

**KENNETH CITY RFP#2023-01
STRATEGIC PLANNING
SERVICES**

GREEN STREET ASSOCIATES

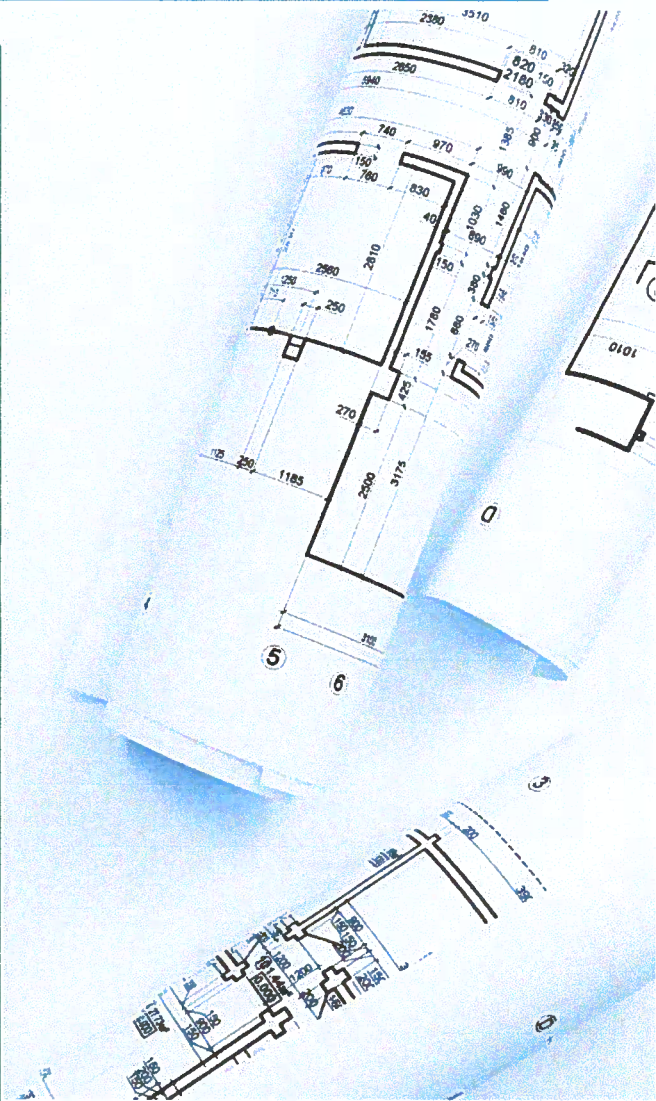
URBAN PLANNERS

WWW.GREENSTREETASSOC.COM

FEBRUARY 1, 2023

John Osborne, AICP

Barbra Osborne



Green Street Associates, LLC

11130 3rd Avenue East, Bradenton, Florida 34212
www.greenstreetassoc.com

February 1, 2023

Jocilyn Martinez, Town Clerk
Kenneth City
6000 54th Avenue North
Kenneth City, FL 33709

RE: RFP 2023-01: Strategic Planning Services Introduction Letter

Dear Ms Martinez:

Green Street Associates, LLC is staffed by urban planning professionals with years of experience in both the public and private sector. We serve current public sector clients and provide strategic planning services. In my career I have been the project manager for updates to land development regulations, capital improvement plans and several redevelopment oriented plans. These include Tax-Increment Finance Districts, Community Redevelopment Areas, Urban Infill and Redevelopment Areas. I also worked on land use based incentives including the use of performance based zoning and overlay districts. I have performed visioning exercises and drafted strategic plans, to include most recently Infrastructure Sales Tax Initiative, How Will We Grow?, and Back to the Future (all while employed at Manatee County).

In the private sector, I have worked with developers throughout Florida in securing entitlements such as rezones, site plans, and urban infill projects. I have performed extensive analysis for clients using geographic information systems to locate properties in key locations with very specific attributes. I have also worked for local governments in the modification and updating of their land use regulations and assisted with their transportation planning efforts.

Green Street is a family business. My wife and co-worker, Barbra Osborne, is a land planner formerly with George F. Young Engineering. There she worked as a permit coordinator with

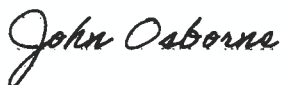
multiple jurisdictions for their various client's land development related projects. At Green Street, she performs land use review for our public clients and assists in the entitlement process for our private clients.

We are proposing to utilize two subcontractors, Misty Servia, AICP with Planner-On-Call and Kelsey Kappler with Kappler Analytics, also small businesses. I have known them and worked with them for many years. Misty will be assisting with the public outreach and strategic planning portion of the project. Kelsey will be performing the demographics, GIS analysis, and will be responsible for putting together graphics and presentations.

Our office is in Manatee County, in the Lakewood Ranch/Parrish area. We have the technology to run our office from any location and can spend time in Kenneth City as required.

Green Street has significant resources for a small-size local company including Microsoft Office 365 licenses and ESRI ArcGIS Pro, ESRI Business Analyst licenses, for the widest range of GIS possibilities. We are passionate about providing quality work, excellent customer service, and being timely in all we do. If selected, Green Street is committed to meeting the Town's time and budget requirements for all assigned work. We would greatly appreciate the opportunity to serve you and the citizens of Kenneth City.

Sincerely,



John P. Osborne, AICP

Principal-Owner

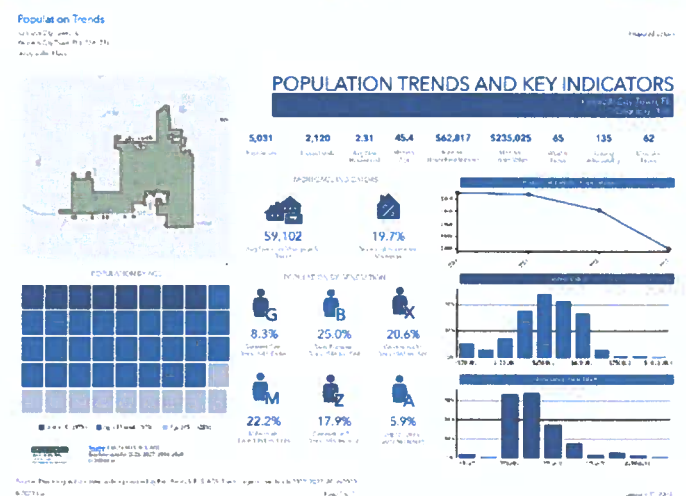
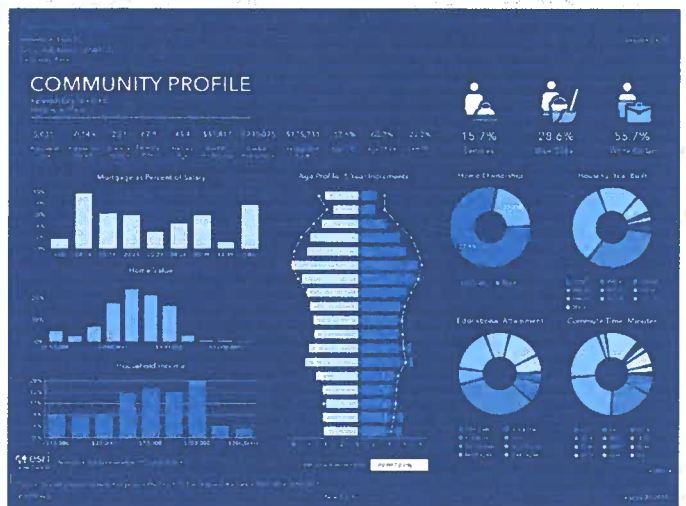
johnposborne@outlook.com

Project Approach & Timeline

Task 1 - Kickoff Meeting with Staff (week of March 8 / 30 days of contract). Green Street Associates (GSA) will provide a project schedule, workshop locations, and other material deadlines with Town staff.

Task 2 – Analysis of Town Conditions March 8 – May 31, 2023. GSA and Kappler Analytics will do an in-depth analysis of the current and projected population and area demographics utilizing US Census, ESRI GIS, and ESRI Community Analyst. This will include information on crime, household makeup, employment, health care, office space, shopping, spending, retail market potential, commuting, etc. Employers and businesses will be identified by industry classification.

A detailed analysis will be provided on land use to include the amount of property by future land use category, by zoning classification, overlays, etc. A “delta analysis” will occur which includes the difference between future land use maximums and existing development for specific areas. Properties will also be reviewed for enhancement / redevelopment potential. Sales and lease values will be examined. Rental properties will also be estimated via Homestead Exemption registration. Infrastructure (water, sewer, structures/bridges) will also be examined in terms of age and capacities. If the data is not available, a conversation will be had with utility provider for insight. A review of the role Kenneth City has in other agencies plans (e.g., MPO LRTP, TBRPC, County plans, Chamber, economic development entities, etc.)



will occur. This information will be packaged into a Town Conditions PowerPoint presentation and “white paper” which will be a portion of the final strategic plan. A draft will be provided to staff.

Task 3 – Stakeholder Workshops (3), Survey Development, & Preparation (June 1 – July 31, 2023).

GSA and Planner-On-Call will draft workshop notices and a survey that will ask for stakeholder feedback on items such as infrastructure, public places, neighborhood enhancement, business development, public safety, and development services. The Town Conditions PowerPoint and white paper may also identify trends that facilitate survey questions. A draft survey and distribution method could include social media, physical survey at workshops, town hall, public locations within the town, town website, etc. Mass-mailing is also possible but would require a separate contractor / fee. Three workshops are planned. Critical to the success of the workshops is advertisement and encouragement of community associations, chamber of commerce, real estate professionals, property owners, etc., participate. All information will also be provided to the Town staff for posting on the Town’s website.



Mass-mailing is also possible but would require a separate contractor / fee. Three workshops are planned. Critical to the success of the workshops is advertisement and encouragement of community associations, chamber of commerce, real estate professionals, property owners, etc., participate. All information will also be provided to the Town staff for posting on the Town’s website.

Two workshops will be held at times and locations within the Town to ensure capture of most respondents (e.g., evening, Saturday at park, etc.). One workshop will be online. At the workshops, the PowerPoint presentation will be presented with opportunities for questions and for stakeholders to provide feedback via the survey. Related maps will also be provided with opportunities to draw and write on them as part of the feedback. Drafts of documents will be provided to staff prior to workshops for review. All feedback provided will be part of the public record for the plan.

Task 4 – Town Council Workshop and Preparation (August – September 30, 2023).

GSA and subcontractors will take the results of the surveys and public feedback and provide a “white paper” report summarizing the results and focusing on some areas that should be a focus for the strategic plan. A draft will be provided to staff first. A presentation will be made to the Town Council on the results of the workshops, surveys, and recommended focus for the strategic plan.

Task 5 – Strategic Plan Development (October – January 31, 2024). GSA and subcontractors will draft strategic plan in MS Word that includes goals, objectives, and action plans in the areas of land use, economic development, transportation, and other topics brought forward and approved by the Town Council. A "SWOT" (Strengths, Weaknesses, Opportunities, Threats) analysis will be performed. Critical issues will be identified. Recommendations will also be made for implementation and ongoing monitoring of the plan. Strategies to implement measurable objectives will provide

options and direction. Directions for monitoring will be provided. A draft plan will be provided to staff first, followed by a presentation to the Town Council. The deliverable is the presented/adopted strategic plan.

The final report and all files used in the creation of the strategic plan will be provided to the Town (e.g., Microsoft Word, PowerPoint, Excel, Adobe, GIS files, any photographs from workshops, etc.) on a thumb drive.

Dates are flexible and can be coordinated with the Town. Billing is proposed by completion of task, payable within 30 days. All costs associated with the project will be reimbursable to include printing and copies. Mileage will not be charged.

Similar Project Experience

How Will We Grow? A Conversation With the Community, was adopted by Manatee County in 2015 with John Osborne, AICP as the primary author. It analyzed different growth scenarios and their impact on infrastructure and services. This report had an extensive public outreach effort, identified trends, issues, and made recommendations for various projects and changes which were implemented in the years following its adoption. It was reviewed by the Urban Land Institute and updates to the Board were done periodically on its action items, most recently in 2018. Recent projects as a result of these updates included community placemaking, improvements to infrastructure aesthetics (engineering manuals), a parks masterplan and update to the trails plan.

https://www.mymanatee.org/departments/building_development_services/planning_development/planning_growth/how_will_we_grow_a_conversation_with_the_community

<http://www.youtube.com/watch?v=0iw7PIREiDg>

“Back to the Future” began in 2018 as a visioning project that recognized the community was changing rapidly and a community conversation was necessary to address the population growth and its impact on infrastructure and services over the next 20 years. Originally run by John Osborne with the Manatee County Administrator’s Office, the public outreach portion was taken over by interns and young County employees known as the “Millennials”. Public surveys were ongoing, and results presented to the Board of County Commissioners. A new version of the survey has been introduced in 2022. Our team member, Kelsey Kappler also worked on this effort.

https://www.mymanatee.org/departments/neighborhood_services/manatee_millennial_movement/backtothefuture

Manatee County’s Infrastructure Sales Tax & CIP Project Process Improvements occurred between 2018 and 2020. John Osborne served as the project manager for the IST at Manatee County, a half-cent sales surtax referendum. The IST came out of the How Will We Grow? outreach, which included looking at funding of growth-related infrastructure and aging infrastructure in older areas of the county. Adoption of the IST occurred in 2016 after a positive vote, but part of the changes made following adoption was process and data based improvements for better CIP decision making. In the citizen workshops leading up to the referendum, it was clear that the citizenry required improvements to the process of CIP project selection. These changes included a CIP Advisory Group run by John Osborne, AICP of the County Administrator’s Office which included extensive budget, development and GIS based data and project analysis to choose the project and funding source with the most “bang for the buck”. Follow-up presentations were made around the community report on these efforts. These efforts were part of the County Administrator’s Annual Report in meeting Board objectives. This

project had several spin-offs, including development of the 2019 Strategic Plan and “Work Cycles”.

https://www.mymanatee.org/departments/financial_management/infrastructure_sales_tax

<https://www.mymanatee.org/gisportal/apps/opstdashboard/index.html#/475ee26e749047c29181d5f5f597c6dd>

2019 Strategic Plan – Manatee County. John Osborne, AICP, Deputy County Administrator, assisted County Administrator Cheri Coryea in the development of the Administrator’s Office strategic plan. While more of an internal facing document, the plan identified internal project, process, communication and other improvements to the 2,000 employee organization to improve the efficiency and effectiveness of the organization.

References

Manatee County Government Employment and Projects

Cheri Coryea, former Manatee County Administrator

Coryea Consulting

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Parrish, FL 34219

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crcoryea@gmail.com

Ed Hunzeker, former Manatee County Administrator

7114 Callander Cove, Lakewood Ranch, FL 34202

941-306-5223

edhunzeker@yahoo.com

Dan Schlandt, former Deputy County Administrator, Manatee County

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John Osborne, AICP

Principal – Owner

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GREEN STREET ASSOCIATES

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Green Street is an urban planning consulting firm:

- Assist local governments with updates to land development regulations
- “On-call” extension of staff development review work
- Emergency management planning
- Special area plans
- Geographic Information Systems (GIS) based work

Current Work

- Geographic Information Systems (GIS) based site, demographics, and trends research
- Land development consulting for warehousing, industrial, and residential including certified economic development and affordable housing projects (private clients).
- Land development application review and regulation updates/amendments including economic development-based improvements (public clients).
- Emergency management related planning (Debris Plans, COOP, CEMP, GIS, & sustainability) (public)
- Mobility / transportation planning and mobility fee/impact fee consulting (public clients)

Before Green Street, John worked at Manatee County Government, Bradenton, FL (SW Florida) for 13 years. He served as Deputy County Administrator and Planning Director. Author of *How Will We Grow?*, a GIS based study which provided guidance to infrastructure master plans, impact fees, land development regulations, economic development, and Port Manatee Master Plan updates. Project manager for community planning, Urban Infill-Redevelopment Areas, Community Redevelopment Areas, Concurrency Exception Areas, Urban Redevelopment Corridors, and Industrial land uses. Liaison/speaker to related Chamber of Commerce and Economic Development groups.

Other Experience - Partner with Smith-Osborne Associates, an urban planning consulting firm in Venice, FL. Project Manager/Urban Planner with CPH Engineers in Sarasota, FL with private and public projects in Florida and South Carolina. Environmental Scientist for Trigon Engineering in Charlotte, NC and Greenville SC, serving the eastern United States. Commissioned officer in the US Army Reserve’s Individual Ready Reserve.

Education - BA in Geography & Geographic Information Systems from University of South Florida (1994) and MS in Environmental Management from American Military University (2019).

Presentations – Awards – Publications

American Planning Association National Conference 2014, Atlanta, GA, *How Will We Grow?*

FL Planning & Zoning Association, Gulfcoast Chapter, James T. Farr Memorial Award, December 2013.

“A Business Approach to Growth Management in Manatee County, Florida”, *Practicing Planner*, Vol. 12, No. 3, 2014.

Memberships: American Planning Association & AICP, FL Planning & Zoning Association, Manatee Chamber of Commerce, Leadership Manatee Class of 2015

John Osborne, AICP
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GREEN STREET ASSOCIATES, BRADENTON, FL

Principal

02/21-Present

Provides related urban planning services to the public and private sector. Works with private clients to determine site suitability using Geographic Information Systems (GIS) technology and assists with project management and entitlement process for land development. Leads permitting, rezoning, and related amendments to city/county plans to facilitate projects. For public sector clients update and review processes to improve performance for customers. Perform staff land development review functions. Facilitate rewrites of land development regulations to accommodate economic development, process improvement, redevelopment, and special area plans. Lead the development of strategic and infrastructure master plans and their alignment with financial and capital improvement plans. Provides leadership, management, and strategic planning consulting. Provides related services as subconsultant to primary firms.

MANATEE COUNTY GOVERNMENT, COUNTY ADMINISTRATOR'S OFFICE, BRADENTON, FL

Deputy County Administrator

03/19-2/21

Assists County Administrator in duties to include preparation of annual budget, capital program of infrastructure growth, and rehabilitation. Review agenda items for Board of County Commissioners. Oversight of Public Works, Utilities, Public Safety, Parks, Information Technology, Property Management, and Financial Management departments (approx. 1,400 personnel). Directs activities of Impact Fee Administration section and acts as the Impact Fee Administrator for the County. Drafted Utilities Concurrency Report in 2020. Served in Emergency Operations during COVID.

Infrastructure & Strategic Planning Official

11/16-03/19

Position analyzing data and trends to develop long-term strategic goals and plans for infrastructure and service delivery. Responsibility for infrastructure planning and relationship to the County's budget, funding sources, capital improvements plan, outside agency plans, and land development activities. Updated wastewater master plan, facility investment fees, and impact fee report. Project manager for Infrastructure Sales Tax referendum. Acting Deputy Administrator added as additional duty 07/17. Served Emergency Operations, policy committee, and recovery operations for Hurricane Irma.

MANATEE COUNTY GOVERNMENT, BRADENTON, FL

County Planning-Zoning Official – Building & Development Services Department

02/11-11/16

Responsible for development review and long-range land use planning for the county. Led public hearings for major County planning projects to include *How Will We Grow?* Updated greenways plan, land development regulations and impact fee study. Amended Urban Service Area, adopted Complete Streets & Urban Corridor plans.

Director – Planning Department

04/09-02/11

Responsible for the Planning Department functions which includes facilitating multi-department and agency development review process, public hearings, comprehensive planning, and overall departmental management of three divisions, 70+ personnel and budget. Oversee implementation of *Matrix Report* for review process improvements, organizational changes and modernization of department and review functions.

Division Manager – Transportation Systems Division, Public Works

11/07-04/09

Responsible for the transportation planning and concurrency management. Coordinated transportation-related capital projects and developer improvements. Reviewed traffic studies for land development and presented findings to elected officials in public hearings. Coordinated with Metropolitan Planning Organization (MPO) on related issues and member of MPO Technical Advisory Committee. Developed division budget and responsible for 8 personnel.

CPH ENGINEERS, INC.

Project Manager / Urban Planner

11/05-11/07

Responsible for residential, commercial and mixed-use land development projects throughout SE USA for various clients. Secured development entitlements for a variety of residential, retail and other types of land uses. Perform feasibility studies, conceptual design, and coordinate with various agencies to secure entitlements. Experience includes FL Developments of Regional Impact, site suitability analysis, and design charrettes.

MANATEE COUNTY GOVERNMENT, BRADENTON, FL

Division Administrator – Planning Department

09/05-11/05

Responsible for the Transportation Planning and Concurrency Management Division which reviews land development applications and related studies for development impacts upon County infrastructure and services and coordinates mitigation requirements. Provided public hearing testimony for related projects. Developed division budget and responsible for 6 personnel.

Planning Manager – Planning Department

06/04-09/05

Supervisory position responsible for comprehensive planning activities including the 2004 Evaluation and Appraisal Report (EAR). Coordinate various neighborhood and long-range planning projects, hazard mitigation and greenways implementation. Quality Communities Team coordinator under the County Administrator. Served in Emergency Operations during 2004-05 hurricane seasons. Responsible for 3 personnel.

Manager – Environmental Management Department

03/04-06/04

Supervisory position responsible for enforcement of local air quality laws and coordination with FL DEP on local air permitting. Maintained several County air stations. Developed section budget and responsible for 2 personnel.

Principal Planner – Planning Department

06/00-03/04

Responsible for comprehensive planning activities, neighborhood planning projects, GIS-related planning activities, greenways master plan and grant writing. Project manager for creation and implementation of Special Districts, including two Community Redevelopment Areas, Urban Infill and Redevelopment Area, and Imagine Manatee.

Project Manager – Project Management Department

08/99 - 06/00

Direct activities of consulting engineers, contractors, and fiscal control team for CIP projects. Prepared project schedule, determined funding ability, and provided direction during the planning design, land acquisition, and construction phases of multiple public transportation infrastructure projects. Staff trainer for MS-Project software.

Planner – Planning Department

11/97 - 08/99

Responsible for presentation of public hearing items before the Board of County Commissioners & Planning Commission. Case manager for rezonings, site plan review, Developments of Regional Impact, large projects, and plan amendments.

CHARLOTTE COUNTY GOVERNMENT, PORT CHARLOTTE, FL

Planner I & II – Community Development Department

02/96 - 11/97

Responsible for a variety of current, comprehensive, and GIS/GPS related planning and transportation projects. Served on new comprehensive plan project team. Member of Community Traffic Safety Team and Development Review Committee.

UNIVERSITY OF SOUTH FLORIDA, TAMPA FL

GIS Analyst / Graduate Research Assistant

06/95 - 02/96

Research and mapping for a variety of local, state and federal transportation projects including rail, light rail, alternative transportation, Transportation Demand Management (TDM) and Intelligent Transportation Systems (ITS).

TRIGON ENGINEERING CONSULTANTS, CHARLOTTE, NC

Environmental Scientist

08/94 - 6/95

Performed ambient air quality sampling for industrial facilities throughout the United States. Project manager for air quality monitoring stations at ALCOA's Badinworks aluminum plant in Badin, NC.

MILITARY

Florida Army National Guard (2007-12), served as commissioned officer - Staff Specialist (56A) in Chaplain Corps. Currently in US Army's Individual Ready Reserve.

EDUCATION

Master of Science in Environmental Policy and Management (2019), American Military University, Charles Town, WV.

Graduate Coursework in architecture, city planning, public administration, and transportation planning (1995-99) at the University of South Florida, Tampa, FL.

Bachelor of Arts Geography (1994) focus on geographic information systems, University of South Florida, Tampa, FL.

Associate of Arts (1991) with coursework in architecture & pre-engineering, St. Petersburg College, St. Pete, FL.

FEMA Training – multiple courses related to emergency management.

PROFESSIONAL ASSOCIATIONS

- American Institute of Certified Planners (AICP) by the American Planning Association (#016377)
- Member, Manatee Chamber of Commerce
- Growth & Infrastructure Consortium (fka Impact Fee Roundtable)

MAJOR PRESENTATIONS

- "Paddle Manatee" National Greenways Symposium, Orlando, FL, 2002.
- "Manatee County Growth", Growth & Infrastructure Consortium, San Diego, CA, September 2013.
- "Growth & Infrastructure" American Planning Association National Conference, Atlanta, GA, April 2014.
- "Growth in the Gulfcoast: Official Perspectives", FPZA Annual Conference, Bradenton, FL, June 2015.

AWARDS RECEIVED

- Outstanding Public Report – Fort Myers Beach Comprehensive Plan, Florida Planning and Zoning Association 1999.
- Award of Excellence - Paddle Manatee: A Guide to Canoe and Kayak Trails, Suncoast Section of the American Planning Association 2002.
- Certificate of Merit for an Outstanding Public Report - Bayshore Area Neighborhood Plan, Florida Planning and Zoning Association 2002.
- Outstanding Innovation Award - Paddle Manatee: A Guide to Canoe and Kayak Trails, Florida Planning and Zoning Association 2002.
- Manatee County Employee of the Month - August 2005.
- FL Planning & Zoning Association, Gulfcoast Chapter, James T. Farr Memorial Award, December 2013.

Barbra Jacalyn Osborne
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GREEN STREET ASSOCIATES, BRADENTON, FL

Land Planner/Administrative Support

02/21-Present

Green Street focuses on project management consulting and provides related urban planning services to the public and private sector. Assists in research and data management as well as quality control and review. Provides administrative support in day to day operations.

WOODLAND FINE ARTS ACADEMY, BRADENTON, FL

Administrative Coordinator

10/18-7/21

Assisted managing director and other staff in operation of fine arts classes with enrollment of over 200 families. Managed enrollment database and provided support with registration, billing, communication, and implementation of scheduled classes and events.

GEORGE F. YOUNG, INC., BRADENTON, FL

Urban Planner

07/95-09/01

Assisted urban planners and civil engineers in land development and eminent domain cases. Worked for private sector development, to include residential, commercial and light industrial land uses. Performed site suitability analysis, prepared reports and development plan packages for approval with various government agencies. Minor design work in AutoCAD.

VOLUNTEER EXPERIENCE

Woodland Community Church, Bradenton, Florida

Volunteer - Youth Ministry & Bookstore

Taught middle, high school, and college Bible study from 2013-2020, as well as Vacation Bible School for approximately 13 years. Served as the volunteer coordinator for church bookstore (2005-2013).

Woodland Fine Arts Academy, Bradenton, Florida

Volunteer - Creative Team Member

Assisted costume designer with the planning, organization, and creation of costumes for musical theater program for multiple productions of 150 students from 2016-2018.

SHARE Homeschool Support Group, Bradenton, Florida

Volunteer New Homeschooler Contact/Support

Provided information regarding homeschooling options and legal requirements for new homeschool families from 2015-2018.

EDUCATION

Master of Arts in Geography (1995), University of South Florida, Tampa, FL


Bachelor of Arts Geography and French (1993), Mary Washington College (now University of Mary Washington), Fredericksburg, VA; graduated cum laude




MISTY SERVIA

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EDUCATION

BACHELOR OF SCIENCE DEGREE
IN GEOGRAPHY/MINOR IN
URBAN PLANNING
Florida State University
Graduated 1988

AICP CERTIFIED PLANNER
072635

SKILLS

PROFESSIONAL

Managing Teams

Public Speaking

Writing

Inter-governmental Coordination

ABOUT ME

I am the first in my family to graduate from college and self-funded my education. This work ethic has defined my career. My experience with both the private and public sectors of land development makes me uniquely qualified to understand the challenges of each; and my project manager skills equip me with the budgeting and organization skills to see projects through from beginning to end. I am known for my calm and logical approach to problem solving and have immersed myself in public service for decades. My husband and I have been married for 27 years and we have 3 grown children. Alexandra is a local mental health counselor, Joaquin serves in the US Navy, and Marc serves in the US Army.

EXPERIENCE

COUNTY COMMISSIONER

MANATEE COUNTY | NOV. 2018 – NOV. 2022 | BRADENTON

Elected to represent District 4 in 2018 and quickly became known as an accessible public servant, focused on transparency and engaging the community in their local government.

- Member of the Seaport Manatee Authority
- Tourist Development Corporation Chairman

BUSINESS OWNER

PLANNER ON CALL, LLC | DEC. 2020 - PRESENT | SARASOTA

Provides expert knowledge that is convenient, efficient, and affordable along with excellent customer service to help meet project goals.

- Rezoning, Special Exceptions, Planned Developments
- Due Diligence, Code Enforcement, Expert Witness



SKILLS

TECHNICAL

Microsoft Word



Microsoft Power Point



Basic GIS



Property Appraiser Data



Mac & PC Systems



Google Drive



SERVICE

MANATEE HOUSING AUTHORITY

FL PLANNING & ZONING ASSOC

FLORIDA APA

ECONOMIC DEVELOP CORP

HUMANE SOCIETY

HABITAT FOR HUMANITY

TAKE STOCK IN CHILDREN

LEADERSHIP MANATEE

EXPERIENCE (CONTINUED)

PLANNING DEPARTMENT MANAGER

KING ENGINEERING ASSOCIATES | FEB. 2006 - NOV. 2018 | SARASOTA
Planning Dept. Manager in the rapidly growing Sarasota-Bradenton Metropolitan Area. Specialized in representing private clients and supported public sector clients that the firm represented.

- DRI's, rezones, site plans, planned developments, text amendments.
- Project management and department management.

PRINCIPAL PLANNER

MANATEE COUNTY | AUG. 1988 - FEB. 2006 | BRADENTON

Began my career with Manatee County with the opportunity to work in a variety of roles ranging from the zoning counter, case management, and coordination with state and regional authorities.

- Development of Regional Impacts, Rezones, Planned Developments
- Comprehensive Planning, Code Amendments, Capital Improvement Element.

REFERENCES



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Kelsey Kappler

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EXPERIENCE

Analyst/Owner- Kappler Analytics, LLC 2022-Present

- Subcontracting work involving research, GIS, and data analysis with a focus on local planning. Topics include population and demographics, emergency management, campus expansion, and site planning.
- Output includes professional grade pdf and interactive maps, surveys, comprehensive reports, data summaries, and detailed notes on methodology.

Senior GIS Analyst- Palmetto Community Redevelopment Agency (CRA) 2022-Present

- Create and manage CRA's spatial data. Use data to inform planning decisions and prepare for future projects.
- Engage with the Public through meetings, surveys, and social media. Input is analyzed, visualized, and presented to the CRA Board.

Redevelopment Coordinator- Manatee County Economic Development Division 2020-2022

- Generated division GIS data and conducted GIS analyses such as county comparisons, growth trends, land use change, and economic impact.
- Performed research, data analysis, and presentation creation of annual reports.
- Engaged with consultants on Land Use and Economic Recovery studies.
- Planned, coordinated, and ran business outreach events (in-person & virtual). Ran data collection, analysis, and reporting of input. Work earned team an IEDC award.
- Built, implemented, and managed division project management tool.

Impact Fee Technician- Manatee County Administration 2018-2020

- Was project lead for latest Impact Fee Study update. Managed project and worked with consultant; this project involved collecting, understanding, and managing data from multiple departments and had a lot of face-to-face information sharing.
- Provided GIS support for County Administration. Examples of projects: tracking growth center of county by decade and site selection information for radio tower placement.

Research Assistant- University of Minnesota School of Public Affairs 2016-2018

- Focused research on sustainable cities and equity, specifically through a GIS lens.
- Led a data coordination, database creation, and mapping project with the purpose of building a comprehensive database of free, nationally available equity/inequity indicators. This research led to the publication in the *Journal of Industrial Ecology*.

AWARDS, CERTIFICATIONS, & PUBLICATIONS

GIS Professional Certification (*candidate*). Portfolio accepted, test June 2023. 2023

Co-author on publication in *Journal of Industrial Ecology* as a result of graduate research: "A Data Framework for Assessing Social Inequality and Equity in Multi-Sector Social, Ecological, Infrastructural Urban Systems: Focus on Fine-Spatial Scales" 2022

IEDC Bronze Rank honors for Innovation in Economic Development Week (ED Team) 2021

Certificate in Integrated Infrastructure Solutions for Sustainable, Healthy, and Livable Cities 2017

Philip C. Smaby Peace Fellowship 2017

Sustainable Healthy Cities Fellowship 2016

SUPPORTING EXPERIENCE

Secretary, GeoFlo Summit Planning Committee

Present

- On committee that annually plans regional GIS summit. This includes registration, marketing, and recruiting and organizing presenters and vendors.
- Latest summit garnered 110 registrants with an over 70% attendance rate.
- Created and managed dashboard on website: (<https://www.geoflo-summit.com/>).

Sports Stadium Sustainability (Capstone project, University of Minnesota)

2018

- Worked as consultants with our clients (Target Field in Minneapolis, Target Corporation, and ReWall) to develop a plan to find potential end-use market for flexible film plastics.

Symposium Organizer (University of Minnesota)

- Helped to organize and run the inaugural Minneapolis Environmental Equity Summit.
- Recruited Speakers and managed vendors.

2018

University of Oslo

2017

- Attended the University of Oslo's International Summer School to take a course in Energy, Environment & Sustainable Development.
- Explored different aspects of sustainability from multiple global perspectives; major focus on government and industrial sectors.

EDUCATION

University of Minnesota, Minneapolis, MN

2016-2018

Master's: Science, Technology, and Environmental Policy

Minor: Urban Planning

University of South Florida, Tampa, Florida

2012-2015

GIS Graduate Certificate Program/ Marine Science courses

Eckerd College, St. Petersburg, FL

2007-2011

Major: B.S. in Marine Science (concentration in Biology)

TECHNICAL SKILLS

Expert: ESRI Suite

Intermediate: Adobe Suite, Power BI, Tableau, Stata, Python

PASSIONS

- | | | | |
|----------------|-------------------------|----------------------------|---------------------------|
| • GIS Analysis | • Data Viz and Analysis | • Science-Policy Interface | • Sustainability & Equity |
|----------------|-------------------------|----------------------------|---------------------------|

FORM 1 PROPOSAL CHECKLIST

- ☒ Form 1: Proposal Checklist
- ☒ Form 2: Certification
- ☒ Form 3: Company Qualifications Questionnaire
- ☒ Form 4: Acknowledgment of Addenda
- ☒ Form 5: Single Execution Affidavit
- ☒ Form 6: Certification for Disclosure of Lobbying Activities on Federal Aid Contracts (Compliance with 49 CFR, §20.100(b))
- ☒ Form 7: Dispute Disclosure
- ☒ Form 8: Key Staff and Proposed Subcontractors
- ☒ Form 9: Reference Letters
- ☒ Form 10: E-Verify Affidavit
- ☒ Form 11: IRS Form W-9
- ☒ Form 12: Proof of Required Insurance
- ☒ Form 15: Price Proposal

Firm: Green Street Associates, LLC

Date: February 1, 2023

Authorized Signature: John Osborne

Print or Type Name: John Osborne, AICP

Title: Principal - Owner

FORM 2 CERTIFICATION

1. I/We understand, acknowledge, and agree that the Town of Kenneth City shall not be responsible for reimbursement of any costs incurred in the preparation of this proposal.
2. I/We understand, acknowledge, and agree that the Town Council may reject this proposal, in whole or in part, out-of-hand, for no reason, and that any such rejection will result in no obligation whatsoever on the part of the Town of Kenneth City or any of its employees and officials.
3. I/We understand, acknowledge, and agree that the Town Council reserves the right to reject all proposals and to accept any offer received, whether the offer is the lowest price offer received.
4. I/We understand, acknowledge, and agree that any contract awarded herein shall not entitle the successful proposer to perform work for the Town of Kenneth City on an exclusive basis.
5. I/We understand, acknowledge, and agree that the Town Council will require, as a condition of any contract awarded under this RFP, that the proposer shall provide proof of insurance in amounts acceptable to the Town. If selected for the award of a contract under this RFP, I/We agree to provide to the Town Council proof of insurance in the form and amounts satisfactory to it.
6. I/We understand, acknowledge, and agree that this RFP and the selected Firm's proposal may, by reference, become a part of any formal Contract between the candidate chosen and the Town resulting from this solicitation.
7. I/We understand, acknowledge, and agree that all proposals submitted shall become public record upon opening the sealed envelope in which the Firm's proposal is submitted.
8. I/We understand, acknowledge, and agree that if selected, the Candidate will be required to keep complete and accurate books of accounts and records of its business and operations under and in connection with the contracted services. All such books of accounts and records shall be made available for inspection by designated Town persons or others as the Town might require.

Signature of Authorized Representative: _____

John Osborne

ACKNOWLEDGMENT

State of Florida

County of MANATEE

The foregoing instrument was acknowledged before me by means of X physical presence or online notarization, this 1st day of February, 2023, by John P Osborne (name of person) as Authorized Representative (type of authority) for Green Street Associates (name of party on behalf of whom instrument is executed).

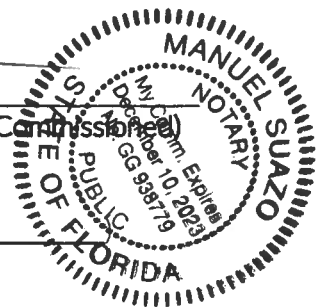
Notary Public (Print, Stamp, or Type as Commissioned)

Personally known to me; or

X Produced identification (Type of Identification: Driver License)

Did take an oath; or

Did not take an oath



FORM 3 COMPANY QUALIFICATIONS QUESTIONNAIRE

Please complete this Company Qualifications Questionnaire. By completing this form and submitting a response to the solicitation, you certify that any and all information contained in the Response is true, that your response to the RFP is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a response to the RFP for the same materials, supplies, equipment, or services, is in all respects fair and without collusion or fraud, that you agree to abide by all terms and conditions of the solicitation, and certify that you are authorized to sign for the Respondent's firm. Some responses may require the inclusion of separate attachments. Separate attachments should be as concise as possible, while including the requested information. In no event should the total page count of all attachments to this Form exceed five (5) pages. Some information may not be applicable; in such instances, please insert "N/A".

Green Street Associates, LLC

Firm Name

11130 3rd Avenue East, Bradenton, FL 34212

Principal Business Address

941-962-4136

Telephone Number

johnposborne@outlook.com

Email Address

85-1582948

Federal I.D. No. or Social Security Number

NA

Municipal Business Tax/Occupational License No.

FIRM HISTORY AND INFORMATION

How many years has the firm has been in business under its current name and ownership? 2.5 yrs

Please identify the Firm's document number with the Florida Division of Corporations and date the Firm registered/filed to conduct business in the State of Florida:

L 20000166494

Document Number

06/16/2020

Date Filed

Please identify the Firm's category with the Florida Department of Business Professional Regulation (DBPR), DBPR license number, and date licensed by DBPR:

NA

Category

NA

License No.

NA

Date Licensed

Please indicate the type of entity form of the Firm (if other, please describe):

☐ Individual ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐ Other _____

Please identify the Firm's primary business: Urban planning work for the public and private sector.
Public sector work includes strategic planning , GIS, demographic analysis, and updates to land use regs.

Please identify the number of continuous years your Firm has performed its primary business: 2.5 yrs

Please list all professional licenses and certifications held by the Firm, its Qualifier/Principal, and any Key Staff, including any active certifications of small, minority, or disadvantaged business enterprise, and the name of the entity that issued the license or certification:

License/Certification Type	Name of Entity Issuing License or Certification	License No.	License Issuance Date
AICP by John Osborne	American Institute of Certified Planners	#016377	July 1, 2001

Please identify the name, license number, and issuance date of any prior companies that pertain to your Firm:

License/Certification Type	Name of Entity Issuing License or Certification	License No.	License Issuance Date
NA			

Please identify all individuals authorized to sign for the entity, their title, and the threshold/level of their signing authority:

Authorized Signor's Name	Title	Signing Authority Threshold (All, Cost up to \$X-Amount, No Cost, Other)
John Osborne	Owner	All

Please identify the total number of Firm employees, managerial/administrative employees.

Total No. of Employees	2
Total No. of Managerial/Administrative Employees	2

INSURANCE INFORMATION

Please provide the following information about the Firm's insurance company:

<u>Hiscox, Inc.</u>	<u>Victor Garrus</u>
Insurance Carrier Name	Insurance Carrier Contact Person
<u>520 Madison Ave., 32nd Floor, NY, NY 10022</u>	<u>888-202-3007</u>
Insurance Carrier Address	Telephone No.
	<u>victorgarraus@giffordheidenins.com</u>
	Email

Has the Firm filed any insurance claims in the last five (5) years? ☒ No ☐ Yes If yes, please identify the type of claim and the amount paid out under the claim: _____

FIRM OWNERSHIP

Please identify all Firm owners or partners, their title, and percent of ownership:

Owner/Partner Name	Title	Ownership (%)
John Osborne, AICP	Principal - Owner	50%
Barbra Osborne	Principal - Owner	50%

Please identify whether any of the owners/partners identified above are owners/partners in another entity:

☒ No ☐ Yes If yes, please identify the name of the owner/partner, the other entity's name, and percent of ownership held by the stated owner/partner:

Owner/Partner Name	Other Entity Name	Ownership (%)
NA		

RECENT CONTRACTS

Please identify the five (5) most recent contracts in which your Firm has provided services to other public entities:

Public Entity Name	Contact Person	Telephone No.	Email Address	Date Awarded
DeSoto County	June Fisher	863-993-4803	j.fisher@desotobocc.com	8/10/2021
City of Holmes Beach	Judy Titsworth	941-708-5800	hbmayer@holmesbeachfl.org	1/25/2022
State College of FL (SCF as subcontractor)	Julie Jakway	941-752-5376	jakwayj@scf.edu	7/25/2022

By signing below, Respondent certifies that the information contained herein is complete and accurate to the best of Respondent's knowledge.

Firm: Green Street Associates, LLC

Authorized Signature: John Osborne

Date: February 1, 2023

Print or Type Name: John Osborne, AICP

Title: Principal - Owner

FORM 4 ACKNOWLEDGEMENT OF ADDENDA

I HEREBY ACKNOWLEDGE that I have received all of the following addenda and am informed of the contents thereof:

Addendum Numbers Received:
(Check the box next to each addendum received)

<input type="checkbox"/> Addendum 1	<input type="checkbox"/> Addendum 6
<input type="checkbox"/> Addendum 2	<input type="checkbox"/> Addendum 7
<input type="checkbox"/> Addendum 3	<input type="checkbox"/> Addendum 8
<input type="checkbox"/> Addendum 4	<input type="checkbox"/> Addendum 9
<input type="checkbox"/> Addendum 5	<input type="checkbox"/> Addendum 10

Firm: Green Street Associates, LLC

Authorized Signature: John Osborne Date: February 1, 2023

Print or Type Name: John Osborne, AICP Title: Principal - Owner

FORM 5 SINGLE EXECUTION AFFIDAVITS

THIS FORM COMBINES SEVERAL AFFIDAVIT STATEMENTS TO BE SWORN TO BY THE RESPONDENT OR BIDDER AND NOTARIZED BELOW. IN THE EVENT THE RESPONDENT OR BIDDER CANNOT SWEAR TO ANY OF THESE AFFIDAVIT STATEMENTS, THE RESPONDENT OR BIDDER IS DEEMED TO BE NON-RESPONSIBLE AND IS NOT ELIGIBLE TO SUBMIT A PROPOSAL/BID.

THESE SINGLE EXECUTION AFFIDAVITS ARE STATEMENTS MADE ON BEHALF OF:

Green Street Associates, LLC
NAME OF PROPOSING OR BIDDING ENTITY

By: John Osborne, AICP, Principal - Owner
INDIVIDUAL'S NAME AND TITLE

85-1582948
FEIN OF PROPOSING OR BIDDING ENTITY

Date: February 1, 2023

Americans with Disabilities Act Compliance Affidavit

The above named firm, corporation or organization is in compliance with and agrees to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

- The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 12101-12213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.
- The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:
- The Rehabilitation Act of 1973, 229 USC Section 794;
- The Federal Transit Act, as amended 49 USC Section 1612;
- The Fair Housing Act as amended 42 USC Section 3601-3631.

JPO
Respondent Initials

Public Entity Crimes Affidavit

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 of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

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 a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

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

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

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

Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement.

(INDICATE WHICH STATEMENT APPLIES.)

- ☐ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with ad 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.

☐ 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 it was not in the public interest to place the entity submitting this sworn statement on the convicted Respondent 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 paragraph 1 above is for that public entity only and that this form is valid through 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.

JH
Respondent Initials

No Conflict of Interest or Contingent Fee/Anti-Kickback/Code of Ethics Affidavit

Respondent warrants that neither it nor any principal, employee, agent, representative nor family member has paid, promised to pay, or will pay any fee or consideration that is contingent on the award or execution of a contract arising out of this solicitation. Respondent also warrants that neither it nor any principal, employee, agent, representative nor family member has procured or attempted to procure this contract in violation of any of the provisions of Florida law. Further, Respondent acknowledges that any violation of this warranty will result in the termination of the contract and forfeiture of funds paid or to be paid to the Respondent should the Respondent be selected for the performance of this contract.

JH
Respondent Initials

Business Entity Affidavit

Respondent hereby recognizes and certifies that no elected official, board member, or employee of the Town of Kenneth City ("Town") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no Town employee, nor any elected or appointed officer (including Town board members) of the Town, nor any spouse, parent or child of such

employee or elected or appointed officer of the Town, may be a partner, officer, director or proprietor of Respondent or Respondent, and further, that no such Town employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Respondent or Respondent. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Respondent. Any exception to these above-described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by Town. Further, Respondent recognizes that with respect to this transaction or bid, if any Respondent violates or is a party to a violation the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Respondent may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to the Town.

JPO

Respondent Initials

Non-Collusion/Anti-Collusion Affidavit

1. Respondent/Bidder has personal knowledge of the matters set forth in its Proposal/Bid and is fully informed respecting the preparation and contents of the attached Proposal/Bid and all pertinent circumstances respecting the Proposal/Bid;
2. The Proposal/Bid is genuine and is not a collusive or sham Proposal/Bid; and
3. Neither the Respondent/Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including Affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Respondent/Bidder, firm, or person to submit a collusive or sham Proposal/Bid, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Respondent/Bidder, firm, or person to fix the price or prices in the attached Proposal/Bid or of any other Respondent/Bidder, or to fix any overhead, profit, or cost element of the Proposal/Bid price or the Proposal/Bid price of any other Respondent/Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Kenneth City or any person interested in the proposed Contract.

JPO

Respondent Initials

Scrutinized Companies

1. Respondent certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the Town may immediately terminate the Agreement that may result from this RFP at its sole option if the Respondent or its subcontractors are found to have submitted a false certification; or if the Respondent, or its

subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.

2. If the Agreement that may result from this RFP is for more than one million dollars, the Respondent certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. pursuant to Section 287.135, F.S., the Town may immediately terminate the Agreement that may result from this RFQ at its sole option if the Respondent, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Respondent, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.
3. The Respondent agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under the Agreement that may result from this RFQ. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

Jfo

Respondent Initials

Acknowledgment, Warranty, and Acceptance

1. Respondent warrants that it is willing, able to, and will comply with all applicable federal, state, county, and local laws, rules and regulations.
2. Respondent warrants that it has read, understands, and is willing to and will comply with all of the requirements of the solicitation and any and all addenda issued pursuant thereto.
3. Respondent warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Town Manager.
4. Respondent warrants that all information provided by it in connection with this proposal is true and accurate.
5. I hereby propose to furnish the services specified in the RFP. I agree that my Proposal will remain firm for a period of 90 days in order to allow the Town adequate time to evaluate the Statements of Qualifications.
6. I certify that all information contained in this Proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Statement of Qualification on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.
7. I understand that a person or affiliate who has been placed on the convicted Respondent list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or Respondent under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted Respondent list.

Jfo

Respondent Initials

Ownership Disclosure Affidavit

1. If the contract or business transaction is with a corporation or company, the full legal name and business address shall be provided for each officer, director, member and manager and each stockholder or member who holds directly or indirectly five percent (5%) or more of the corporation's or company's stock or shares. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows (attach additional sheet, if necessary):

Name	Address	Ownership (%)
John Osborne, AICP	11130 3rd Avenue East Bradenton, FL 34212	50%
Barbra Osborne	11130 3rd Avenue East Bradenton, FL 34212	50%

2. The full legal names and business address of any other individual (other than subcontractors, material men, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial, or otherwise) in the contract or business transaction with the Town are (Post Office addresses are not acceptable), as follows (attach additional sheet, if necessary):

Name	Address
NA	

Jto
Respondent Initials

Truth in Negotiation Certificate

The Respondent hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for projects and services that may be offered pursuant to this Request for Proposals and the Agreement related thereto will be accurate, complete, and current at the time of contracting. The Respondent further agrees that the price provided under separate, project specific agreements and any additions thereto shall be adjusted to exclude any significant sums by which the Town determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of each corresponding agreement. For purpose of this certificate, the end of the agreement shall be deemed to be the date of the final billing or acceptance of the work by the Town, whichever is later. The undersigned firm is furnishing this Truth in Negotiation Certificate pursuant to Section 287.055(5)(a), Florida Statutes for the undersigned firm to receive an agreement for professional services with Kenneth City, Florida.

JFO

Respondent Initials

Prohibition on Contingent Fees

The Respondent warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Respondent to solicit or secure this Request for Proposals and the Agreement related thereto and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Respondent any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. The undersigned Respondent is furnishing this statement pursuant to Section 287.055(6)(a), Florida Statutes for the undersigned firm to receive an agreement for professional services with Kenneth City, Florida. Respondent understands that for the breach or violation of this provision, the Town shall have the right to terminate the resulting agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration. The provisions of this statement shall be incorporated in the resulting agreement, if awarded, as though fully stated therein.

JFO

Respondent Initials

[SIGNATURE PAGE TO FOLLOW]

In the presence of:

Witness #1 Print Name: Carlos Gomez

Witness #2 Print Name: MANUEL SUAZO

Signed, sealed and delivered by:

Print Name: John Osborne

Title: Principal- Owner

Firm: Green Street Associates

ACKNOWLEDGMENT

State of Florida

County of MANATEE

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 1st day of February, 2023, by John P Osborne (name of person) as Authorized Representative (type of authority) for Green Street Associates (name of party on behalf of whom instrument is executed).

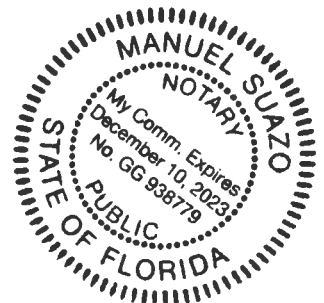
Manuel Suazo
Notary Public (Print, Stamp, or Type as Commissioned)

☐ Personally known to me; or

☒ Produced identification (Type of Identification: Drivers License - FL)

☐ Did take an oath; or

☐ Did not take an oath



FORM 6 CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES ON FEDERAL-AID CONTRACTS
(Compliance with 49 CFR, Section 20.100 (b))

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
5. The Contractor described below certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Firm: Green Street Associates, LLC

Authorized Signature: John Osborne Date: February 1, 2023

Print or Type Name: John Osborne, AICP Title: Principal - Owner

FORM 7 DISPUTE DISCLOSURE

Answer the following questions by placing an "X" after "Yes" or "No". If you answer "Yes" to any of the questions, please explain in the space provided, or on a separate sheet attached to this form.

1. Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional associations within the last five (5) years?

YES _____ NO X _____

2. Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO X _____

3. Has your firm had against it or filed any requests for equitable adjustment, contract claims, Bid protests, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO X _____

If yes, state the nature of the request for equitable adjustment, contract claim, protest, litigation, and/or regulatory action, and state a brief description of the case, the outcome or status of the suit, the monetary amounts of extended contract time involved, and the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. Described all litigation (include the court and location) of any kind involving Respondent or any Key Staff members within the last five (5) years.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this Proposal for Kenneth City, Florida.

Firm: Green Street Associates, LLC

Authorized Signature: John Osborne Date: February 1, 2023

Print or Type Name: John Osborne, AICP Title: Principal - Owner

FORM 8 KEY STAFF & PROPOSED SUBCONTRACTORS

KEY STAFF

Please complete the following chart with the Firm's proposed Key Staff. If additional space is required, please copy/duplicate this page and attach to this Form. Additional space:
☒ No ☐ Yes

Name	Title	Years of Experience	Years with Firm	Licenses/Certifications
John Osborne, AICP	Principal - Owner	28	2.5	AICP
Barbra Osborne	Principal - Owner	10	2.0	
Misty Servia, AICP Planner-On-Call	Owner (subcontractor)	30	NA	AICP
Kelsey Kappler Kappler Analytics	Owner (subcontractor)	8	NA	GIS-P candidate

Please explain the Firm's ability and resources to substitute personnel with equal or higher qualifications than the Key Staff they will substitute for where substitute is required due to attrition, turnover, or a specific request by the Town:

Green Street Associates, LLC is owned and operated by John & Barbra Osborne. No attrition or turnover is planned or expected. The use of two subcontractors are proposed. Misty Servia, AICP with Planner-On-Call will provide assistance with public workshops and strategic planning portion. Kelsey Kappler with Kappler Analytics, will provide GIS, demographics, graphics, any website services, and related support.

Please identify each Key Staff member's engagement commitments that will exist concurrently with the Town's Services:

Key Staff Name	Area of Responsibility	Client	Commitment (Hours/week)	Period of Engagement
John Osborne, AICP	Private land development work	Varies	10 (varies)	Present to 5/1/23
John Osborne, AICP	Review of rezoning applications	DeSoto County	10 (varies)	Ongoing & varies
Barbra Osborne	Review of permit applications	Holmes Beach	4 (varies)	Ongoing & varies
Barbra Osborne	Private land development work	Varies	4 (varies)	Ongoing & varies

PROPOSED SUBCONTRACTORS

The undersigned Respondent hereby designates, as follows, all major subcontractors whom they propose to utilize for the major areas of work for the services. The bidder is further notified that all subcontractors shall be properly licensed, bondable, and shall be required to furnish the Town with a Certificate of Insurance in accordance with the contract general conditions. Failure to furnish this information shall be grounds for rejection of the bidder's proposal. (If no subcontractors are proposed, state "None" on first line below.)

Subcontractor Name & Address	Scope of Work	License Number
Misty Service, AICP, Planner-On-Call 7212 35th St E Sarasota, FL 34243	Assist with public workshops and strategic planning report.	NA
Kelsey Kappler, Kappler Analytics 5405 11th Ave S, Gulfport, FL 33707		NA

Firm: Green Street Associates, LLC

Authorized Signature: John Osborne Date: February 1, 2023

Print or Type Name: John Osborne, AICP Title: Principal - Owner

FORM 9 REFERENCES

REFERENCE #1

Public Entity Name: DeSoto County

Reference Contact Person/Title/Department: June Fisher, Development Dept. Director

Contact Number & Email 863-993-4806 j.fisher@desotobocc.com

Public Entity Size/Number of Residents/Square Mileage: 105 employees, 33,976 residents, 637 sq. mi.

Event(s) Completed (include Name of Project/Event, Date of Event Start/Completion,
Details on Size/Scope of Work/Complexity) Review of land development applications to include
rezone, planned unit development, and various site plans. Draft staff report for management. Amount of
work varies monthly, depending upon the number of land development applications applied for.

Is the Contract still Active? Yes X No

REFERENCE #2

Public Entity Name: City of Holmes Beach

Reference Contact Person/Title/Department: Mayor Judy Titsworth

Contact Number & Email 941-708-5800 hbmayor@holmesbeachfl.org

Public Entity Size/Number of Residents/Square Mileage: Approx. 50 employees, 3,010 pop.
1.91 square miles

Event(s) Completed (include Name of Project/Event, Date of Event Start/Completion,
Details on Size/Scope of Work/Complexity) Review of building permit applications for zoning and
land development code review. Draft staff report for City-initiated Future Land Use Map Amendment and
rezoning of City-owned properties. Update emergency management plans (ongoing) to include the City's
debris plan, COOP, CEMP. Update City GIS system data and provide online data viewer with County data.

Is the Contract still Active? Yes X No

REFERENCE #3

Public Entity Name: State College of Florida

Reference Contact Person/Title/Department: Julie Jakway, Vice-President

Contact Number & Email 941-752-5376 jakwayj@scf.edu

Public Entity Size/Number of Residents/Square Mileage: 11,000 students with 3 campuses in
Bradenton, Lakewood Ranch, Venice and online.

Event(s) Completed (include Name of Project/Event, Date of Event Start/Completion,
Details on Size/Scope of Work/Complexity) Performing (ongoing) detailed demographic analysis
of Manatee County. Includes population projects by defined areas and information related to population
age-groups. Analysis of existing and approved development and future County capital improvements.

Is the Contract still Active? Yes X No

FORM 10 E-VERIFY AFFIDAVIT

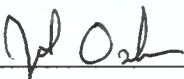
In accordance with Section 448.095, Florida Statutes, Kenneth City, Florida requires all contractors doing business with the Town to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. The Town will not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

The respondent Firm must provide of its proof of enrollment in E-Verify. For instructions on how to provide proof of the Firm's participation/enrollment in E-Verify, please visit: <https://www.e-verify.gov/fag/how-do-i-provide-proof-of-my-participationenrollment-in-e-verify>

By submitting a response to this RFQ and signing below, the respondent Firm acknowledges that it has read Section 448.095, Florida Statutes and will comply with the E-Verify requirements imposed by it, including but not limited to obtaining E-Verify affidavits from subcontractors.

☐ Check here to confirm proof of enrollment in E-Verify has been submitted as part of the response.

Signed, sealed and delivered by:

 Print Name: John Osborne, AICP
Title: Principal - Owner Firm: Green Street Associates, LLC

ACKNOWLEDGMENT

State of Florida
County of MANATEE

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 1st day of February, 2023, by John P Osborne
(name of person) as Authorized Representative (type of authority) for Green Street Associates
(name of party on behalf of whom instrument is executed).


Notary Public (Print, Stamp, or Type as Commissioned)

☐ Personally known to me; or
☒ Produced identification (Type of Identification: Driver License - FL)
☐ Did take an oath; or
☐ Did not take an oath



FORM 11 IRS FORM W-9

Please visit the following link for information about IRS Form W-9:

<https://www.irs.gov/forms-pubs/about-form-w-9>

Please complete and submit with the proposal IRS Form W-9, which may be found online by visiting:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

☒ Check here to confirm IRS Form W-9 has been submitted as part of the response.

Firm: Green Street Associates, LLC

Authorized Signature: John Osborne Date: February 1, 2023

Print or Type Name: John Osborne, AICP Title: Principal - Owner

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. John P Osborne	
2 Business name/disregarded entity name, if different from above Green Street Associates, LLC	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <u>S</u> <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 11130 3rd Avenue East	Requester's name and address (optional)
6 City, state, and ZIP code Bradenton, FL 34212	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

Social security number									
[]	[]	[]	-	[]	[]	-	[]	[]	[]
or									
Employer identification number									
8	5	-	1	5	8	2	9	4	8

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here

Signature of U.S. person ►

John Osborne

Date ► 09/13/2022

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

FORM 12 PROOF OF REQUIRED INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/12/2022

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 Hiscox Inc. 520 Madison Avenue 32nd Floor New York, New York 10022	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 E-MAIL: contact@hiscox.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): NAIC # 10200
INSURED Green Street Associates LLC 11130 3rd Ave E Bradenton, FL 34212		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	P100.419.252.2	07/27/2022	07/27/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ S/T Gen. Agg. \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	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				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	Y	P100.418.681.2	07/27/2022	07/27/2023	Each Claim: \$ 2,000,000 Aggregate: \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder shall be added as Additional Insured under the General Liability. This insurance is primary over any other maintained by the Certificate Holder. Policy includes contractual liability coverage. Workers' Compensation policy includes a waiver of subrogation in favor of the Certificate Holder. **Workers Compensation coverage applies to Florida.

CERTIFICATE HOLDER

CANCELLATION

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

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ACORD 25 (2016/03)

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FORM 15 PRICE PROPOSAL

TASKS	Hours	Rate	Total
Task 1 - Kickoff Meeting with Staff	8	\$ 140	\$ 1,120
Task 2 - Analysis of Town Conditions			
Demographics	8	\$ 140	\$ 1,120
Population	8	\$ 140	\$ 1,120
Economic	16	\$ 140	\$ 2,240
Land Use	32	\$ 140	\$ 4,480
TOTAL	64		\$ 8,960
Task 3 - Survey Deployment & Stakeholder Workshops			
Survey Development & Deployment	24	\$ 140	\$ 3,360
Workshop 1 - Community Workshop	80	\$ 140	\$ 11,200
Workshop 2 - Community Workshop	24	\$ 140	\$ 3,360
Workshop 3 - Online Workshop	16	\$ 140	\$ 2,240
TOTAL	144		\$ 20,160
Task 4 - Town Council Workshops & Prep			
Report Stakeholder & Survey Results	32	\$ 140	\$ 4,480
Task 5 - Strategic Plan Development			
Draft Plan	80	\$ 140	\$ 11,200
Town Council Presentation & Prep	32	\$ 140	\$ 4,480
TOTAL	112		\$ 15,680
TOTAL ALL TASKS	360		\$ 50,400

Additional fees may be required for mass-mailings and other activities not envisioned in the scope of services. Billing is proposed by completion of task, payable within 30 day. All costs associated with the project will be reimbursable to include printing and copies. Mileage will not be charged.

Firm: Green Street Associates, LLC

Authorized Signature: John Osborne

Title: Principal - Owner

Print or Type Name: John Osborne, AICP

Date: February 1, 2023

