

CITY OF MARCO ISLAND FLORIDA

MASTER REDEVELOPMENT PLAN FOR OLD MARCO

RFP #2023-025 AUGUST 17, 2023



(1) FILLED FORMS A. THROUGH G.



PART VII
STANDARD FORMS

The below forms A. through G. are to be submitted with your response to this RFP

A. DECLARATION STATEMENT
RFP 2023-025

Full Name of Proposer:

Stantec Consulting Services Inc.

Main Business Address:

3510 Kraft Road, Suite 200, Naples, Florida 34105

Telephone No.: (239) 263-6453

Fax No. (239) 643-5716

Email Address: jared.beck

@stantec.com

State License# 27013
LA0001756
AR98495

Florida Professional Engineering Certification
Type Florida Landscape Architect Certification
Florida Professional Architecture Certification

To: City Manager, City of Marco Island, Florida
(hereinafter called the Owner)

The undersigned, as Proposer hereby declares that he has examined the Scope of Services and informed himself fully in regard to all conditions pertaining to the work to be done. The Proposer further declares that the only persons, company or parties interested in this Proposal or the RFP to be entered into as principals are named herein; that the Proposal is made without connection with any other person, company or companies making a Proposal; and it is in all respects fair and in good faith, without collusion or fraud.

The services to be furnished by us shall be performed in accordance with the requirements of the Request for Qualifications 2023-025 as issued by The City of Marco Island on 07/23/2023. The undersigned do agree that should his firm is offered a contract, to execute that contract and present the same to the City for approval within fifteen (15) days after being notified of the award. The undersigned do further agree that failure to execute and deliver said forms of Contract within fifteen (15) days will result in damages to the City.

Further, the Bidder acknowledges receipt of Addenda as follows:

| Addendum Number | Date Issued | Contractor's Signature (Full Name) |
|-----------------|----------------|---------------------------------------|
| 1 | August 8, 2023 | Jared T. Beck |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 16th day
August, 2023 in the City of Naples, in the State of Florida

Firm's **Complete Legal Name**

Check one of the following:

- Sole Proprietorship
- Corporation or P.A.
- Limited Partnership
- General Partnership

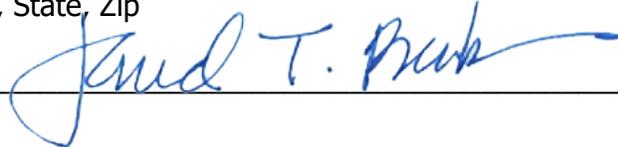
Phone No. (239) 263-6453

FAX No. (239) 643-5716

Address 3510 Kraft Road, Suite 200

Naples, Florida 34105

City, State, Zip

BY: 

Jared Beck, AICP

Typed and Written Signature

Title Principal

**B. STATEMENT OF LITIGATION, AWARDS AND FEES
RFP 2023-025**

STATEMENT OF LITIGATION WITHIN STATE OF FLORIDA

Litigation information: Identify any pending litigation or litigation completed in the last five-years within State of Florida. Identify lawsuit by name, number, date filed, parties, and your claim or participation.

There are no unsatisfied judgments or arbitration awards outstanding against Stantec. Stantec does have some legal proceedings, lawsuits, or claims pending. These are a normal part of professional services industries. All have been reported to Stantec’s insurers who are in the process of adjusting/managing them. None will have a material effect on the financial position of the company or its ability to undertake this assignment. Perhaps of greater comfort to our clients is the fact that Stantec seeks to deal with client concerns and claims promptly and fairly through its Risk Management group. As a public company, Stantec has substantial assets and maintains a high professional liability insurance limit. Stantec’s claims history has resulted in relatively low insurance premiums when compared with firms of similar size and character.

Fees

List total fees for work done on all The City of Marco Island Government projects in the past five (5) years, whether as an individual firm or as part of a joint venture. Fees must be listed individually by RFP or project and then summarized as a total dollar amount. Attach additional page if necessary.

\$ 0.00 **Total Fees for work done on all The City of Marco Island projects**

**C. E-VERIFY
RFP 2023-025**

The City of Marco Island will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) (Section 2274A(e) of the Immigration and Nationality Act ("INA")). The City shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the City.

Vendor/Contractor shall utilize the U.S. Department of Homeland Security’s E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. all persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
2. all persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the Agency.

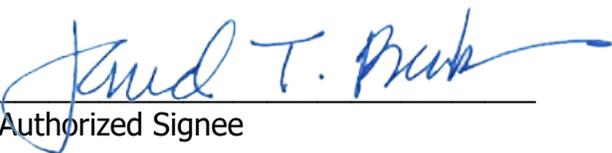
You may also sign-up for free webinars on E-Verify which are offered by the U.S. Department of Homeland Security. To see the schedule of webinars and register, click on the following link, which will take you to the US Department of Homeland Security’s website: [E-Verify Webinars](#)

The Website for E-Verify is: <http://www.uscis.gov/e-verify>

(Contractor/ Architect/Engineer’s Signature)

August 16, 2023
Date

Jared Beck, AICP
Name and Title of Authorized Signee



Stantec Consulting Services Inc.
Name of Corporation, Partnership, Trust, Etc.

**D. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
RFP 2023-025**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension (34 CFR, part 85, Section 85.510, Participant’s Responsibilities).

“The Bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;

(b) has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph 9(b) of this certification; and

(d) has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by the Florida Department of Transportation.”

Jared T. Beck
Proposer’s Signature

August 16, 2023
Date

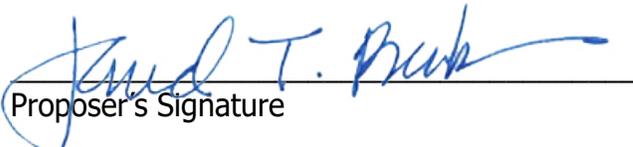
Jared Beck, AICP
Name and Title of Authorized Signee

Stantec Consulting Services Inc.
Name of Corporation, Partnership, Trust, Etc.



**E. NON-COLLUSION CERTIFICATION
RFP 2023-025**

The undersigned hereby certifies, to the best of his or her knowledge and belief, that on behalf of the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise take any action, in restraint of free competitive bidding in connection with the submitted bid. Failure to submit the executed statement as part of the bidding documents will make the bid non-responsive and not eligible for award consideration.



Proposer's Signature

August 16, 2023
Date

Jared Beck, AICP

Name and Title of Authorized Signee

Stantec Consulting Services Inc.

Name of Corporation, Partnership, Trust, Etc.



F. SWORN STATEMENT UNDER SECTION 287.133 (3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES RFP 2023-025

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

1. This sworn statement is submitted with Bid, Proposal or Contract No. 2023-025 For Master Redevelopment Plan for Old Marco

2. This sworn statement is submitted by Stantec consulting Services Inc.
(name of entity submitting sworn statement)
whose business address is: 3510 Kraft Road, Suite 200, Naples, Florida 34105

and its Federal Employer Identification Number (FEIN) is 11-2167170
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

3. My name is Jared Beck, AICP and my relationship to the entity named
(please print name of individual signing) above is
Principal.

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

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

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliated" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
- c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power

to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

d. Based on information and belief the statement that I have marked below is true in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

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

_____ The entity submitting this sworn statement, or one of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that is was not in the public interest to place the entity submitting the sworn statement on the convicted vendor list. **(attach a copy of the final order)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPHS 1-3 (ONE THRU THREE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Jared T. Beck
(Signature)

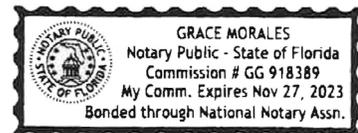
August 16, 2023
(Date)

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Jared Beck, AICP who, after first being sworn by me, affixed his/her signature in the space provided on this 16th day of August, 2023.

Grace Morales

NOTARY PUBLIC
Commission number: GG 918389
Commission expires: November 27, 2023



**G. CONFLICT OF INTEREST DISCLOSURE FORM
RFP 2023-025**

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose within their submittal the name of any officer, director, or agent who is also an employee of the City of Marco Island.

The mere appearance of a conflict may be as serious and potentially damaging. Reports of conflicts based on appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

(a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

(b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

(c) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]

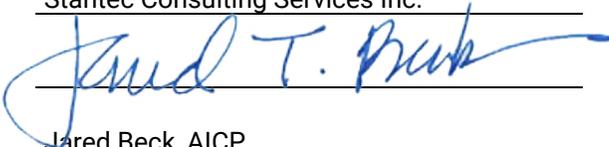
(d) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]

Please check one of the following statements and attach necessary documents if necessary:

X **To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.**

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Company Name Stantec Consulting Services Inc.

Authorized Signature 

Name Jared Beck, AICP

Title Principal

Date August 16, 2023



August 18, 2023

Stantec Consulting Services Inc.
3510 Kraft Road, Suite 200
Naples, Florida 34105
stantec.com

City of Marco Island
50 Bald Eagle Drive
Marco Island, Florida 34145

RFP #2023-025

**Master Redevelopment Plan for
Old Marco**

Attention:
Angela Johenning,
Purchasing and Risk
Manager/Deputy City Clerk

Jared Beck, AICP, FRP
Principal
Mobile: 239-821-2765
jared.beck@stantec.com

Dear Ms. Johenning,

On behalf of our project team, Stantec is pleased to submit our proposal to the City of Marco Island for the Old Marco Master Redevelopment Plan. Our team has worked with City's throughout Florida and beyond in realizing similar goals as Marco Island, and there is nothing we enjoy more than helping those in the communities where we live and work. In the following pages we'll introduce our team and show you some of the work we've completed elsewhere with similar characteristics or scope items as yours.

We bring a proven track record of success. Our Urban Places practice is a uniquely connected studio - uniting interdisciplinary leaders in specialties that contribute to renewed suburban and urban centers from transit oriented corridors to sprawling downtown hubs and all that is in between. In the last five years our Urban Places team members have opened the door to well over \$25 billion worth of projected development in North America.

Our professionals help clients successfully tackle complex issues. One key to our success lies in our unconventional structure. As a specialized, national practice of experts, our Urban Places team maintains the focus and responsiveness of a boutique firm. We work to uniquely buttress our mobility and transit planning approach with unmatched in-house technical resources in land use, streetscape and landscape design; public realm, infrastructure and transportation; environmental services, policy support, funding strategies, and more.

Each of the team members included in this project have been selected based on their specialized focus areas and practical experience. As a team, we've recently completed, or are actively working on projects with similar challenges and opportunities to Old Marco in Key West, Clearwater, Treasure Island, and Tarpon Springs, Florida.

As a firm, our roots began in Collier County and over the years we've had the pleasure of working on a variety of projects in and around Marco Island. We see this as a truly exciting opportunity to help articulate your community vision for the future of Old Marco in an implementable plan. We hope after reviewing our proposal, you will be as excited about our team and abilities as we are about the opportunities ahead for Marco Island!

Sincerely,


Jared Beck, AICP, FRP
Principal, Project Manager

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**(4) CONSULTANT'S TEAM AND
MANAGEMENT**





STANTEC URBAN PLACES

Our Urban Places practice is a uniquely connected virtual studio—uniting interdisciplinary leaders in specialties that contribute to renewed urban centers from transit oriented corridors to sprawling downtown hubs and all that is in between. In the last 5 years, our Urban Places team members have opened the door to well over \$25 billion worth of projected development in North America through implemented plans that increase multimodal access and safety to the places where we live, work, invest, and thrive.

Our Urban Places professionals help clients successfully tackle complex issues. One key to our success lies in our unconventional structure. As a specialized, multi-national practice of urban experts, we maintain the focus and responsiveness of a boutique firm within Stantec's broader network of 400 global offices and over 28,000 professionals. As an industry leading design and engineering firm, we uniquely buttress our mobility and transit planning approach with unmatched in-house technical resources in streetscape and landscape design; public realm; infrastructure and transportation; environmental services; policy support; funding strategies; and more.

WHAT WE DO

We work in urban and suburban communities to help synthesize clear and achievable visions. Through public engagement, research, planning, and implementation strategies we articulate shared aspirations into actionable plans and help carry them through to implementation. *Please see Section (8) Other Information for more details of what we do.*

PRINCIPAL LOCAL OFFICE

Naples

3510 Kraft Road, Suite 200
Naples, Florida 34105

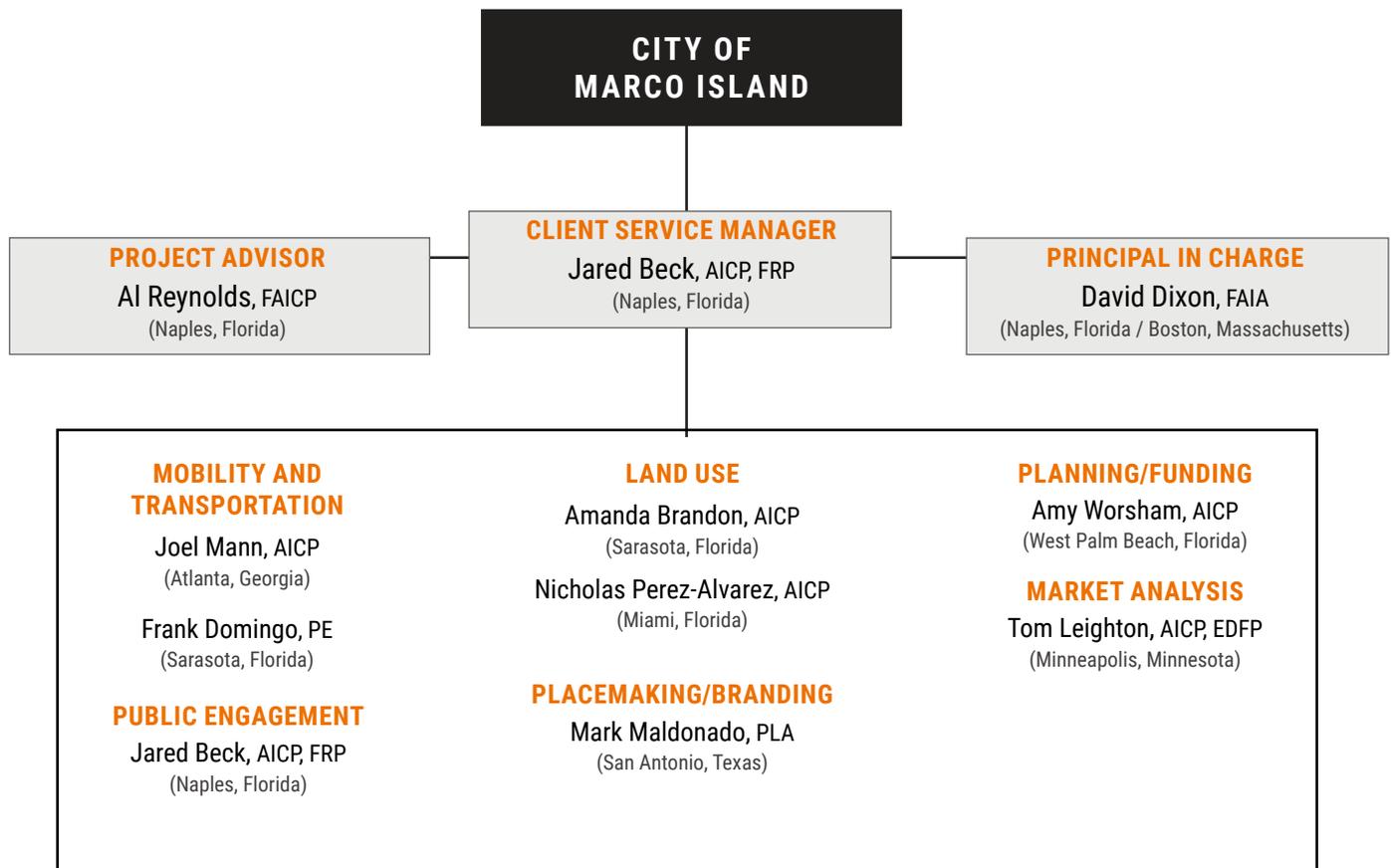
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Offices in Florida

TEAM ORGANIZATION

Our project management team for this initiative will be led by Jared Beck. Jared will be City's day-to-day contact.

The City can expect that we will be true partners in the process, driving sound project management, communication, and technical expertise. From the start, we will work together to establish structures and protocols that support successful project execution, including regular team calls, communication between defined primary points of contact, clear milestones and deliverable due dates, and shared messaging internally and with the public.



The composition of our core team is perfectly tailored to the challenging and multi-faceted nature of the Master Redevelopment Plan for Old Marco. Strong, vibrant active communities do not just happen—they must be planned and implemented with the right team. Developing the framework that directs, guides, and manages this growth is critical as the community continues to evolve in the future.

Reporting to the City and leading the seamless functioning of our team is the Client Service Manager, Jared Beck, AICP, FRP, based in Stantec's Naples office. His experience managing large-scale, complex redevelopment planning projects will ensure a successful project. Jared is also a certified Florida Redevelopment Professional. Additionally, our team is led by planning experts,

including Joel Mann, AICP, Amanda Brandon, AICP, and Nicholas Perez-Alvarez, AICP, who have served as professional planners on many successful and award-winning projects throughout the State of Florida and beyond. Jared will also be leading all Public Engagement and Visioning efforts for our team.

Our key team members will be able to meet project schedules while creating comprehensive, sustainable results that build upon previous efforts. Stantec commits that the staff and resources to deliver your project are in place in accordance with the obligations of the proposed schedule. The City holds significant importance for our team, and we look forward to working with the City of Marco Island and the community.

**JARED BECK, AICP****Client Service Manager**

Jared brings a broad background that blends together in creating great spaces and places with skilled and implementable long-range planning. His passion lies in urban design, redevelopment, and new town planning with a primary focus in South Florida. Jared continues to evolve and in addition to his planning role, he is one of Stantec's public engagement specialists and has been heavily involved in many public projects and initiatives impacting Southwest Florida.

CREDENTIALS

- BS in Landscape Architecture, TX Tech University, 2000
- Certified Planner, #027911,
- 23 years of experience

RELEVANT EXPERIENCE

- Redevelopment Area Analysis & Recommendations, City of Fort Myers, FL | Project Manager
- Dr. Martin Luther King, Jr. Redevelopment Area Expansion and Plan Update, Fort Myers, FL | Senior Planner
- Naples Vision Plan Assessment, Naples, FL | Public Engagement
- Downtown Redevelopment of Old US 41, Bonita Springs, FL | Project Planner
- Clewiston Main Street Revitalization Plan, Clewiston, FL | Project Manager
- Cleveland Ave. Corridor Redevelopment Plan Implementation, Fort Myers, FL | Senior Planner
- Bimini Basin Mooring Field Public Engagement Program, Cape Coral, FL | Project Manager

**DAVID DIXON, FAIA****Principal in Charge**

David is especially known for initiating a national dialogue—through lectures, commentary, and the organization of two national conferences—about creating “walkable density” as an essential tool for achieving the benefits unlocked by the flow of people and investment into urban environments. A significant portion of his work has focused on realizing the land use and placemaking benefits of transportation investments, including planning for significant transit-oriented districts across North America.

CREDENTIALS

- MA, University of Philadelphia, Pennsylvania, 1972
- MA in Urban Design, Harvard University, Cambridge, MA, 1974
- BA, Middletown, Wesleyan University, CT, 1969
- 53 years of experience

RELEVANT EXPERIENCE

- Water Street Tampa, Strategic Property Partners, LLC, Tampa, FL | Principal in Charge/Urban Design Director
- Living Cities - Miami, Minneapolis, Baltimore, and Chicago | Urban Design Director
- Miami Parks and Public Spaces Master Plan, Miami, FL | Principal in Charge
- Northland Needham Street Development, Northland Investment Corporation, Newton, MA | Principal in Charge
- DC Streetcar Land Use Study, Washington, DC | Principal in Charge
- Montgomery County Fairgrounds Redevelopment Plan, Dayton, OH | Principal in Charge
- A Guide to Placemaking for Mobility, Public Realm Plan, A Better City/The Barr Foundation/City of Boston, MS | Principal in Charge
- Village Walk Master Plan, Irving, TX | Urban Design Director

**AL REYNOLDS, FAICP****Project Advisor**

Al's expertise includes land use planning, ecological design and rural land stewardship. He is a Fellow of the American Institute of Certified Planners (FAICP) and Urban Land Institute. During his 45 year career, Al has served as the principal planner for more than 100 projects encompassing over 800,000 acres of land. From 2000 to 2003, he led a collaborative public/private planning process to create Florida's first rural land stewardship plan, now recognized as a model for incentive driven conservation, agricultural protection and sustainable development.

CREDENTIALS

- BA in Environmental Design, Miami University, Oxford, OH, 1977
- Certified Planner #03766
- 45 years of experience

RELEVANT EXPERIENCE

- Key West Historic Seaport, FL | Principal in Charge
- Bonita Bay Master Planned Community, Bonita Springs, FL | Principal in Charge/Principal Planner
- Heritage Bay Master Planned Community, Naples, FL | Project Planner
- Tarpon Point Feasibility Analysis, Cape Coral, FL | Principal in Charge/Planner
- The Town of Ave Maria, Ave Maria, FL | Principal in Charge/Planner
- Winding Cypress Development of Regional Impact, Collier County, FL | Principal-in-Charge
- Bonita Bay East Golf Club, Naples, Florida | Principal in Charge
- Huntington Lakes DRI & Site Development Services, FL | Principal in Charge

**JOEL MANN, AICP****Mobility and Transportation**

Joel is a planner with 19 years of experience in transportation planning and transportation-focused contributions to development codes, comprehensive plans, and community master plans. His career pursuits have grown from an intersection of personal passions and commitments, including bicycle and pedestrian mobility, streets as vital urban public spaces, and use of public resources to provide the best possible returns for citizens and their quality of life.

CREDENTIALS

- MA in Regional Planning, University of NC, Chapel Hill, NC, 2003
- BA, New College of Florida, Sarasota, FL 2001
- Certified Planner #021420
- 19 years of experience

RELEVANT EXPERIENCE

- Water Street Tampa Master Planning and Parking Analysis, Tampa, FL | Urban Planner
- Tampa TNC / Micromobility Plan, Tampa, FL | Project Manager
- Tampa Downtown Study and Plan, Tampa, FL | Project Manager
- City of Opa-Locka Downtown Master Plan, Opa-locka, FL | Mobility Planner
- Downtown Tampa Parking Study, Tampa, FL | Project Manager
- A1A Greenway Opportunities Study, Fort Lauderdale, FL | Urban Planner
- Chamblee Mobility Plan, Chamblee, GA | Project Manager
- Downtown Alpharetta Parking Study, Alpharetta, GA | Urban Places Mobility Planner

**FRANK DOMINGO, PE****Mobility and Transportation**

Frank brings 36 years of comprehensive infrastructure, transportation planning, and development expertise to his projects. His professional background encompasses project management, conceptual planning, feasibility analysis, roadway design, right-of-way acquisition, permitting, community relations, developer agreement negotiations, and construction contracts. Frank offers his clients valuable knowledge of the policies and procedures involved in the planning process partnerships.

CREDENTIALS

- BS in Civil Engineering, University of Florida, Gainesville, FL, 1986
- Florida Professional Engineer #51601
- 36 years of experience

RELEVANT EXPERIENCE

- Pine Ridge Road Corridor Congestion Study, Collier County, FL | Principal in Charge
- Honore/17th and McIntosh/Ashton Intersection Analysis & Concept Development, Sarasota County, FL | Principal in Charge
- DeSoto Future Comprehensive Plan Update, DeSoto County, FL | Transportation Engineer
- Lorraine Road North Corridor Study, Sarasota, FL | Transportation Engineer
- Clark Road Properties Amendment, Sarasota, FL | Transportation Engineer
- Venice Seaboard Master Plan, Sarasota County, FL | Lead Transportation Engineer
- Old Kings Road PD&E Study, City of Palm Coast, FL | Project Manager
- Hillsborough County MPO Congestion Management Program, Tampa/Hillsborough County MPO, FL | Transportation Engineer

**AMANDA BRANDON, AICP****Land Use**

Amanda recently joined Stantec as an Urban Planner with five years of public and private project experience including land use analysis, due diligence, entitlements, comprehensive plan updates, and small areas plans. She is proficient in ArcGIS, Adobe Creative Suite, MetroQuest, and Survey123.

CREDENTIALS

- MS in Urban and Regional Planning, Tallahassee, FL, 2019
- BS in City and Regional Planning, The Ohio State University, Columbus, OH, 2016
- Certified Planner #32981
- 5 years of experience

RELEVANT EXPERIENCE

- Palmetto Bay Comprehensive Plan Update, Palmetto Bay, FL | Planner
- Sebastian Comprehensive Plan Update, Sebastian, FL | Planner
- Lakewood Ranch Southeast, SMR Communities, Inc., Sarasota County, FL | Planner
- 3H Ranch, Sarasota County, FL | Planner
- Apopka Substation Siting Report, Apopka, FL | Planner
- Virgin Islands Brownfield Grant | Grant Writer
- Lakewood Ranch Life Time, Sarasota County, FL | Planner
- Lakewood Ranch Southeast - Rezone, Sarasota County, FL | Planner
- Central Park, Manatee County, FL | Planner and Community Development

**NICHOLAS PEREZ-ALVAREZ, AICP****Land Use**

Nick is an urban planner with 8 years of combined project management experience in both the public and private sectors. He is passionate about promoting a sense of civic pride and community in his work and is a proponent of projects that promote sustainability and resiliency. Nick's experience includes a variety of projects that encompass educational facilities, public open space, mobility, streetscape improvements, and campus master planning.

CREDENTIALS

- MS in Urban and Regional Planning, University of New Orleans, LA, 2015
- BS in Psychology, University of FL, Gainesville, FL, 2009
- Certified Planner #30340
- 8 years of experience

RELEVANT EXPERIENCE

- 79th Street Brownfields Vision Plan, Miami, FL | Urban Planner
- Ybor Brownfields Area Assessment, Tampa, FL | Urban Planner
- Key West On-Call Planning Services, Key West, FL | Urban Planner
- Village of Palmetto Bay Comprehensive Plan Update, Palmetto Bay, FL | Urban Planner
- City of Hallandale Beach Golden Isles Vision Plan, Hallandale Beach, FL | Urban Planner
- City of New Port Richey Community Redevelopment Plan Update, New Port Richey, FL | Urban Planner
- New Orleans Ernest N. Morial Convention Center Linear Park, New Orleans, LA | Project Manager

**MARK MALDONADO, PLA****Placemaking/Branding**

As a landscape architect and urban planner, Mark has a keen sense for the land. With 18 years of experience, Mark has developed strong leadership and project management skills, and is particularly skilled at managing client relationships. He has extensive knowledge and experience with the Green Building/LEED process which has moved to the forefront of environmentally conscious development from small retail sites to large public institutions.

CREDENTIALS

- MS in Land and Real Estate Dev., TX A&M University, College Station, TX, 2009
- BA in Landscape Architecture, TX A&M University, College Station, TX, 2008
- Texas Landscape Architect #2980
- 18 years of experience

RELEVANT EXPERIENCE

- City of Seguin Parks, Recreation, Open Space and Trails Master Plan, Seguin, TX | Project Manager/Lead Planner
- Teravista Parks & Open Spaces, Georgetown, TX | Project Manager
- Livable Centers Study for the International Management District, Houston, TX | Planner & Urban Designer
- City of Del Rio Comprehensive Plan, Del Rio, TX | Planner
- The City of The Colony Comprehensive Plan, The Colony, TX | Planner
- Pleasanton Downtown Master Plan, Pleasanton, TX | Planner
- City of Mineral Wells Downtown Revitalization Plan, Mineral Wells, TX | Planner
- South Flores Streetscape, San Antonio, TX | Landscape Architect & Urban Designer
- Violet Crown Regional Trail System, Austin, TX | Landscape Architect

**AMY WORSHAM, FAICP****Planning/Funding**

Amy is the Brownfields Asset Transformation Leader for Stantec's Southeastern Region. She is a Certified Planner and her educational and professional background in sustainability, urban planning, geology, grant writing, and grant management makes her uniquely qualified in assisting public and private sector clients with planning and redevelopment, particularly in environmentally impacted areas. Amy guides development from the initial planning and due diligence process through engineering and securing grant funding to help make projects a reality.

CREDENTIALS

- MA, Urban and Regional Planning, Gainesville, FL 2011
- BS, Sustainability and the Built Environment, Gainesville, FL 2011
- Certified Planner #30963
- 12 years of experience

RELEVANT EXPERIENCE

- Community Visioning Plans, Manatee County, FL | Managed Brownfields Community Visioning Plans
- State of Florida Brownfields Program | Project Manager
- Brownfields Assessment, Programmatic Support and/or Management Services, FL | Project Manager
- Superfund Site Management, Tarpon Springs, FL | Project Manager
- Public Marina and Coastline Resilience & Brownfields Initiative, Treasure Coast and South FL | Project Manager
- 55-Acre Mixed Use Master Plan, College Park, GA | Project Manager
- Jamestown Master Plan, College Park, GA | Project Manager

(5) TECHNICAL EXPERIENCE



NORTH MARINA AREA PLAN CITY OF CLEARWATER



This plan created a new vision for the area which balances needs of area residents and the boating community. It identifies appropriate redevelopment options that promote a better environment. Working with City staff, Stantec created a highly successful public engagement program that included one-on-one interviews, stakeholder group discussions, interactive community meetings, social media and online surveys.

The project included market analysis and marina assessment. The team assessed infrastructure improvements needed and developed cost estimates for these. Implementation strategies focused on public realm, transportation, and sustainability. The strategies are prioritized in time frames of six months to ten years within which the actions are to occur.

Building blocks were generated to represent existing uses and desired future development and public amenities. Development scenarios were created by synthesizing outcomes from a design charrette and stakeholder discussion. Three scenarios were narrowed to a one preferred alternative based on public feedback online and at an open house. Key elements of the plan were depicted in rendered drawings and photo simulations.

The master plan includes both public and private development opportunities within underutilized waterfront areas. For capital planning purposes, Stantec prepared a preliminary opinion of probable cost estimates for the identified major public and public-private partnership project elements.

MOOREHEAD CENTER PLAN CITY OF MOOREHEAD



The City of Moorhead, Minnesota and Roers Development were motivated to redevelop the Moorhead Center area to create a mixed-use neighborhood that serves as the heart of the community.

To provide critical mass and to support future amenities, the master plan calls for over 1,500 residential units and 300,000 square feet of commercial space centered around a public square. The plan also introduces a community center, library, and the ability to develop a regional museum—all located adjacent to a riverfront park and key cultural amenities.

The process included the evaluation of various development scenarios and building programs. A major priority was the ability to promote multi-modal integration while still providing parking for visitors, residents, and employees. The plan introduces housing types and densities that are a departure from existing development, but community outreach and ultimate policy guidance proposed by our team during the comprehensive planning process set the tone for the future of the mall site. Walkable, urban development at this location will increase the economic tax base for the community, but better yet, it will create the new heart of the community with a range of housing types to support public space and other community amenities.

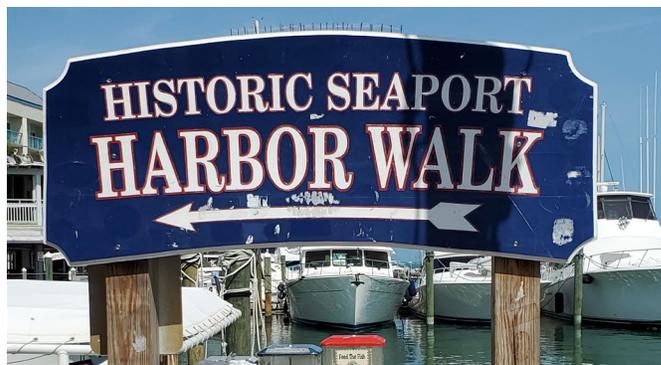
WEST ANNAPOLIS MASTER PLAN CITY OF ANNAPOLIS



The West Annapolis Master Plan was conceived as part of the Annapolis Ahead 2040 Comprehensive Plan to address land use concerns that are both specific to West Annapolis but also very relevant and applicable to other parts of the City. The Master Plan represents a framework for creating a complete neighborhood over time that provides expanded commercial and housing opportunities, parks and gathering spaces, and ample infrastructure and parking to support future changes. The intent of any plan is to be proactive about the future, and this plan asserts a vision for what the community would like to see that will help align the interests of property owners and land developers with those of the broader community.

The Plan advances a strategy to create a safer and more cohesive West Annapolis, addressing community needs while building on existing qualities and assets of the local businesses and residences. Land use and community design recommendations provide guidance that create a more pedestrian-friendly, mixed-use neighborhood, which will support the range of amenities desired by the community and the vision for the neighborhood developed through the public outreach process. The recommendations of this plan will ensure that West Annapolis maintains its identity as a quaint village center, with opportunities to incorporate a range of elements that will build upon the neighborhood's existing character.

KEY WEST BIGHT CITY OF KEY WEST



With origins dating to the 1700's, the Bight has always played a central role in life and the economy of Key West. Following an 8.8 acre site acquisition in the early 1990's, the City commissioned Stantec to develop the Key West Bight Master Plan study. Completed in 1994, this Master Plan would guide development of the Bight for the following decades.

Key elements of the Master Plan included the retention and improvement of nodes or "villages" within the overall property, linkage of these by a continuous pedestrian access-way along the waterfront, aptly named the Harborwalk, and by creating significant gateways and character defining elements to the property.

Much of the Master Plan has been completed over the years, and most specifically the further development of the villages and the Harborwalk. Significant investment has also been made on infrastructure, docks, and the supporting utilities necessary to accommodate them.

Recognizing their success in implementing the Stantec plan, our team was hired again to perform an overall Master Plan Assessment that would evaluate the overall effectiveness of the Plan, its implementation, and set the baseline for determining future actions that will guide the Bight in the years to come. The Bight is evaluating the likely need to prepare a Master Plan Update that will better address additional placemaking, access and mobility, resilience, and balancing tourism with preservation of the historic marina.

LYNDALE AVENUE RETROFIT

CITY OF LYNDALE



DOWNTOWN MASTER PLAN

CITY OF OPA-LOCKA



Stantec’s Urban Places led a team to develop a plan and suburban retrofit strategies for Lyndale Avenue—creating a dynamic, walkable boulevard that connects a series of vibrant and distinctive neighborhoods along one, cohesive corridor. Our plan prioritizes concepts at two key nodes, including transit-oriented design and development surrounding a Bus Rapid Transit (BRT) station. Following an extensive community engagement process with support from a public artist, the plan establishes a cultural heart for the community while addressing the overall urban design framework of the corridor—providing guidance for mobility, open space, and buildings. The corridor will include a series of destinations to live, dine, play, and work while preserving Bloomington’s unique history and authentic character.

Opportunities to enhance the corridor and establish a pedestrian friendly corridor and nodes are incorporated into future growth, creating a place where nature meets business.

The final suburban retrofit plan establishes actionable strategies that make the investment case for redeveloping the area over a 20-year period. The city can now use this blueprint to transform the area into a vibrant, walkable, mixed-use neighborhood and main street that incorporates attractive public spaces and supports diverse mobility modes.

The Opa-locka CRA sought a vision specific to the complexities of Downtown and a playbook to implement it. Hindered by disinvestment, a range of uses including aging stand-alone and strip center commercial, industrial, aging multi-family housing the CRA knew a new vision needed be vibrant and capture support of the community

Working with the CRA, City staff, key partners and stakeholders, local entrepreneurs, and community members, we developed a vision based on market-realities and with developer and business interest to reshape Downtown. Significant investment in the public realm, programs to attract and support local business, financial incentives and partnership strategies, a parking and mobility plan, public-realm programming, establishment of a historic district, marketing, and clear place-based and policy-based strategies for its implementation are all foundational elements in the Plan.

In addition to the Plan goals and strategies, they wanted a final document that would be easily understood by the community, and include the necessary detail, data, and inspiring graphics that it would also serve as a marketing tool to developers, investors, and prospective businesses.

Since formal plan adoption, multiple private mixed-use and mixed-income projects have been initiated by developers and the CRA is actively implementing the plan recommendations.

(6) PROJECT UNDERSTANDING
AND APPROACH



PROJECT UNDERSTANDING

Our team is excited by the unique opportunities and challenges presented by the City of Marco Island Master Redevelopment Plan for Old Marco. We believe that our combination of experience and skills are ideally suited to support City staff and stakeholders to guide the future shape of Old Marco. We have summarized below our understanding, followed by our approach.

Old Marco reflects the decades of development pattern of many Florida coastal communities. The combination of commercial, multi-family residential, and resort uses flanking a spine road with waterfront properties on both sides create both dynamic opportunities for change while also bringing unique challenges. On a broader level, expectations and demographics are changing. The desire for walkable community, a mix-of uses, increased investment in public spaces and a sense of place, and an even greater emphasis on experiences are changing development patterns. The continued shift to online retail, decreasing demand for large single-family homes, healthier lifestyles, and technology are moving people away from the automobile dominated development patterns of the past. Communities once dominated by retirees and seasonal residents realize the need to attract the next generations, while still accommodating those of today.

Coastal and resort communities are facing increased challenges with aging infrastructure, sea level rise, flooding, and an increase in frequency and intensity of storm events. Older condominiums are faced with substantial investments required to comply with re-certification, and what was once luxury decades ago is vastly different and lacking competitiveness with new development today. With many present and future challenges facing coastal Florida, cities must be proactive in developing a clear strategy that will help them protect their existing tax base while laying the groundwork to attract future redevelopment and consumer demand. Equally important, this should be done in a way that complements the existing character important to them and their residents.

This plan will create an informed community driven and supported vision for a re-imagined urban design and land use pattern for Old Marco, including a transportation and mobility plan with an overall roadmap that will guide public and private redevelopment in the upcoming years.

Specific focus areas to be included in the community engagement and planning process include:

Land Uses. Much of the study area currently has commercial zoning designations and over time will be sold and subsequently redeveloped. Based on land costs and market demands, it's likely redevelopment will include higher intensity of uses including mixed-use or resort and hospitality. This task will look at desired future uses (restaurant, retail, hotel, residential), urban design (streets, public gathering spaces, building design), and the anticipated level of regulatory framework needed

Parking. Understanding opportunities for a holistic parking strategy that includes automobiles, boats, bikes, and mass transit considerations. This should include parking locations, demand, capacity, monitoring and enforcement, and parking type (surface lots, parking structures, boat docks, etc.).

Transportation & Mobility. Evaluating opportunities to strengthen transportation and mobility in Old Marco including greater opportunities for pedestrian, bicycle, boat and future modes. This includes Bald Eagle Drive, potential connectivity within private properties, future dedicated mobility routes as part of redevelopment, and waterfront use, including boats.

Public Realm. Spanning the public right-of-way including cross sections, landscape, lighting, signage and wayfinding, furnishings, pedestrian safety, and parking. This also includes the interface between public and private property, including opportunity for public plazas or other gathering and activity areas. Other elements such as gateways and infrastructure; water, sewer, stormwater, and solid waste are also included and can be leveraged with mobility improvements in accessing funding.

Partnerships. Opportunities to collectively implement the master plan. Public sector often sets the stage for redevelopment. It is funding and development partners that complete redevelopment. Partnerships include P3's, State and Federal sources, private developers, and other public organizations or agencies.

Funding. The City has many priorities laying claim to its funds and resources. However, the potential for redevelopment suggests that a different approach to partnership with private development could unlock significant opportunities to expand infrastructure, public realm, and overall enhancements. Understanding funding needs from the onset can also be used in stacking grant funds. Furthermore, Stantec's Financial Services team also provides Stantec's financial modeling software offers real time Utility Financial Planning, General Fund Solutions, Cost-of-Service Analysis, Utility Rates, Affordability Analysis, and Data Products to help cities understand opportunities from adjusting existing funding sources..

Implementation. Knowing how to implement a plan is just as important as the plan itself, including methodology, funding, stacking, and leveraging opportunities. Our implementation plans incorporate priorities, cost magnitude, responsible parties, funding sources, purpose of the strategy, which goal or pillar it advances, anticipated benefits and results, and correlated strategies to accompany it. We develop these into a user-friendly matrix formatted for the City to continue using and updating after our work is done.

SCOPE APPROACH

A community-supported and implemented redevelopment plan needs to strike the balance between serving the community today while laying the foundation for the future. We've learned from experience a successful approach must weave together the nuances of existing uses, development patterns, and limited roadway network into a framework plan that will set the stage for long term redevelopment yet remain flexible enough to adapt as redevelopment of private parcels occur and opportunity for public investment arises.

It will be important that the elements within the Plan can be implemented independently of the others to help achieve incremental change or improvement, rather than one potentially hindering many others. Our approach includes two equally important components: **Setting the Stage** and creating the **Framework Plan**. In **Setting the Stage** we outline our approach to project administration and working with the City, ensuring we have a solid base of knowledge to help guide the process, and identify early on how we integrate meaningful public engagement.

Within the **Framework Plan**, we propose consolidating the various elements outlined within the scope to five framework plan pillars shown below. Before beginning the framework elements, our process starts with setting the stage that includes Administration, Reconnaissance, and Public Engagement.

The first phase, Setting the Stage, will lay the groundwork in both identifying and understanding the community vision, and gathering the base data to guide informed decision making by the community and in creating an

VISIONING A PLAN FOR IMPLEMENTATION

PHASE 1: SETTING THE STAGE



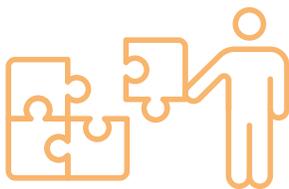
Task 1.1 Project Management and Administration

Task 1.2 Creating an Outreach Approach

Task 1.3 Discovery and Existing Conditions

Task 1.4 Outreach and Visioning for the Old Marco District

PHASE 2: FRAMEWORK PLAN



Task 2.1 Identification of Challenges, Needs, and Opportunities

Task 2.2 Working Framework Plan

Task 2.3 Framework Plan

Task 2.4 Detailed Implementation



SETTING THE STAGE

implementable vision.



TASK 1.1 PROJECT MANAGEMENT

We do not take the task of earning the City of Marco Island and your community's trust lightly. Our team members have worked together on numerous public planning projects over the years, and several have also been public sector staff in prior roles. This provides a first-hand understanding of the practical and political issues faced by the City and elected officials when

embarking on a planning process. We further understand that even though plans need to be visionary, they also need to be realistic.

Our team uses a number of tools to facilitate communication and provide transparency between all stakeholders and team members throughout the planning process including the kick-off, project and public engagement planning, data collection, public engagement phases, and Plan development.

Each office has MS Teams, Webex, Zoom, and other video conferencing capabilities, allowing for virtual collaboration between project team members, consultants, and clients.

Further insight into our project management is included at the end of this proposal.



TASK 1.2 CREATING AN OUTREACH APPROACH

Throughout public engagement processes, we emphasize listening with clear and simple communication.

We also believe in a stakeholder and community engagement approach that makes strategic use of traditional, targeted, innovative, and virtual outreach tools and techniques to reach a broad, inclusive audience:

- **Traditional.** These are conventional methods that most planning processes already use. Examples we propose using include community workshops, focus sessions with the Planning Steering Committee (PSC), updates and listening sessions with the City Council and Planning Board, and community info-blasts.
- **Targeted.** These focus on outreach to specific groups or those that may not otherwise participate in the planning process. Groups that may require targeted outreach could include specific business types, HOA's, community organizations, non-native English speakers, students, youth, seniors, families, and City Committees. Examples of targeted outreach we often use include topical focus groups, piggybacking on other meetings or gatherings, and working with other partner organizations to engage hard-to-reach populations.
- **Innovative.** These are creative and unconventional outreach methods to help collect information, increase awareness of the planning process, and boost participation. Examples include pop-up events and walkshops. Creative input techniques such as six-word stories, drawing exercises, and kids' or family activities can be incorporated into public meetings.
- **Online.** Internet-based outreach can help increase awareness and participation while helping to reach people who may not otherwise participate. This will be particularly relevant for those who may be seasonal or part-time residents. Examples we would use include a customized project website with interactive mapping, polls, surveys, and message boards, and social media to take the pulse of the community. We would create an online equivalent for each public meeting in the planning process to offer diverse opportunities to participate. These are envisioned as a way for people who did not attend the meeting to review materials and also provide input comparable to the opportunity that was afforded to meeting attendees.

During this phase we will work with City staff on the outreach approach and document it in a Public Engagement Plan. The City will identify potential members and solicit participation

through the Planning Steering Committee (PSC). We envision working with the PSC as a primary source of information to supplement conventional data sources used in the existing conditions analysis work in Task 1.3.

Throughout the public engagement process, outreach activities should focus on a variety of stakeholders, including property and business owners, residents, corridor stakeholder organizations and the general population of the City.

- **Work Task 1.2.1.** Prepare with the City and PSC a Public Engagement Plan for use throughout the planning process

Further insight into our public engagement is included at the end of this proposal.



TASK 1.3 DISCOVERY AND EXISTING CONDITIONS

In this task we will compile and evaluate available data on existing conditions, including demographics, land uses, business types, transportation routes and mobility patterns, public access and services, and development activities to clarify and summarize area conditions. The scope of this analysis will also include open space and environmental factors that will help inform the framework approaches to redevelopment and resiliency.

As a part of this, we also conduct a high level infrastructure analysis of existing utilities including water, sewer, stormwater, power, and solid waste. This will be further evaluated during the implementation and funding phases to determine to what extent overall system improvements, upgrades, or new services will be required.

Our team will work closely with City staff to gather relevant background information for the study, though due to the small-scale nature of the plan's study area, additional detailed information on specific properties will be essential to the team. In particular, this includes information on assessed property values to understand propensity for redevelopment, floodplain designations to understand potential risk to properties, information on impervious surfaces, and detailed information on parking inventory and activity. Other data sources will include the Land Development Code, Comprehensive Plan, and any infrastructure or other plans the City may have.

- **Work Task 1.3.1.** Prepare and review data request list
- **Work Task 1.3.2.** Review previous plans, studies, and policies / regulations with City
- **Work Task 1.3.3.** Perform field surveys to evaluate and document existing on site surface, development, and building conditions

This task will also take a customized look at traffic, collecting multiple traffic counts over a multi-day period. Because the geographic layout of the area means a single way in and out, traffic data collection at a single point can effectively serve

as a cordon study that allows a more detailed understanding of traffic dynamics, and on an hourly basis. We will combine this with aggregated travel-pattern and travel-activity data from Replica, a data services provider with which Stantec has a nationwide data subscription. Replica data emulates an activity-based travel demand forecasting model increasingly used by metropolitan planning organizations and other transportation agencies, and allows our team to understand more nuances of trip types and purposes to have a more complete understanding of transportation dynamics.

Our team will also assess parking activity with focused parking occupancy counts, both on and off-street parking on private properties and within public right-of-way. Although curbside parking is not allowed on much of the length of public streets within the district, it is known to occur, especially at times of peak demand and special events. This data collection effort will seek to capture this and understand where parking is happening relative to curbside regulations.

- **Work Task 1.3.4.** Traffic data collection
- **Work Task 1.3.5.** Parking data collection and assessment
- **Work Task 1.3.6.** Overall summary of travel and parking patterns in the district.

TASK 1.4 OUTREACH AND VISIONING FOR THE OLD MARCO DISTRICT

As described under Task 1.1, outreach will be a key and unifying element of developing the master plan. The special geography and mix of land uses in this district suggests that outreach should begin with a broader visioning effort that identifies community desires for the future character of the Old Marco district but also seeks to understand the practical reality that residents, businesses, and other stakeholders of Old Marco perceive. Nearly every plan's outreach process asks community members to share desires and goals for the area, but the process of constraining these within viable resources and tools often comes much later in the process. We see a visioning-based approach where high-level ambitions are communicated and incorporated as feedback, but also a sense

from participants of what challenges they see as holding that vision back.

In this early phase we also tackle the often-challenging topics of scale, massing, and density. It's important for the public to be involved in the discussion and understand the functional and economic considerations that are needed to support the desired uses or activities they've identified. It will be important for the public engagement process to also be informative and clearly outline to the community what could be developed within the area by right based on the existing zoning.

Should the City choose a more in-depth analysis, Stantec's AMP Tool is a proprietary design-based approach and methodology which critically analyses and evaluates a specific development – or series of developments – to explore scenarios and development potential. Using this tool and methodology, our team can rapidly evaluate and envision optimal uses of the parcels, including the potential development value and yield. Note, Stantec's AMP Tool is not included in this scope of services or fee.

- **Work Task 1.3.6.** Begin focus sessions with the Project Steering Committee as the a central guidance and idea-vetting group, and confirmation of public engagement approaches and timeline as identified in the Public Engagement Plan
- **Work Task 1.3.7.** Prepare summary presentations of the Existing Conditions and Findings to set the stage for visioning discussions
- **Work Task 1.3.8.** Conduct a community visioning session with defined goals and target outcomes
- **Work Task 1.3.9.** Following in the previous work task, our team will continue gathering public feedback through the engagement process formalized in Work Task 1.2.1. Note: public engagement will continue throughout the next several tasks.
- **Work Task 1.3.10** Summary of the community visioning session and public input gathered to date. Public input will be routinely updated, and should the City select methods such as an interactive web map, will be available for public viewing at any time.



FRAMEWORK PLAN

The second phase, building the Framework Plan, will delineate the community vision and create an action plan for implementation.



TASK 2.1 IDENTIFICATION OF CHALLENGES, NEEDS, AND OPPORTUNITIES

The team will build on this visioning effort and the findings of its earlier efforts in Task 1 and initial public engagement to create a comprehensive summary of challenges and opportunities. We will communicate these in a graphically-rich, map-based way of tying challenges to the sensitive and unique physical place of the Old Marco district. This may yield an approach that layers different issues on particular areas to help the planning process prioritize how to advance its recommendations, but given the small geographic scale of the district, this will give a parcel-by-parcel level assessment of specific issues needing to be resolved to offer land use and transportation solutions appropriate to the district. It will be divided into three topic areas:

- **Needs.** Based on the visioning session in Task 1 and the assessment of current conditions, this summary of needs will identify major issues keeping the Old Marco district from reaching its full potential. This may include a need for better access and mobility options to allow more people to reach destinations, a need for enhancements to infrastructure (such as stormwater) to address site-based conditions, or a need for spaces or facilities to make deliveries and other services easier to provide.
- **Challenges.** This will identify the major constraints, gaps in infrastructure and service, and other types of limitation that keep identified needs from being easily addressed. Although it can be a politically sensitive topic, this should include the desires of particular properties, especially residential properties, that would not allow certain solutions to be implemented. Taking a forthright approach to understanding and documenting these conditions helps to outline potential paths to consensus and compromise that the planning team, Project Steering Committee, and City staff will develop further in the Framework Plan.
- **Opportunities.** This notes the available resources, physical space, market conditions, or other general circumstances in which the City, stakeholders, and the broader community can meet identified needs and overcome identified challenges. These three elements are the basis of the Framework Plan in the next task, arranging opportunities with responsible parties and required actions and guidance for how to implement them.

Note: based on the limited size of the planning area and existing land uses, including multi-family residential not likely to be redeveloped in any near term, a detailed market study is not anticipated at this time. Community visioning will guide any overall recommended land use changes to support the ideal redevelopment opportunities.

- **Work Task 2.1.1.** Create a map-based and written summary of challenges, needs, and opportunities.



TASK 2.2 FRAMEWORK APPROACHES

The framework approaches will guide the draft plan and will be the outcome of the visioning and outreach process and the planning team's assessment of current conditions, needs, challenges, and opportunities. It will be the organizing set of initial key recommendations at a high level for the City, its stakeholders, and partners to review, and provide any additional input prior to finalizing the recommendations.

These recommendations will fit into two primary categories

Strategic approaches for the City and its stakeholders to take in how businesses operate, how properties are managed and maintained, and how the City and other key service providers deliver services to the district;

Capital projects and other physical investments and changes that realize opportunities for Old Marco.

Following review and final input, the draft Framework Plan will be further refined with greater detail, and organized into five pillars, as further described below.

- **Work Task 2.2.1.** Develop a high-level list of recommended approaches
- **Work Task 2.2.2.** Conduct a community input session based on the preliminary findings



TASK 2.3 FRAMEWORK PLAN

The Framework Plan will further articulate the draft framework plan with any appropriate additions or revisions provided by the City, its stakeholders, and partners. In this plan, we will consolidate the various elements required as part of the overall redevelopment plan into several pillars based on the topic areas outlined in this proposal's Project Understanding. Land use, transportation/mobility, and public realm are the most tangible and immediate to the public, and thus will likely be where most project recommendations are focused. However, all elements

of the Plan are guided by City policy and protocol, and setting recommendations for these will allow us to better channel the community engagement-driven input that will result in clear outcomes for the “big picture.”

At the framework level of planning, less emphasis is necessary on the project commercial square footage or dwelling unit demand based on conventional modeling, and instead on creating the land use plan and identify the regulatory framework to support this in a way compatible with and supported by the surrounding community.

- **Work Task 2.3.1.** Create a relationship matrix for how each of these recommendations helps to address needs, overcome challenges, and realize opportunities
- **Work Task 2.3.2.** Develop these into a framework plan based on a physical plan for the district and the relationship that each recommendation will have on the different properties of the district. The framework plan will be both graphic and written, and include necessary regulatory or policy changes required and infrastructure or other public investment required for future implementation.

 **TASK 2.4 DETAILED IMPLEMENTATION**

This counterpart to the Framework Plan is the how-to manual for advancing plan recommendations and identifies responsible parties, planning-level estimates of cost, and needs for the City to operationalize recommendations (such as directing staff time, administrative responsibility, or other City resources to implement a recommendation).

Critically, this Implementation Plan will also identify sequencing and timing of recommendations. It is conceivable that some recommendations are not fully feasible until changes driven by the real estate market or property owners occur—whether major changes like redevelopment or minor changes like repairs, infrastructure upgrades, or site improvements. Other recommendations may also depend on City actions to happen first. For this reason, plan recommendations will be arranged in a working timeline that identifies potential moments to advance recommendations and how to keep moving with implementation if critical catalyst actions do not occur when expected.

- **Work Task 2.4.1.** Develop Implementation Timeline for review with the Project Steering Committee and City
- **Work Task 2.4.2.** Incorporate input from the prior work task into a full implementation plan with:
 - Project/program costs
 - Responsible parties
 - Funding sources
 - Correlated action required
 - Anticipated outcome
 - Partnership opportunities
- **Work Task 2.4.3.** Create a consolidated framework action pamphlet for the City to use with future partners and in seeking grant funds.

PROPOSED TIMELINE

The proposed timeline may be adjusted as determined necessary by the City or SPC. The goal of the timeline as outlined is to complete or be nearing completion of the Framework Plan prior to the departure of seasonal residents in spring. It is anticipated the last public workshop, identified in March, would be a confirmation of the Framework Plan that will guide the detailed implementation strategies.

| TASK | SEPT. | OCT. | NOV. | DEC. | JAN. | FEB. | MAR. | APR. | MAY |
|--|-------|------|------|------|------|------|------|------|-----|
| PHASE I: SETTING THE STAGE | | | | | | | | | |
| 1.1 Project Management | | | | | | | | | |
| 1.2 Creating an Outreach Approach | | | | | | | | | |
| 1.3 Discovery and Existing Conditions | | | | | | | | | |
| 1.4 Outreach and Visioning | | | ● | | | | | | |
| PHASE II: FRAMEWORK PLAN | | | | | | | | | |
| 2.1 Identification of Challenges, Needs, & Opportunities | | | | | | | | | |
| 2.2 Framework Approaches | | | | ● | | | | | |
| 2.3 Framework Plan | | | | | | ● | | | |
| 2.4 Detailed Implementation | | | | | | | | | |
| PLAN ADOPTION | | | | | | | | | |
| | | | | | | | | | |

NOTES: 1. ● Denotes public workshop / review; 2. This schedule anticipates monthly meetings with the SPC; 3. Digital public engagement (interactive mapping, message board, general comments) will begin in late October to ensure seasonal residents have opportunity to participate from the onset of the planning process; 4. It is anticipated there may be multiple presentations / listening schedules with the City Council within this process; 5. The schedule as outlined may be adjusted as determined with the City and SPC however, it would be ideal to have the framework plan well underway or nearing completion prior to the departure of seasonal residents.

(7) REFERENCES





PART VIII
REFERENCE QUESTIONNAIRE FORM

Reference Questionnaire

| | |
|---|--------------------------------|
| Solicitation: RFP 2023-025 – Master Redevelopment Plan for Old Marco | |
| Stantec Consulting Services Inc. | |
| Name of Company Requesting Reference Information: Kametra Driver | |
| Name of Client/Individual Providing Reference Information: | |
| Name: Kametra Driver, Executive Director <i>Kametra Driver</i> | Company: City of Homestead CRA |
| Email: <u>kdriver@cityofhomestead.com</u> | Tel: <u>305.224.4480</u> |

Please do not use current or former City of Marco Island employees as references

Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied and 1 representing that you were very unsatisfied. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Project/Contract Name: City of Homestead 4th Street, 6th Street and Triangle Properties Revitalization

Summarize the scope: Development of mixed use redevelopment plans for multiple CRA owned parcels including land use and zoning considerations, and streetscape and mobility improvements along primary streets connecting the existing neighborhood to redevelopment parcels including vehicle, bicycle, pedestrian and trolley.

| Item | Criteria | Score |
|---------------------------------|---|------------|
| 1 | Ability to manage the project costs (minimize change orders to scope). | 10 |
| 2 | Ability to maintain project schedule (complete on-time or early). | 10 |
| 3 | Quality of work. | 10 |
| 4 | Quality of consultative advice provided on the project. | 10 |
| 5 | Professionalism and ability to manage personnel. | 10+ |
| 6 | Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.) | 10 |
| 7 | Ability to verbally communicate and document information clearly and succinctly. | 10 |
| 8 | Ability to manage risks and unexpected project circumstances. | 10 |
| 9 | Ability to follow contract documents, policies, procedures, rules, regulations, etc. | 10 |
| 10 | Overall comfort level with hiring the company in the future (customer satisfaction). | 10 |
| TOTAL SCORE OF ALL ITEMS | | 100 |



**PART VIII
REFERENCE QUESTIONNAIRE FORM**

Reference Questionnaire

| | |
|---|--------------------------------------|
| Solicitation: RFP 2023-025 – Master Redevelopment Plan for Old Marco | |
| Stantec Consulting Services Inc. | |
| Name of Company Requesting Reference Information: Karen Olson | |
| Name of Client/Individual Providing Reference Information: | |
| Name: <u>Karen Olson, Deputy Director</u> | Company: <u>City of Key West, FL</u> |
| Email: <u>kolson@cityofkeywest-fl.gov</u> | Tel: <u>305.809.3803</u> |

Please do not use current or former City of Marco Island employees as references

Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied and 1 representing that you were very unsatisfied. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Project/Contract Name: Key West Bight Master Plan Assessment

Summarize the scope: Perform an analysis and audit on the Key West Bight and surrounding commercial properties, public spaces, circulation and other features within the overall Bight area. The final deliverable included a review of existing conditions, opportunity areas for continued investment, and next steps.

| Item | Criteria | Score |
|---------------------------------|---|-----------|
| 1 | Ability to manage the project costs (minimize change orders to scope). | 10 |
| 2 | Ability to maintain project schedule (complete on-time or early). | 9 |
| 3 | Quality of work. | 9 |
| 4 | Quality of consultative advice provided on the project. | 10 |
| 5 | Professionalism and ability to manage personnel. | 10 |
| 6 | Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.) | 10 |
| 7 | Ability to verbally communicate and document information clearly and succinctly. | 9 |
| 8 | Ability to manage risks and unexpected project circumstances. | 8 |
| 9 | Ability to follow contract documents, policies, procedures, rules, regulations, etc. | 10 |
| 10 | Overall comfort level with hiring the company in the future (customer satisfaction). | 10 |
| TOTAL SCORE OF ALL ITEMS | | 98 |



**PART VIII
REFERENCE QUESTIONNAIRE FORM**

Reference Questionnaire

| | |
|--|--------------------------|
| Solicitation: RFP 2023-025 – Master Redevelopment Plan for Old Marco | |
| Stantec Consulting Services Inc. | |
| Name of Company Requesting Reference Information: Corion DeLaine | |
| Name of Client/Individual Providing Reference Information: | |
| Name: <u>Corion DeLaine Interim Exec. Dir / Main St Exec Dir</u> Company: <u>City of Opa-locka, FL</u> | |
| Email: <u>cdelaine@opalockafl.gov</u> | Tel: <u>305.953.3060</u> |

Please do not use current or former City of Marco Island employees as references

Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied and 1 representing that you were very unsatisfied. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Project/Contract Name: Downtown Master Plan

Summarize the scope: Developed a Downtown Master Plan including market, infrastructure, mobility and land use analysis. The final plan included an implementation plan with zoning modifications, mobility and infrastructure improvements, redevelopment parcels, parks / open and public spaces, incentives, etc. among others.

| Item | Criteria | Score | |
|---------------------------------|---|-------|---|
| 1 | Ability to manage the project costs (minimize change orders to scope). | 8 | * |
| 2 | Ability to maintain project schedule (complete on-time or early). | 8 | |
| 3 | Quality of work. | 10 | |
| 4 | Quality of consultative advice provided on the project. | 8 | |
| 5 | Professionalism and ability to manage personnel. | 10 | |
| 6 | Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.) | 10 | |
| 7 | Ability to verbally communicate and document information clearly and succinctly. | 10 | |
| 8 | Ability to manage risks and unexpected project circumstances. | 10 | |
| 9 | Ability to follow contract documents, policies, procedures, rules, regulations, etc. | 9 | |
| 10 | Overall comfort level with hiring the company in the future (customer satisfaction). | 10 | |
| TOTAL SCORE OF ALL ITEMS | | | |

* **Note:** no change orders were requested or provided. Project completed per the original contract amount.



PART VIII
REFERENCE QUESTIONNAIRE FORM

Reference Questionnaire

| | |
|---|---------------------------------|
| Solicitation: RFP 2023-025 – Master Redevelopment Plan for Old Marco | |
| Stantec Consulting Services Inc. | |
| Name of Company Requesting Reference Information: Ron Butler | |
| Name of Client/Individual Providing Reference Information : | |
| Name: Ron Butler, Executive Director | Company: 79th Street Initiative |
| Email: 79thstreetglobal@gmail.com | Tel: 305.863.1071 |

Please do not use current or former City of Marco Island employees as references

Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied and 1 representing that you were very unsatisfied. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Project/Contract Name: 79th Street Revitalization

Summarize the scope: Identification of redevelopment opportunities along 79th Street and adjacent streets including land use considerations, conceptual site programming, and mobility / streetscape improvements to enhance pedestrian access and safety, along with incorporating additional mobility improvements.

| Item | Criteria | Score |
|---------------------------------|---|-------|
| 1 | Ability to manage the project costs (minimize change orders to scope). | 10 |
| 2 | Ability to maintain project schedule (complete on-time or early). | 10 |
| 3 | Quality of work. | 10 |
| 4 | Quality of consultative advice provided on the project. | 10 |
| 5 | Professionalism and ability to manage personnel. | 10 |
| 6 | Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.) | 10 |
| 7 | Ability to verbally communicate and document information clearly and succinctly. | 10 |
| 8 | Ability to manage risks and unexpected project circumstances. | 10 |
| 9 | Ability to follow contract documents, policies, procedures, rules, regulations, etc. | 10 |
| 10 | Overall comfort level with hiring the company in the future (customer satisfaction). | 10 |
| TOTAL SCORE OF ALL ITEMS | | 100 |



PART VIII
REFERENCE QUESTIONNAIRE FORM

Reference Questionnaire

| | |
|---|--|
| Solicitation: RFP 2023-025 – Master Redevelopment Plan for Old Marco | |
| Stantec Consulting Services Inc. | |
| Name of Company Requesting Reference Information: | |
| Name of Client/Individual Providing Reference Information: | |
| Name: <u>Ronnisha Bennett, Project Manager</u> | Company: <u>City of Hallandale Beach, FL</u> |
| Email: <u>rbennett@hallandalebeachfl.gov</u> | Tel: <u>954.457.1489</u> |

Please do not use current or former City of Marco Island employees as references

Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied and 1 representing that you were very unsatisfied. If you do not have sufficient knowledge of past performance in a particular area, leave it blank.

Project/Contract Name: Golden Isles Vision Plan

Summarize the scope: Development of new roadway scenarios, and final selection to improve the overall function, pedestrian and bicycle safety, and access throughout the waterfront 1950's single and multi-family neighborhood with connectivity to nearby commercial and recreation uses.

| Item | Criteria | Score |
|---------------------------------|---|-----------|
| 1 | Ability to manage the project costs (minimize change orders to scope). | 8 |
| 2 | Ability to maintain project schedule (complete on-time or early). | 8 |
| 3 | Quality of work. | 10 |
| 4 | Quality of consultative advice provided on the project. | 9 |
| 5 | Professionalism and ability to manage personnel. | 10 |
| 6 | Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.) | 10 |
| 7 | Ability to verbally communicate and document information clearly and succinctly. | 9 |
| 8 | Ability to manage risks and unexpected project circumstances. | 8 |
| 9 | Ability to follow contract documents, policies, procedures, rules, regulations, etc. | 9 |
| 10 | Overall comfort level with hiring the company in the future (customer satisfaction). | 9 |
| TOTAL SCORE OF ALL ITEMS | | 90 |

* **Note:** no change orders were requested or provided. Project completed per the original contract amount.



Marco Island Waterways, Florida

CERTIFICATIONS

State of Florida Department of State

I certify from the records of this office that STANTEC CONSULTING SERVICES INC. is a New York corporation authorized to transact business in the State of Florida, qualified on November 14, 2001.

The document number of this corporation is F01000005948.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on April 16, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

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



[Signature]
Secretary of State

Tracking Number: 3651566957CU
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

← Stantec - Proof of Authorization to Transact Business in the State of Florida

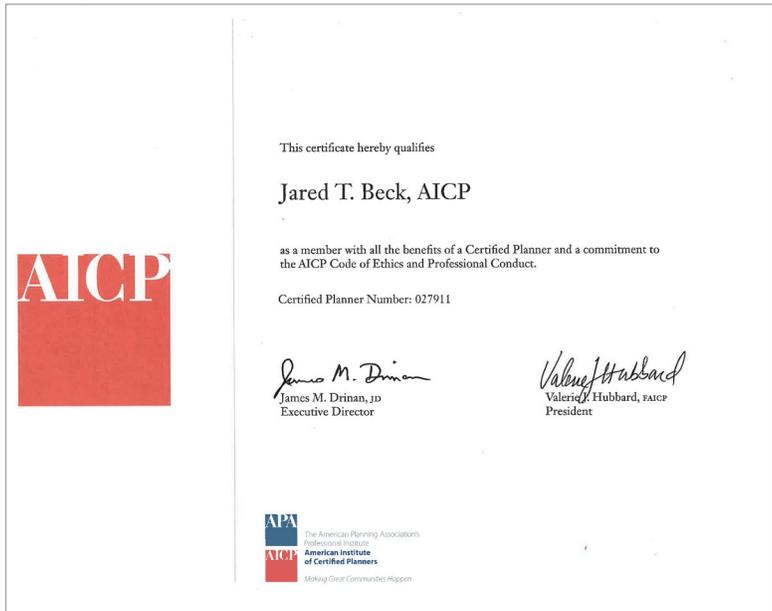
THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION

Department of Business & Professional Regulation
 HOME CONTACT US MY ACCOUNT

11:03:28 AM 5/8/2023

| | |
|---|---|
| ONLINE SERVICES Apply for a License Verify a Licensee View Food & Lodging Inspections File a Complaint Continuing Education Course Search View Application Status Find Exam Information Unlicensed Activity Search AD&T Delinquent Invoice & Activity List Search | LICENSEE DETAILS Licensee Information Name: STANTEC CONSULTING SERVICES INC. (Primary Name) Main Address: 370 INTERLOCKEN BLVD. SUITE 200 BROOMFIELD Colorado 80021 License Mailing: 370 INTERLOCKEN BLVD. SUITE 200 BROOMFIELD CO 80021 License Information License Type: Engineering Business Registry Rank: Registry License Number: 27013 Status: Current Licensure Date: 05/30/2006 Expires: |
|---|---|

← Stantec - Board of Professional Engineers, State of Florida



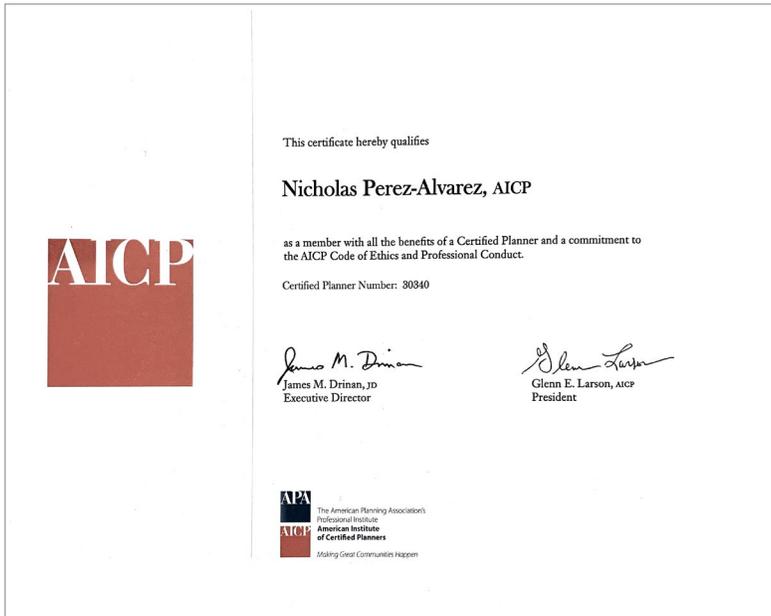
← Jared Beck - American Institute of Certified Planners (AICP) Certification



← Frank Domingo - Board of Professional Engineers, State of Florida



← Amanda Brandon - American Institute of Certified Planners (AICP) Certification



← Nicholas Perez - American Institute of Certified Planners (AICP) Certification



← Amy Worsham - American Institute of Certified Planners (AICP) Certification

← Stantec - Proof of Insurance



CERTIFICATE OF LIABILITY INSURANCE

10/1/2023

DATE (MM/DD/YYYY)
9/19/2022

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

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

| | | |
|---|--|----------------|
| PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 | CONTACT NAME: | |
| | PHONE (A/C, No, Ext): | FAX (A/C, No): |
| | E-MAIL ADDRESS: | |
| | INSURER(S) AFFORDING COVERAGE | NAIC # |
| | INSURER A : Berkshire Hathaway Specialty Insurance Company | 22276 |
| | INSURER B : AIG Specialty Insurance Company | 26883 |
| | INSURER C : | |
| | INSURER D : | |
| | INSURER E : | |
| | INSURER F : | |

INSURED 1414100 STANTEC CONSULTING SERVICES INC.
370 INTERLOCKEN BOULEVARD, SUITE 300
BROOMFIELD CO 80021-8012
SCSI GENERIC - \$3M

COVERAGES CERTIFICATE NUMBER: 14181323 REVISION NUMBER: XXXXXXXX

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|----------|--------------------------------------|-------------------------|-------------------------|---|
| | 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"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | NOT APPLICABLE | | | EACH OCCURRENCE \$ XXXXXXXX DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COMPI/OP AGG \$ XXXXXXXX \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | NOT APPLICABLE | | | COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | NOT APPLICABLE | | | EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ |
| | 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 | N/A | NOT APPLICABLE | | | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX |
| A | Professional Liab | N | N | 47-EPP-308810 NO RETROACTIVE DATE | 10/1/2022 | 10/1/2023 | \$3,000,000 PER CLAIM/AGG INCLUSIVE OF COSTS |
| B | Contractors Pollution Liab | | | CPO8085428 | 10/1/2021 | 10/1/2023 | \$3,000,000 PER LOSS/AGG |

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

| | |
|--|--|
| CERTIFICATE HOLDER | CANCELLATION |
| 14181323 TO WHOM IT MAY CONCERN FL | 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  |

← Stantec - Proof of Insurance

| | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-----------|--------------------------------|--|-------------------------|------------------------------|--|------------------------|--|--------------------------------------|--|--|-------|--|-------|-------------------|--|-------------------|--|-------------------|--|-------------------|--|
| | CERTIFICATE OF LIABILITY INSURANCE | 5/1/2024 | DATE (MM/DD/YYYY) 4/21/2023 | | | | | | | | | | | | | | | | | | | | |
| <p>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.</p> <p>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).</p> | | | | | | | | | | | | | | | | | | | | | | | |
| PRODUCER Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME:</td> </tr> <tr> <td>PHONE (A/C, No, Ext):</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS:</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td>INSURER A: Travelers Property Casualty Company of America</td> <td style="text-align: right;">25674</td> </tr> <tr> <td>INSURER B: Berkshire Hathaway Specialty Insurance Company</td> <td style="text-align: right;">22276</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table> | | | CONTACT NAME: | | PHONE (A/C, No, Ext): | FAX (A/C, No): | E-MAIL ADDRESS: | | INSURER(S) AFFORDING COVERAGE | | INSURER A: Travelers Property Casualty Company of America | 25674 | INSURER B: Berkshire Hathaway Specialty Insurance Company | 22276 | INSURER C: | | INSURER D: | | INSURER E: | | INSURER F: | |
| CONTACT NAME: | | | | | | | | | | | | | | | | | | | | | | | |
| PHONE (A/C, No, Ext): | FAX (A/C, No): | | | | | | | | | | | | | | | | | | | | | | |
| E-MAIL ADDRESS: | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER(S) AFFORDING COVERAGE | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER A: Travelers Property Casualty Company of America | 25674 | | | | | | | | | | | | | | | | | | | | | | |
| INSURER B: Berkshire Hathaway Specialty Insurance Company | 22276 | | | | | | | | | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | | | | | | | | | |
| INSURED 1415077 STANTEC CONSULTING SERVICES INC. 410 17TH STREET SUITE 1400 DENVER CO 80202-4427 | | | | | | | | | | | | | | | | | | | | | | | |
| COVERAGES CERTIFICATE NUMBER: 14193567 REVISION NUMBER: XXXXXXXX | | | | | | | | | | | | | | | | | | | | | | | |
| <p>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.</p> | | | | | | | | | | | | | | | | | | | | | | | |
| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | | | | | | | | | | | | | | | | |
| B | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL/CROSS <input checked="" type="checkbox"/> XCU COVERED GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJE CT <input checked="" type="checkbox"/> LOC OTHER: | N | N | 47 - GLO-307584 | 5/1/2023 | 5/1/2024 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$ | | | | | | | | | | | | | | | | |
| A A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY | N | N | TC2J - CAP - 8E086819 (AOS) TJ - BAP - 8E086820 | 5/1/2023 5/1/2023 | 5/1/2024 5/1/2024 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX | | | | | | | | | | | | | | | | |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | N | N | 47 - UMO-307585 | 5/1/2023 | 5/1/2024 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX | | | | | | | | | | | | | | | | |
| A A A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | N/A | N | UB - 3P635310 (AOS) UB - 3P533004 (MA, WI) EXCEPT FOR OH ND WA WY | 5/1/2023 5/1/2023 | 5/1/2024 5/1/2024 | <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 | | | | | | | | | | | | | | | | |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) TO WHOM IT MAY CONCERN. | | | | | | | | | | | | | | | | | | | | | | | |
| CERTIFICATE HOLDER | | | | CANCELLATION See Attachment | | | | | | | | | | | | | | | | | | | |
| 14193567 TO WHOM IT MAY CONCERN | | | | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. | | | | | | | | | | | | | | | | | | | |
| | | | | AUTHORIZED REPRESENTATIVE | | | | | | | | | | | | | | | | | | | |
| © 1988-2015 ACORD CORPORATION. All rights reserved. | | | | | | | | | | | | | | | | | | | | | | | |

STANTEC EXPERTISE

There are several areas of practice we've identified that may provide benefit to the Redevelopment Plan process, and if it turns out others are needed, we have the resources to bring those too!

VISIONING

Thinking big, drawing on the things we wish to see in the future of our community, our goals, hopes and aspirations are at the core of great Visions. This process should be fun, engaging, and provide a sense of accomplishment and contribution for those who participate. It's about community building, exposing different thoughts, positions, and views, and bringing people together in finding commonalities. It's also about educating and bringing those involved to a "level playing field" of knowledge so that when done, those big goals can happen. With meaningful input, consensus, and support, those involved become champions of the plan and for the City, and caretakers of the local process – resulting in the most successful Vision plans.

PUBLIC ENGAGEMENT

One of the most rewarding and insightful aspects of public projects is the direct dialogue with those impacted and understanding their concerns, wants, and dreams. This is a valuable process in gathering input and understanding the view of the stakeholder regardless of the project type, while also demonstrating the public process, their opportunity and role to be involved, and transparency. From community planning and visioning to public information, our team has developed an outstanding toolkit including traditional, targeted, innovative and online methods, strategies, and steps.

Whether for large- or small-scale projects, our team develops public engagement programs that meet the project needs and budget, and result in community supported outcomes. From website development and social media, graphic design and print collateral,

in-person or virtual workshops, or public and media relations, our team has the track record to inform and meaningfully engage interested community members in the boardwalk development process. Recent relevant public engagement programs include: Franklin Street Vision (Tampa, FL) and Village of Wellington Town Center (Wellington, FL).

REDEVELOPMENT

Creating successful redevelopment is more than knocking down and starting over. It's about weaving new with old, about adding economic and social vibrancy where it is lacking, and it's about the aesthetics of creating an enjoyable place people want to be. It takes an understanding of the existing community, thoughtful measures to protect an existing sense of place, and solid plans to fill existing voids. Public redevelopment requires a decades long view, phases and focus points, costs, heavy community involvement and more.

URBAN AND COMMUNITY PLANNING

Understanding the fundamentals of it, zoning and land use, land development codes, comprehensive plans, and the broader regulatory framework provide the wider technical knowledge required when thinking big for the long term. Equally so is the keen working knowledge of creating a sense of place, the interface between public and private space, pedestrians, cyclists, vehicles, boaters, building form and function, greenspace, active areas and how we interact within them. All of these play a role in defining great places. Whether near term goals or actions that need to fit within these boundaries, or longer-term goals that will require these be amended or reshaped, any vision and plan must have the right framework to support it.

MASTER PLANNING

Planning is problem solving. It starts with a vision to improve our communities balanced with a promise to treat our land responsibly. To create careful and thoughtful options for right now as well as for the future, we take into account site conditions, public input, client needs, and project requirements. Through a collaborative process, we listen to the ideas of the community members and the goals of the stakeholders to provide creative solutions for our most precious and limited commodity—land. We facilitate positive outcomes that satisfy the needs of clients and approval agencies alike. It's about understanding the value of process, successful conflict-resolution, collaboration and consensus building among all key stakeholders, while never losing sight of the goal to safeguard our natural resources. Because we live in the communities we serve, we feel strongly about responsible land planning.



RESILIENCY & HAZARD MITIGATION

Extreme weather events like hurricanes - plus sea level rise, economic downturns, infrastructure decay, aging populations, hackers, terrorism, and more— emphasize our need for communities to absorb, adapt, and thrive regardless of chronic stresses and life-altering shocks. Stantec's work unites infrastructure, environment, and quality of life improvements to advance resilience across the globe. Included in our services are vulnerability and risk assessments, climate adaptation planning, coastal/riverine flood risk modeling, and ROI and cost-benefit analysis. We have applied these services in communities including Miami Beach, Florida; New Orleans, Louisiana; and Jersey City, New Jersey. Among numerous certifications, Stantec is also a platform partner with 100 Resilient Cities program.

FUNDING

Identifying a project can be easy. Finding funding is not. Our team understands how challenging and time consuming it can be to identify funding sources, navigate the application processes and administer awards for grant pursuits. Our Funding Experts have secured more than \$4 billion in grant and loan funding through federal, state and local funding programs for our public clients and have a proven track record – bringing projects to reality is what we love to do!

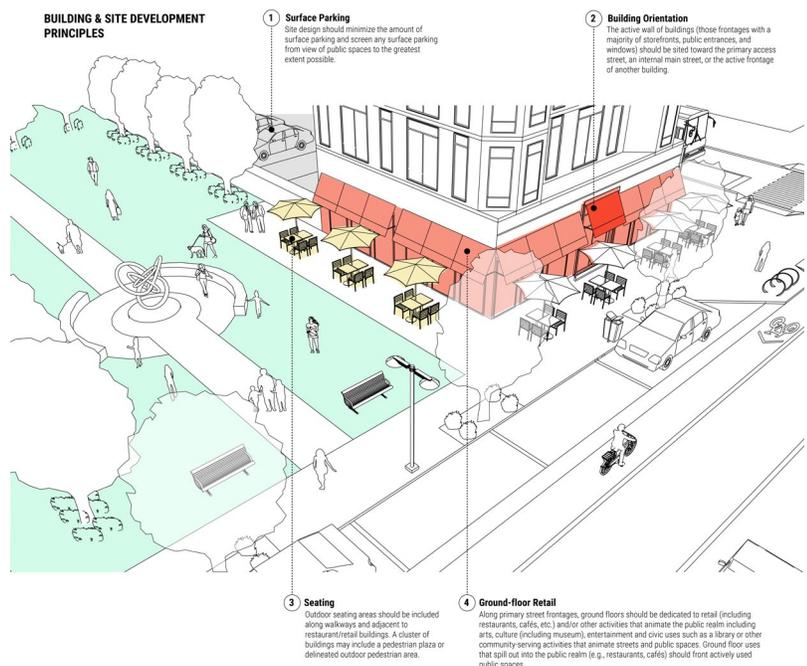
We also know grant funding won't pay for every project, and that's where our Funding Experts go to work in identifying other options for communities to maintain existing levels of service while funding new projects. This may include re-allocation in existing general funds, restructuring existing debt, bonding, special taxing mechanisms, user fees, millage rate adjustments, re-organizing of capital improvement projects, and more. To make it more user-friendly, we do this in real time with our own proprietary software so you, administration and elected officials can see in real time the impacts these potential changes have on the overall budget and your future project needs.

PARKS AND RECREATION

We love designing parks and open space, whether that's to accommodate team sports and group gatherings, quiet enjoyment, or children at play. Our experts are not only dedicated to park and athletic facility design, but also ecosystem design, and environmental preservation. We recognize the challenge of balancing the needs of a diverse population with a wide range of interests and abilities, and the need to sustain vibrancy within our public spaces through all seasons. Our team has successfully designed and built more than 350 parks within South Florida.

COASTAL AND WATERFRONT ENGINEERING

Since our inception, Stantec has been providing coastal engineering, planning, and surveying solutions for both public and private clients. We design waterfront infrastructure and small-craft harbors including oceanfront or riverside parks, boardwalks, promenades, piers, docks, boat ramps, ferry terminals and marinas. We know and understand the historical context of the key issues and concerns associated with coastal development, land planning, environmental resources, and utility infrastructure across Florida. Our team brings the most qualified design professionals with extensive experience planning and design marinas, boat ramps, and boating facilities, as well as obtaining the environmental permits necessary to bring these projects to life. Stantec's coastal engineering experts support local and state government, and federal agencies with services for all types coastal and marine programs and projects.



PRINCIPLES THAT GUIDE OUR WORK

PRODUCING EXTRAORDINARY PLANS

We apply five mutually reinforcing principles to every plan. Markets and demographics drive our plans, and resilience shapes them -but each plan focuses on making the community more:

WALKABLE

We plan and design from a pedestrian's point of view

When you start designing for people, everything else falls into place. How does a plan help? By making sure a new place has the right level of density and activity. By making walking easy, fun and appealing. By adding visual interest. By siting buildings to define but not crowd sidewalks. By building in human scale, intuitive orientation, and year-round comfort. Our plans support activities and amenities that make people feel at home...and leave them excited about returning.

CONNECTED

Tying people and places together builds community

Our plans make it easy to travel by bike, on foot, or by car, both within a new development and on to the next neighborhood. They make sure that transit ties urban places to the larger community and the region. And they prepare communities for the arrival of automated vehicles and smart-city technology. Our planning supports activities that weave a new place into the life of the community; even car-focused settings discover unexpected demand for walking and biking once they have the right infrastructure in place.

DIVERSE

By broadening uses and planning the public realm to embrace everyone, we lay a foundation for equity

Demographic shifts are making communities more diverse, with residents representing increasingly varied backgrounds, ages, lifestyles, and aspirations. Urban and suburban centers can't succeed without offering more choices for living, working, shopping, playing, and relaxing. Public realm designs that encourage everyone to interact help address this fragmentation and the equity issues that come with it.

GREEN

Strategies that lift environmental performance work just as hard to create a memorable place

We don't treat sustainability as an add-on. Our plans include features ranging from planted stormwater swales to district energy plans. Happily, however, walkability also drives environmental performance. It means less driving, of course, but its reliance on higher density can cut energy use dramatically. Sustainability measures return the favor by elevating quality of life. More trees and planted areas, for example, don't just reduce stormwater runoff but also encourage walking by keeping sidewalks cooler in hot weather, blocking winter winds, and adding visual appeal.

AUTHENTIC

The qualities that make a place unique, inspire and shape our plan

It's tempting to dismiss authenticity as a buzzword, but stop to consider what it really means. Every community represents a unique convergence of tradition, topography, history, climate, and culture. Instead of ignoring or smoothing over these features, our plans showcase and embed them in the life of the larger community. We also make sure to bring artists, makers, and entrepreneurs into our planning process, because they embody the community's living culture, actively inventing the heritage of the future.



PLANNING APPROACH



ENGAGEMENT & EDUCATION

Informed Dialogue

Meaningful engagement will drive our entire process. Our team will work hard to reach people from every walk of life who have an interest and stake in the success of Downtown Allen. We use traditional, targeted, innovative, and online techniques to learn from and inform the people who know the community best.



DOWNTOWN VISION/ GOALS

Implementable Aspirations

The Downtown Plan provides a means to refine and explore ideas already on the table from the community and policymakers –potential, hopeful, diverse– and what they mean in the context of Downtown Allen. We will build on previous and current initiatives to guide decision-makers.



PLAN FRAMEWORK

Connected Systems

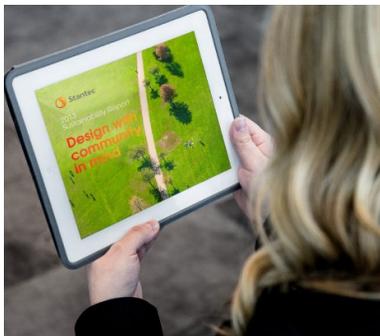
Successful planning begins by analyzing the interconnected pieces of the larger whole. Commercial corridors supported by density, walking with places to go, open space plans and standards that are a draw beyond the community, and jobs that match the needs of potential employees.



REDEVELOPMENT STRATEGY

Rebuilding a market

A fine-tuned perspective of the development community will produce realistic strategies for redevelopment. Our team will first detail the current and projected future of the market and then build on socioeconomic trends and redevelopment best practices to propose a development program for downtown.



IMPLEMENTATION STRATEGIES

Getting it done right

Building consensus takes hard work and often involves a sustained dialogue with key stakeholders, particularly those that will be seeing the plan realized. We work alongside you to continue the refinement of key recommendations to achieve implementable strategies that everyone can enthusiastically support.



DELIVER THE TOOLS

A plan you can use

A good plan needs to guide the regulatory process. A great plan helps to inspire interest in new investment. Our philosophy is to design deliverables that work for implementers and decision-makers. Our plans are highly illustrated and easily accessible so that regardless of who's reading it, they can find what they need and be motivated to help share in its success.

COMMUNITY ENGAGEMENT APPROACH

Truly effective engagement is an art, not a science. It is not about implementing a formula or checking a box, but instead customizing a process to meet the needs of the community and goals of the project. Our team has unparalleled experience in working with stakeholders to build consensus around complicated issues and divergent perspectives. It takes equitable and inclusive outreach, thoughtful planning, transparent decision-making, steady consensus-building, and tangible outcomes.

LEADING WITH ENGAGEMENT NOT FOLLOWING

Through our past experiences, we have learned that public engagement has to be meaningful and focused on enriching the planning process and recommendations to be valuable to the project and the public. Our engagement approach and our proactive stance will help to ensure our success in reaching out and communicating with different segments of the public. A key part of engagement is a “no jargon” philosophy: we will make extensive use of graphics to translate complex ideas and the design process to stakeholders and the public. Videos, on-the-street interviews, and taking stakeholders and steering committee on “field trips” all help to ground abstract concepts with firsthand experiences during our meetings.

We want to work with the City to develop an overarching engagement process that makes strategic use of traditional, targeted, innovative, and online outreach tools and methods to reach a broad and inclusive audience. While we propose initial ideas as part of our scope, we want to work with you to develop an engagement strategy that furthers your goals of making this a community-driven Plan while building community identity.

- **Traditional.** These are conventional methods that most planning processes already use. Examples we can use include public meetings, steering committees, check-ins with the City Council, newsletters, and info-blasts.
- **Targeted.** This is outreach to specific groups that may not otherwise participate in the planning process. Groups may include immigrants, non-native English speakers, students/youth, seniors, and renters. Examples of targeted outreach we use include focus groups, piggybacking on other meetings or gatherings, and offering a partnership stipend to other organizations to engage hard-to-reach populations.

- **Innovative.** These are creative and unconventional outreach methods to help collect information, increase awareness of the planning process, and boost participation. Examples we can use may be charrettes, pop-up events, photo inventories and stories, demonstration projects, and community celebrations. Creative input opportunities – such as Six-Word Stories, drawing exercises, and kids’ activities – can and should also be incorporated into public meetings.
- **Online.** Internet-based outreach can help increase awareness and participation while helping to reach people who may not otherwise participate. Examples we may use include a project website, social media, and interactive engagement tools like surveys, polls, and story maps. We propose creating an “online equivalent” for each public meeting in the planning process to offer diverse opportunities to participate. The online equivalent is envisioned as a way for people who did not attend the meeting to not only review materials but also provide input comparable to the opportunity that was afforded to meeting attendees. We can also work with the City to set up kiosks/ tablets at libraries and community centers for people to access online surveys and other online input opportunities.

WE USE THE CHARRETTE PROCESS
TO SET EXPECTATIONS AND BUILD
TRUST.

PROJECT MANAGEMENT APPROACH

We do not take the task of earning the City of Marco Islands' and your community's trust lightly. Our team members have worked as public sector staff and have a first-hand understanding of the practical and political issues faced by city elected and appointed officials and city staff when embarking on a planning process. We further understand that even though plans need to be visionary, they also need to be realistic. At Stantec, we design "with community in mind." Our team brings our values and this promise to our projects and in serving our client communities. Our project management team will work with the city to create a clear communication plan at the start of the process in keeping with Stantec's "No Surprise" project management rule.

Project Communication. Our team will function as an extension of the city staff and will keep an open and transparent communication with your staff team. While our team's leadership will be the first line of communication throughout the process, our entire team will always be available to consult on any concerns or clarifications you may want to discuss. Throughout the process, our team leadership will communicate our progress, assumptions, opportunities, and challenges to the City's project team. Project communication will be via meetings, conference calls, and emails. An action item list and a status of project deliverables will be updated on an ongoing basis and available for each progress meeting.

We will lead comprehensive progress meetings with the City's project management team on a regular basis to review project status on all fronts and generally coordinate and strategize about the next steps. To keep overhead project costs low we recommend these occur as virtual meetings or conference calls. These calls will focus on finer-grain project tasks such as internal and stakeholder coordination, detailed project scope progress, deliverable production, and logistics for upcoming stakeholder and/or public meetings.

We initiate the planning process with a staff kickoff meeting to discuss the process ahead, preliminary thoughts/direction and to tour the area. The goal of this kickoff meeting will be to determine the final scope (with timeline) and get initial direction from the City.

planning process. These calls will be to discuss the progress and status of the work, upcoming events, deliverables, potential red-flags, potential solutions, and brainstorming ideas.

Quality Control Plan. We will develop a comprehensive Quality Assurance and Quality Control (QA/QC) plan to clearly define requirements and standards, as well as to independently check all work before it is issued to you or other reviewing agencies. Our QA/QC program will help ensure that the project documents:

- Conform with contract documents and scope of work
- Are neat, well organized, clear, concise, and complete
- Are technically and grammatically sound
- Are compliant with generally accepted standards

We will use Stantec's formal "Project Framework" that is a part of our ISO-9001 certification, a formal quality management system in use across the organization that is registered to the ISO 9001:20015 Quality Management Standard. This internationally recognized standard for quality management reduces project risk while providing support for regulatory compliance, promoting reliability, improving productivity and the efficiency of our services, and increasing client confidence.



