attachment for existing equipment will be more economical over the long run as it is not another piece of equipment to maintain.

Public Works staff tested the roller attachment on a project at Butler and West 1st Ave and were very impressed with the results. As this is a CAT Skidsteer we are recommending approval of the CAT Skidsteer Roller attachment for Ring Power, the authorized CAT dealer for our area.

The cost for the CAT Roller attachment is \$12,724.65. Other attachments by other manufactures were in the \$13,000 to \$17,000 range so this cost is reasonable. Staff recommends approval of the purchase of the CAT Vibratory Compactor, CV119, in the amount of \$12,724.65, from line item 001 5191 000 9650. \$7,500 was budgeted in FY 2021-2022 for this purchase. The remainder will be covered at the end of year reconciliation.

Robert Smith

From: Tonya Elliott-Moore
Sent: Thursday, March 31, 2022 9:14 AM
To: Tonya Elliott-Moore
Subject: FW: Skid steer attachments
Attachments: CTL WORK TOOLS.pdf

From: Durham Young <Durham.Young@RingPower.Com>
Sent: Tuesday, March 8, 2022 2:20 PM
To: Tonya Elliott-Moore <tmoore@town.windermere.fl.us>
Cc: Travis Mathias <tmathias@town.windermere.fl.us>
Subject: Re: Skid steer attachments

Page 23 has some quick specs of the Cat CV119 compactor

One (1) New Caterpillar Model: WT-SSL Work Tools with all standard equipment in addition to the additional specifications listed below:

MACHINE SPECIFICATIONS

COMPACT TRACK LOADER WORK TOOL

VIBRATORY COMPACTOR, CV119

SELLING PRICE	\$12,724.65
NET BALANCE DUE	\$12,724.65
NET SELLING PRICE	\$12,724.65

WARRANTY & COVERAGE

Standard Warranty: 12 Months, Unlimited Hours Full Machine

Thank you, Respectfully

Durham Young
Ring Power
9901 Ringhaver Drive, Orlando, FL 32824
Office - 407-856-4851
Cell - 407-832-7555

SSL/CTL ATTACHMENTS | 2020



VIBRATORY DRUM COMPACTORS

VIBRATORY DRUM COMPACTORS		
MODEL - Current	CV16B	CV18B
MODEL - Future	CV117	CV119
Drum Width - in (mm)	66 (1676)	73 (1854)
Overall Width - in (mm)	73 (1854)	80 (2032)
Weight - lb (kg)	2064 (936)	2139 (970)
Required Hydraulics	STD Flow	STD Flow
Part Number	231-8600	231-8601
Price	\$	\$



HEAVY DUTY FORK CARRIAGE

HEAVY DUTY FORK CARRIAGE	
Length - in (mm)	11 (277)
Width - in (mm)	57 (1438)
Height - in (mm)	36 (910)
Weight - lb (kg)	320 (145)
Tine Spacing Range - in (mm)	16-50 (414-1266)
Part Number	532-7810
Price	\$



HEAVY DUTY FORKS

HEAVY DUTY FORKS			
Tine Length - in (mm)	42 (1067)	48 (1219)	60 (1524)
Overall Length - in (mm)	45 (1067)	51 (1293)	63 (1598)
Width - in (mm)	5 (122)	5 (122)	5 (122)
Height - in (mm)	22 (549)	22 (549)	22 (549)
Weight - lb (kg)	260 (118)	291 (132)	348 (158)
Part Number	540-1431	540-1432	540-1433
Price	\$	\$	\$

**HEAVY DUTY FORKS HYDRAULIC POSITIONER KIT
556-3173**





EXECUTIVE SUMMARY

SUBJECT: Approve Rose Fencing for Windermere Recreation Playground

REQUESTED ACTION:

Work Session (Report Only)

Regular Meeting

DATE OF MEETING: 04/12/2022

Special Meeting

CONTRACT: N/A

Effective Date:

Managing Division / Dept:

Vendor/Entity: Rose Fencing

Termination Date: _____

Public Works

BUDGET IMPACT:

Annual

Capital

N/A

FUNDING SOURCE:

EXPENDITURE ACCOUNT:

001 5191 000 9680

Public Works - Capital Improvements
P&R

HISTORY/FACTS/ISSUES:

Mayor & Council,

Staff is recommending the approval of the fencing quote with Rose Fencing for the playground at Windermere Recreation Center.

Town staff obtained three quotes as follows:

1. Allrite Fencing – \$32,300
2. Gate Pros – \$31,322
3. Rose Fence – \$26,688

At a public meeting on September 30, 2021 residents in the area of the park expressed the need for a fence around the playground area due to the high traffic along Park Avenue.

Funds are available in the Towns' Parks CIP line item in the Public Works operational budget 001 5191 000 9680. Staff recommends approval of this fencing with Rose Fence.



Rose Fence Company



7310 Old Cheney Hwy ♦ Orlando, FL 32807
Ph: 407.382.5000 ♦ Fax: 407.384.2299
Email: inforose@rosefencecompany.com

DATE: 02/15/2022

CGC#060180

To: Windermere Public Works
Ref: Playground fence and gates
11465 Park Ave.
Windermere, FL. 34786

Ladies and Gentlemen,
I am pleased to offer the following quote(s).

Furnish and install approximately 344' of 5' high, Black, Commercial grade, Ascot style, 3-rail, Flush bottom, standard picket aluminum fence with **Top rings**, To include 2-panic access gates with **arch** @ 4' wide.
All line, corner and end posts set 2' in ground with concrete at base.
Gates to include self closing hinges, panic bar assembly, expanded metal mesh, Mechanical combination latch, And be mounted on 4" Steel posts, set 3' in ground with concrete at base.
(Also to include expanded mesh at least 18" wide on either side panel of each gate.)

*****Client to be sure area of install is free from obstruction or obstacles before install date.*****

Subtotal = **\$26,188.00**
Permit = **+\$500.00**
Total = **\$26,688.00**

EXCLUDES: Clearing, Grading, All Electrical Conduits, Wire Pulls, High or Low Voltage Wiring, Permit or Engineering.

Notes: Need access to fence Location for Crew and Concrete Truck.
This Proposal is Based on the assumption that the General Contractor/ Owner and Rose Fence can come to a mutual Agreement on a contract. And that material draw down payment of 50% will be made upon contract signing and 50% due upon completion.

Lead time on material shipping: 4-6 weeks from receipt of approved permit

Attention: Due to the volatility of the market. This estimate is only good for 15 days before requiring revision.

Thank you in advance for your time and have a good day.

Sincerely,
Rose Fence Company

Lee Griffith
Commercial Estimator/ Project Manager



5115 Old Winter Garden Road
Orlando, Florida 32811
407-295-7093 Fax 407-292-8550

Proposal

To: Town of Windermere
614 Main Street
Windermere FL 34786

Proposal # : 23396
Date: 02/14/2022

Attn: Tonya Elliot-Moore/ Travis Mathias

Description	Amount
Recreation Center	
Quote 1 Furnish & install 275 LF of 4' high 3/4" picket 3-rail black aluminum fencing with gold quad finials and (1) 4'h x 4'w single swing gate with magna latch for access to playground.	13,550.00
Quote 2 Furnish & install 371 LF of 4' high 3/4" picket 3-rail black aluminum fencing with gold quad finials and (2) 4'h x 4'w single swing gates with magna latches for access to playgrounds.	18,750.00

Excludes: clearing, grading, staking of fence line & permit.

This proposal is valid for 30 days. Please contact your salesperson to proceed with work.

Salesperson: Darrin Anderson
darrin@allritefence.com

Non-Taxable Amount:	32,300.00
Taxable Amount:	0.00
Sales Tax:	0.00
Proposal Total:	\$32,300.00





2550 US HWY 17 South
Wauchula, FL 33873

GatePros
PROPOSAL

(863) 781-2277 ph

(941) 776-0857 fax

<u>PROPOSAL SUBMITTED TO</u> Windermere	<u>PHONE</u>	<u>DATE</u> 3/17/2022
<u>STREET</u>	<u>JOB NAME</u> Fencing and Gates	
<u>CITY, STATE, ZIP CODE</u>	<u>JOB LOCATIONS</u> Windermere Recreation Playground	
<u>ARCHITECT</u> CJK	<u>DATE OF PLANS</u>	<u>JOB PHONE</u>

We hereby submit specifications and materials for:	QTY	PRICE	TOTAL
5' Commercial grade ascot 3 rail aluminum fence	344	\$45.00	\$15,480.00
Optional top rings	344	\$20.50	\$7,052.00
4'x5' Commercial grade gates w/ 4" posts and rings	2	\$1,350.00	\$2,700.00
Steel expanded metal for gate and 18" on fence.	2	\$1,275.00	\$2,550.00
Locinox Vinci mechanical code lock with panic paddle	2	\$1,525.00	\$3,050.00
Locinox Security keeper	2	\$245.00	\$490.00
TOTAL			\$31,322.00

We Propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of

Payment to be made as follows: **50% Deposit upon acceptance. Paid in full upon completion.**

Due to the world CoVid 19 Shutdown, The US manufacturing has extended delays of several weeks and expected to continue for several months. Please allow ample time between contract and installation in panning your schedule.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

BILLING ADDRESS:

Email To: _____
Fax To: _____
NOTE: This proposal may be withdrawn by us if not accepted within 30 days. Thank you.

Acceptance of Proposal---- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____
Printed Name _____
Date of Acceptance _____
Desired Start Date: _____

Town of Windermere

614 Main Street Windermere, FL 34786
 Office: (407) 876-2563 Fax: (407) 876-0103



Mayor

JIM O'BRIEN

Town Manager
 ROBERT SMITH

Clerk

DOROTHY BURKHALTER

To: Mayor and Town Council

From: Brad Cornelius, AICP, Wade Trim, Inc. – Contracted Town Planner

Date: April 5, 2022

Re: Information Regarding 50 foot Pool Waterfront Setback Requirements

At the March 8, 2022, Town Council meeting, the Town Council directed staff to research how other jurisdictions address swimming pool setbacks from lakes or other waterbodies. The Town's requires a setback for swimming pools of 50 feet from the normal high water elevation (NHWE) of the adjacent waterbody for all waterfront properties. For purposes of this comparison, there are 398 waterfront lots in the town with 52 of the lots being 1 acre or greater in size. The average lot area of all 398 waterfront lots is approximately 22,780 sq. ft.ⁱ

In cursory review of lots within areas of the town that are relatively constrained with lot depth from the rear of the existing home to the normal high water elevation (i.e. lots on the east side of Main Street along the canal and on the west of Oakdale Street along the canal, and lots on Pine Street), the available depth behind the existing home generally ranges between 50 feet and 80 feet.

The following table summarizes pool waterfront setback requirements from other jurisdictions.

Jurisdiction	Setback	Notes
Orange County	Ranges from 50 feet to 35 feet for similar lot sizes as the Town.	Setback based on the required standard setback for the applicable zoning district. The R-CE County zoning district, which requires a minimum lot size of 1 acre, requires a 50 foot setback.. The R-1AAAA County zoning district, which requires a minimum lot size of 21,750 sq. ft., requires a

		35 foot setback.
City of Winter Park	50 feet but can be reduced to 20 feet on a canal with a seawall/bulkhead.	Reduction to 20 feet requires approval by City’s Planning & Zoning Commission.
City of Orlando	15 feet.	
City of Maitland	No waterfront setback.	
City of Winter Garden	Pool and deck area over 160 sq. ft. – 30 feet	
City of Ocoee	No waterfront setback.	

The pool waterfront setback standards are not uniform and are relatively unique to each jurisdiction.

Based on the above research, the following four options were developed for consideration by the Development Review Board and Town Council:

1. No change – keep the current 50 foot setback;
2. Revise to follow the Orange County model:
 - a. Lots in the Town that are 1 acre or greater maintain the 50 foot setback, and
 - b. Lots in the Town that are less than 1 acre allow a 35 foot setback.
3. Revise to follow the Winter Park model:
 - a. 50 foot setback for lots on a lake;
 - b. 20 foot setback for lots located on a canal with a bulkhead/seawall subject to Development Review Board or Town Council approval.
4. Other option as may deemed appropriate by Town Council.

Also, as the Town Council is aware the applicant for the pool setback variance at 19 Main Street withdrew their variance request to see the outcome of the potential change to the pool setback. In addition, on April 5, 2022, Ashley Walker, owner of 11 Main Street, submitted a request to table her pool setback variance request to see the outcome of the potential change to the pool setback.

ⁱ Lot area is defined as the area above the normal high water elevation of the adjacent waterbody.