

## **BOARD OF DIRECTORS MEETING**

February 18, 2021

3:00 pm

City Commission Chambers

Chair: Diane Williams-Cox

### **Agenda**

#### **I. AGENDA MODIFICATIONS**

Page

##### **CITIZENS TO BE HEARD [NON-AGENDA ITEMS]**

**In Person:** Citizens desiring to speak must fill out a Speaker Request Form. The Chair reserves the right to limit the number of speakers or time allotted to each.

**Written Comments:** Please provide written public comment by emailing [Comments@BlueprintIA.org](mailto:Comments@BlueprintIA.org) until 5 p.m. on February 17, 2021. This will allow ample time for comments to be provided to the IA Board in advance of the meeting. Comments submitted after this time will be accepted and included in the official record of the meeting.

**Live Comments Via WebEx:** If you wish to provide comments live during the IA Board meeting via WebEx, please register to join at this [link](#), by 5 p.m. on February 17, 2021, and WebEx meeting access information will be provided to you via email. Speakers are limited to 3 minutes; please address all items of interest within your 3 minutes.

#### **II. INFORMATIONAL ITEMS/PRESENTATIONS**

- CAC Chair Report – Jim McShane
- EVLC Chair Report – Steve Evans
- Blueprint Project Updates
- Presentation regarding \$1M Blueprint Funding Request by TCC – TCC President Murdaugh



**III. CONSENT**

- |    |   |            |
|----|---|------------|
| 1. | Approval of the December 10, 2020, Blueprint Intergovernmental Agency Board of Directors Meeting Minutes  | <b>5</b>   |
| 2. | Acceptance of the Draft Blueprint Citizens Advisory Committee February 4, 2021, and Economic Vitality Leadership Committee February 2, 2021, Minutes  | <b>21</b>  |
| 3. | Acceptance of the Status Update on Blueprint Intergovernmental Agency Infrastructure Projects   | <b>33</b>  |
| 4. | Acceptance of a Status Update on the Bike Route System Implementation Process and Authorization to Procure Downtown-University Protected Bike Lane Project Design and Construction Services | <b>205</b> |
| 5. | Amendment to VisionFirst Contract and Related Budget Amendment  | <b>241</b> |

**IV. GENERAL BUSINESS/PRESENTATIONS**

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|----|--|--------------------------|
| 6. | Approval of the Memorandum of Understanding with the Leon County Research and Development Authority on the \$2.5 million Matching Funds for the North Florida Innovation Labs which leveraged \$10.7 Million from the U.S. Economic Development Administration | <b>311</b>               |
| 7. | Approval of the Capital Cascades Trail Segment 3 Skateable Art Design Plan   | <b>325</b>               |
| 8. | Approval to Initiate the Substantial Amendment Process for the Northeast Park Project and Consideration of Advance Funding Options   | <b>351</b><br><b>373</b> |
| 9. | Consideration of Blueprint Informational Meetings  |                          |

**V. CITIZENS TO BE HEARD [NON-AGENDAED ITEMS]**

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## **VI. ADJOURN**

### **NEXT BOARD OF DIRECTORS MEETING: April 8, 2021**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to attend this meeting should contact Susan Emmanuel, Public Information Officer, 315 South Calhoun Street, Suite 450, Tallahassee, Florida, 32301, at least 48 hours prior to the meeting. Telephone: 850-219-1060; or 1-800-955-8770 (Voice) or 711 via Florida Relay Service.



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# **Blueprint Intergovernmental Agency Board of Directors Agenda Item #1**

**February 18, 2021**

**Title:** Approval of the December 10, 2020, Blueprint  
Intergovernmental Agency Board of Directors Meeting  
Minutes

**Category:** Consent

**Intergovernmental  
Management  
Committee:** Vincent S. Long, Leon County Administrator  
Reese Goad, City of Tallahassee Manager

**Lead Staff /  
Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Cristina Paredes, Director, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item presents the summary meeting minutes for the December 10, 2020, Blueprint Intergovernmental Agency Board of Directors (IA Board) meeting minutes and requests the IA Board's review and approval of the minutes as presented.

## **FISCAL IMPACT**

This item has no fiscal impact.

## **RECOMMENDED ACTION:**

Option 1: Approve the December 10, 2020, Blueprint Intergovernmental Agency Board of Directors Meeting Minutes.

## **OPTIONS:**

Option 1: Approve the December 10, 2020, Blueprint Intergovernmental Agency Board of Directors Meeting Minutes.

Option 2: IA Board Direction.

### Attachments:

1. Draft Summary Minutes of the Blueprint Intergovernmental Agency Board of Directors Meeting on December 10, 2020.



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# Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

**Date:** February 18, 2021  
**To:** Board of Directors  
**From:** Benjamin H. Pingree, PLACE Director  
**Subject:** Summary Minutes to Board of Directors Meeting of December 10, 2020

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## **MEMBERS PRESENT**

<b>COUNTY</b>	<b>CITY</b>
Commissioner Nick Maddox, Vice-Chair	Commissioner Dianne Williams-Cox, Chair
Commissioner Kristin Dozier	Mayor John Dailey
Commissioner Carolyn Cummings	Commissioner Curtis Richardson
Commissioner Brian Welch	Commissioner Jeremy Matlow
Commissioner Bill Proctor	Commissioner Jacqueline Porter
Commissioner Rick Minor	
Commissioner Jimbo Jackson	

## **I. AGENDA MODIFICATIONS**

Commissioner Maddox, IA Board Vice-Chair, welcomed newly elected Commissioners Cummings, Porter, and Welch to the IA Board. He also requested to modify the agenda to make the election of a new Chair as the first order of business.

**Commissioner Richardson moved, seconded by Mayor Dailey, to take Item #1, Election of Chair, ahead of Citizens to be Heard.**

**The motion passed 12-0 (weighted 70-0).**

1. Approval of the September 17, 2020, Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

**Mayor Dailey moved, seconded by Commissioner Minor, to elect Commissioner Williams-Cox to IA Board Chair.**

**The motion passed 12-0 (weighted 70-0).**

## **II. CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS**

Public comments were received by email to Comments@BlueprintIA.org through 5:00 p.m. on December 9, 2020. All comments received by that time were provided to the IA Board. Live comments were also taken in person and via WebEx during the meeting. Those comments are summarized below.

Citizen Comment



Stanley Sims expressed the need to rethink how Tallahassee-Leon County invests in communities of color to meet the urgency of now within the working poor and surviving poor.

Max Epstein urged the IA Board to request an agenda item to examine once again, the Blueprint Eminent Domain Policy, ahead of other projects; particularly the Airport Gateway project. As well as reparations to citizens effected by past policy and the cycle of poverty in Tallahassee-Leon County. He also encouraged the IA Board to develop a Joint City-County Stormwater & Water Quality Masterplan.

Jeff Blair withdrew his request to speak on non-agendaed items.

Suzannah Grasel registered to speak but did not connect to the meeting via WebEx.

Eric Katz spoke on the KCCI bike project in the Market District Park, opportunity to improve multi-modal transportation, and the Bike-Ped Masterplan.

Theresa Bender spoke on the proposed bike park in Market District and improvements that provide for pedestrian and cyclist mobility.

### **III. INFORMATIONAL ITEMS/PRESENTATIONS**

- CAC Chair Report  
Elva Peppers provided a written report of the CAC meeting on November 19, 2020, which was delivered to the IA Board digitally.
- EVLC Chair Report  
Steve Evans provided a written report of the EVLC meeting on December 2, 2020. Keith Bowers, Chairman of the MWSBE CAC and member of the EVLC, provided a report on the discussion and actions taken at both the EVLC and CAC meetings on December 2, 2020.

### **IV. CONSENT**

#### **Citizen Comment**

Max Epstein spoke on the Lower Lake Lafayette engineering study and stressed the need for an environmental science approach ahead of the design of amenities.

Theresa Bender expressed her interest in the multi-mobility movement of citizens.

Commissioner Dozier noted that Item 6, addressed water quality and floodplain management that could lead to developing the amenities connecting the 7,200 acres of natural, protected land from Tom Brown Park to the St. Marks Headwaters Greenway.

**ACTION TAKEN: Mayor Dailey moved, seconded by Commissioner Richardson to approve the Consent Agenda.**



**The motion passed 12-0 (weighted (70-0)).**

2. Approval of the September 17, 2020, Blueprint Intergovernmental Agency Board of Directors Meeting Minutes

**The IA Board approved Option 1: Approve the September 17, 2020, Blueprint Intergovernmental Agency Board of Directors Meeting Minutes.**

3. Acceptance of the Draft Blueprint Citizens Advisory Committee November 19, 2020, and Economic Vitality Leadership Committee December 2, 2020, Meeting Minutes

**The IA Board approved Option 1: Accept the Draft Blueprint Citizens Advisory Committee November 19, 2020, and Economic Vitality Leadership Committee December 2, 2020, Minutes.**

4. Approval of a Revision to the Blueprint Budget Policy

**The IA Board approved Option 1: Approve the proposed revision to the Budget Policy.**

5. Authorization to Advertise, Negotiate, and Award Preliminary Engineering Services for the Blueprint Monroe-Adams Placemaking Project

**The IA Board approved Option 1: Authorize Blueprint to advertise, negotiate, and award a contract for preliminary engineering services for the Monroe-Adams Corridor Placemaking project.**

6. Authorization to Advertise, Negotiate, and Award Engineering Study Services for the Blueprint Lake Lafayette and St. Marks Regional Linear Park Project

**The IA Board approved Option 1: Authorize Blueprint to advertise, negotiate, and award a contract for engineering study services for the Lake Lafayette and St. Marks Regional Linear Park project.**

7. Authorization to Advertise, Negotiate, and Award Design Services for the Blueprint Midtown Placemaking Project

**The IA Board approved Option 1: Authorize Blueprint to advertise, negotiate, and award a contract for design services for the Midtown Placemaking project.**

8. Appointment to the Economic Vitality Leadership Council

**The IA Board approved Option 1: Approve the appointment of Brent Edington to the Economic Vitality Leadership Council.**



## **V. GENERAL BUSINESS**

### **9. Acceptance of the 2020 Annual Report of the Blueprint Intergovernmental Agency**

Ben Pingree provided a brief overview of the Blueprint Annual Report outlining progress by Blueprint Infrastructure and the Office of Economic Vitality through 2020. He also noted the substantial upgrades to the Blueprint and OEV websites including easier navigation, increased project transparency, and opportunities for community involvement.

**Commissioner Richardson moved, seconded by Commissioner Minor to approve Option 1.**

**Option 1: Accept the Blueprint Intergovernmental Agency FY 2020 Annual Report.**

**The motion passed 12-0 (weighted 70-0).**

### **10. Acceptance of the Status Update on Blueprint Intergovernmental Agency Infrastructure Projects**

Ben Pingree introduced the item and Autumn Calder provided a brief presentation on the status of Blueprint Infrastructure projects including virtual and safe in-person community engagement activities, an update to the Fairgrounds Market Study, Airport Gateway, and Northeast Gateway. Mary Margaret Jones, with Hargreaves Jones & Associates provided a presentation on the park portion of the Market District Placemaking project and next steps for the concept development.

#### **Citizen Comment**

Max Epstein spoke on his concerns regarding 3D-B Pond and the permitting process and designing holistically for the park within the Market District Placemaking project and his wish for an opportunity for public comment before permit applications were submitted for the FAMU Way Pond 3DB projects.

Jeff Blair spoke on the Northeast Gateway project and requested the IA Board expand project timelines to allow for effective public engagement in order for thoughtful transitions from urban to rural areas.

Scott Hannahs spoke on the Northeast Gateway project, proposed land use changes to the Comprehensive Plan and redefining the label from urban fringe to rural residential, and requested additional citizen meetings to discuss roadway options for Welaunee Boulevard.

Pamela Hall spoke on Northeast Gateway project, land use implications and future development of the area outside of the urban services area. She stressed the importance of retaining the rural character and functionality of the Bradfordville area.

Suzannah Grasel spoke on the progress of the park within the Market District Placemaking project and improved bicycle connectivity in public spaces.



Commissioner Williams-Cox shared a recent move by the Board of County Commissioners to limit discussion to three minutes in an attempt to minimize COVID-19 exposure and promote the health and safety of all.

**Commissioner Jackson moved, seconded by Commissioner Maddox, to establish a 3-minute limit on IA Board speakers.**

**The motion passed 8-4 (weighted (46-24) with Commissioners Matlow, Porter, Dozier, and Welch dissenting.**

Regarding the Convention Center, Commissioner Minor stated that during his briefing he requested that staff evaluate and respond to the assertions in the research provided by Michael Yost in a September 2020 letter to the IA Board.

**Commissioner Minor moved, seconded by Commissioner Matlow, to bring back an agenda item with a status report on the Convention Center Project and to direct staff to research and respond to the points raised in Mr. Michael Yost's email on the Convention Center Project.**

With respect to efficiency, Commissioner Minor also questioned the effects of extending the Northeast Gateway project process by three months, as requested by citizens. Ben Pingree stated that Blueprint has incorporated a three-month community engagement period into the project schedule including meetings with CeRCA, Keep It Rural, Killearn Homes Association, and other stakeholders.

Commissioner Richardson questioned if a motion was necessary for a staff response. Ben Pingree stated that although the motion was not legally required for a staff response, however where it included the potential to differ from previous policy direction from the IA Board, he felt it was prudent for the Directors to vote on the motion in order to have clear guidance to staff.

Commissioner Dozier offered a friendly amendment to bring the staff response back as an agenda item for the Strategic Planning Workshop; accepted by the maker and second and included in the motion above. Commissioner Matlow stated that current conditions and adjustments to the financial commitment from OEV warranted further consideration.

Commissioner Richardson expressed his concern that that the IA Board would reconsider decisions on a project, approved by 60% or more of the Tallahassee-Leon County community in 2014, based on the opinions of one PhD student.

Commissioner Proctor echoed Commissioner Richardson's concern that directing staff to respond to the public is a slippery slope.

Commissioner Dozier indicated that the research and content is similar to the concerns presented to the IA Board by other citizen groups like community associations.

With regard to the content of the letter received from Mr. Yost, Commissioner Minor clarified that it was not opinion but sourced research points with explanations of the



data. Through the letter, Mr. Yost provided information from studies and assessments on the development of other convention centers, with mixed results. Commissioner Minor stated that the intention of his motion was to provide the IA Board with staff analysis of the data points in order to make an informed vote.

**The motion failed: 6-6 (weighted: 34-36) with Mayor Dailey and Commissioners Richardson, Williams-Cox, Cummings, Jackson, and Proctor dissenting.**

Regarding Market District Placemaking, Commissioner Dozier expressed concern that the event space would compete with other venues, for example the Amphitheater. Autumn Calder stated that the space would be multi-functional providing for example, area for a community market one day and a game of dominoes the next. Commissioner Dozier questioned if it were possible to consider solar parking covers, in spaces such as the Market District Park. Autumn Calder confirmed that staff could investigate that within the scope of the project.

Commissioner Dozier questioned the status of sidewalks and underground utilities on Magnolia Drive. Autumn Calder stated that Monroe Street to Meridian Road would be the first phase under construction, along with retrofit to Pontiac Drive. The project was at 100% plans and permitted; Leon County was in the procurement process preparing the Invitation to Bid for advertisement. Blueprint would be collaborating with Leon County on community engagement of that segment of the project. Moving north from Pontiac to Apalachee Parkway, Blueprint has identified potential budget shortfalls due to the underground electric component. The Budget Workshop in May 2021, would include a presentation on the cost estimates to complete the remaining components.

Commissioner Dozier noted that residents along Magnolia Drive have waited a long time for the sidewalks. She expressed her concern about the cost of underground utilities, and while she found it to be an admirable goal, she looked forward to the workshop item in order to find solutions that would allow the sidewalks to be constructed in 2021.

Regarding the Northeast Gateway, Commissioner Dozier questioned what issues or costs might be associated with the proposal by citizens to delay the project a few months. Ben Pingree stated that January to March 2021, was programmed for extensive public outreach activities. Delaying an update on the draft PD&E to the IA Board until August 2021, would cause Blueprint to miss the application window for the State Infrastructure Bank (SIB) Loan, which was due in the summer. The current schedule had the presentation of the final PD&E to the IA Board at the July 2021, Intergovernmental Agency Board of Directors meeting.

**Commissioner Maddox moved, seconded by Commissioner Minor, to provide additional time for Commissioner Dozier to speak.**

**The motion passed: 12-0 (weighted: 70-0).**

Commissioner Dozier noted the tension with the SIB loan deadline and acknowledged citizen requests for additional time for public engagement on the infrastructure and



intersection designs and the inclusion of Planning Department staff in to the process. In order to address the citizen requests, she questioned if Blueprint could have a more robust outreach through April 2021, with even greater public engagement, beyond the scheduled public hearings, April to June, 2021. Ben Pingree stated that Blueprint staff understood the comments from Mr. Blair, Ms. Hall, and Commissioner Dozier. He also noted the concurrent processes for larger transportation and land use through the Comprehensive Plan. Furthermore, collaboration with Blueprint and Planning Department staff, as well as Leon County, were ongoing.

Commissioner Welch stated that during the Comprehensive Plan process, the City and County committed to traffic mitigation in Killearn Estates. He requested that staff commit to working with Killearn Estates on traffic impacts to the neighborhood and develop specific options that could relieve concerns.

**Commissioner Maddox moved, seconded by Commissioner Richardson, to provide additional time for Commissioner Welch.**

**The motion passed: 12-0 (weighted: 70-0)**

Regarding the Northeast Park, Commissioner Welch expressed that the project was a primary issue of his campaign. He noted that the County Administrator would present an agenda item regarding the park at the BOCC in January 2021. Currently, the land allocated for the park is two miles north of Chiles High School, surrounded by conservation land and overall, a less than ideal location for a park. He stated that Tall Timbers was interested in acquiring that parcel.

**Commissioner Welch moved, seconded by Commissioner Maddox, to bring back an agenda item, at first available date, on the Northeast Park providing options for advancing the project.**

Commissioner Maddox requested that staff include in the analysis the implications of increasing the infrastructure bond. Ben Pingree confirmed that it would be included in the agenda item.

Mayor Dailey likened the Northeast Park project to Cascades Park, where the City provided and paid for the ongoing maintenance of the park constructed by Blueprint. He noted that the City planned to build a park in the Northeast Gateway project area and proposed further conversation, to discuss collaboration on the park, by Blueprint, Leon County, and the City of Tallahassee to leverage funds and achieve an incredible park on the land with shared resources.

Commissioner Proctor expressed concern for reneging on a commitment to citizens, to construct the Northeast Park in the currently proposed area and doubling up on park space in the Northeast Gateway project area. It undermined the commitments of the IA Board to the northern area of the County. Ben Pingree stated that while staff acknowledge a BOCC specific agenda item on the same subject, his understanding of the motion was that the Blueprint agenda item would analyze adding the project to the bond and advancing it in the funding strategy. The outcome of the BOCC item would be summarized in the Blueprint item presented to the IA Board.



**The motion passed: 12-0 (weighted: 70-0).**

**Mayor Dailey moved, seconded by Commissioner Maddox, to approve Option 1.**

**Option 1: Accept the December 2020 Status Update on Blueprint Infrastructure Projects.**

Commissioner Proctor expressed his concern for the number of projects in the professional services stage and encouraged staff to move into construction as quickly as possible.

**The motion passed 11-0 (weighted 65-0) with Commissioner Dozier out of chambers.**

**11. Approval of Resolutions and Other Necessary Documents for Bank Loan Financing in the Amount of \$10 Million for the Florida A&M University's Bragg Memorial Stadium**

Ben Pingree stated that staff was prepared for presentations on each of the remaining items however, in an abundance of caution for the health and safety of all and unless otherwise directed by the IA Board, he would simply provide an overview of each.

Mr. Pingree introduced the financing item for Bragg Memorial Stadium. He acknowledged the achievement of the goals set by the IA Board and the collaboration with FAMU leadership in the process; who were available by Webex should the IA Board have any questions.

**Citizen Comments**

Stanley Sims spoke of his pride and appreciation of the IA Board investing in FAMU as an economic engine in communities of color. Regarding the Northeast Park, Mr. Sims stated that construction of a city park in rural areas, constituted taxation without representation.

Kortne Goshe expressed gratitude on behalf of FAMU President Dr. Larry Robinson and to the Blueprint Intergovernmental Agency for the favorable consideration on the investment into Bragg Stadium.

**Commissioner Richardson moved, seconded by Mayor Dailey, to approve option 1.**

**Option 1: Approve Master Resolution 2020-06; Supplemental Resolution 2020-07; FY 2021 Budget Amendment Resolution 2020-08; and authorize the IMC to approve the execution of a final Memorandum of Understanding with FAMU.**

Commissioner Dozier stated that she received many comments and questions following a prior IA Board vote to allocated \$10 million to improvements at Bragg Stadium. She clarified her support of FAMU as a value provider and economic engine



in Tallahassee-Leon County. However, her nay vote then and her inability to support the motion on the floor was an expression of her concern with how quickly the IA Board arrived at the decision and whether or not it could have been funded through other resources.

Commissioner Cummings commended the IA Board for the initiative because it illustrated the relevance of the IA Board who recognized the need. In addition to the economic benefit, the project promoted the health, safety, and welfare of Tallahassee-Leon County citizens through the COVID-19 testing site.

**The motion passed 11-1 (weighted 65-5) with Commissioner Dozier dissenting.**

12. Authorization to Execute an Agreement with MGT of America for an Update to the 2019 Disparity Study; and a Status Report on Micro-Lending Programs for Minority and Women-Owned Businesses

Ben Pingree provided a brief overview of the update to the 2019 Disparity Study and micro-lending opportunities including discussion with the local Chambers of Commerce and other stakeholders. The agenda material offered an extensive examination on analyzing pcard data, staffing needs, and the potential to update the Disparity Study with three new years of data.

**Citizen Comments**

Katrina Tuggerson expressed her gratitude for the IA Board listening and acting on citizen issues and the collaborative process. She also spoke on the small businesses tangential to FAMU football that were positively impacted by the financing of the Bragg Stadium project.

Stanley Sims spoke on the benefits of the micro-loan program.

Antonio Jefferson expressed his gratitude for the collaborative process and the investment into the economic strength of the Tallahassee-Leon County community.

**Commissioner Maddox moved, seconded by Commissioner Dozier, to (1) approve Options 1 and 2; (2) direct staff to bring back a market report on the activation of marketing the micro-lending programs to include minority media outlets; and (3) direct staff to ensure that MGT includes analysis of the utilization of good faith documents within procurement solicitations for Leon County Government, City of Tallahassee, and Blueprint in the update to the Disparity Study.**

**Option 1: Authorize staff to negotiate an agreement with MGT America for an update to the Disparity Study of the Tallahassee, Leon County Government, and Blueprint Intergovernmental Agency, and authorize the Intergovernmental Management Committee (IMC) to approve execution of the agreement by the Director of PLACE or his designee, to include the following deliverables:**



- **An updated Disparity Study report including an analysis of FY 2018, FY 2019, and FY 2020 data;**
- **Analysis of purchasing card expenditures for all three jurisdictions;**
- **Benchmark Tallahassee against other comparable communities;**
- **Analyze available data and information to determine the feasibility of the creation of specific aspirational goals for black-owned businesses; and**
- **Conduct a staffing analysis on the MWSBE Division.**

**Option 2: Accept the status report on micro-lending available to minority, women-owned and small business enterprises.**

Commissioner Proctor quoted statistics from the agenda material, and expressed his concern that nationally, 41% of black-firms closed due to COVID-19. He questioned why the IA Board needed to consider the Disparity Study to increase aspirational goals when 41% of the nation's black firms were out of business. The Disparity Studies were conducted to comply with the law; however, the Good Faith Waiver was a loophole that disallowed any accountability for companies that check the box without the due diligence to find a minority business. He questioned if the Good Faith Waiver was a legislative mandate. Susan Dawson stated that it was not a legislative mandate. However, case law supported the Good Faith Waiver for business that were unable to reach the goal because minority businesses were not available. The new consolidated policy, which the IA Board approved and took effect April 1, 2020, included a more robust system of documentation that was required to confirm the efforts made to hire minority firms.

Commissioner Proctor offered a friendly amendment to the motion on the floor, that staff analyze the utilization of good faith documents within procurement solicitations for Leon County, City of Tallahassee, and Blueprint; accepted by the maker and second and included in the motion above. Commissioner Dozier further requested that the nuances such as sole source or sub-contractor be included in evaluating the differences between contracts.

Commissioner Williams-Cox expressed interest in the effects of change orders that removed firms from projects. Darryl Jones stated that all of the requested components would be captured and could be reported as part of the Disparity Study.

Commissioner Richardson requested staff elaborate on the responses to the Minority Chambers of Commerce correspondences received by the IA Board in the summer 2020. The will of the Board was to forgo the presentation in favor of the referenced page in the agenda material. (pages 363-365)

Commissioner Proctor questioned how the increased monitoring would be resolved. Darryl Jones stated that the one of the deliverables of the updated Disparity Study would be a staff analysis to determine what staff changes might be required to be in full compliance. Furthermore, the City adopted the contract compliance monitoring software used by the County. That tool ensured the full utilization of the identified minority and women owned businesses in procurement responses.



Commissioner Dozier spoke of the more robust focus on business development of minority and women owned businesses. Cristina Paredes stated that Tallahassee-Leon County had just under 500 certified minority and women owned firms. The MWSBE team was focused on economic inclusion and development through the Four E's approach to Engage, Empower, Equip, and Educate.

Commissioner Dozier requested additional information on the Revive program and the businesses awarded funding. Cristina Paredes stated that OEV worked in partnership with the Apalachee Regional Planning Council (ARPC) to monitor the program. A semi-annual report would be submitted by ARPC in time for the February 2021 Strategic Planning Workshop.

Commissioner Cummings spoke to the misuse of information by primes to secure contracts to be removed later. She questioned what was in place to ensure compliance to the contract bid. Darryl Jones stated that because of the 2019 Disparity Study, which equipped OEV to create a new, consolidated MWSBE policy, approved by the IA Board that provided the MWSBE office with the authority to monitor changes to contractors. Those change orders must be approved by the MWSBE office through the authorization of final payment, and another minority or woman owned firm must be identified as the replacement such that the prime maintained the aspirational target that qualified them for the contract. Susan Dawson stated that additional penalties included recommendation of debarment, unable to bid for a period of time, or in extreme cases, there were provision for the suspension of the vendor.

**The motion passed: 12-0 (weighted: 70-0)**

**13. Approval of the Prioritized List of Greenways Masterplan Projects**

Ben Pingree provided a brief overview of the prioritized list of Greenways Masterplan history, IA Board influence, and next steps outlined in the agenda material.

**Citizen Comment**

No comments were submitted by the registered speakers via WebEx.

**Commissioner Richardson moved, seconded by Commissioner Dozier, to approve option 1.**

**Option 1: Approve the prioritized list of Greenways Master Plan projects.**

Commissioner Dozier stated that the economic impact of eco-tourism had become embedded in greenways and trails conversations across City and County government. She wanted to ensure that Blueprint continued to work with the Capital Regional Transportation Planning Agency (CRTPA) and surrounding counties in order to quality Tallahassee-Leon County for leveraging opportunities to further the Greenways Masterplan.

**The motion passed: 11-0 (weighted: 65-0) with Commissioner Proctor out of chambers.**



**14. Approval of Appointments and a Reappointment to the Blueprint Citizens Advisory Committee**

Autumn Calder provided a brief overview of the appointments and reappointment to the CAC.

Commissioner Maddox stated that because of the amount of money spent through Blueprint projects and the broad effects on Tallahassee-Leon County community, he strongly encouraged the IA Board to ensure diversity of race, gender, and geography across the committee.

**Citizen Comment**

Mary Glowacki advocated for her appointment to the CAC.

Jeff Caster advocated for his appointment to the CAC.

Max Epstein advocated for his appointment to the CAC.

Theresa Bender advocated for her appointment to the CAC.

**Commissioner Maddox moved, seconded by Commissioner Richardson, to appoint Christopher Daniels as the at-large member, Mandy Bianchi as the disabled community representative, and to re-appoint Elva Peppers as the natural scientist/biologist representative.**

**The motion passed: 11-0 (weighted: 65-0) with Commissioner Proctor out of chambers.**

**Commissioner Richardson moved, seconded by Mayor Dailey to appoint Daniel Beaty as the planning expert member.**

**Commissioner Porter offered a substitute motion, seconded by Commissioner Minor, to appoint Mary Glowacki as the planning expert member.**

**The motion passed: 10-1 (weighted: 58-7) with Commissioner Richardson dissenting and Commissioner Proctor out of chambers.**



### **ITEMS FROM MEMBERS OF THE IA BOARD**

**Commissioner Minor moved, seconded by Commissioner Maddox, to bring back an agenda item that would establish a lobbyist registration process for the Blueprint Intergovernmental Agency.**

**The motion passed: 11-0 (weighted: 65-0) with Commissioner Proctor out of chambers.**

Commissioner Jackson noted the length of the IA Board meeting, number of people in the room, and the COVID-19 positivity rate in Leon County to remind the IA Board to be strong examples for the citizenry of Tallahassee-Leon County. He expressed his appreciation for the expeditious management of the meeting and noted that many people were gathered in person, inside, in a way that was not always safe. He reiterated the importance of setting good examples to citizens.

Commissioner Dozier stated that cities in the Miami-Dade area found a way to continue meeting virtually despite the expiration of the Governor's Executive Order. She expressed her full support of that for Tallahassee-Leon County based on the COVID-19 positivity rate in Florida. Moreover, due diligence on important issues was the job of the IA Board. Furthermore, prior to the pandemic, there was tension around the length of IA Board meetings. She suggested that IA Board members consider separating the focus of the meetings between Blueprint Infrastructure and OEV in order to have dedicated time to discuss each program sufficiently.

### **VI. ADJOURN**

**The meeting adjourned at 6:51 p.m.**

*The next Blueprint Intergovernmental Agency Board of Directors Meeting  
is scheduled for  
**February 18, 2021, at 3:00 p.m.***



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# **Blueprint Intergovernmental Agency Board of Directors Agenda Item #2**

**February 18, 2021**

**Title:** Acceptance of the Draft Blueprint Citizens Advisory Committee February 4, 2021, and Economic Vitality Leadership Committee February 2, 2021, Meeting Minutes

**Category:** Consent

**Intergovernmental Management Committee:** Vincent S. Long, Leon County Administrator  
Reese Goad, City of Tallahassee Manager

**Lead Staff / Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Cristina Paredes, Director, Office of Economic Vitality

## **STATEMENT OF ISSUE:**

As directed by the Intergovernmental Agency Board of Directors at their March 12, 2020 Workshop, this agenda item provides the draft summary meeting minutes for the preceding Blueprint Intergovernmental Agency Citizens Advisory Committee (CAC) and Office of Economic Vitality Leadership Committee (EVLC) meeting for consideration and acceptance by the Blueprint Intergovernmental Agency Board of Directors (IA Board). The CAC met on February 4, 2021, and the EVLC met on February 2, 2021. This agenda item also details the updated 2021 CAC meeting schedule as approved by the CAC at their February 4, 2021 meeting.

## **FISCAL IMPACT**

This item has no fiscal impact.

## **SUPPLEMENTAL INFORMATION:**

### **2021 CAC SCHEDULE MODIFICATIONS**

At the February 4, 2021 meeting the CAC approved an updated meeting schedule for the remaining 2021 meetings. This change allows Blueprint and OEV to align committee meetings, maximizing use of the selected audio visual vendor and allowing the agency to share vendor costs. The updated 2021 Blueprint CAC meeting schedule includes adjusted meeting times as well as four adjusted meeting dates. Beginning with the March 25 CAC



meeting, the start time is proposed to be moved from 4:30 pm to 5:00pm. For all subsequent meetings, the meeting days will be moved to Wednesdays. The updated 2021 CAC meeting schedule as approved by the CAC is as follows:

- Thursday, March 25, 2021, 5:00 – 7:00 pm
- Wednesday, May 12, 2021, 5:00 – 7:00 pm
- Wednesday, June 30, 2021, 5:00 – 7:00 pm
- Wednesday, September 8, 2021, 5:00 – 7:00 pm
- Wednesday, November 17, 2021, 5:00 – 7:00 pm

Currently, all 2021 CAC meetings are planned for the TCC Center for Innovation, 300 West Pensacola Street.

## **RECOMMENDED ACTION:**

Option 1: Accept the Draft Blueprint Citizens Advisory Committee February 4, 2021, and Economic Vitality Leadership Committee February 2, 2021, Minutes.

## **OPTIONS:**

Option 1: Accept the Draft Blueprint Citizens Advisory Committee February 4, 2021, and Economic Vitality Leadership Committee February 2, 2021, Minutes.

Option 2: IA Board Direction.

### Attachments:

1. Draft Summary Minutes of the Blueprint Citizens Advisory Committee on February 4, 2021.
2. Draft Summary Minutes of the Office of Economic Vitality Economic Vitality Leadership Committee on February 2, 2021.



# Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes

**Date:** March 31, 2021  
**To:** Citizens Advisory Committee  
**From:** Benjamin H. Pingree, PLACE Director  
**Subject:** Summary Minutes for February 4, 2021 CAC Meeting

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## Committee Members present:

Jim McShane, Chair	Elva Peppers
Peter Okonkwo, Vice-Chair	Allen Stucks
Chris Daniels	Robert Volpe*
Mary Glowacki	Mandi Bianchi*
Claudette Cromartie	Sean McGlynn

*\*virtual participant*

## Committee Members absent:

Kathy Bell	Daniel Petronio
Linda Vaughn	Hugh Tomlinson

## I. AGENDA MODIFICATIONS

There were no agenda modifications.

## II. CITIZEN COMMENTS

Blueprint Intergovernmental Agency offered three alternatives for citizen comment, by email, through virtual participation, or in person. There were no comments received by email, no speakers in person or registered via Zoom.

## III. CONSENT

**ACTION TAKEN: Allen Stucks moved, seconded by Mary Glowacki, the modified consent agenda. The motion passed 8-0.**

1. Approval of the November 19, 2020, Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Minutes

**Option #1: Approve the November 19, 2020, Blueprint Intergovernmental Agency Citizens Advisory Committee meeting minutes.**

2. Recommendation of Acceptance of the Status Update on Blueprint Infrastructure Projects



**Option #1: Recommend that the Blueprint Intergovernmental Agency Board of Directors accept the February 2021 update on Blueprint Infrastructure projects.**

3. Recommendation of Approval of the Memorandum of Understanding with the Leon County Research and Development Authority on the \$2.5 million Matching Funds for the North Florida Innovation Labs which leveraged \$10.7 Million from the U.S. Economic Development Administration

**Option #1: Recommend the Blueprint Intergovernmental Agency Board of Directors' Approval to Execute the Memorandum of Understanding with the Leon County Research and Development Authority for the North Florida Incubator Matching Funds.**

**IV. GENERAL BUSINESS**

4. Approval of the Adjusted 2021 Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Schedule

Megan Doherty provided a brief overview of the proposed revised 2021, Citizens Advisory Committee (CAC) meeting schedule agenda item including the cost saving benefits of aligning the Blueprint Infrastructure and Office of Economic Vitality (OEV) committee meetings to maximize the services of Mega Ace Media for audio/visual support. The remaining meetings would shift to the identified Wednesdays, 5:00-7:00 pm.

**Allen Stucks moved, seconded by Peter Okonkwo, to recommend approval of the adjusted 2021 Blueprint Intergovernmental Agency Citizens Advisory Committee Meeting Schedule.**

**The motion passed 8-0.**

5. Recommendation of Acceptance of a Status Update on the Bike Route System Implementation Process and Authorization to Procure Downtown-University Protected Bike Lane Project Design and Construction Services.

Mike Alfano provided a brief overview of the Bike Route System implementation process including procedural history, economic impacts of outdoor recreation for local communities, proposed annual work program for IA Board approval, and a facilities gap analysis between existing and planned facilities plus opportunities for additional connections. Blueprint would seek authorization from the Intergovernmental Agency Board of Directors at the February 18, 2021, meeting to procure design and construction services for the Downtown-University Protected Bike Lane project. This project would provide permanent protected bike lane structures, increase safety along Pensacola and St. Augustine Streets, and provide additional connectivity with the recently constructed residential and retail development in College Town. Construction would coordinate with City of Tallahassee roadwork, planned for late 2021 or early 2022.

Jim McShane questioned the equity and inclusivity for the project. Mike Alfano stated the prioritization of the Bicycle Pedestrian Master Plan (BPMP) was set by the Capital



Regional Transportation Planning Agency, not Blueprint. However, equity was a distinct evaluation criteria for Blueprint funded projects. Staff would ensure that those who most rely on alternative transportation would receive the public investments.

Allen Stucks questioned if there were existing sidewalks in the project area. Mike Alfano stated that it was possible that sidewalks existed in areas where the BPMP called for additional connectivity. It would be another criterion in the in the prioritization process by the IA Board.

Sean McGlynn acknowledged the connection for university students and questioned if the plan included options for improved connectivity to K-12 schools. Mike Alfano noted that Leon County implemented the Safe Routes to Schools program to address that. He stated that the facilities gap analysis would also address further connectivity needs.

Allen Stucks questioned if motorized vehicles would use the protected bike lanes. Mike Alfano stated that local ordinance and state law allowed motorized scooters to use bike lanes.

**Mary Glowacki moved, seconded by Claudette Cromartie, to recommend that the IA Board accept the status report on the Bike Route System implementation process.**

**The motion passed 8-0.**

6. Recommendation of Approval of the Capital Cascades Trail Segment 3 Skateable Art Design Plan

Autumn Calder provided a brief overview of the Skateable Art Design Plan for the newest amenity to Capital Cascades Trail, including clarifying the location (west of Railroad Square at the intersection of FAMU Way and Pinellas Streets), the original concept, approved by the IA Board in 2016, project challenges, and highlighted the work of the selected design-build firm, Team Pain Enterprises. Community outreach, which began in 2018, included direct outreach to neighbors and businesses, community survey and two virtual meetings. Which produced some of the highest attended public meeting with approximately 150-regional participants.

Regarding the design plan, Autumn Calder stated that the world-class skate park would enhance local skating opportunities, compliment the surrounding landscape, and serve as a landmark representing recreation, creativity, and innovation in Tallahassee-Leon County. The park design was inspired by FAMU and the history and innovation of the area. The 500-foot linear park would include the longest “Rattler” snake-run in Florida, stretching 225-feet, create a local recreation asset and attract global competition level users. Blueprint anticipated breaking ground late spring 2021, with construction completed in the fall.

Allen Stucks questioned security at the restroom facility. Autumn Calder stated that the restroom facility, located near the FAMU Way playground, was operated and maintained by City Parks and Recreation. They requested that the doors include automatic locking mechanisms which would be locked at night. Mr. Stucks asked



about safety signage. Ms. Calder stated that it would include a blue-light call station and signs at the stormwater facility. The park would be designed in a way that skaters exiting the park would not conflict with trail users. Mr. Stucks questioned if cyclists and motor scooters could access the park. Ms. Calder state that it was a possibility. Mr. Stucks suggested that additional safety signs be included to address that and mitigate potential problems.

Mary Glowacki asked about liability issues and how it was considered. Autumn Calder stated that the City of Tallahassee operated Blankenship Park, also a skate park at the Messer Field area and would likewise operate Capital Cascades Trail Skate Park. There was additional discussion however, it was unintelligible on the recording because the speakers turned to face each other, not the microphones.

Claudette Cromartie suggested the development of a skating class through Parks and Recreation to enhance the safety for local children and a deterrent to juvenile crime. She strongly encouraged including the educational component and that the opportunity to learn was given to everyone.

Allen Stucks questioned staffing and lighting at the skate park. Autumn Calder stated it would be owned and operated by City Parks and Recreation and like Cascades Park, the skate park would be lit at night for public use. It would be managed and maintained but not staffed.

Sean McGlynn stated that it was a unique use for an odd space and would be an incredible asset to Tallahassee parks.

**Allen Stucks moved, seconded by Sean McGlynn, to recommend IA Board approval of the Capital Cascades Trail Segment 3 Skateable Art design plan.**

**The motion passed 8-0.**

## **V. PRESENTATION / INFORMATIONAL ITEMS**

- Office of Economic Vitality Project Updates

Drew Dietrich provided a brief overview of the business development activities for OEV including the five-year strategic plan review by VisionFirst Consultants, five-year accomplishments including the generation of over \$300 million in economic impact to the local economy, ten active recruitment and four capital projects, and the continued collaborate with the ecosystem partners of diverse stakeholders in Tallahassee-Leon County.

Richard Fetchick provided a brief overview of the data and analytics for OEV including awards received for the Quarterly Economic Driver and Data Driver publications, year over year employment and sales tax data, small business loans, and new utility business starts all of which indicated green sprouts of a growth in the pandemic economy. A copy of the presentation is on file at Blueprint Intergovernmental Agency.



Allen Stucks noted that in the November 19, 2020, request for information on pandemic related business closures and data for new business startups. Jim McShane stated that he recalled the request and knew the challenges in finding that data. Richard Fetchick stated that local business were not required to register or pay a registration tax, therefore, the numbers available were for business assisted not closures. In that regard, 561 businesses received a COVID-19 Economic Disaster Relief Grant (CEDR) and 932 businesses received a LeonCARES Grant for a total greater than \$19 million; \$4 million of which went to minority and women owned businesses.

Jim McShane stated that Tallahassee-Leon County lost approximately 12,000 people from the job market through 2020, most of whom were women; a trending statistic nationwide. He further stated that many businesses did not notify local or state government when closing. Without local registration or licensure that information was often discovered months or years later when the business no longer renews state registrations.

Richard Fetchick stated that a further resource available to OEV staff was the Florida Department of Economic Opportunity Business Transfer Protocol, however, that information typically lagged by two to four quarters. Given that, he anticipated the data would be available late 2021 or early 2022. Mr. Fetchick spoke to the business impacts of the pandemic and stated that it was OEV's experience that local business relief helped keep businesses open.

- **Blueprint Project Updates**

Dan Scheer provided a brief overview on the Blueprint Infrastructure program updates including eight projects moving into construction in 2021 including Magnolia Phases 1 and 4, Capital Cascades Trail Segment 3 ponds and amenities, Capital Circle Southwest, and Debbie Lightsey Nature Trail. He further stated that the Bannerman Road draft typical sections incorporated micro-mobility lanes (golf carts, electric bikes, etc.) as requested by residents.

Autumn Calder proved a brief overview of upcoming Blueprint's Community Engagement activities for February and March 2021 on Orange/Meridian Park, Welaunee Boulevard, Market District, Bannerman Road, and Lake Jackson Greenways. Events would run for one week and were either outdoors for in-person events or virtual.

Autumn Calder stated that at the December 10, 2020, IA Board meeting, the IA Board directed staff to bring back an agenda item with options for advance funding the Northeast Park, currently scheduled for 2035. Additionally, the IA Board suggested relocating the Northeast Park to Centerville Road, near Montford Middle and Roberts Elementary Schools. This change would require a substantial amendment to the Blueprint project description, approved by the voters in 2014. There was no requested action from the CAC at that time, however, if the substantial amendment were to be initiated at the February 18, 2021, IA Board meeting, the first of two public hearings could be at the March 31, 2021, CAC meeting.



Allen Stucks requested that a hardcopy of the presentation be provided at the table for CAC members. He also acknowledged the improvements to sound quality due to the efforts of Mega Ace Media.

**VI. ADJOURN**

**Allen Stucks moved, seconded by Claudette Cromartie, to adjourn.**

**The motion passed unanimously.**

**The meeting adjourned at 5:51 pm.**

DRAFT





## Economic Vitality Leadership Council Meeting

February 3, 2021 at 11:30 am  
Hybrid Meeting (in-person  
and via Zoom)

### Meeting Minutes

#### **MEMBERS PRESENT**

Steve Evans, Chair	Kim Moore
Jake Kiker	Bill Smith
Mark O'Bryant	Ricardo Schneider
Garry Simmons	Brent Edington
Mindy Perkins	Keith Bowers
Mitch Nelson	

#### **I. WELCOME**

There were no agenda modifications.

#### **II. INFORMATIONAL ITEMS**

- Overview of the Agenda and Objectives

Steve Evans called the meeting to order at 11:35 a.m. by stating protocols and reminding everyone of the Leon County mask ordinance. He welcomed the newest EVLC member, Brent Edington, to the Council.

Before moving to the Business Development Project Update, Steve Evans congratulated Cristina Paredes for being named on of this year's Top 50 Economic Developers and Ricardo Schneider for the recent announcement of the Danfoss expansion. He also recognized Ron Miller and Innovation Park for the forthcoming North Florida Innovation Labs incubator and Domi Station for their support of startups and generating \$100 million in local economic impact.

- Business Development Project Update

Steve Evans introduced Drew Dietrich to give the Business Development Project Updates. Mr. Dietrich stated that the Office of Economic Vitality was working on 10 active recruitment projects with measurable traction and landed the Danfoss expansion also known as Project Juggernaut which would create a \$141 million economic impact for the community. Mr. Dietrich also provided an update on several projects within the OEV pipeline.



Regarding the Competitive Project Process Drew Dietrich stated that a competitive project had another jurisdiction for potential relocation. The process included leads, engagement, site selection, incentive development, competitive project cabinet review, Intergovernmental Agency Board of Directors (IA Board) approval, and the announcement. Mr. Dietrich stated that Project Juggernaut as an example of a successful competitive project.

Drew Dietrich stated that OEV hosted a Real Estate Roundtable to introduce several commercial realtors to the new GIS WebTech platform. The two major points of feedback were that the commercial realtors would like to see a regional database for the platform and more industrial and spec buildings. Mr. Dietrich also stated that OEV developed site selection videos of Innovation Park and were generating leads from manufacturing/logistics companies. Since OEV was generating leads, Mr. Dietrich stated that OEV would be developing their own RFP.

Drew Dietrich closed his presentation by discussing the relaunch of Electro Magnetic Bitter. Mr. Dietrich stated that the 2020 campaign went so well that DEEP Brewing approached OEV again this year, wanting to relaunch the brew. OEV and DEEP Brewing teamed up with other local companies, like DivvyUp and Slide Hustle, to promote the campaign. Mr. Dietrich stated the official relaunch date would be Saturday, February 27, 2021, and proceeds of the brew going to youth STEM education.

Steve Evans stated that the update was outstanding, and expressed his appreciation to Mitch Nelson and DivvyUp for their participation in the brew campaign.

- Revenue and Expenditures Update

Cristina Paredes provided a brief overview of the Capital Projects Budget, previously approved by the IA Board with input from the. Ms. Paredes also provided an update on the Open Projects Budget including previous year's expenses. She noted that it remained active and included the Disparity Study.

### III. ACTION ITEMS

1. Approval of September 9 and December 2, 2020, Economic Vitality Leadership Committee (EVLC) Meeting Minutes

**Mark O'Bryant moved, seconded by Kim Moore, to approve the September 9 and December 2, 2020, EVLC minutes.**

**The motion passed 11-0.**

- Strategic Plan Update

Cristina Paredes provided an overview of the Strategic Plan Update including OEV's mission, vision, targeted industries and the definition of Economic Development. Ms. Paredes stated that the work of economic development was a team effort and the accomplishments would not be possible without their local ecosystem partners. Ms. Paredes noted the key accomplishments of OEV and the EVLC, including the COVID-19 Economic Disaster Relief (CEDR) and Local Emergency Assistance for Non-profits (LEAN) grants and the growth of the Data Center and thanked the EVLC for their support and guidance over the years.

Cristina Paredes stated that OEV has begun or accomplished 82% (125 of the 153) of all activities outlined in the Strategic Plan. With help from the EVLC, Ms. Paredes stated that OEV assisted over 2,500 businesses, generated over 50 project leads, and over \$300 million in economic impact.



Cristina Paredes introduced Gray Swoope to discuss the next steps in economic development. Mr. Swoope thanked OEV for being a trusted partner and stated that VisionFirst judged their success and engagement on the clients implementation the plan, and he noted that accomplishing 82% of it was remarkable. Mr. Swoope stated that the Plan was working but needed adjustments to fit the current market. Mr. Swoope stated that as a result of the pandemic, regionalism would be important for the future with Corporate America wanting to be closer to their customers. Mr. Swoope closed his presentation by stating that it is important to think about the value proposition for economic development and the return on investment for stakeholders.

Considering the growth in Tallahassee-Leon County, Steve Evans questioned the cost of not responding and the cost of investing. Mr. Swoope stated that the more time that OEV waited the less able they would be to adjust to market conditions. Companies and businesses were proactive and planning, and so should economic development.

Mark O'Bryant asked if OEV had a vehicle in Tallahassee to tap into international investment. Cristina Paredes stated that OEV was working with Research On Investment (ROI) to generate leads and spread awareness on the assets in Tallahassee. Gray Swoope stated that Tallahassee had the assets to tap into foreign investment.

Kim Moore questioned how other communities' lands changed relative to considering and comparing risks. Mr. Swoope stated that COVID-19 shifted decision-making and the reputation of risks of communities.

Steve Evans discussed the options for the Strategic Plan Update. Susan Dawson stated that the EVLC had a quorum between online and in-person members, but not physical quorum, and therefore could take an official action, however they could still make a recommendation to the IA Board.

Without a physical quorum the EVLC could not vote, however, they unanimously recommended that the IA Board approve options 1 and 2 of the Strategic Plan Update.

- **Option 1:** Accept the Status Report on Tallahassee-Leon County Office of Economic Vitality Strategic Planning.
- **Option 2:** Recommend that the IA Board authorize staff to amend the existing contract with Vision First Advisors (VFA) in an amount not to exceed \$100,000 for an update to the Office of Economic Vitality Strategic Plan, and authorize the Director of PLACE to approve execution of the agreement, to include the following deliverables:
  - An updated Economic Development Strategic Plan; reflecting new data, current trends, economic inclusion, the effects of COVID-19 upon the economic landscape
  - Fund the updated plan from the Future Opportunity and Leveraging Fund (FOLF)

#### IV. COUNCIL DISCUSSION

##### 2. Economic Indicator Report

Steve Evans introduced Richard Fetchick to present the Economic Indicator Report. Mr. Fetchick stated that OEV had been tracking the economic indicators since before and during the COVID-19 pandemic. Mr. Fetchick presented the Employment, Unemployment, and



Taxable Sales data. Mr. Evans reminded the members that the Taxable Sales numbers do not reflect online sales. Mr. Fetchick concurred.

Richard Fetchick presented the Taxable Sales categories, Tallahassee Airport passengers, and the New Single Family Permits data. Mr. Fetchick stated that New Single Family Permits outperformed the previous year. He highlighted research and development and patents and the data reflected the strong assets available in Tallahassee-Leon County. .

Mr. Fetchick closed his presentation by highlighting the Synapse Summit in March of 2021. Scott Balog provided a summary of Synapse and the Synapse Summit, which was funded through sponsorships. Mr. Evans questioned if local companies, like The Kearney Center, are engaged in this project. Mr. Balog confirmed their participation.

3. Economic Infrastructure Project Updates

Cristina Paredes provided a brief presentation on the Economic Infrastructure Project Updates, including the North Florida Innovation Labs, the Tallahassee Airport, the FAMU Bragg Stadium, and the FSU Convention Center. Ms. Paredes stated that OEV was working closely with FSU on the Memorandum of Understanding for the FSU Convention Center. The Tallahassee Airport was almost 100% in the design phase of its Tallahassee International Passenger Processing Facility and the Leon County R&D Authority and Innovation Park has selected an engineering firm and architect.

4. Update on the Big Bend Manufacturing Association

Kevin Gehrke provided a brief presentation on the Big Bend Manufacturer's Association stating that the BBMA was in the beginning stages of filling the association and recruiting members. MR. Gehrke worked closely with the CareerSource Capital Region to provide workforce solutions to members and local companies. Mr. Gehrke stated that their future action includes preparing an agenda for Manufacturing Month 2021 and creating partnerships with various services.

5. Marketing Report

Cristina Paredes provided a brief presentation on the Marketing Report and acknowledged Kianna Brown for her work on telling OEV's story. Ms. Paredes presented the Love Your Local and January social media insights and the next steps for the Marketing and Communications team, including highlighting Black-owned and women-owned businesses for Black History Month and Women's History Month, and the February and March newsletter articles.

## **V. CLOSING / ADJOURN**

Steve Evans thanked the EVLC for their leadership and adjourned the meeting.

The meeting adjourned at 1:20 p.m.

*Next Economic Vitality Leadership Council Meeting:*

Wednesday, March 31, 2021 at 11:30 am



# Blueprint Intergovernmental Agency Board of Directors Agenda Item #3

February 18, 2021

<b>Title:</b>	Acceptance of the Status Update on Blueprint Infrastructure Projects
<b>Category:</b>	General Business
<b>Intergovernmental Management Committee</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Autumn Calder, Director, Blueprint Daniel Scheer, Design and Construction Manager, Blueprint

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## STATEMENT OF ISSUE:

This agenda item seeks Blueprint Intergovernmental Agency Board (IA Board) acceptance of the status update on Blueprint Intergovernmental Agency (Blueprint) infrastructure projects. Attachment #1 includes a five-year project-phasing schedule that details active Blueprint 2000 and 2020 projects. Attachment #2 is a community engagement calendar for January and February 2021 and planned activities for March and April 2021.

## FISCAL IMPACT:

This item does not have a fiscal impact.

## RECOMMENDED ACTION:

Option 1: Accept the February 2021 Status Update on Blueprint Infrastructure Projects.

## SUPPLEMENTAL INFORMATION:

### BLUEPRINT PROGRAM PROCUREMENT

The Blueprint Infrastructure team continues to implement the IA Board direction for project priority and community enhancement. The staff is pursuing multiple IA Board approved procurements and project implementation strategies that allow for rapid



project development of the Capital Improvement Plan. Seven projects are scheduled for construction in 2021. Ten different consulting/construction firms have Prime Consultant roles with Blueprint, included on those teams are numerous local and MWSBE qualified firms that are also participating on the contracts. Of note, the MWSBE policies that went into effect on April 1, 2020 have been incorporated into all Blueprint procurements, and staff is actively looking for ways to meet or exceed the participation targets.

Staff is continuing to advance the following contracts:

- Van Buren Street Improvements (Construction 2021)
- Capital Cascade Trail Segment 3D (Construction 2021)
- Coal Chute Pond Improvements (Construction 2021)
- Magnolia Trail Phases 1 and 4 (Leon County) (Construction 2021)
- Skateable Art on Cascades Trail (Design-Build – Construction 2021)
- CCSW Greenway (Professional Services – Construction 2021)
- Cascade Park Upper Pond Treatment (Professional Services – Construction 2021)
- Lake Jackson and Lake Jackson South Greenways (Professional Services – Construction 2022)
- Orange/Meridian Placemaking (Professional Services – Construction 2022)
- Market District (Professional Services – Construction 2022)
- History and Culture Trail – FAMU Way (Professional Services – Construction 2022)
- NE Gateway (Professional Services – Construction 2023)
- NE Connector Corridor (Professional Services – Construction 2024)
- Airport Gateway (Professional Services – Construction 2024)
- Fairgrounds Market Study (Professional Services)

Staff is in active procurement on the following contracts:

- Continuing Services Agreements (3 separate RFQs)
- Capital Cascade Trail Segment 4 (Professional Services – Construction 2023)
- FAMU Way Restroom facility (Construction – Construction 2021)
- CCSW Widening Orange to Springhill Road project managed by Florida Department of Transportation (FDOT) (Construction – Construction 2021)

Staff anticipates procuring the following contracts within the next 9 months:

- Monroe-Adams Placemaking Planning and Concept (Professional Services)
- Lake Lafayette and St. Marks Linear Park (Professional Services)
- Midtown Placemaking Project (Professional Services)
- Market District –Final Park Design (Professional Services – Construction 2022)



## PROJECTS UNDER CONSTRUCTION OR RECENTLY COMPLETED

### SUMMARY:

<b>Project:</b>	<b>Details:</b>	<b>Budget:</b>	<b>Est. Construction Year:</b>
<i>Magnolia Drive Multiuse Trail – Phase 1 and 4</i>	New trail amenities along Magnolia Drive.	\$6.3 M	2021
<i>Capital Cascades Trail Segment 3 – Coal Chute</i>	New community gathering space and trail at the existing Coal Chute Pond along FAMU-Way.	\$1.4 M	2021
<i>Capital Cascades Trail Segment 3 – Van Buren</i>	New parking facilities and aesthetic enhancements at the entrance to Anita Favors Plaza.	\$550 K	2021
<i>Capital Cascades Trail Segment 3 – Restroom</i>	New family-style restroom facility at the existing playground along FAMU-Way.	\$300 K	2021
<i>Capital Cascades Trail Segment 3 – SkateArt</i>	New park-like skate facility at Coal Chute Pond along FAMU-Way.	\$1.2 M	2022
<i>Capital Cascades Trail Segment 3 – 3D-B</i>	New St. Marks trailhead and amenities, community gathering space, and stormwater treatment facility along FAMU-Way.	\$5.8 M	2021
<i>Total</i>		\$15.5M	

### *Magnolia Drive Multiuse Trail – Phase 1 and 4*

This project extends from South Adams Street to Apalachee Parkway; it is divided into 6 phases, with Phase 1, from S. Meridian Street to Pontiac Drive and Phase 6, between Adams Street and Monroe Street, completed in February 2017. Following completion of Phase 1, the IA Board requested Blueprint evaluate opportunities to add a buffer between the trail and roadway. This redesign of the trail was approved at the December 13, 2017 meeting. At this same meeting, the IA Board directed Blueprint to evaluate opportunities to relocate the existing overhead electric utilities underground along this corridor in coordination with construction of the trail project. Based on direction from the IA Board at the March 1, 2018, meeting, the design of the Magnolia Drive Trail now incorporates a landscaped buffer between the trail and roadway and underground electric utilities. At that same meeting, the IA Board approved an additional \$2,476,700 to fund the redesign and underground of electric utilities from Chowkeebine Nene and S. Monroe Street.

Design and permitting for two phases, Phase 1 Retrofit and Phase 4, have been completed and the construction contract, managed by Leon County, is currently out for bids. Working with Leon County staff, Blueprint will manage the public involvement for the construction.



Regarding the remaining components of the Magnolia Drive Trail project, design work is complete for Phase 2 (Pontiac Drive to Circle Drive) and design work is at 90% complete for Phase 3 (Circle Drive to Apalachee Parkway) while the team awaits final right-of-way determinations. Following construction of Phase 1 and Phase 4 in the spring of 2022, staff anticipates construction for Phase 2 and Phase 3 will follow in the summer of 2022 based on available budget. As detailed at the July 9, 2020 Budget Workshop, additional funding beyond the proposed FY 2021 allocation will be required to complete this project consistent with IA Board direction to underground utilities from Chowkeebin Nene to Monroe Street. Staff will prepare a budget analysis for the project for IA Board review and direction at the FY 2022 Budget Workshop scheduled for May 27, 2021.

### *Capital Cascades Trail Segment 3*

At the February 29, 2016 meeting, the IA Board approved the Capital Cascades Trail Segment 3 Project (CCT3) Concept Plan from Pinellas St. to the Central Drainage Ditch as well as implementation coordination with the City's FAMU Way project. On September 12, 2016, the Board approved a project budget of \$20.5M for design, construction, and right-of-way acquisition for the pond, the multi-use trail, trail amenities, and the underground box culverts from Pinellas Street to the Central Drainage Ditch (CDD) along Lake Bradford Road. The amenities will align with the principles of Crime Prevention Through Environmental Design (CPTED) and create natural surveillance by promoting activities and attracting people in such a way as to maximize visibility and foster positive social interaction at the site. The following are updates on key project components.

- **Coal Chute Pond:** Blueprint has issued a construction contract to Allen's Excavation for the enhanced amenities along FAMU Way, including the Coal Chute Pond area. The amenities in this area were refined through a public involvement process conducted in spring 2019, with Florida A&M University, Florida State University, and surrounding neighborhoods and businesses whereby over 300 citizens submitted their amenities preferences. Additionally, in fall 2018, the 880 Cities, Public Spaces to Great Places week of activities included a citizen idea session on the Coal Chute Pond space. This area also includes musical instruments associated with the KCCI Red Hills Rhythm project. Negotiations with Gulf-Atlantic Railroad regarding a pedestrian crossing at Seaboard Street near Stone Valley Road are underway. If successful, this would allow for a safe pedestrian and bicycle connection to and from the College Town District and Coal Chute Pond.
- **Van Buren Street Improvements:** This project creates a new space for the community and an attractive entrance to the Anita Favors Plaza area by combining additional parking opportunities, enhanced aesthetic landscaping, and subterranean utilities in the project area. Procurement has finalized the bids for the parking and landscape improvements along Van Buren Street and has awarded a construction contract to North Florida Asphalt. Construction is anticipated to be completed by the end of summer. The project includes the undergrounding of electric service in the immediate project area.
- **Restroom:** The new restroom facility at the FAMU Way playground is permitted for construction and is now advertised for construction. The final plans as



presented at the July 9, 2020 IA Board meeting includes a “green” roof, two family style restrooms with adult and baby changing tables, a cistern to capture rainwater, and a water fountain with bottle filling station. The project has been coordinated with the City of Tallahassee Parks and Recreation Department and the City Beautification Department. This facility is in response to community input that expressed the need for a restroom facility near the playground. This new facility will also serve the nearby Skateable Art and Coal Chute amenities that will be constructed in the immediate area. The project construction cost is estimated at \$341,870. Innovative stormwater treatment facilities are part of the concept plan for this project through the implementation of a ‘green roof’ and cistern system that will treat the stormwater at the facility and use the runoff stormwater to irrigate the ‘green roof’ system for sustainability purposes.

- Skateable Art: TEAM Pain Inc. was selected as the design-build team for the Skateable Art amenity. The contract is fully executed and notice to proceed was issued on September 1, 2020, the project will take approximately 12 months to design and construct, with the grand opening anticipated for late summer 2021. See Agenda Item #6, which includes a design plan for IA Board review and approval.
- Pond 3D-B Regional Stormwater Facility (RSF) and St. Marks Trailhead - The City has awarded a construction contract to Allen's Excavation for FAMU Way Phase 3, which includes the CCT Segment 3 RSF near Lake Bradford Road and the St. Marks Trailhead. Notice to Proceed for construction was issued for the FAMU Way Phase 3 elements of the project on August 19, 2019. Modeling for the RSF is finalized and the project team has submitted for the final permits from the City of Tallahassee and the Florida Department of Environmental Protection. The updated RSF plans have been coordinated with the City of Tallahassee and Allen's Excavation for a final price. The notice to proceed for the RSF and trailhead is anticipated with final permit receipt. Innovative stormwater treatment facilities are part of the plans for this project by utilizing a Bio-sorption Activated Media (BAM) filter and a ‘Flex-Rake’ trash removal system.



## PROJECTS UNDER DESIGN & RIGHT-OF-WAY ACQUISITION

### SUMMARY:

<b>Project:</b>	<b>Details:</b>	<b>Budget:</b>	<b>Est. Construction Year:</b>
<i>Cascades Trail Segment 3 – History and Culture Trail (HCT)</i>	New cultural amenities along FAMU Way and Capital Cascade Trail.	\$942 k	2022
<i>The Lake Jackson and Lake Jackson South Greenways</i>	New multi-modal connectivity between Lake Ella and the Lake Jackson Mounds State Park.	\$800 k	2022
<i>Market District Planning and Park Programming</i>	New pedestrian safety improvements and community park element in the Market District Area.	\$2.5 M	2022
<i>Capital Circle Southwest Greenway and Debbie Lightsey Nature Park</i>	New nature park and trail system in the area around Capital Circle SW.	\$3.1 M	2021
<i>Orange/Meridian Placemaking</i>	Stormwater facility improvements and a new park element.	\$3.0 M	2022
<i>Capital Circle Southwest (Springhill Road to Orange Avenue) (FDOT)</i>	Widening and facility improvements of CCSW and multi-modal pedestrian trail amenities.	\$58.25 M	2021
<i>NE Connector Corridor – Bannerman Road</i>	Widening and facility improvements including multi-modal pedestrian trail amenities along Bannerman Road.	\$52.1 M	2024
<i>Alternative Sewer Solutions Study</i>	Detailed study and report for Leon County on alternatives to traditional on-site septic systems.	\$942k	N/A
<b>Total</b>		<b>\$120.7 M</b>	

### *Cascades Trail Segment 3 – History and Culture Trail (HCT)*

At the September 20, 2018 IA Board meeting, the project budget of \$942,000 was approved by the IA Board for the HCT. The IA Board also authorized Blueprint to enter into an agreement with the Council on Culture and Arts (COCA) to assist with the artist solicitation and selection of the public art components. At the February 28, 2019, meeting, the IA Board approved the concept of honoring Dr. Charles U. Smith through the HCT project.

Wood + Partners, Inc. (WPI) continues its efforts on the planning and design phase of this project. WPI is working to develop the design for historical, cultural, and artistic interpretive elements along the trail, and will facilitate the HCT Working Group of neighborhood and community representatives to refine the content and thematic



elements, identify new opportunities along the trail, and identify locations for the interpretive signage and artistic installations. The WPI team is comprised of the nationally recognized firm of Cloud Gehshan in conjunction with Carol A. Benson & Associates and complimented by the local firm Fitzgerald Collaborative Group, who has partnered with Althemese Barnes. This team consists of local and national experts in the fields of community engagement, master planning, historic research, interpretation and theme creation, content development, and outdoor installation design.

The HCT Working Group, established in 2016, has identified five key thematic areas, or subject areas for recognition, along the trail, and recommended potential stories for inclusion in the Project:

- Theme 1: Allen Subdivision
- Theme 2: FAMU History & Civil Rights  
(includes honoring Dr. Charles U. Smith)
- Theme 3: Villa Mitchell and Economic Engines
- Theme 4: Boynton Still & Economic Engines
- Theme 5: Railroad Depot

Extensive community engagement and historical research are taking place in order to refine the themes presented in the preliminary concept plan. The HCT Working Group reconvened in August 2020 and received a presentation from a group promoting the idea of a tribute to the jazz legends, Nat and Cannonball Adderley as a part of the project. Public outreach efforts have begun through the collection of oral history interviews from area residents and business owners. The first community open house is planned for May 2021, where members of the public will have the opportunity to provide input on the historical, cultural, and artistic interpretive elements along the trail. Input received will be reviewed and refined by Blueprint, the consultant team, and the HCT Working Group for potential incorporation into the final HCT design, which will be presented to the IA Board this year. Staff anticipates advertisement of the construction in late 2021.

#### *The Lake Jackson and Lake Jackson South Greenways*

The Lake Jackson and Lake Jackson South Greenways projects, combined into one project for implementation, is in design. The design is anticipated to be complete in early 2022. This project will create a connection from Lake Jackson Mounds State Park to Lake Ella at Fred O. Drake Park in Midtown Tallahassee. The Lake Jackson greenway projects were conceptualized in the 2015 Greenways Master Plan (GWMP). The planning-level estimates were provided for the Lake Jackson Greenway (\$109,200) and Lake Jackson South Greenway (\$812,100) projects, for a total planning-level estimate of \$921,300. This estimate from the GWMP does not reflect the possible inclusion of additional amenities such as boardwalks or wayfinding signage, nor does it include alterations or additions to the trail route to provide a more scenic experience.



The project design started in June 2020 and the project team has completed the survey for the portion of the project within City limits, south of I-10, along with preliminary environmental assessments for the entire corridor. A feasibility study for considering the inclusion of additional trail connections was conducted in the fall of 2020. Additionally, coordination with agency partners such as FDEP Aquatic Preserves, which supports Lake Jackson, and FDEP State Parks, which supports Lake Jackson Mounds Archaeological State Park and the Florida Department of Transportation (FDOT), the Northwest Florida Water Management District (NFWMD) continues.

Attachment #3 includes the draft project alignment and the Feasibility Study. The recommended trail route and proposed trail amenities will be presented to the public during the initial public engagement sessions in March 2021. The community engagement activities will seek feedback and input on the project. Expected dates for virtual public engagement sessions, to be conducted via Zoom, include Tuesday, March 9th from 6:00 – 7:30 pm and Wednesday, March 10th from 10:00 – 11:30 am (subject to change). Dates and times will be on the Blueprint website, which will also include information for accessing the engagement sessions via Zoom.

#### *Market District Planning and Park Programming*

The Market District Placemaking project has an overall estimated budget of \$11 million with full funding planned through FY 2023. The project includes a new park along Maclay Boulevard and Maclay Commerce Drive, construction of portions of the Timberlane Greenway, and improved pedestrian connectivity in and around the Market District.

The first phase of the project will design and construct the central park space. The adjacent pedestrian and safety improvements and repurposing of the existing stormwater ponds where the central park will be located are underway by the City of Tallahassee Underground Utilities and Public Infrastructure Department. The next milestone in the Park phase is the presentation of the Market District Park concept with cost estimate to the IA Board in spring 2021. The pedestrian, intersection improvement, and neighborhood connection project elements are scheduled to begin with planning and design services in 3rd quarter 2021. Construction on these elements are programmed to begin in 2024 taking into account the right of way needs for expanded pedestrian facilities and intersection improvements such as roundabouts.

Innovative stormwater treatment facilities are part of the concept plan for the City's project. The City awarded a contract to DPB and Associates for design and planning services for their project, which includes park-planning services. Blueprint is working with Hargreaves Jones, a sub-consultant for DPB, for the central park planning effort.

Several of the business owners in the Market District are requesting placemaking improvements in the core of the Market District area. These requests were developed through a series of workshops coordinated by Knight Creative Communities Initiative (KCCI) and the Center for Active Design (CfAD). Blueprint staff participated in these workshops and continues to coordinate with KCCI representatives, and other Market District business leaders to gain a deeper understanding of their vision for Market Street.



Depending upon funding availability, the Market Street Visioning Report from CfAD can help inform this next phase of the Blueprint Market District Placemaking project, which includes the pedestrian, safety, and intersection improvements and could include many of the recommendations from the CfAD Report, for example the roundabout and crosswalks. The Blueprint process will include community meetings and technical analysis to further refine the priorities for the Market District area and develop an implementation plan. Updates will be provided to the IA Board throughout and the final plan with cost estimates will be presented for final approval to the IA Board in 2022 with design and construction to follow.

#### *Capital Circle Southwest Greenway and Debbie Lightsey Nature Park*

Design is underway for the Capital Circle Southwest Greenway, which includes Debbie Lightsey Nature Park, and is expected to be completed in summer 2021. This project will create 6.6 miles of greenways in the areas around the Capital Circle Southwest corridor and will develop a passive park around a 113-acre natural area, complete with bike and hiking trails, and birdwatching overlooks situated on the east side of Capital Circle Southwest, south of Jackson Bluff Road. Design and permitting is scheduled for completion in mid-2021, and advertisement for construction will follow in fall 2021.

#### *Orange/Meridian Placemaking*

The Orange/Meridian Placemaking Project includes enclosing the East Ditch between Meridian Street and Monroe Street, revising the existing Leon County Stormwater facility, and creating a public gathering space with trails and parking on the parcel near the southwest corner of Orange Avenue and Meridian Street. Halff, Inc. is providing design services that include stormwater modeling, community engagement, park design, box-culvert design, and all permitting necessary for the project. Community engagement for this project will officially begin on February 20, 2021 with a community meeting where participants can learn about the project and complete a visual preferences survey. Prior to the community meeting, additional outreach efforts will include Pop Up events, a social media campaign, and stakeholder focused engagement. Staff anticipates the design will be completed by mid-2022, with the advertisement for construction of the park element in fall 2022. Innovative stormwater treatment facilities are part of the concept plan for this project and more details on the innovation will be provided in the concept plans development phase.

#### *Capital Circle Southwest (Crawfordville Road to Orange Avenue)*

State funding for right-of-way acquisition and construction is included in the current FDOT Five-Year Work Program and presented below (subject to adjustment with fall FDOT Work Program review):

##### Springhill Road to Orange Avenue

- Right-of-Way: Acquisition underway through partnership with Blueprint
- Construction: Funded in FY 2022, in the amount of \$58,269,442



#### Crawfordville Road to Springhill Road

- Right-of-Way: Funded for FY 2021 in the amount of \$15,188,118
- Construction: Not Funded – moved out of the FDOT 5-year Work Program. FDOT cut funding for projects across the state due to coronavirus impacts to revenue sources such as gas taxes, rental car fees, and toll collections.

#### *NE Connector Corridor – Bannerman Road*

The contract for planning and design services has been awarded to RS&H. The services include the update to the Leon County 2012, Bannerman Road Corridor Plan, a feasibility study of widening Bannerman Road from Tekesta Drive to Meridian Road, and design and permitting. The IA Board accepted the feasibility study at the September 2020 IA Board meeting, which showed the need to widen Bannerman Road to four lanes from Quail Commons Drive to Preservation Road and the need for operational improvements from Preservation Road to Meridian Road. Design and right of way acquisition are planned for completion in 2023, at which time the project will be advertised for construction pending IA Board approval for bond issuance in FY 2022 to support right of way acquisition and construction services. Innovative stormwater treatment facilities are part of the concept plan for this project and more details on the innovation will be provided in the concept plans development phase. A detailed project update including the materials that will be presented to the public at the upcoming public engagement in late February is included as Attachment #4 to this agenda item.

#### *Alternative Sewer Solutions Study*

Consistent with IA Board direction at the June 13, 2017 meeting, Leon County is managing the first phase of this project: the Comprehensive Wastewater Treatment Facilities Plan (CWTFP). The consultant, Jim Stidham and Associates, is leading the CWTFP, including the public input opportunities. The project began in November 2019 and initial draft reports for the tasks will be brought to the Leon County Board of County Commissioners and the IA Board for review and direction. Innovative treatment facilities are the primary focus of this project and have the potential to produce measurable reductions of nutrients that enter the local waterbodies from onsite septic treatment systems.

The first draft Task 1 Report on Nitrogen Reduction Performance Criteria for Alternative Wastewater Treatment Systems was submitted in March 2020. The revised draft responding to County staff comments was received in April 2020.

The Task 2 Report on Cost-Effectiveness of Alternative Technologies was received in August 2020. The revised Task 2 Report was submitted on November 3, 2020 and is under review by Leon County staff.

The first draft Task 3 Report on Factors Other than Cost-Effectiveness that Influence Selection of Treatment Technologies was received on December 1, 2020 and is under review by Leon County staff.



Tasks remaining to be completed are:

- Task 3 – Factors Other Than Cost-Effectiveness Affecting Selection of Alternative Technology
- Task 4 – First Round public meetings
- Task 5 – Implementation Strategies for Alternative Technologies
- Task 6 – Load Reduction Anticipated from Implementation of Alternative Technologies
- Task 7 – Second Round public meetings
- Task 8 – Presentation to the Board of County Commissioners

County staff have kept the Leon County Water Resources Committee informed on progress at their monthly meetings since July 2020. Next steps include virtual public meetings in March 2021 to gather input on the plan.





## PROJECTS IN PLANNING OR PRELIMINARY DESIGN

### SUMMARY:

<b><i>Project:</i></b>	<b><i>Details:</i></b>	<b><i>Budget:</i></b>	<b><i>Est. Construction Year:</i></b>
<i>Northeast Gateway (Welaunee Boulevard)</i>	New regional transportation corridor that includes trail and multi-modal facilities between Centerville Rd & Miccosukee Rd.	\$47 M	2023
<i>Capital Cascades Trail Segment 4</i>	Drainage improvements and a continuation of the Capital Cascade Trail along the Central Drainage Ditch.	\$14.0 M	2023
<i>Airport Gateway</i>	Roadway and community infrastructure improvements, including pedestrian and multi-modal facilities along the Springhill Rd, Lake Bradford Rd, and Providence neighborhood.	\$58.0 M	2024
<i>Monroe-Adams Placemaking</i>	Community infrastructure improvements to enhance connectivity and pedestrian safety.	\$7.0 M	2023
<i>Mid-Town Placemaking</i>	Community infrastructure improvements to enhance connectivity and pedestrian safety.	\$3.0 M	2023
<i>Lake Lafayette &amp; St. Marks Regional Linear Park and Flood Study</i>	Regional trail network connectivity and proper mapping of the county & city flood maps in the project area.	\$16.6 M	TBD
<i>Fairgrounds Infrastructure and Beautification</i>	Analysis of the current facility, research economic benefits, and evaluate relocation of the Fairgrounds	\$100 k (Study)	TBD
<b><i>Total</i></b>		<b>\$145.7 M</b>	



#### *Northeast Gateway (Welaunee Boulevard)*

The Project Development and Environment (PD&E) study for the Northeast Gateway began in November 2018. The tentative project schedule includes completion of the PD&E study in May 2021 with final design and permitting completion in 2022 and construction completed by 2025. At opening year, this road will provide regional benefits on Centerville Road, Mahan Drive, Miccosukee Road, and Thomasville Road. It will also provide benefits to local roads such as Olson Road, Killarney Way, Kerry Forest Parkway, Shamrock Street, and Raymond Diehl Road. These findings were presented to the IA Board on December 12, 2019, and on January 30, 2020. At the January meeting, the IA Board significantly amended the project to extend Welaunee Boulevard to the vicinity of Roberts Road and to include the Shamrock Extension. The project team continues to coordinate with key parties based on the amended project description and conducted additional public engagement on the proposed final roadway location in August 2020. The final scheduled PD&E public engagement session will be held on February 24 and 25, 2021 and will focus on the operational alternatives. The project team has performed engagement activities focused on the communities to the north of the project area, including events at Centerville Conservation Community, Chemonie Crossing, and the historic St. Phillips AME church. In coordination with our City of Tallahassee partners, innovative stormwater treatment facilities are being incorporated as part of the concept plan for this project and more details on the innovation will be provided in the concept plans development phase.

The proposed final alignment for the NE Gateway was determined in coordination with the City of Tallahassee Electric Utility and key stakeholders north of I-10. The alignment created the most effective use of existing natural features to minimize environmental impacts and helps keep the project within budget. The proposed final alignment and preliminary operational alternatives for the intersections of Centerville Road & Shamrock Extension, Welaunee Blvd. & Shamrock Extension, and Welaunee Blvd. & Roberts Road that will be shared at the upcoming public engagement event are included in Attachment #5.

#### *Capital Cascades Trail Segment 4*

The Capital Cascades Trail (CCT) Segment 4 is the final project in the Capital Cascades Trail, as well as the final Blueprint 2000 project. Segment 4 will continue the trail and stormwater elements of the CCT south along the Central Drainage Ditch with the goal of providing significant stormwater treatment and possible flood control improvements south of Orange Avenue, downstream of the Saint Augustine Branch. This project will also provide greenway linkages to both commercial and residential areas and amenities and multimodal options for southside areas. Blueprint has developed the procurement documents for the professional services in consultation with the City and County stormwater teams. Procurement for planning and design services for the project is currently ongoing with construction expected to begin in 2023. Innovative stormwater



treatment facilities are part of the concept plan for this project and more details on the innovation will be provided in the concept plans development phase.

At the November 16, 2020 TCC meeting, a discussion was facilitated for options on innovative stormwater treatment(s) and potential project priority modifications. The committee stressed the importance of focusing on water quality, trash collection, and sediment reduction in the stormwater moving through this system. The TCC also mentioned that a focus on flood 'damage' mitigation as a possible shift in project priorities.

#### *Airport Gateway*

The Airport Gateway project creates a beautiful, safety enhanced, and multimodal gateway between Downtown and the Tallahassee International Airport. In addition to coordination with City of Tallahassee and Leon County Government staff, this project includes working with many stakeholders including neighborhoods, Leon County Research and Development Authority, Leon County Schools, area businesses, the Tallahassee International Airport, FSU, FAMU, and FDOT.

The implementation of this project will be carried out in three phases. Phase one includes planning and pre-engineering for the entire project area and design for the improvements to Springhill Road, the proposed new roadway through FSU property, Stuckey Avenue improvements, and improvements at the intersection of Orange Avenue along with enhancements to the communities along these segments including the playground in Providence. In addition to a robust public engagement plan, Phase one technical analyses include preliminary sociocultural and natural features data review, design guide development, traffic modeling, drainage system study, concept development and local and state agency coordination.

Phase two includes improvements along North Lake Bradford Road and Phase three consists of enhancements to South Lake Bradford Road and improvements at the intersection of Orange Avenue and South Lake Bradford Road. Phase one planning and engineering is anticipated to be completed in 2023, with construction on Phase one anticipated to start in 2024. The design and permitting of Phase two is anticipated to begin in 2025 and of Phase three in 2026.

The project team has finalized scope and fee negotiations with Halff, the consultant selected to perform the planning and design services, and is routing the contract for Phase 1 services for approval. Innovative stormwater treatment facilities are part of the concept plan for this project and more details on the innovation will be provided in the concept plans development phase.

In addition, staff has coordinated with FDOT and the engineer for the Tallahassee International Airport on the possibility of a joint use stormwater pond with the Airport that will meet Blueprint's requirements for Springhill Road improvements, as well as serve FDOT's Capital Circle widening project and potential future Airport needs. The joint use pond discussion with FDOT is being led by the engineer for the Tallahassee International Airport.



### *Monroe-Adams Placemaking*

Consistent with IA Board direction provided at the April 15, 2020 meeting, this project will be initiated in FY 2021. The FY 2021 allocation of \$1,500,000 will fund preliminary engineering, design services, and construction for one of the five cross-streets connecting Monroe Street and Adams Street consistent with improvements identified in the Monroe-Adams Placemaking plan. Details on this procurement are included in Agenda Item #9.

As a first step for this project, approximately \$84,000 has been committed to a leveraging opportunity with FDOT to be coordinated with its resurfacing project. Blueprint worked with the FDOT, City, and CRTPA to engage in a cost-sharing opportunity to improve the pedestrian crosswalks on South Monroe consistent with the goals of this placemaking project. A Locally Funded Agreement with the FDOT for the crosswalk improvements has been fully executed. The resurfacing and enhanced sidewalks are funded for construction in FY2021 and expected to begin in the first quarter of calendar year 2021.

### *Mid-Town Placemaking*

Consistent with IA Board direction provided at the December 10, 2020 meeting, this project will be initiated in FY 2021 to effectively leverage the three-year effort to date by the Capital Region Transportation Planning Agency (CRTPA), the substantial public engagement in developing the proposed conceptual design, and the costs of the traffic studies and concept development incurred by the CRTPA. Building on the progress to date at this point will ensure that this same work will not have to be re-evaluated in two-three years. The FY 2021 allocation of \$1,000,000 will fund engineering and design services along Thomasville Road from Monroe Street to Seventh Avenue. The estimated construction cost of these improvements, as developed by the CRTPA based on the approved conceptual improvements, is \$4.5 million. This project will create safe, comfortable streets for pedestrians, transit users, and cyclists along the Thomasville Road and Monroe Street corridors.

The proposed procurement builds from the progress made by the CRTPA on the Midtown Transportation Study and will advance the design of improvements on Thomasville Road from Monroe Street to Seventh Avenue. Over the past three years, the CRTPA has conducted numerous traffic studies and developed proposed concepts for streetscaping and safety improvements along the Thomasville Road and Monroe Street corridors. In the last year, the CRTPA has undertaken significant public engagement activities to obtain feedback from FDOT, Leon County residents, Midtown businesses owners, and neighborhoods regarding area improvements. At the October 19, 2020 meeting, the CRTPA approved Phase 2 of the Midtown Transportation Study, which identified a preferred concept for the improvements on Thomasville Road from Monroe Street to Seventh Avenue. This concept was shared with the IA Board as a part of the December 10, 2020 IA Board meeting agenda.

### *Lake Lafayette & St. Marks Regional Linear Park and Flood Study*

The Blueprint Lake Lafayette and St. Marks Regional Linear Park project will connect 7,200 acres of public recreation lands east of Capital Circle Southeast, including Tom



Brown Park, Apalachee Regional Park, Lafayette Heritage Trail, and the J.R. Alford Greenway. The project will also provide environmental and flooding studies, as well as ecosystem restoration.

Consistent with IA Board direction provided at the December 10, 2020 meeting, this project will be initiated in FY 2021. The FY 2021 allocation of \$500,000 will fund a study for a significant portion of the Lake Lafayette area in order to understand accurately the overall floodplain, which is a key first step in determining accurate flood elevations. Consistent with project goals, the study will also assist in determining the best location for future amenities in the area. The study will project potential updates to existing flood elevations, which are currently based on observed data dating from 1948. The flood study will include preliminary updates to the 25, 50, and 100-year floodplain. Groundwater conditions will also be considered in the study.

#### *Fairgrounds Infrastructure and Beautification*

At the July 9, 2020 workshop, the IA Board directed Blueprint to fund an updated market study on the Fairgrounds in FY 2021 as well as integrate this project into Blueprint Infrastructure's five-year Capital Improvement Program (CIP). At the September 17, 2020 meeting, the IA Board approved the FY 2021 - 2025 capital budget, which includes full funding for the Fairgrounds project. At that same meeting, the IA Board authorized procurement activities for an updated market feasibility study for the Fairgrounds site to include an evaluation of relocating the Fairground activities. Consistent with this direction and as authorized by the IA Board, Blueprint has secured a contract for these services through the Tallahassee-Leon County Planning Department Continuing Services Agreement (CSA) for Planning Consultant Services with HDR, Inc. The updated market feasibility study and alternative site analysis will be complete at the end of 2021.

### **SUMMARY OF PUBLIC ENGAGEMENT**

Calendars displaying scheduled January and February 2021 community engagement activities, as well as planned activities for March and April 2021, are included as Attachment #2. Some community engagement activities have been modified or postponed due to the COVID-19 impacts to public gatherings, but the Blueprint staff continues to engage the public at record levels despite the challenges. Staff is applying innovative alternatives to the traditional public meetings in order to provide information and gather input through digital platforms.

Blueprint Project Managers and our consultant partners are working with the Blueprint Public Information Officer to implement strategies and courses of action to facilitate the continual involvement of our citizens in the Blueprint project development process. Due to the COVID-19 pandemic, many projects continue to move to digital platforms and mail out postcard communication with feedback opportunities embedded in those communication platforms. The goal is to maintain the public involvement commitment and necessary levels of engagement without adversely affecting the overall project schedule.



**Action by the TCC and CAC:** This item was presented to the TCC and CAC at their February 1, 2021 and February 4, 2021 meetings respectively. The TCC had no comments on the Project Updates item, and the CAC recommended the IA Board approve Option #1.

## OPTIONS:

- Option 1: Accept the February 2021 Status Update on Blueprint Infrastructure Projects.
- Option 2: IA Board direction.

## RECOMMENDED ACTION:

- Option 1: Accept the February 2021 Status Update on Blueprint Infrastructure Projects.

### Attachments:

1. Schedule of Current Blueprint 2000 and 2020 Project Phases and Timelines
2. Blueprint Community Engagement Calendar for January, February, March, and April 2021
3. The Lake Jackson and Lake Jackson South Greenways Draft Project Alignment and Feasibility Study
4. Detailed Update on the NE Connector Corridor – Bannerman Road
5. NE Gateway – Welaunee Blvd Proposed Intersection Options





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## Schedule of Current Blueprint 2000 and 2020 Project Phases and Timelines

Program	Project	Phase	2021				2022		2023		2024	
			1st Q	2nd Q	3rd Q	4th Q	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos	1-6 Mos	7-12 Mos
Blueprint 2000	Capital Cascades Trail Segment 3 - Van Buren Street	Planning										
		Design										
		Right-of-Way Acquisitor.										
		Construction										
	Capital Cascades Trail Segment 3D	Planning										
		Design										
		Right-of-Way Acquisitor.										
		Construction										
	Capital Cascades Trail Segment 3 - Amenities <sup>1</sup>	Planning/Pre-Engineering										
		Design										
		Right-of-Way Acquisitor.										
		Construction										
	Capital Cascades Trail Segment 4	Planning/Pre-Engineering										
		Design										
		Right-of-Way Acquisitor.										
		Construction										
	Cascades Park Alum	Planning/Pre-Engineering										
		Design										
		Right-of-Way Acquisitor.										
		Construction										
	Magnolia Drive <sup>2</sup>	Planning/Pre-Engineering										
		Design										
		Right-of-Way Acquisitor.										
		Construction										
Blueprint 2020	Alternative Sewer Solutions Study	Comprehensive Wastewater										
		Planning/Pre-Engineering										
	Debbie Lightsey Nature Park & Capital Cir Southwest Greenway	Design										
		Right-of-Way Acquisitor.										
		Construction										
		Planning/Pre-Engineering										
	Lake Jackson South Greenway	Design										
		Right-of-Way Acquisitor.										
		Construction										
	Orange Avenue (FDOT Project)	Planning/Pre-Engineering										
		Design										
	Orange/Meridian Placemaking	Planning/Pre-Engineering										
		Design										
		Right-of-Way Acquisitor.										
	Thomasville Rd Greenway (CRTPA)	Construction										
		Planning/Pre-Engineering										
		Design										
	University Greenway	Right-of-Way Acquisitor.										
		Construction										
		Planning/Pre-Engineering										
	Market District Park Element	Design										
		Right-of-Way Acquisitor.										
		Construction										
	Market District Pedestrian/Trail Connectivity	Planning/Pre-Engineering										
		Design										
		Right-of-Way Acquisitor.										
	Monroe-Adams Corridor	Construction										
		Planning/Pre-Engineering										
		Design										
	Lake Lafayette and St Marks Regional Park	Right-of-Way Acquisitor.										
		Construction										
		Planning/Pre-Engineering										
	Midtown Placemaking (Thomasville from Monroe to 7th)	Design										
		Right-of-Way Acquisitor.										
		Construction										
	Airport Gateway	Planning/Pre-Engineering										
		Design										
		Right-of-Way Acquisitor.										
	Northeast Connector - Bannerman Road	Construction										
		Planning/Pre-Engineering										
		Design										
	Northeast Gateway Welaunee Boulevard	Right-of-Way Acquisitor.										
		Construction										
		Planning/Pre-Engineering										

1. Amenities may include those around Coal Chute pond, Skate Feature and, History and Culture Trail. The proposed trailhead will be constructed as part of Pond 3D-B.

2. Projects being managed and administered by Leon County with Blueprint support

	Planning/Pre-Engineering
	PD&E
	Design
	Right-of-Way Acquisitor.
	Construction



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# January 2021

OEV Events

Blueprint Events

Non-OEV/Blueprint Events

January 2021						
Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	2	3
11	12	13	14	15	9	10
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2021						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Dec 28	29	30	31	Jan 1, 21	2	3
4	5	6	7 12:00pm APWA - Local Chapter Presentation on BP program (Zoom) - Blueprint Community Engagement	8	9 2:00pm Centerville Conservation HOA (Centerville Conservation)	10
11	12	13	14	15	16 10:00am Windwood Hills HOA Meeting" Lake Lafayette Greenway and St. Marks Regional Park - Susan Tanski	17
18 8:30am	19	20 11:00am Tallahassee-Leon County Stakeholder 6:00pm Skateable Art Community	21	22 5:00pm	23 10:00am Chemonie Crossing HOA meeting	24
25	26 10:00am Real Estate Roundtable (OEV Conference Room) - Kianna Brown	27	28 6:00pm Bond Neighborhood Meeting (Virtual) - Blueprint Community Engagement Calendar	29	30	31



# February 2021

OEV Events

Blueprint Events

Non-OEV/Blueprint Events

February 2021						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2021						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>Feb 1</b> 1:00pm BPIA TCC Meeting (Zoom) - Autumn Calder	<b>2</b> 10:00am Coal Chute Pond/Red Hill Rhythm Project ( <a href="https://us02web.zoom.us/j/87471773020?pwd=Ry9TK0Myb21Za1RzIjBOUtrQUZLdz">https://us02web.zoom.us/j/87471773020?pwd=Ry9TK0Myb21Za1RzIjBOUtrQUZLdz</a> ) 5:00pm Tour of Cascades Park - DURP (Cascades Park) - Susan Emmanuel	<b>3</b> 11:30am EVLC Meeting (OEV Conference Room) - Cristina L. Paredes	<b>4</b> 11:00am LCRDA Board of Governors Meeting - Cristina L. Paredes 11:30am ULI Presentation - Susan Emmanuel 4:30pm BPIA CAC Meeting (TCC Center)	<b>5</b> 11:00am Elk's Lodge Set Up/Walk Through (Elk's lodge) - Blueprint Community Engagement Calendar	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> 12:00pm FAMU FCU Microloan Launch/Announcement (TBA) - Kianna Brown 5:30pm BP Program Presentation to Capital Conservatives (Elk's Lodge)	<b>10</b> 2:30pm FAMU Microloan Program on The Sean Pittman Show (3411 W Tharpe St., Tallahassee, FL, 32303) - Kianna Brown	<b>11</b> 2:00pm Orange/Meridian Community Engagement (Walker) 2:00pm FAMU Credit Union Promotion: Cumulus Broadcasting (BP)	<b>12</b>	<b>13</b> 10:30am Orange/Meridian Pop Up	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b> 11:00am Tallahassee-Leon County Stakeholder Meeting ( <a href="https://us02web.zoom.us/j/87471773020?pwd=Ry9TK0Myb21Za1RzIjBOUtrQUZLdz">https://us02web.zoom.us/j/87471773020?pwd=Ry9TK0Myb21Za1RzIjBOUtrQUZLdz</a> )	<b>18</b> 1:00pm BPIA Board of Directors Strategic Plan Workshop & Board Meeting (City Hall, Commission Chambers) - Ben Pingree	<b>19</b> 12:00pm Bid Estimating - MWSBE Academy Webinar (Zoom) - Blueprint Community 3:00pm Orange/Meridian Park Community Outreach (Park)	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> 12:00pm Certification - MWSBE Academy Webinar (Zoom) - Blueprint Community Engagement Calendar	<b>24</b> 11:30am NE Gateway: Welaunee Blvd PD&E Community Meeting	<b>25</b> 12:00pm Preparing Bid Responses - MWSBE Academy Webinar (Zoom) - Blueprint 6:00pm NE Gateway: Welaunee Blvd PD&E Community	<b>26</b> 1:00pm Market District Business Outreach (Market District)	<b>27</b> HOLD NE Connector: Bannerman Road Pop Up 11 a.m. - 1 p.m. & 5 - 7 p.m. @ Bannerman Crossing Pavilion (Bannerman Crossing) - Blueprint Community	<b>28</b>



# March 2021

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OEV Events

Blueprint Events

Non-OEV/Blueprint Events

March 2021						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2021						
Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Mar 1	2	3	4	5	6	7
Market District Public Engagement - Daniel Scheer					Lake Jackson Greenways Community Engagement Week	
NE Connector Public Engagement - Daniel Scheer						
	10:00am NE Gateway: Bannerman Road 6:00pm Market District Community	10:00am Market District Community Meeting (Zoom Information to Come) - Susan	2:00pm Market District Community 6:00pm NE Gateway: Bannerman Road			
8	9	10	11	12	13	14
Lake Jackson Greenways Community Engagement Week						
	Youth Leadership Tallahassee Day - Blueprint Community 6:00pm Lake Jackson Community	10:00am Lake Jackson Greenways Community 12:00pm CLP: Rotary Club of Tallahassee	12:00pm ACDBE/DBE - MWSBE Academy Webinar (Zoom) - Blueprint Community Engagement			
15	16	17	18	19	20	21
		11:00am Tallahassee-Leon County Stakeholder Meeting ( <a href="https://us02web.zoom.us/j/87471773020?">https://us02web.zoom.us/j/87471773020?</a>				
22	23	24	25	26	27	28
		12:00pm Continuing Services - MWSBE Academy Webinar (Zoom) - Blueprint Community Engagement				
29	30	31	Apr 1	2	3	4
		11:30am EVLC Meeting (TCC Center for Innovation (306 S. 3:00pm MWSBE CAC Meeting (Tcc Center for Innovation (306 S.				



# April 2021

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OEV Events

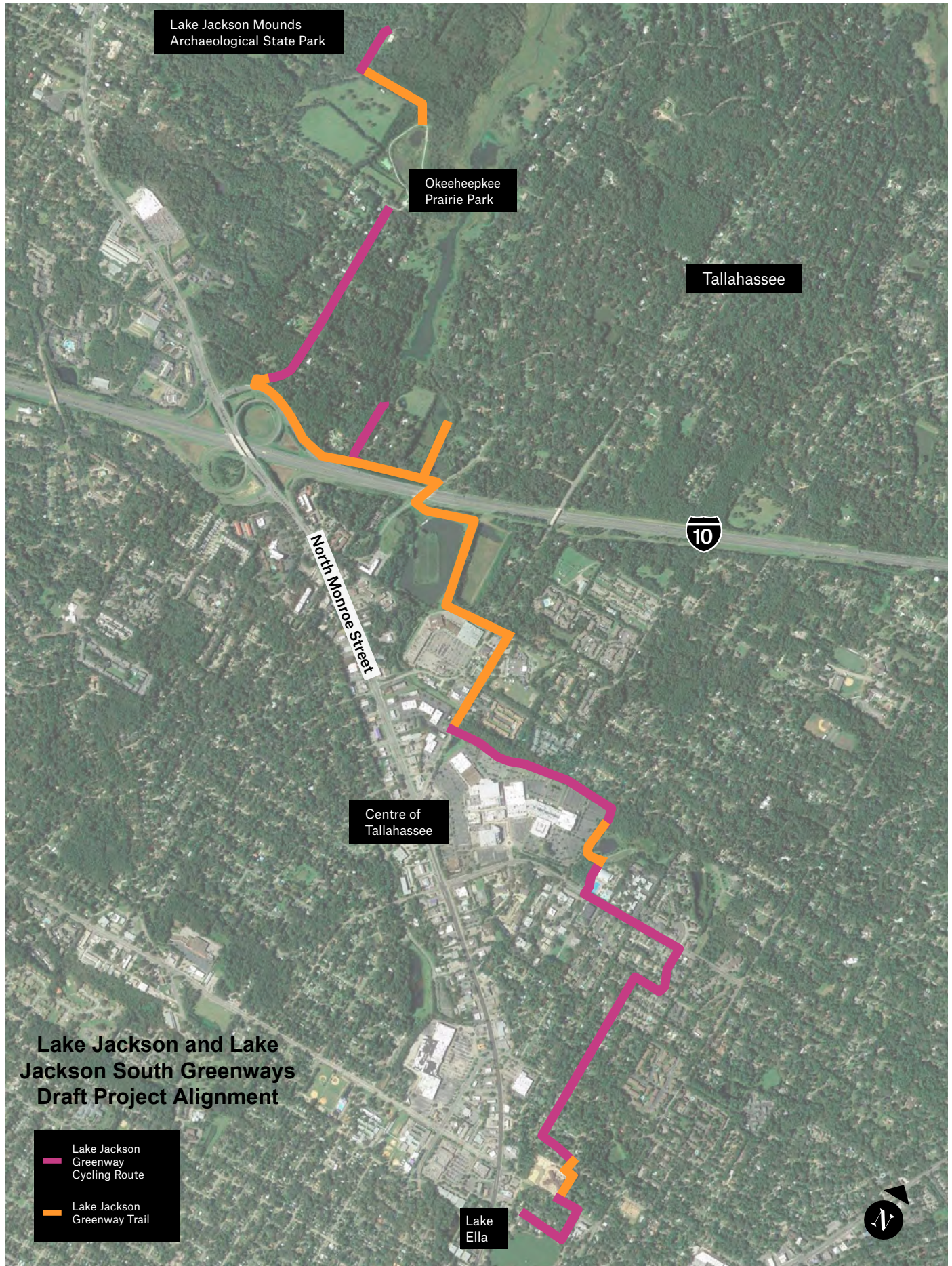
Blueprint Events

Non-OEV/Blueprint Events

April 2021							May 2021						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	1	2	3	4	3	4	5	6	7	1	2
12	13	14	8	9	10	11	10	11	12	13	14	8	9
19	20	21	15	16	17	18	17	18	19	20	21	15	16
26	27	28	22	23	24	25	24	25	26	27	28	22	23
			29	30			31					29	30

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Mar 29	30	31	Apr 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 11:00am Tallahassee-Leon County Stakeholder Meeting ( <a href="https://us02web.zoom.us/j/87471773020?">https://us02web.zoom.us/j/87471773020?</a> )	22 12:00pm Risk Management - MWSBE Academy Webinar (Zoom) - Blueprint Community Engagement	23	24	25
26	27 12:00pm Marketing - MWSBE Academy Webinar (Zoom) - Blueprint Community Engagement Calendar	28	29	30	May 1	2





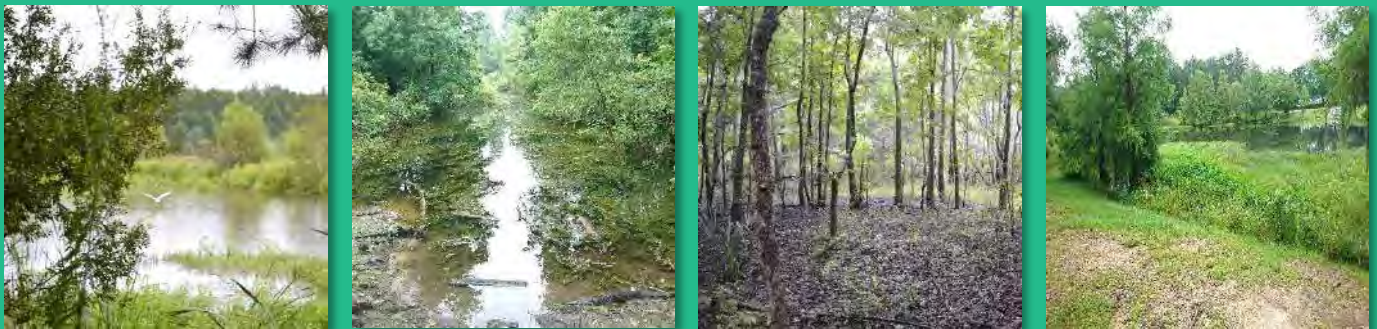


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# LAKE JACKSON GREENWAY ALIGNMENT FEASIBILITY STUDY

November 5, 2020



Prepared for:

Blueprint Intergovernmental Agency, Tallahassee, Florida

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AAP000034/EB0003806/IB26000797/





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## 1.0 INTRODUCTION

### 1.1 Project Purpose

The purpose of the Lake Jackson Greenways project is to create a multimodal connection between Lake Jackson Mounds Archeological State Park and Lake Ella at Fred O. Drake Park, with access to the Meginnis Arm Landing and Centre of Tallahassee. The approximately five-mile project, consisting of both trail and cycle route, will connect a string of public spaces and recreational, residential, and commercial areas, meeting the needs of a diverse population of users.

### 1.2 Project Background

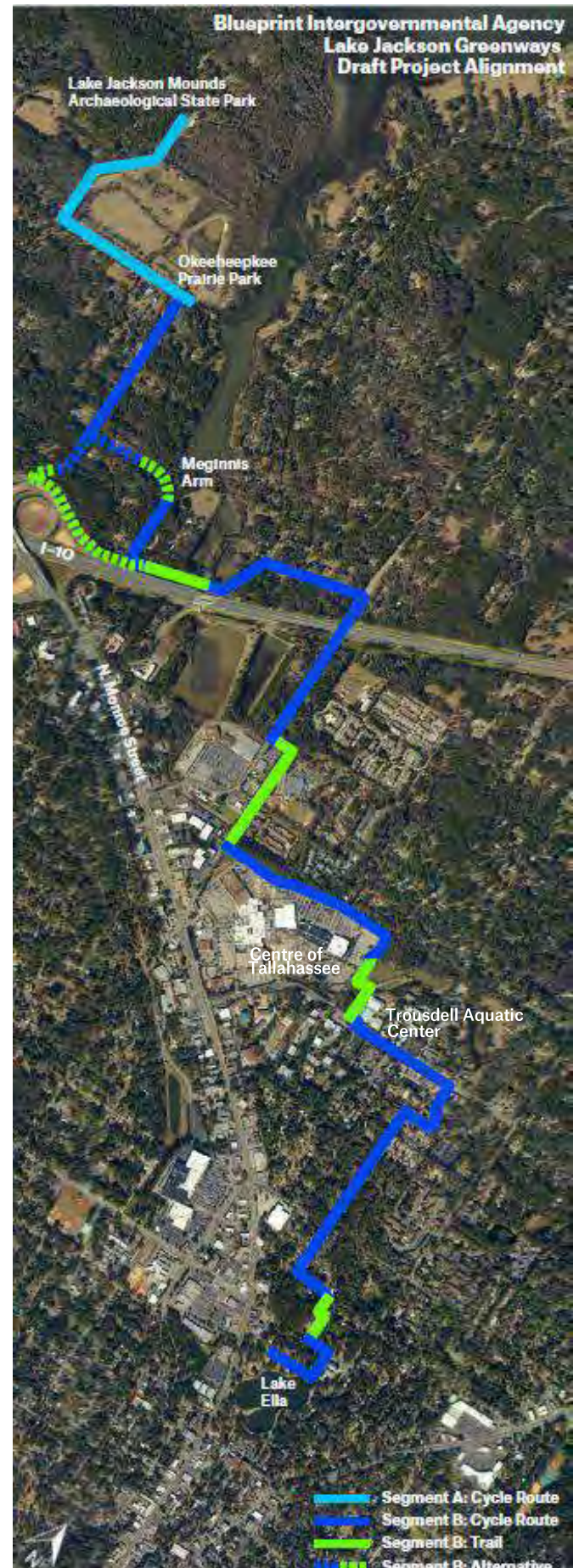
The Lake Jackson Greenways as established by the Blueprint 2020 program was originally conceptualized in the 2015 Tallahassee-Leon County Greenways Master Plan (GWMP), and it combines two GWMP projects: the Lake Jackson Greenway (Segment A) and the Lake Jackson South Greenway (Segment B). Since 2015, the combined Lake Jackson Greenways





project alignment has evolved to reflect current existing conditions, but it generally follows the guidance of the proposed alignments in the GWMP. The project kicked off in June 2020, with initial activities including completing the survey for the city portion of the project south of I-10, along with preliminary environmental assessments. Additionally, preliminary coordination with agency partners such as FDEP Aquatic Preserves, which supports Lake Jackson, and FDEP State Parks, which supports Lake Jackson Mounds Archaeological State Park was initiated. Finally, preliminary coordination efforts were begun with integral City of Tallahassee and Leon County departmental partners, including Growth Management and Parks & Recreation.

The original project alignment, as illustrated to the right, included approximately 4 miles of cycle route (shown in light and dark blue) and approximately 1 mile of key trail and greenway connections at Meginnis Arm Road, Allen Road, the Centre of Tallahassee/Trousdell Aquatic Center, and Canterfield of Tallahassee (shown in green).







## 1.3 Purpose of Study

Upon request from the Blueprint Intergovernmental Agency, the project team has endeavored to complete an alignment analysis and study for one additional trail segment and two re-aligned trail segments for the Lake Jackson Greenways project. Blueprint also desires the addition of elevated boardwalks on the Meginnis Arm trail segments.

### Study Location 1: Doris Drive to Okeeheepkee Prairie Park

Blueprint desires the study of a trail segment connecting from the cycle route on Doris Drive east to the northern limits of the Okeeheepkee Prairie Park, shown in red. This would replace the existing planned alignment which included a cycle route on Fuller Road and Doris Drive, shown in blue.







## Study Location 2: Meginnis Arm Landing to Meginnis Arm Road

Blueprint desires the study of a trail alignment (Location 2B) connecting from the Meginnis Arm Landing heading north along the Lake's eastern banks and south around the eastern bank of the NFWMD pond, terminating at Meginnis Arm Road, shown in red. This would replace the existing planned alignment of a north/south cycle route (shown in blue) on Meginnis Arm Road and a portion of east/west trail (shown in green) in the northern right-of way for Meginnis Arm Road (parallel with I-10).

Blueprint also desires the addition of elevated boardwalks on the Meginnis Arm trail segments. This study also includes a feasibility analysis for a proposed boardwalk connection between Livingston Court and Meginnis Arm Landing (Location 2A), shown in dashed green.

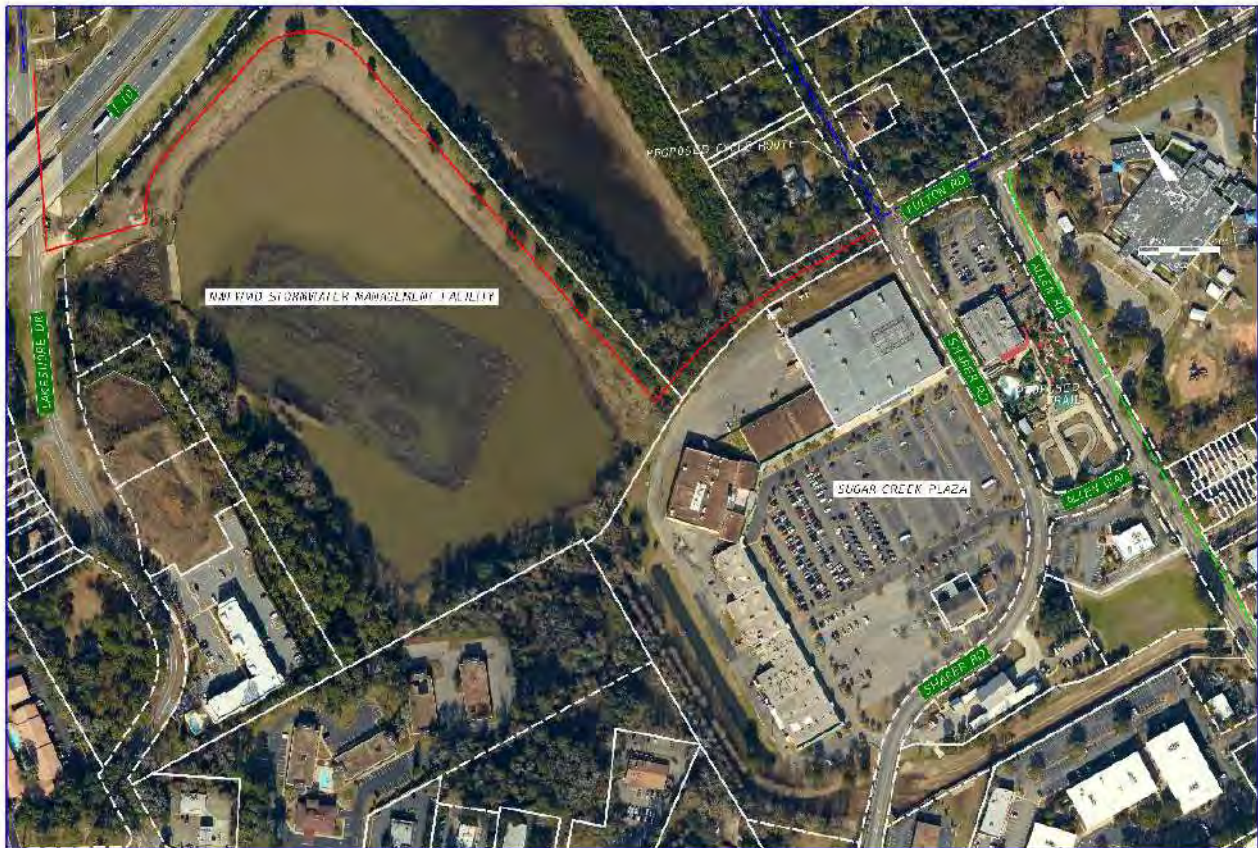






### Study Location 3: NFWWMD Pond and Sugar Creek Plaza

Blueprint desires the study of a new trail alignment, shown in red, connecting from the north side of Meginnis Arm Road, to the east side of Lakeshore Drive, to the NFWWMD pond south of I-10. The trail would continue on the east side of Lakeshore Drive, and along the north and east berms of the NFWWMD pond. The trail would continue east through the southern berm of the FDOT stormwater pond to connect to the intersection of Sharer Road and Fulton Road. This would replace the existing planned alignment which included a cycle route on Lakeshore Drive, Mays Road, and Sharer Road (not shown).







## 1.4 Study Methodology

This feasibility study included three tasks, as described below.

### Task 1: Baseline Data and Existing Conditions

The general location of existing, notable features (such as topography and trails) was gathered both from pre-existing data sources and during a field review site visit conducted on September 15, 2020. It also included identification areas of potential project risk including floodways, parcel boundaries, and special development zones. The field review set referenced during this site visit is included as Attachment 1: Field Review Set.

### Task 2: Alternatives Assessment & Analysis

Alternatives assessment meetings were held by the project team on September 21, 2020 and September 23, 2020 to discuss and analyze the following criteria:

- Design and construction feasibility and constraints
- Safety considerations
- Environmental impacts
- Sociocultural impacts
- Drainage
- Right-of-way and private property impacts

### Task 3: Fee Estimate

Design fee estimates and high-level opinion of construction cost for each of the study locations were developed to include the following:

- Trail design
- Boardwalk design
- Additional survey
- Environmental services
- Geotechnical services
- Landscape architecture services

The results of each of the above tasks are discussed in the following sections for each of the study locations.





## 2.0 STUDY LOCATION 1: OKEEHEEPKEE TO DORIS DRIVE

Study Location 1 includes the addition of an approximately 0.25-mile spur trail segment connecting from the cycle route on Doris Drive east to the northern limits of the OkeehEEPkee Prairie Park. This would replace the existing planned alignment which included a cycle route on Fuller Road and Doris Drive.

### 2.1 Desktop Review

Study Location 1 is within the Lake Jackson Drainage Basin and Watershed, supported by a surrounding road network including Fuller Road (minor collector) and Livingston Road (minor collector). Neither Fuller Road nor Livingston Road feature sidewalks or shared use paths. Brownfields, Canopy Roads, the Historic Preservation Overlay, Multimodal Transportation District, and Springs Protection Zone are not present at this location. In the figures to follow, the illustrative, planning-level proposed alignment is depicted in red to support the review discussion, while the original alignment is shown in light green.





## Project Area



The proposed trail alignment would head north from Okecheepkee Prairie Park, owned by Leon County, and head west to Doris Drive through Lake Jackson Mounds Archaeological State Park, owned by the Florida Department

of Environmental Protection and Trustees of the Internal Improvement Trust (TIITF). Current zoning includes Open Space Recreation/Parks. There are currently no identified easements in the project vicinity. Email correspondence and meeting documentation with FDEP State Parks can be found in Attachment 2: FDEP Email Correspondence-Meeting Documentation.

## Surrounding Multimodal Network

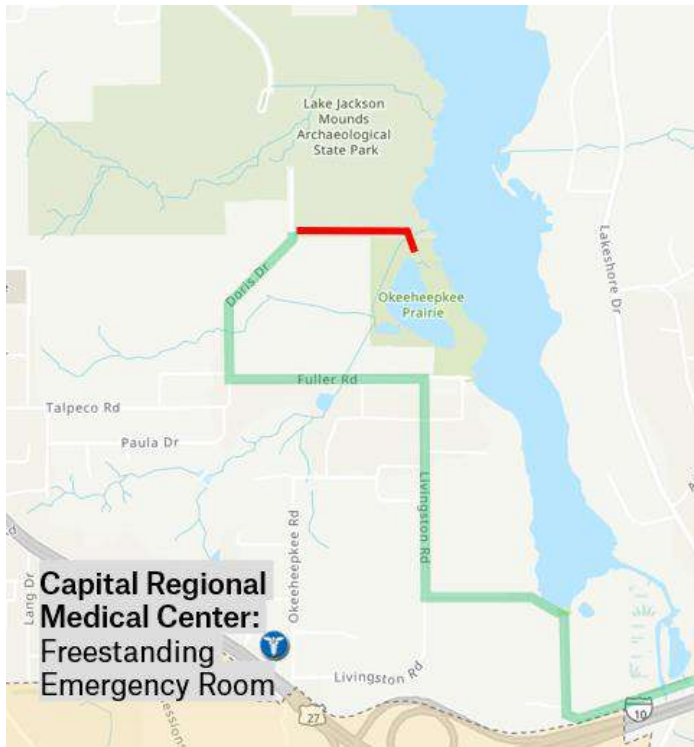


The proposed trail alignment is near the northern terminus of the Huntington-to-Lake-Elberta Bike Tallahassee Route, which connects the Lake Jackson Mounds Archaeological State Park to the Lake Bradford corridor and St. Marks Trail. Additional nearby connections include medium-comfort segments of the Bike Tallahassee network.





## Economic Development



The proposed alignment is in the Historically Underutilized Business Zone, but it is not in the Downtown Community Redevelopment Area, Frenchtown/ Southside Community Redevelopment Area, Urban Jobs TCA, or an Enterprise Zone. Nearby major upcoming economic development includes the construction of a 10,800 square foot, 6-acre freestanding emergency room for Capital Regional Medical Center on North Monroe Street.

## Special Development Zone



The proposed alignment is within the boundaries of both Special Development Zone A and Special Development Zone B. The Special Development Zone (SDZ) designation requires special development standards for environmentally sensitive zones adjacent to watercourses or receiving waterbodies. SDZ standards are intended to minimize the adverse environmental impacts

associated with both the extent of development activity and the type of land uses permitted





within or adjacent to sensitive environmental features such as watercourses, waterbodies, wetlands, and areas subject to periodic flooding, such as Lake Jackson.

### FEMA Flood Zones



A portion of the proposed alignment would fall within FEMA Flood Zone A, an area subject to inundation by the 1-percent-annual-chance flood, or the 100-year-flood.

## **2.2 Alternatives Analysis**

The project team assessed the feasibility of this alignment alternative. This was a beautiful, comfortable walk underneath a tree canopy evocative of Tallahassee identity. Advantages for this alternative include the proximity to the natural environment, the separation from motor vehicles, and the neighborhood connection between Okecheepkee Prairie Park and Lake Jackson Mounds Archaeological State Park. Potential constraints include the need for an approximately 150 ft boardwalk to make the crossing from Okecheepkee Prairie Park to Lake Jackson Mounds Archaeological State Park. Efforts would be made during future design phases to reduce the length of the boardwalk to decrease construction costs. Additionally, there are minor expected wetlands impacts. Opportunities for minimizing wetland impacts by modifying the trail alignment would be explored during future design phases. Depending on the volume of impact (>0.1 acre), permitting and mitigation may be required by the NFWMD and the Army Corps of Engineers (ACOE).





### SCREENING MATRIX

ANALYSIS TOPIC	ORIGINAL ALIGNMENT: FULLER/DORIS CYCLE ROUTE	STUDY LOCATION 1: OKEEHEEPKEE/DORIS
Design Considerations	Sharrow & Signage Only	Would need to carefully avoid wetlands to minimize impacts
Constructability Considerations	Sharrow & Signage Only	Will require a boardwalk to make crossing
Safety: Traffic	On-street, non-separated cycle route sharing space with motor vehicles	Separated shared use path in natural environment. No interaction with motorized vehicles
Environmental: Tree Removal	n/a	Will require removal of some trees; a wide path is already cleared on FDEP State Park land
Environmental: Wetlands	n/a	Expected minor impacts
Sociocultural Impacts	Enhanced/Minimal	Enhanced/Minimal Potential for Artifacts of Archaeological Significance
Drainage	n/a	Floodplain considerations
ROW/Private Property	n/a – signing and sharrows on Leon County ROW	Will require approval from and coordination with Leon County and FDEP
Greenway/Trail	No	Yes
View of Water/Nature	No	Yes





View from Okeehéepkée Prairie Park, Western Terminus



View Looking West, Inside Lake Jackson Mounds Park



View Looking West, Inside Lake Jackson Mounds Park



View Looking West, Inside Lake Jackson Mounds Park



View Looking West, Inside Lake Jackson Mounds Park



View to Doris Drive, Eastern Terminus

**Photos of Study Location 1:  
Okeehéepkée Prairie Park to Doris Drive**





## 2.3 Fiscal Impact

**DESIGN:** Below is a summary of the estimated design fee for the proposed alternative for Study Location 1: Okeeheepkee Prairie Park to Doris Drive. Estimates assume an approximate non-paved trail length of 1,132 ft (0.214 mi) and a 150 ft boardwalk. Environmental services include a Natural Features Inventory (NFI), Environmental Impact Analysis (EIA), Linear Infrastructure Variance (LIV), Tree Removal Analysis for Environmental Management Permit (EMP), NFWMD Environmental Resource Permit (ERP), and US ACOE Wetland Impact Permit. Geotechnical services include one boring. Estimates were derived using the plan and profile sheets found in Attachment 3: Plan/Profile Loc. 1 – Okeeheepkee/Doris Dr. All estimates are subject to further review and may be amended prior to agreement for future design phases. Cost savings for the below services may be available if more than one alternative alignment is selected. A credit has been applied to this estimate reflecting the cost savings of foregoing the originally planned cycle route.

DESIGN FEE ESTIMATE – STUDY LOCATION 1	
Project Management and Trail Design	\$16,000
Structures	\$18,000
Environmental	\$25,000
Geotechnical	\$4,000
Survey, including tree locates (no SUE)	\$22,000
Landscape Architecture	\$3,500
Credit (Original Cycle Route Design Fee Estimate)	(\$1,000)
<b>TOTAL</b>	<b>\$87,500</b>

**CONSTRUCTION:** The original alignment at this location contemplated an approximately 0.84 mi cycle route on Fuller Road and Doris Drive. Below is an opinion of probable construction cost for this alignment.

OPINION OF PROBABLE CONSTRUCTION COST: ORIGINAL CYCLE ROUTE	
Cycle Route (0.84 mi)	\$8,000
Contingency (20%)	\$1,500
<b>TOTAL</b>	<b>\$9,500</b>





Below are two planning-level opinions of probable construction costs for the proposed alternative at this location. These opinions of probable construction cost have been assembled using in-house, supplier, cost means data, and preliminary contractor pricing, recognizing that the project is not yet in a design phase and additional detail would be necessary for more precise estimation. Estimates assume an approximate non-paved trail length of 1,132 ft (0.214 mi), a 150 ft boardwalk, and 1200 ft of fencing to FDOT specifications (subject to change based upon agency and adjacent private property owner coordination). Lengths are approximate and pend approval and completion of survey. Hardscape elements include two directional trail markers. A preliminary concept for hardscape and landscape elements is included in Attachment 4: Study Location 1 – Preliminary Hardscape/Landscape Concept. Two options have been provided for boardwalks with traditional railings– one for composite decking and one for wood decking. A credit has been applied to these estimates reflecting the cost savings of foregoing the originally planned cycle route.

**OPINION OF PROBABLE CONSTRUCTION COST – STUDY LOCATION 1  
BOARDWALK OPTION 1 – COMPOSITE DECKING**

Trail (Non-paved)	\$57,000
Boardwalk (Composite Decking)	\$181,000
Fencing	\$18,000
Hardscape	\$3,000
Contingency (20%)	\$48,000
Credit (Original Cycle Route Construction Estimate)	(\$9,500)
<b>TOTAL</b>	<b>\$297,500</b>

**OPINION OF PROBABLE CONSTRUCTION COST – STUDY LOCATION 1  
BOARDWALK OPTION 2 – WOOD DECKING**

Trail (Non-paved)	\$57,000
Boardwalk (Wood Decking)	\$154,000
Fencing	\$18,000
Hardscape	\$3,000
Contingency (20%)	\$44,000
Credit (Original Cycle Route Construction Estimate)	(\$9,500)
<b>TOTAL</b>	<b>\$276,000</b>





## 3.0 STUDY LOCATION 2A: LIVINGSTON COURT

Study Location 2A includes the construction of a boardwalk to facilitate a trail connection between western terminus Livingston Court and eastern terminus Meginnis Arm Landing. This route was one of two alternatives considered in the original project alignment, and the feasibility of introducing a boardwalk feature in this location was included in this study.

### 3.1 Desktop Review

Study Locations 2A (Livingston Court) and 2B (Meginnis Arm & NFWFMD Pond) are collocated with adjacent and near proximity. For continuity, the discussion of desktop review findings is combined in this section for both study locations.

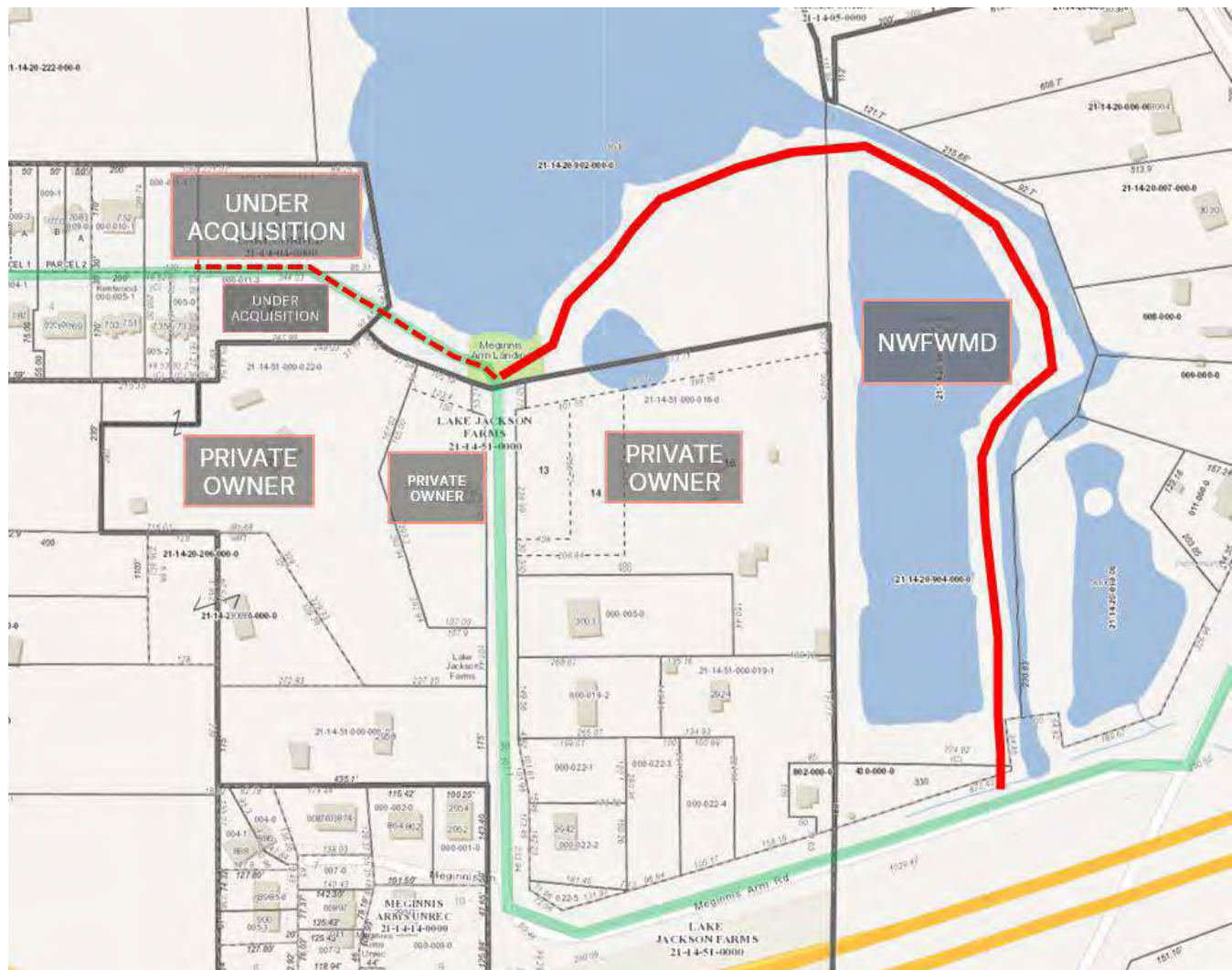
Study Locations 2A and 2B are within the Lake Jackson Drainage Basin and Watershed, supported by a surrounding road network including Livingston Court (private road), Livingston Road (minor collector) and Lakeshore Drive (minor collector). Brownfields, Canopy Roads, the Historic Preservation Overlay, Multimodal Transportation District, and





Springs Protection Zone are not present. In the figures to follow, the illustrative, planning-level proposed alignment is depicted in red (Study Location 2A is dashed and Study Location 2B is solid) to support the review discussion, while the original alignment is shown in light green.

## Project Area



The proposed alignment for Study Location 2A (dashed in red) would extend as a trail and boardwalk northwest from Meginnis Arm Landing (portions of which are on private property) to Livingston Court, a private road. The project alignment would then continue along Livingston Court, a narrow residential street with no sidewalks.

The proposed alignment for Study Location 2B (in solid red) would extend northeast along the banks of Lake Jackson, further northeast potentially along private property, and south along the north and western banks of the NFWMD pond. This alignment is mostly trail,

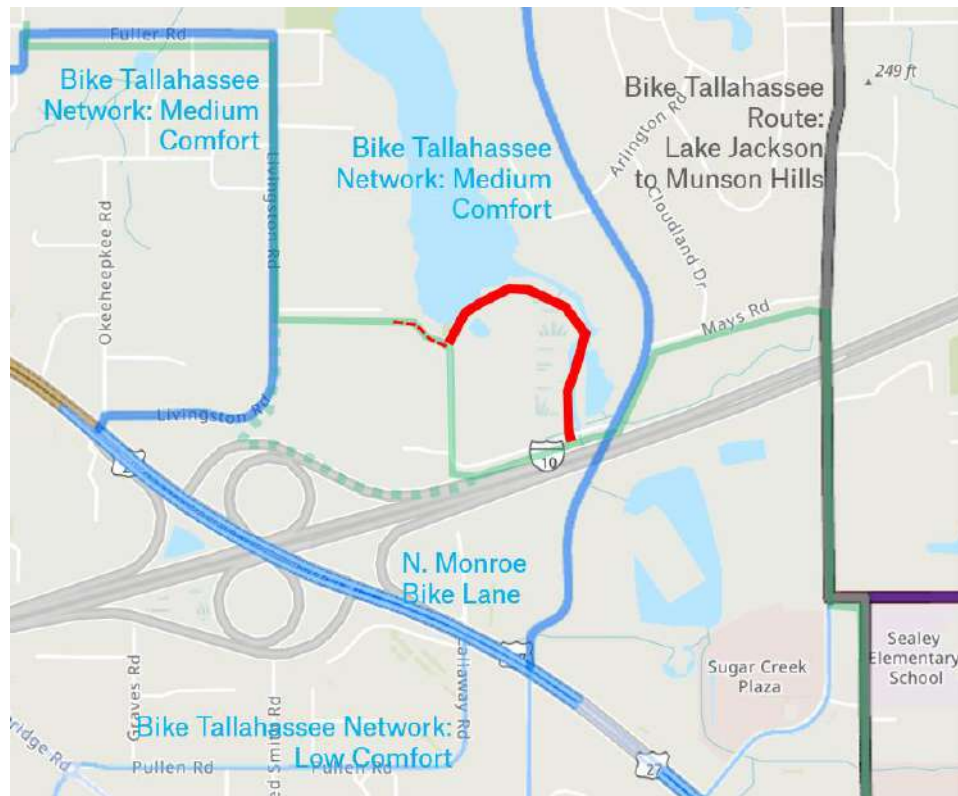




with three proposed boardwalks to facilitate crossings. One drainage easement has been identified on the eastern bank of the NFWFMD pond, the deed for which can be found in Attachment 5: Study Location 2B Drainage Easement.

Of considerable note for both study locations are the parcel boundaries adjacent to Lake Jackson, which rely on the Ordinary High Water Line (OHWL) of Lake Jackson. This is an irregular parcel line which depends on the vegetation and top of bank of the lake in most cases. Lake Jackson has a highly variable water line, and it will be difficult to depict this line without extensive field work and research. While private property impacts may potentially be avoided if the project alignment falls below the OHWL, legal descriptions for some potentially impacted private parcels, however, state that their north and south boundary lines extend easterly to the water line of Lake Jackson as it may ascend or recede. A preliminary parcel exhibit has been prepared for this study and can be found in Attachment 6: Lake Jackson Greenways Parcel Exhibit.

### Surrounding Multimodal Network



Both study locations would support additional connects to the Lake-Jackson-to-Munson-Hills Bike Tallahassee Route, which connects Lake Jackson to south Tallahassee and the trails at Munson Slough. Additional nearby connections include medium- and low-comfort segments of the Bike Tallahassee network.





## Special Development Zone



Portions of both proposed alignments are within the boundaries of both Special Development Zone A and Special Development Zone B.

## FEMA Flood Zones



A portion of both proposed alignments would fall within FEMA Flood Zone A, an area subject to inundation by the 1-percent-annual-chance flood, or the 100-year-flood.





## 3.2 Alternatives Analysis

While the project team carefully navigated the steep elevation change (38 ft estimated between Livingston Court and Meginnis Arm Landing), this proposed alternative was observed to be beautiful and abundant with opportunity for constructing a landmark recreational destination. With such a heavy and almost exclusive presence of invasive species, there is high opportunity for environmental restoration. A highly elevated boardwalk would place users in the treetops with views into Lake Jackson, once invasive species (such as the copious ardisia) have been removed. A boardwalk is the only alternative, as a trail is not feasible in this location. Viewing stations could be added at landings, and the boardwalk would be graded appropriately to support ADA-compliance. The boardwalk at Lake Lafayette was offered as a comparable example.

### 3.2.1 Private Property Impacts

Challenges were noted with this alternative regarding private property impacts. While three parcels are under consideration for acquisition by Blueprint, the property owner is currently addressing issues with the covenants on the deeds that do not allow for recreational uses on the property. The property owner has agreed to make these amendments, which requires a petition with other neighbors and like changes with the other four surrounding property owners who have the same restrictions. More detailed survey would be required to ensure that the proposed alignment does not infringe on the other two adjoining private properties. Further, Livingston Court is a private road, and the continuation of an adopted cycle route would require acceptance by all property owners.



To address some of the above constraints, two alternatives for alignment in this study location were identified. Both alternatives assume successful acceptance of a cycle route on Livingston Court (a private road). The first alternative seeks to minimize private property impacts by limiting right-of-way acquisition to the three parcels at the eastern terminus of Livingston Court already under consideration for acquisition by Blueprint.

To accomplish this, a 600 ft boardwalk would be required, portions of which would need to be constructed below the Ordinary High Water Line (OHWL) of Lake





Jackson, understood at this time to be the 87 ft contour, to avoid impacting the two other nearby privately owned parcels.

The second alternative seeks to minimize environmental impact and construction cost. To accomplish this, a 525 ft boardwalk would extend through northern portions of the two privately owned parcels between Meginnis Arm Landing and Livingston Court and through the other three Livingston Court parcels already under consideration for acquisition by Blueprint.

### 3.2.2 Second Connection Option



The proposed boardwalk alignment from Meginnis Arm Landing to Livingston Court is one of two identified options for facilitating connection between Meginnis Arm Landing and Livingston Road. The second option, which has not yet been studied, extends west from Meginnis Arm Road with an approximately 0.5 mi paved trail on FDOT right-of-way along the westbound I-10 exit ramp at Exit 199 for North Monroe Street and a 0.2 mi cycle route on Livingston Road. The second option would require

coordination with and approval by FDOT. If the proposed alternative with boardwalk at Study Location 2A is not selected, additional study will be required to evaluate this second option or any other future identified alternative for connection. While this opportunity has not yet been studied, a design fee estimate and planning-level opinion of probable construction cost is provided for reference.

DESIGN FEE ESTIMATE & OPINION OF PROBABLE CONSTRUCTION COST SECOND CONNECTION OPTION	
Design Fee Estimate	\$79,500
Cycle Route (0.20 mi)	\$5,000
Trail (0.5 mi, paved)	\$151,000
Fencing (2000 ft)	\$80,000
Contingency (20%)	\$47,000
<b>TOTAL</b>	<b>\$362,500</b>

*Note: This option has not yet been presented to FDOT. Pending acceptance and approval by FDOT, there may be additional requirements and requests from the Department that could add to the above design fee and construction estimates.*





## SCREENING MATRIX

ANALYSIS TOPIC	STUDY LOCATION 2A: LIVINGSTON CT. CONNECTION
<b>Design Considerations</b>	Significant elevation change (38 ft+), uncontrolled stormwater runoff from Livingston Court
<b>Constructability Considerations</b>	Boardwalk will require high elevation to support ADA grade. Some areas may be as high as 16.5 ft off the ground.
<b>Safety: Traffic</b>	Separated shared use path and boardwalk in natural environment. No interaction with motorized vehicles
<b>Environmental: Tree Removal</b>	High, though most species were noted to be invasive. Invasive removal would be a substantial benefit, but would need to stabilize slopes with new plantings and root systems to prevent erosion.
<b>Environmental: Wetlands</b>	Medium impact
<b>Sociocultural Impacts</b>	Enhanced/minimal. Neighborhood concerns regarding increased foot traffic from transient populations
<b>Drainage</b>	Floodplain considerations
<b>ROW/Private Property</b>	The anticipated impacted private parcels are currently under acquisition with a willing seller. Detailed survey will be required to ensure other private properties are not impacted, which is contingent upon FDEP acceptance of proposed boardwalk construction below the OHWL.
<b>Greenway/Trail</b>	Yes
<b>View of Water/Nature</b>	Yes – considered to be the most beautiful vista opportunity of all proposed alignment alternatives





Western terminus from Livingston Ct.



Existing, invasive vegetation



Existing, invasive vegetation



Existing, invasive vegetation



Existing, invasive vegetation



View of Meginn's Arm from west bank facing north

## Photos of Study Location 2A: Livingston Court





### 3.3 Fiscal Impact

**DESIGN:** Below is a summary of the estimated design fee for Study Location 2A: Livingston Court. Estimates assumed an approximate paved trail length of 100 ft (0.02 mi). Environmental services include an NFI, EIA, LIV, Tree Removal Analysis for EMP, NFWMD ERP, and US ACOE Wetland Impact Permit. Geotechnical services include three borings. SUE estimates are provided, including a cost of \$1,500 per test hole. Estimates were derived using the plan and profile sheets found in Attachment 7: Plan/Profile Loc. 2A – Livingston Ct. All estimates are subject to further review and may be amended prior to agreement for future design phases. Cost savings for the below services may be available if more than one alternative alignment is selected. Two options are provided for implementation: one with a 600 ft boardwalk that limits private property acquisition to only the three Livingston Court properties currently under acquisition consideration by Blueprint, and the other with a 525 ft boardwalk that requires acquisition of the three Livingston Court lots and portions of two other privately owned properties.

DESIGN FEE ESTIMATE – STUDY LOCATION 2A (Limited Acquisition, 600 ft Boardwalk)	
Project Management and Trail Design	\$20,000
Structures	\$85,000
Environmental	\$30,000
Geotechnical	\$20,000
Survey, including tree locates	\$20,000
SUE, estimate includes 4 test holes	\$11,000
Landscape Architecture	\$9,000
<b>TOTAL</b>	<b>\$195,000</b>

DESIGN FEE ESTIMATE – STUDY LOCATION 2A (Full Acquisition, 525 ft Boardwalk)	
Project Management and Trail Design	\$20,000
Structures	\$70,500
Environmental	\$30,000
Geotechnical	\$20,000
Survey, including tree locates	\$20,000
SUE, estimate includes 4 test holes	\$11,000
Landscape Architecture	\$9,000
<b>TOTAL</b>	<b>\$180,500</b>





## CONSTRUCTION:

On the following two pages are three planning-level opinions of probable construction costs for each of the two proposed alternatives with boardwalk connection from Livingston Court to Meginnis Arm Landing: a 600 ft boardwalk option with limited property acquisition and 525 ft boardwalk option with full property acquisition. These opinions of probable construction cost have been assembled using in-house, supplier, cost means data, and preliminary contractor pricing, recognizing that the project is not yet in a design phase and additional detail would be necessary for more precise estimation. Estimates assume an approximate paved trail length of paved 100 ft (0.02 mi) and 200 ft of fencing to FDOT specifications (subject to change based upon agency and adjacent private property owner coordination). Lengths are approximate and pend approval and completion of survey. Hardscape elements include one directional trail marker, and landscape elements include slope stabilization planting. A preliminary concept for hardscape and landscape elements is included in Attachment 8: Study Location 2 – Preliminary Hardscape/Landscape Concept. Three boardwalk options have been provided with traditional railings – one for composite decking (including one with alternative foundation) and one for wood decking. Right-of-way acquisition cost estimates have been provided by the City of Tallahassee Real Estate Management Department and include both property acquisition cost and right-of-way agency services fee estimates.

*Note: This estimating exercise is at the planning level to support the decision-making process regarding different alignment options for the Lake Jackson Greenways project. The intent of this exercise is to better understand the extent and cost of potential impacts of the alternative alignment options. These and other factors will be considered by Blueprint leadership and presented to the public for further consideration during scheduled public engagement sessions in early 2021. The IA Board will provide direction and guidance for the final alignment for the Lake Jackson Greenways project. Lengths and widths will be modified if the project moves forward into a design phase, when more detail regarding the alignment is available. No decision to move forward with any of the contemplated private property acquisition options has been made at this time.*





## Limited Acquisition: Livingston Court Lots Only

OPINION OF PROBABLE CONSTRUCTION COST – STUDY LOCATION 2A BOARDWALK OPTION 1 – COMPOSITE DECKING, ALTERNATIVE FOUNDATION	
Trail	\$5,725
600 ft Boardwalk (Composite Decking/Alternative Foundation)	\$1,614,000
Right-of-Way Acquisition	\$209,000
Fencing	\$8,000
Hardscape	\$1,500
Landscape	\$50,000
Contingency (20%)	\$377,000
Credit (Original Trail/Cycle Route Construction Estimate)	(\$283,000)
<b>TOTAL</b>	<b>\$1,982,225</b>

OPINION OF PROBABLE CONSTRUCTION COST – STUDY LOCATION 2A BOARDWALK OPTION 2 – COMPOSITE DECKING	
Trail	\$5,725
600 ft Boardwalk (Composite Decking)	\$1,410,000
Right-of-Way Acquisition	\$209,000
Fencing	\$8,000
Hardscape	\$1,500
Landscape	\$50,000
Contingency (20%)	\$331,000
Credit (Original Trail/Cycle Route Construction Estimate)	(\$283,000)
<b>TOTAL</b>	<b>\$1,732,225</b>

OPINION OF PROBABLE CONSTRUCTION COST – STUDY LOCATION 2A BOARDWALK OPTION 3 – WOOD DECKING	
Trail	\$5,725
600 ft Boardwalk (Wood Decking)	\$1,284,000
Right-of-Way Acquisition	\$209,000
Fencing	\$8,000
Hardscape	\$1,500
Landscape	\$50,000
Contingency (20%)	\$312,000
Credit (Original Trail/Cycle Route Construction Estimate)	(\$283,000)
<b>TOTAL</b>	<b>\$1,587,225</b>





## Full Acquisition: Livingston Court and Meginnis Arm Rd. Lots

OPINION OF PROBABLE CONSTRUCTION COST – STUDY LOCATION 2A BOARDWALK OPTION 1 – COMPOSITE DECKING, ALTERNATIVE FOUNDATION	
Trail	\$5,725
525 ft Boardwalk (Composite Decking/Alternative Foundation)	\$1,403,000
Right-of-Way Acquisition	\$276,000
Fencing	\$8,000
Hardscape	\$1,500
Landscape	\$50,000
Contingency (20%)	\$348,000
Credit (Original Trail/Cycle Route Construction Estimate)	(\$283,000)
<b>TOTAL</b>	<b>\$1,809,225</b>

OPINION OF PROBABLE CONSTRUCTION COST – STUDY LOCATION 2A BOARDWALK OPTION 2 – COMPOSITE DECKING	
Trail	\$5,725
525 ft Boardwalk (Composite Decking)	\$1,226,000
Right-of-Way Acquisition	\$276,000
Fencing	\$8,000
Hardscape	\$1,500
Landscape	\$50,000
Contingency (20%)	\$307,000
Credit (Original Trail/Cycle Route Construction Estimate)	(\$283,000)
<b>TOTAL</b>	<b>\$1,591,225</b>

OPINION OF PROBABLE CONSTRUCTION COST – STUDY LOCATION 2A BOARDWALK OPTION 3 – WOOD DECKING	
Trail	\$5,725
525 ft Boardwalk (Wood Decking)	\$1,116,000
Right-of-Way Acquisition	\$276,000
Fencing	\$8,000
Hardscape	\$1,500
Landscape	\$50,000
Contingency (20%)	\$291,000
Credit (Original Trail/Cycle Route Construction Estimate)	(\$283,000)
<b>TOTAL</b>	<b>\$1,465,225</b>





## 4.0 STUDY LOCATION 2B: MEGINNIS ARM/NWFWMD

Study Location 2B: Meginnis Arm/NWFWMD Pond contemplates a new 0.38 mi trail alignment connecting from the Meginnis Arm Landing heading northeast along the Lake's eastern banks and south around the eastern bank of the NWFWMD pond, terminating at Meginnis Arm Road. This would replace the existing planned alignment of a north/south cycle route on Meginnis Arm Road and a portion of east/west trail in the northern right-of-way for Meginnis Arm Road (parallel with I-10).

### 4.1 Desktop Review

See previous section for discussion. Study Locations 2A (Livingston Court) and 2B (Meginnis Arm/NWFWMD Pond) are co-located and share the same features for consideration. As such, the desktop review analysis has been combined for continuity in Section 3.1.





## 4.2 Alternatives Analysis

Advantages for this alternative include the close proximity to the natural environment and greater distance from I-10 as well as the separation of trail users and motor vehicles. Additionally, the natural habitat surrounding Lake Jackson and the NFWWMD pond was strikingly beautiful. Multiple birds were observed during the site visit, as well as an otter. This alternative presents a good opportunity for environmental and infrastructure education.

The project team observed an abundance of vegetative growth on the surface of the waters of Lake Jackson at Meginnis Arm. In addition, cypress trees were observed along the eastern banks of the lake. Suggestions were provided for trimming the tree canopy to support wider vistas and better viewing. A boardwalk would be necessary to avoid or limit impacts to wetlands and existing tree root systems.

Private property impacts will need to be considered for the parcel located in-between the NFWWMD pond and Meginnis Arm Landing. More detailed survey would be required to understand the degree of impact.

The berms around the NFWWMD pond appear to be wide enough to support the addition of a trail, though a boardwalk would be needed to make a crossing over the spillway. Upon entering the pond from the northern limits, the vista opens to a pastoral view with healthy vegetation and abundant avian habitat. A few old-growth trees were observed, which would not be impacted, and they would add to the character of this proposed alternative trail route.





## SCREENING MATRIX

ANALYSIS TOPIC	ORIGINAL ALIGNMENT: MEGINNIS ARM CYCLE ROUTE	STUDY LOCATION 2B: LAKE/NWFWMD POND
Design Considerations	Sharrow & Signage Only	Need for minimizing wetlands and tree impacts, particularly at banks of Lake Jackson
Constructability Considerations	Sharrow & Signage Only	Collocation of trail and boardwalk with functioning stormwater facility
Safety: Traffic	On-street, non-separated cycle route sharing space with motor vehicles	Separated shared use path in natural environment. No interaction with motorized vehicles
Environmental: Tree Removal	n/a	Low to medium
Environmental: Wetlands	n/a	Medium impact on banks of Lake Jackson
Sociocultural Impacts	Enhanced/Minimal	Enhanced/Minimal
Drainage	n/a	Floodplain considerations
ROW/Private Property	n/a – signing and sharrows on Leon County ROW	Yes – northern boundary of one private parcel. Will also require approval from and coordination with NWFWMD and coordination with FDEP Aquatic Preserves
Greenway/Trail	No	Yes
View of Water/Nature	No	Yes





Eastern bank of Meginnis Arm, facing northeast



View facing east, approaching NFWMD Pond entrance



View of NFWMD Pond, facing north



View of NFWMD Pond, facing northwest



View of Meginnis Arm, from parking lot facing north



View facing south, near Meginnis Arm Rd.

**Photos of Study Location 2B:  
Meginnis Arm and  
NFWMD Pond**





## 4.3 Fiscal Impact

**DESIGN:** Below is a summary of the estimated design fee for Study Location 2B: Meginnis Arm & NFWWMD Pond. Estimates assumed an approximate paved trail length of 2,004 ft (0.38 mi) and two boardwalks: an approximate 210 ft boardwalk on the banks of Lake Jackson and an approximate 110 ft boardwalk over the NFWWMD pond spillway.

Environmental services an NFI, EIA, LIV, Tree Removal Analysis for EMP, NFWWMD ERP, and US ACOE Wetland Impact Permit. Geotechnical services include four borings for the trail and all boardwalks, noting that geotechnical services are variable based on structural elements. SUE estimates are provided, including a cost of \$1,500 per test hole. Estimates were derived using the plan and profile sheets found in Attachment 9: Plan/Profile Loc. 2B – Meginnis/NFWWMD. All estimates are subject to further review and may be amended prior to agreement for future design phases. Cost savings for the below services may be available if more than one alternative alignment is selected.

DESIGN FEE ESTIMATE – STUDY LOCATION 2B	
Project Management and Trail Design	\$30,000
Structures – Boardwalk 1/Lake Jackson Banks	\$16,500
Structures – Boardwalk 2/NFWWMD Pond Spillway	\$12,000
Environmental	\$23,000
Geotechnical	\$17,500
Survey, including tree locates	\$34,000
SUE, estimate includes 2 test holes	\$10,500
Landscape Architecture	\$25,000
<b>TOTAL</b>	<b>\$168,500</b>

**CONSTRUCTION:** The original alignment at this location contemplated an approximately 0.23 mi cycle route and 0.24 mi paved trail on Meginnis Arm Road. Below is an opinion of probable construction cost for this alignment.

OPINION OF PROBABLE CONSTRUCTION COST: ORIGINAL CYCLE ROUTE	
Cycle Route (0.23 mi)	\$5,000
Trail (0.19 mi, paved)	\$73,000
Contingency (20%)	\$15,500
<b>TOTAL</b>	<b>\$93,500</b>





Below is a subtotal opinion of probable construction cost for non-structural elements for this alternative. This opinion of probable construction cost has been assembled using in-house, supplier, cost means data, and preliminary contractor pricing, recognizing that the project is not yet in a design phase and additional detail would be necessary for more precise estimation. Estimate assumes an approximate paved trail length of 2,004 ft (0.38 mi), to be supplemented and connected by two boardwalks (estimated separately) and approximately 345 ft of fencing to FDOT specifications (subject to change based upon agency and adjacent private property owner coordination). Lengths are approximate and pend approval and completion of survey. Hardscape elements include two directional trail markers, three educational signage stations, and a feature crossing/overlook at the pond. Landscape elements include shade tree planting (no irrigation). Attachment 8: Study Location 2 – Preliminary Hardscape/Landscape Concept. A credit has been applied to these estimates reflecting the cost savings of foregoing the originally planned trail and cycle route. Right-of-way acquisition cost estimates have been provided by the City of Tallahassee Real Estate Management Department and include both property acquisition cost and right-of-way agency services fee estimates.

There are two boardwalks proposed for this study location. Detailed estimates for each boardwalk location and options are provided on the following page. For illustrative purposes, the highest cost options are included below (with an embedded 20% contingency) to provide one conservative opinion of probable construction cost.

OPINION OF PROBABLE CONSTRUCTION COST – STUDY LOCATION 2B	
Trail	\$105,000
Fencing	\$13,800
Hardscape	\$29,000
Landscape	\$18,000
Right-of-Way Acquisition	\$84,000
Contingency (20%)	\$33,000
Credit (Original Trail/Cycle Route Construction Estimate)	(\$93,500)
<b>SUBTOTAL: NO BOARDWALKS</b>	<b>\$189,300</b>
Boardwalk 1 – Lake Jackson Banks (Composite Decking/Architectural Railing)	\$370,000
Boardwalk 2 – NFWMD Spillway (Composite Decking/Traditional Railing)	\$270,000
<b>TOTAL</b>	<b>\$829,300</b>





There are two proposed locations for boardwalk structures: an approximate 210 ft boardwalk on the banks of Lake Jackson and an approximate 110 ft boardwalk over the NFWMD pond spillway. Opinions of probable cost for each of these two boardwalks are included below, with multiple options each for decking and railing. Lengths are approximate and pend approval and completion of survey. All estimates include a 20% contingency.

**OPINION OF PROBABLE CONSTRUCTION COST – STUDY LOCATION 2B**
**BOARDWALK 1: BANKS OF LAKE JACKSON (210 ft)**

Composite Decking/Architectural Railing	\$370,000
Composite Decking/Traditional Railing	\$320,000
Wood Decking/Traditional Railing	\$315,000

**OPINION OF PROBABLE CONSTRUCTION COST – STUDY LOCATION 2B**
**BOARDWALK 2: NFWMD SPILLWAY (110 ft)**

Composite Decking/Traditional Railing	\$270,000
Wood Decking/Traditional Railing	\$240,000

*Note: This estimating exercise is at the planning level to support the decision-making process regarding different alignment options for the Lake Jackson Greenways project. The intent of this exercise is to better understand the extent and cost of potential impacts of the alternative alignment options. These and other factors will be considered by Blueprint leadership and presented to the public for further consideration during scheduled public engagement sessions in early 2021. The IA Board will provide direction and guidance for the final alignment for the Lake Jackson Greenways project. Lengths and widths will be modified if the project moves forward into a design phase, when more detail regarding the alignment is available. No decision to move forward with any of the contemplated private property acquisition options has been made at this time.*



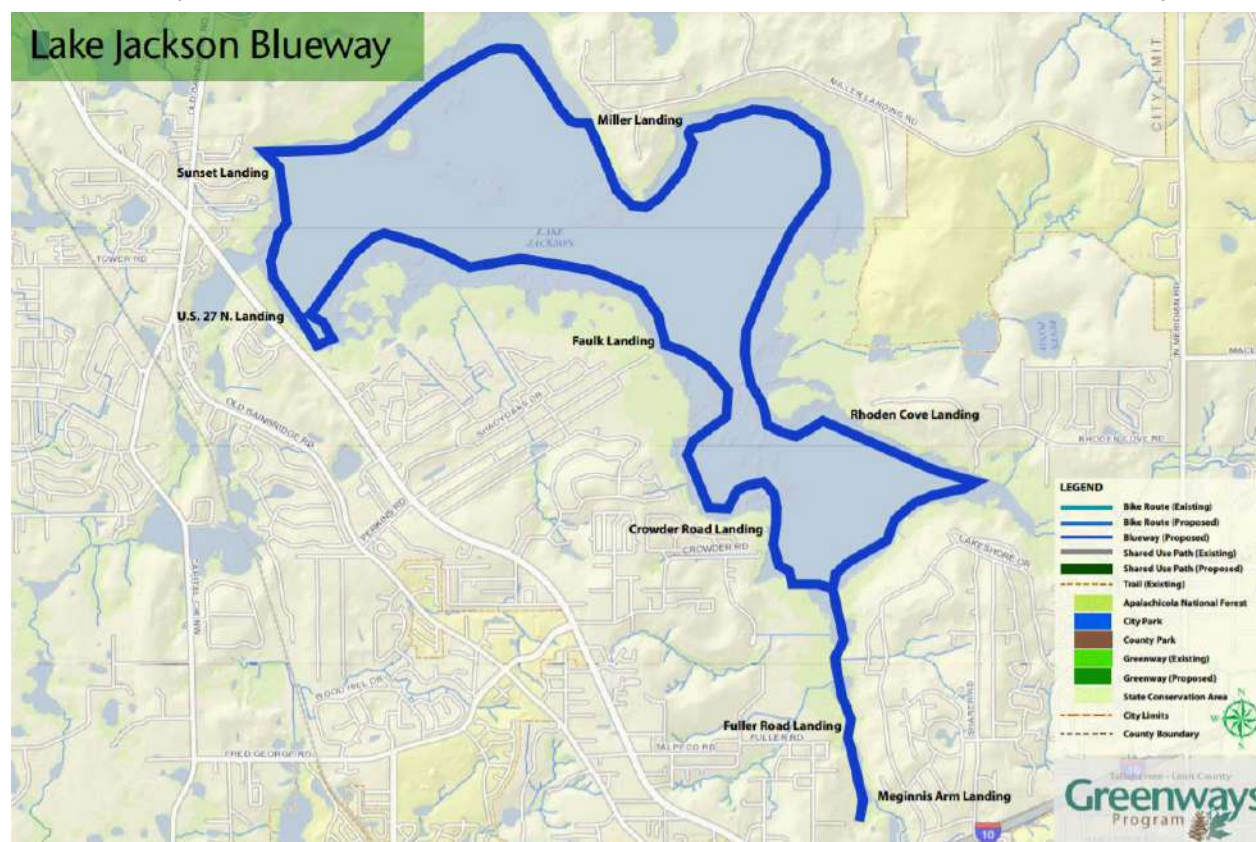
## 4.4 Additional Options

During the course of analysis during the feasibility study, two additional options were proposed for this study location: (1) the addition of a blueway connection from Meginnis Arm Landing to Fuller Landing at Okeetheepkee Prairie Park, and (2) an alternative spur trail on the banks the NFWFMD pond.

### 4.4.1 Blueway Connection

The following is a description of blueways as described in the 2015 Tallahassee-Leon County *Greenways Master Plan*: “A blueway or water trail is a water path or trail that is usually developed with launch points, camping locations, and points of interest for canoeists, paddle boarders and kayakers, [and they are intended] to encourage recreation, ecological education and preservation of wildlife resources....The designation of a blueway should maximize safety, scenery, and access. Locally, blueways are trail designations applied to waterway segments or waterbodies that can accommodate canoeing, kayaking and boating, and that provide put-ins and related destinations such as other put-ins, parks, greenways, and other points of interest.”

During the course of the study, the project team identified the opportunity incorporate a blueway connection improvement at Meginnis Arm. This opportunity is congruent with recommendations from the *Greenways Master Plan* which includes a specific plan for the Lake Jackson Blueway.







"The Lake Jackson Blueway is intended to provide additional interconnections for canoeists, paddle boarders and kayakers to County and State parks around Lake Jackson...There are at least twelve existing parks and landings located along the shore of Lack Jackson. They include the Lake Jackson Mounds Archaeological State Park and the following County parks and landings: 1. Okeeheepkee Prairie County Park, 2. Fuller Road Landing, 3. Meginnis Arm Landing, 4. Crowder Landing, 5. Faulk Drive Landing, 6. Jackson View Park, 7. U.S. 27 North Landing 8. Sunset Landing 9. J. Lee Vause Park 10. Miller Landing 11. Rhoden Cove Landing. The proposed blueway would be created through an administrative designation, and it will be identified through signage located at the connected landings and parks." (*Greenways Master Plan, 2015, p. 116*).

The Lake Jackson Blueway was adopted by the Leon County Board of County Commissioners on March 8, 2016, and an agreement with FDEP for statewide designation of the blueway as a state paddling trail was adopted by the Board on September 13, 2016. A copy of the Lake Jackson Paddling Trail Map and the supporting 2016 agenda item for blueway adoption is included as Attachment 10: Lake Jackson Blueway.

Signage designating the blueway as the Lake Jackson Paddling Trail is already present at Meginnis Arm Landing. To further legitimize the blueway, to expand access, and to protect the surrounding environment, two options are proposed for improvements at the Meginnis Arm kayak launch site. The first option provides for an ADA-accessible kayak launch with a 35 ft gangway and an ADA floating transfer platform and deck. The opinion of probable construction cost includes material shipping, installation, and a 20% applied contingency.

ADA-ACCESSIBLE KAYAK LAUNCH OPCC	
Design Fee	\$9,000
Opinion of Probable Construction Cost	\$48,000
<b>TOTAL</b>	<b>\$578,000</b>

The second option provides for a 33 ft Mobimat to serve as ground surface protection for blueway users as they launch their paddlecraft. The opinion of probable construction cost includes material shipping, installation, and a 20% applied contingency.

ADA-ACCESSIBLE KAYAK LAUNCH OPCC	
Design Fee	\$2,000
Opinion of Probable Construction Cost	\$8,000
<b>TOTAL</b>	<b>\$10,000</b>





## 4.4.2 NFWWMD Spur Trail

The project team received additional direction to explore the option of adding a spur trail along the east bank of the NFWWMD pond to supplement the originally planned cycle route and trail on Meginnis Arm Road. This option would replace the proposed Study Location 2B alignment. Advantages for this option include retaining the benefit of the proximity to the natural environment while avoiding the wetland and tree impacts on the banks of Lake Jackson at Meginnis Arm, avoiding potential private property impacts, and eliminating the need for boardwalk which lowers the fiscal impact. Additionally, there is opportunity to include educational signage along with benches and a picnic table at the spur trail terminus south of the spillway.

The estimated design fee for this option is \$67,500. The opinion of probable cost includes an approximate 0.27 mi paved trail and 345 ft of fencing. Hardscape elements include one directional trail marker, two educational signage features, two benches, and one picnic table. Landscape elements include shade tree planting.

OPINION OF PROBABLE CONSTRUCTION COST – SPUR TRAIL OPTION	
Trail (Paved)	\$66,000
Fencing	\$13,800
Hardscape	\$16,100
Landscape	\$12,000
Contingency (20%)	\$21,500
<b>SUBTOTAL (NO BOARDWALKS)</b>	<b>\$129,500</b>





## 5.0 STUDY LOCATION 3: SUGAR CREEK

Study Location 3 proposes a new 0.66 mi trail alignment connecting from the north side of Meginnis Arm Road, to the east side of Lakeshore Drive, to the NFWFMD pond south of I-10. The trail would continue on the east side of Lakeshore Drive, and along the north and east berms of the NFWFMD pond. The trail would continue east through the southern berm of the FDOT stormwater pond to connect to the intersection of Sharer Road and Fulton Road. This would replace the originally planned project alignment which included a cycle route on Lakeshore Drive, Mays Road, and Sharer Road.

### 5.1 Desktop Review

Study Location 3 is within the Lake Jackson Drainage Basin and Watershed, supported by a surrounding road network including Lakeshore Drive (minor collector), Sharer Road (minor collector), and Fulton Road (local road). Lakeshore Drive does not feature a sidewalk or multimodal facilities, and Sharer Road includes a sidewalk adjacent to northbound traffic on

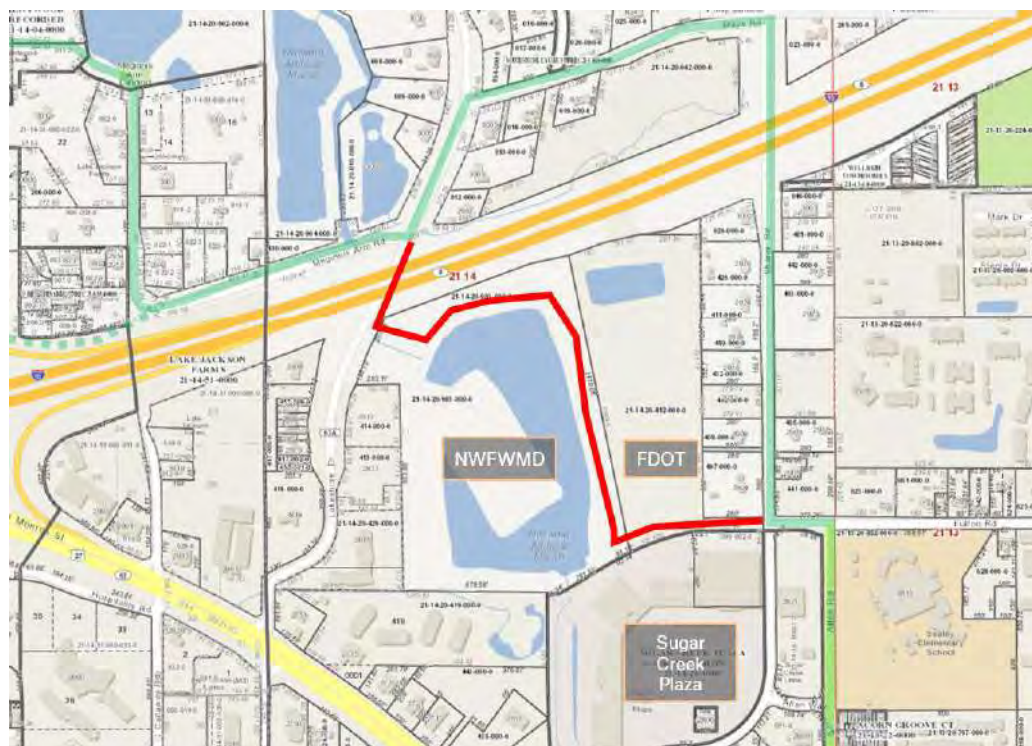




the east side of the road. There is a striped crosswalk across the Fulton Road leg of the Fulton/Sharer intersection, and Fulton Road feature a sidewalk adjacent to eastbound traffic on the south side of the road. Sealey Elementary on Allen Road is 500 ft (0.09 mi) from the eastern terminus of the proposed alignment at Sharer Road. Macon Community Park, on Henderson Road, is 0.65 mi northeast of the eastern terminus of the proposed alignment, and North Florida Christian School at Henderson Road and Meridian Road, is 1.15 mi northeast of the eastern terminus of the proposed alignment.

Brownfields, Canopy Roads, the Historic Preservation Overlay, Multimodal Transportation District, and Springs Protection Zone are not present at this location. In the figures to follow, the illustrative, planning-level proposed alignment is depicted in red to support the review discussion, while the original alignment is shown in light green.

### Project Area



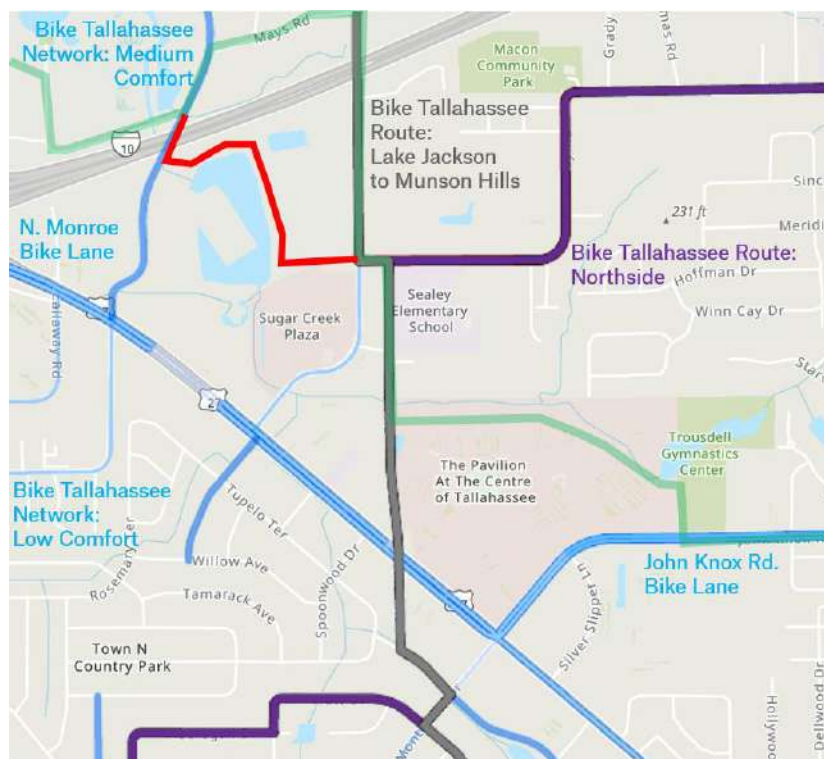
The proposed trail alignment would head south on Lakeshore Drive, Leon County right-of-way, under the I-10 overpass, and enter the NFWMD pond south of I-10. The trail would continue on the north and east banks of the pond, heading south. The

trail would then continue further east on the southern banks of the FDOT stormwater pond, along the northern bank of the stormwater ditch, terminating at Sharer Road where the project alignment continues east on Fulton Road to connect with Allen Road. A drainage easement (included in Attachment 11: Study Location 3 – Drainage Easement) and a utility easement (included in Attachment 12: Study Location 3 – Utility Easement) have been



identified at the NFWMD pond. Email correspondence and meeting documentation with FDOT can be found in Attachment 13: FDOT Email Correspondence-Meeting Documentation.

### Surrounding Multimodal Network



The proposed trail alignment connects directly to the Lake-Jackson-to-Munson-Hills Bike Tallahassee Route, which connects Lake Jackson to south Tallahassee and the trails at Munson Slough. It also supports a closely adjacent connection to the Northside Bike Tallahassee Route, which is an east-west route connecting northern neighborhoods. Additional nearby connections include medium- and low- comfort segments of the Bike

Tallahassee network, as well as bike lanes on North Monroe Street and John Knox Road.

### Special Development Zone



The proposed alignment is within the boundaries of both Special Development Zone A and Special Development Zone B.





## FEMA Flood Zones



A portion of the proposed alignment would fall within FEMA Flood Zone AE, an area subject to inundation by the 1-percent-annual-chance flood, or the 100-year-flood.

## 5.2 Alternatives Analysis

Advantages for this alternative include the addition of greenway in a natural environment and the separation from motor vehicles. The originally planned alignment included a cycle route on Lakeshore Drive, Mays Road, and Sharer Road. Lakeshore Drive has no shoulder, so the originally planned cycle route would mix cyclists and vehicles together in the travel lane, and vehicle speeds have been observed to be in excess of the posted 30 mph speed limit. Mays Road is a narrow residential road with no shoulder, many driveways, and deep drainage facilities on either side of the road. North of I-10, Sharer Road has a shoulder on the outside of each travel lane, but no shoulder south of I-10. While there is traffic calming on Sharer Road south of I-10, vehicle speeds have been observed to be in excess of the posted 30 mph speed limit. A separated trail facility proposed in this alternative could increase safety and comfort for trail users by separating transportation modes, while the originally planned cycle route may be limited to enthused/confident or strong/fearless users only (approximately 8% of the population).

Dense vegetation was observed during the field review in the stormwater ditch, and there would be significant tree impacts both for the construction of the trail and its final alignment, though the quality of the trees was observed to be low and they have already been impacted. Additionally, while initial tree removal may result in the temporary loss of a visual buffer from Sugar Creek Plaza loading docks, it would present an opportunity to plant higher-quality shade trees for greater buffer in the future. From a safety perspective, however, this route felt much more comfortable than a previously considered alignment





behind Sugar Creek Plaza. It was also noted that if the ditch is categorized as infrastructure and not a watercourse, this could help avoid the requirement for state and federal permits and could reduce drainage impacts. The trail surface was recommended to be paved to reduce erosion which would result from a natural surface trail. Asphalt was noted to be more forgiving for tree roots, and concrete was noted to be more durable (though higher cost).





### SCREENING MATRIX

ANALYSIS TOPIC	ORIGINAL ALIGNMENT: LAKESHORE/MAYS/SHARER CYCLE ROUTE	STUDY LOCATION 3: SUGAR CREEK (NFWFMD/FDOT)
Design Considerations	Sharrow & Signage Only	Underneath I-10 overpass, slopes surrounding NFWFMD and FDOT ponds, drainage ditch
Constructability Considerations	Sharrow & Signage Only	Very tight available space, particularly at drainage ditch
Safety: Traffic	On-street, non-separated cycle route sharing space with motor vehicles. Most roads narrow and missing shoulder, some with drainage facilities	Separated shared use path in natural environment. No interaction with motorized vehicles
Environmental: Tree Removal	n/a	Medium-to-high impacts at drainage ditch. Proposed shade tree additions on NFWFMD pond berm
Environmental: Wetlands	n/a	Low impact, especially if drainage ditch is considered infrastructure
Sociocultural Impacts	Enhanced/Minimal	Enhanced/Minimal
Drainage	n/a	Floodplain considerations
ROW/Private Property	n/a – signing and sharrows on Leon County and City of Tallahassee ROW	Will require approval from and coordination with NFWFMD and FDOT
Greenway/Trail	No	Yes
View of Water/Nature	No	Yes





View facing west toward NWFWMD Pond



View facing northwest



View facing north to FDOT Pond



View facing west, toward NWFWMD Pond



View facing east to Sharer Rd.



View facing northeast to NWFWMD Pond

### Photos of Study Location 3: Sugar Creek





## 5.3 Fiscal Impact

**DESIGN:** Below is a summary of the estimated design fee for Study Location 3: Sugar Creek. Estimates assumed an approximate paved trail length of 3,606 ft (0.68 mi). Environmental services include an NFI, EIA, LIV, Tree Removal Analysis for EMP, NFWFMD ERP, and US ACOE Wetland Impact Permit. SUE estimates are provided, including a cost of \$1,500 per test hole. Estimates were derived using the plan and profile sheets found in Attachment 14: Plan/Profile Loc. 3 – Sugar Creek. All estimates are subject to further review and may be amended prior to agreement for future design phases. Cost savings for the below services may be available if more than one alternative alignment is selected.

DESIGN FEE ESTIMATE – STUDY LOCATION 3	
Gresham Smith (Project Management/Design)	\$29,000
EGS (Environmental)	\$29,000
WGI (Survey, including tree locates)	\$31,500
WGI (SUE, estimate includes 2 test holes)	\$14,000
Wood+Partners (Landscape Architecture)	\$17,500
Credit (Original Design Fee)	(\$1,000)
<b>TOTAL</b>	<b>\$120,000</b>

**CONSTRUCTION:** The original alignment at this location contemplated an approximately 0.83 mi cycle route on Lakeshore Drive, Mays Road, and Sharer Road. Below is an opinion of probable construction cost for this alignment.

OPINION OF PROBABLE CONSTRUCTION COST: ORIGINAL CYCLE ROUTE	
Cycle Route (0.84 mi)	\$8,000
Contingency (20%)	\$1,500
<b>TOTAL</b>	<b>\$9,500</b>





Below is a planning-level opinion of probable construction cost for this alternative. This opinion of probable construction cost has been assembled using in-house, supplier, cost means data, and preliminary contractor pricing, recognizing that the project is not yet in a design phase and additional detail would be necessary for more precise estimation. Estimates assume an approximate paved trail length of 3,606 ft (0.68 mi), 1800 ft of fencing to FDOT specifications (subject to change based upon agency and adjacent private property owner coordination), and 320 LF of guardrail to match existing. Lengths are approximate and pend approval and completion of survey. Hardscape elements include five directional trail markers, two educational signage stations, three benches, and an art mural and lighting at the I-10 embankment. Landscape elements include shade tree planting (no irrigation). Attachment 15: Study Location 3 – Preliminary Hardscape/Landscape Concept. A credit has been applied to these estimates reflecting the cost savings of foregoing the originally planned cycle route.

OPINION OF PROBABLE CONSTRUCTION COST – STUDY LOCATION 3	
Trail (Paved)	\$199,500
Fencing	\$72,000
Guardrail	\$16,000
Hardscape	\$75,000
Landscape	\$72,000
Contingency (20%)	\$73,000
Credit (Original Cycle Route Construction Estimate)	(\$9,500)
<b>TOTAL</b>	<b>\$498,000</b>





## 6.0 SUMMARY

### 6.1 Study Location Summary Discussion

#### 6.1.1 Study Location 1: Doris Drive to Okeeheepkee Prairie Park

Study Location 1, Doris Drive to Okeeheepkee Prairie Park, contemplates the addition of an approximate 0.25 mi, non-paved trail to replace the originally planned cycle route. This alternative would require coordination with Leon County (Okeeheepkee Prairie Park) and FDEP (Lake Jackson Mounds Archaeological State Park). There are no anticipated private property impacts. The alignment would be fully located in Special Development Zones A and B, and a portion of the alignment would fall within FEMA Flood Zone A. Advantages for this alternative include the proximity to the natural environment, the separation from motor vehicles, and the neighborhood connection between Okeeheepkee Prairie Park and Lake Jackson Mounds Archaeological State Park. Potential constraints include the need for a





boardwalk to make the crossing from Okeeheepkee Prairie Park to Lake Jackson Mounds Archaeological State Park. Additionally, there are minor expected wetlands impacts.

### **6.1.2 Study Location 2A: Livingston Court**

Study Location 2A, Livingston Court, evaluates the feasibility of a 0.12 mi boardwalk and trail connection from Meginnis Arm Landing to Livingston Court. This alternative would require coordination with and FDEP (Lake Jackson Aquatic Preserves). There are anticipated private property impacts, and three parcels are currently in evaluation for possible acquisition by Blueprint. The alignment would be fully located in Special Development Zones A and B, and the entirety of the alignment would fall within FEMA Flood Zone A. Additionally, Livingston Court is a private road and would require coordination with all property owners. Advantages for this alternative include the proximity to the natural environment and viewshed to Lake Jackson, the separation from motor vehicles, and the opportunity for environmental restoration by removing the high volume of invasive species. Constraints include the significant elevation change and significant need for boardwalks and the extensive coordination required with private property owners.

### **6.1.3 Study Location 2B: Meginnis Arm/NFWWMD Pond**

Study Location 2B, Meginnis Arm/NFWWMD, contemplates the addition of a 0.38 trail connection from Meginnis Arm Landing to Meginnis Arm Road, replacing the originally planned cycle route. This alternative would require coordination with the NFWWMD and FDEP (Aquatic Preserves). There are anticipated private property impacts: one parcel may be impacted at the banks of Lake Jackson. The alignment would be fully located in Special Development Zones A and B, and the entirety of the alignment would fall within FEMA Flood Zone A. Advantages for this alternative include the proximity to the natural environment and viewshed to Lake Jackson and the separation from motor vehicles, as well as opportunities for environmental and infrastructure education opportunities. Constraints include the need for boardwalks in certain areas and potential wetlands impacts.





### 6.1.4 Study Location 3: Sugar Creek

Study Location 3, Sugar Creek, contemplates the addition of a 0.66 mi trail connection from Meginnis Arm Road to Sharer Road, replacing the originally planned cycle route. This alternative would require coordination with the NFWFMD and FDOT. There are no anticipated private property impacts. The alignment would be fully located in Special Development Zones A and B, and the entirety of the alignment would fall within FEMA Flood Zone AE. Advantages for this alternative include the proximity to the natural environment and the separation from motor vehicles. Constraints include the narrow available ROW in certain areas and pond and ditch slopes.

#### 6.1.5 ANALYSIS SUMMARY TABLE

	LOCATION 1: OKEEHREEPKEE/DORIS	LOCATION 2A: LIVINGSTON CT.	LOCATION 2B: MEGINNIS/NFWFMD	LOCATION 3: SUGAR CREEK
<b>General</b>	<ul style="list-style-type: none"> <li>• Special Development Zones A &amp; B</li> <li>• FEMA Flood Zone A</li> <li>• Coordination: FDEP State Parks, Leon County Parks &amp; Recreation</li> </ul>	<ul style="list-style-type: none"> <li>• Special Development Zones A &amp; B</li> <li>• FEMA Flood Zone A</li> <li>• Coordination: FDEP Aquatic Preserves</li> </ul>	<ul style="list-style-type: none"> <li>• Special Development Zones A &amp; B</li> <li>• FEMA Flood Zone A</li> <li>• Coordination: FDEP Aquatic Preserves, NFWFMD</li> </ul>	<ul style="list-style-type: none"> <li>• Special Development Zones A &amp; B</li> <li>• FEMA Flood Zone AE</li> <li>• Coordination: FDOT, NFWFMD</li> </ul>
<b>Advantages</b>	<ul style="list-style-type: none"> <li>• Proximity to natural environment</li> <li>• Separation from motor vehicles</li> <li>• Expansion of connected trail network with two established recreational destinations</li> </ul>	<ul style="list-style-type: none"> <li>• Proximity to natural environment</li> <li>• Separation from motor vehicles</li> <li>• Unique and unparalleled views of Lake Jackson</li> <li>• Substantial environmental restoration &amp; removal of invasive species</li> </ul>	<ul style="list-style-type: none"> <li>• Proximity to natural environment</li> <li>• Separation from motor vehicles</li> <li>• Viewshed over pond and habitat</li> <li>• Environmental education opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Proximity to natural environment</li> <li>• Separation from motor vehicles on Lakeshore Drive, Mays Road, and Sharer Road</li> </ul>
<b>Constraints</b>	<ul style="list-style-type: none"> <li>• Requires short boardwalk</li> <li>• Minor expected wetlands impacts</li> <li>• Minor expected tree removal</li> </ul>	<ul style="list-style-type: none"> <li>• Boardwalk required due to elevation change</li> <li>• Coordination required with private property owners</li> </ul>	<ul style="list-style-type: none"> <li>• Boardwalk required at banks of Lake Jackson due to wetlands and water level</li> <li>• Short boardwalk required at NFWFMD pond spillway</li> <li>• Coordination required with one private property owner</li> </ul>	<ul style="list-style-type: none"> <li>• Narrow available right-of-way at ditch</li> <li>• Slopes of pond and ditch</li> </ul>





## 6.2 Comprehensive Estimates

In summary, the original Lake Jackson Greenway project estimate is included below.

ORIGINAL PROJECT ESTIMATE	
Design Fee	\$407,235
Opinion of Probable Construction Cost	\$700,000
<b>SUBTOTAL</b>	<b>\$1,107,235</b>

In addition to or replacement of portions of the Lake Jackson Greenway, the four study location alternatives may be considered to supplement the original project. Their respective design fee estimates and opinions of probable cost are included below. For illustrative purposes, the highest cost options have been included to provide one conservative opinion of probable construction cost. As discussed in more detail in each of the preceding sections, a credit has been applied to the below estimates reflecting the cost savings for replacing components from the original design fee and construction estimates. The subtotal for each location option can be added to the original project estimate above to derive a total estimate for the project. Estimates have been designed to be modular to support different project option configurations during the decision-making process.

STUDY LOCATION 1: OKEEHPEE PRAIRIE PARK TO DORIS DRIVE	
Design Fee	\$87,500
Opinion of Probable Construction Cost	\$297,500
<b>SUBTOTAL</b>	<b>\$385,000</b>
STUDY LOCATION 2A: LIVINGSTON COURT (Limited Private Acquisition Option)	
Design Fee	\$195,000
Opinion of Probable Construction Cost	\$1,982,225
<b>SUBTOTAL</b>	<b>\$2,177,225</b>
STUDY LOCATION 2A: LIVINGSTON COURT (Full Private Acquisition Option)	
Design Fee	\$180,500
Opinion of Probable Construction Cost	\$1,809,225
<b>SUBTOTAL</b>	<b>\$1,989,725</b>
STUDY LOCATION 2B: MEGINNIS ARM & NFWFMD POND	
Design Fee	\$168,500
Opinion of Probable Construction Cost	\$829,300
<b>SUBTOTAL</b>	<b>\$997,800</b>
STUDY LOCATION 3: SUGAR CREEK	
Design Fee	\$120,000
Opinion of Probable Construction Cost	\$498,000
<b>SUBTOTAL</b>	<b>\$618,000</b>





Additionally, the cost of the two proposed options at Study Location 2B: Meginnis Arm/NWFWMD are included below. The NWFWMD Pond Spur Trail option would replace Study Location 2B quoted above.

PROPOSED OPTION: BLUEWAY KAYAK LAUNCH (MOBIMAT)	
Design Fee	\$2,000
Opinion of Probable Construction Cost	\$8,000
<b>SUBTOTAL</b>	<b>\$10,000</b>
PROPOSED OPTION: NWFWMD POND SPUR TRAIL	
Design Fee	\$67,000
Opinion of Probable Construction Cost	\$129,500
<b>SUBTOTAL</b>	<b>\$196,500</b>





## LIST OF ATTACHMENTS

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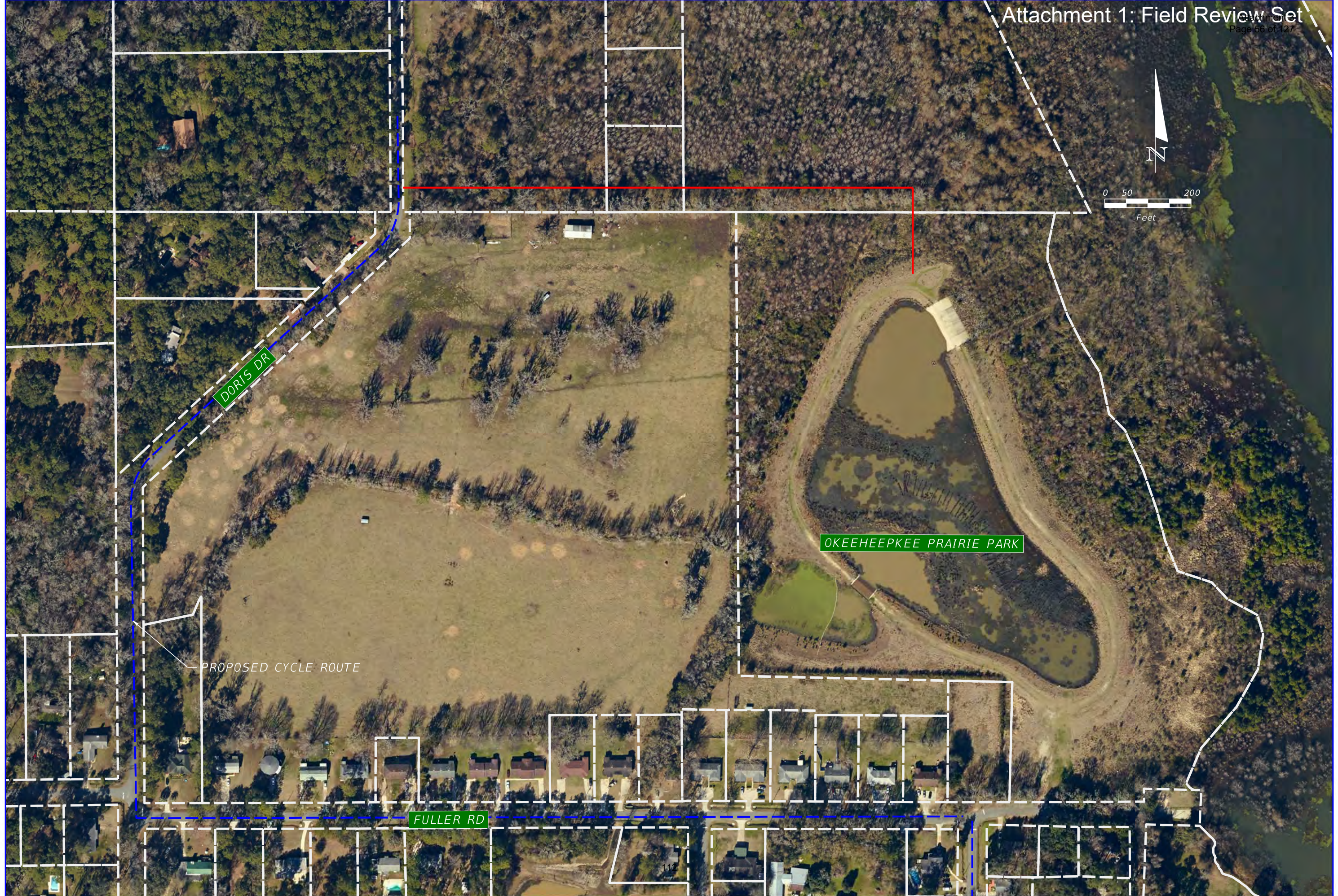


DORIS DR

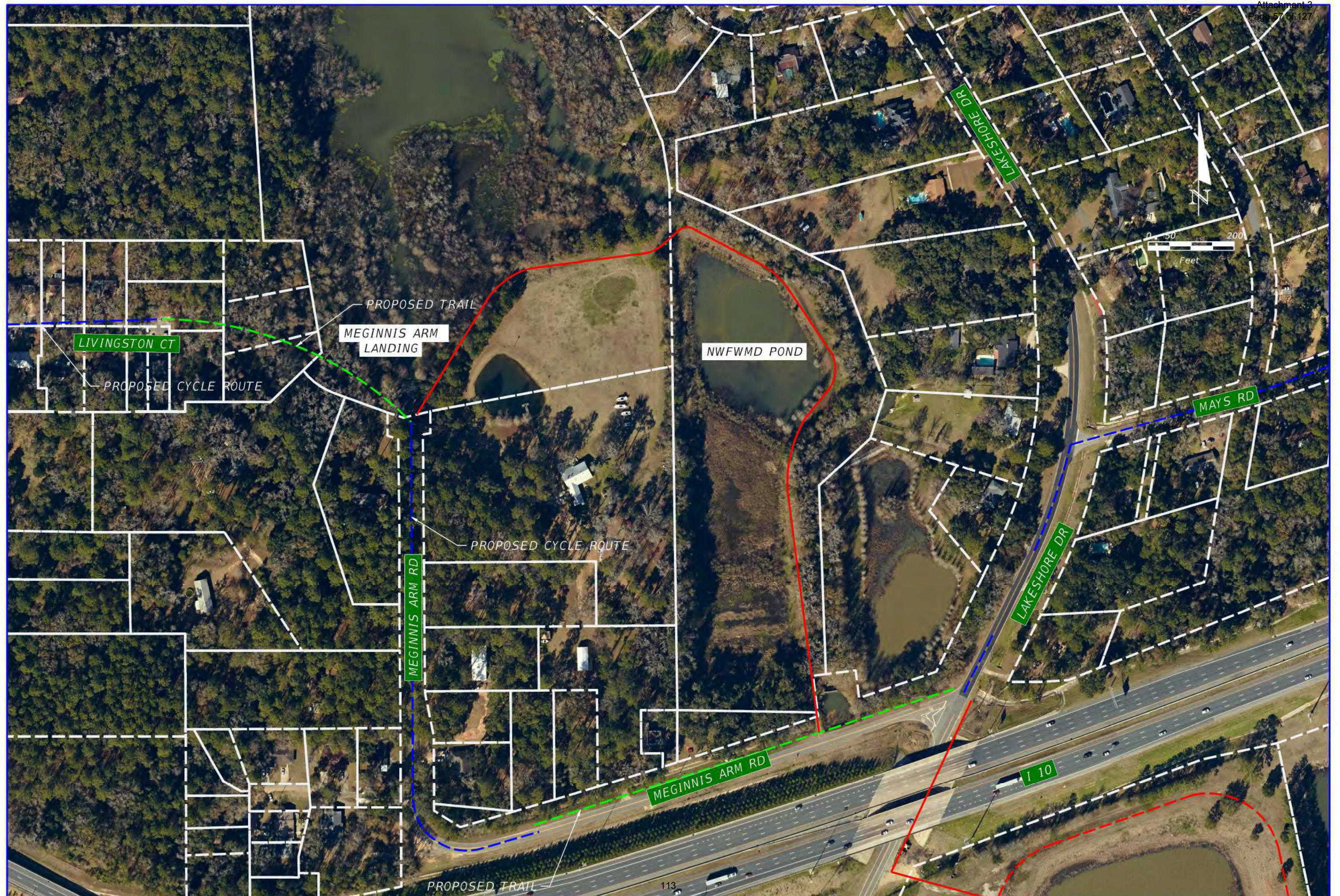
OKEEHEEPKEE PRAIRIE PARK

PROPOSED CYCLE ROUTE

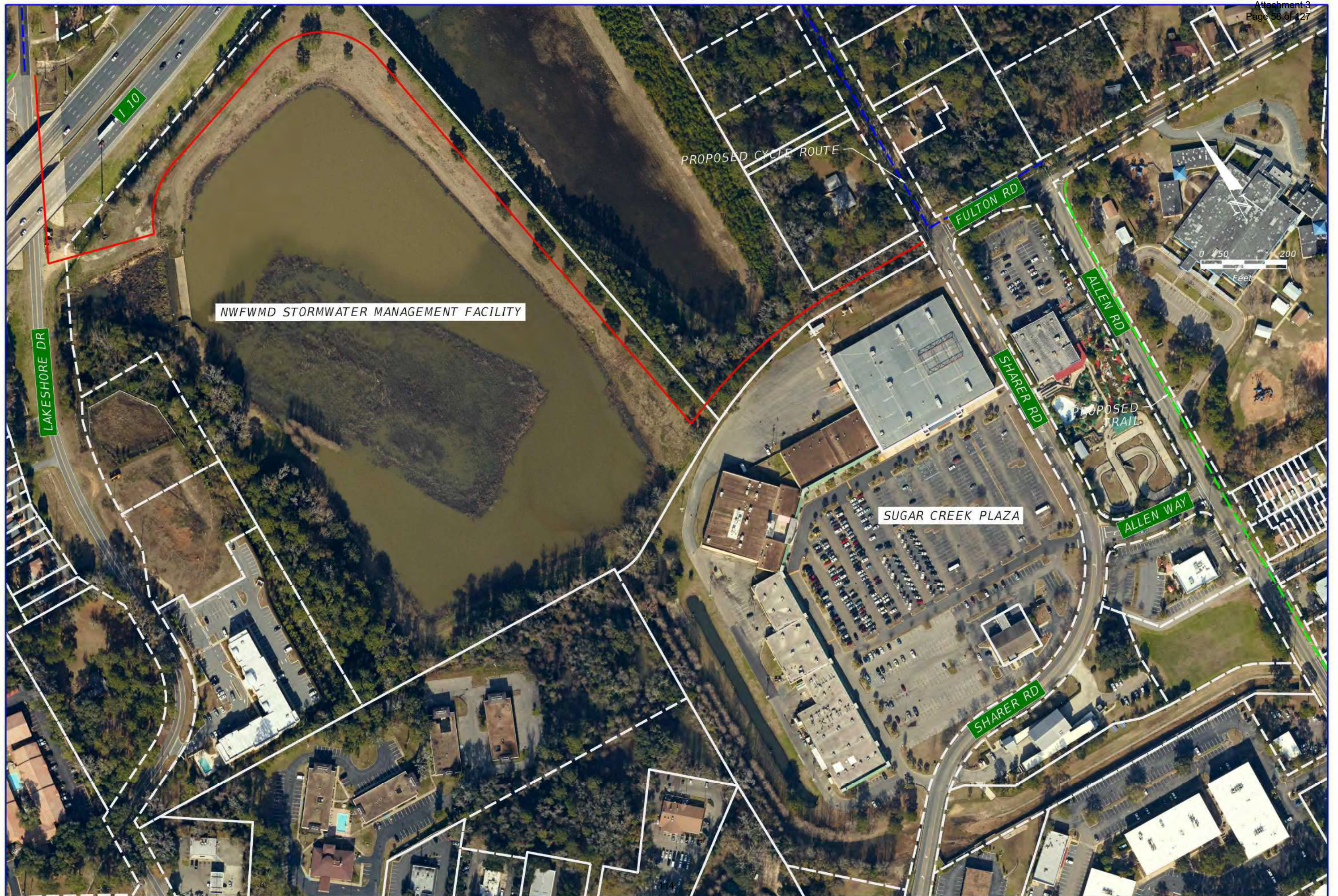
FULLER RD



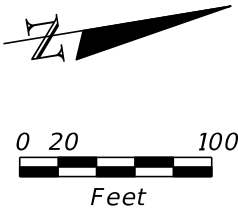












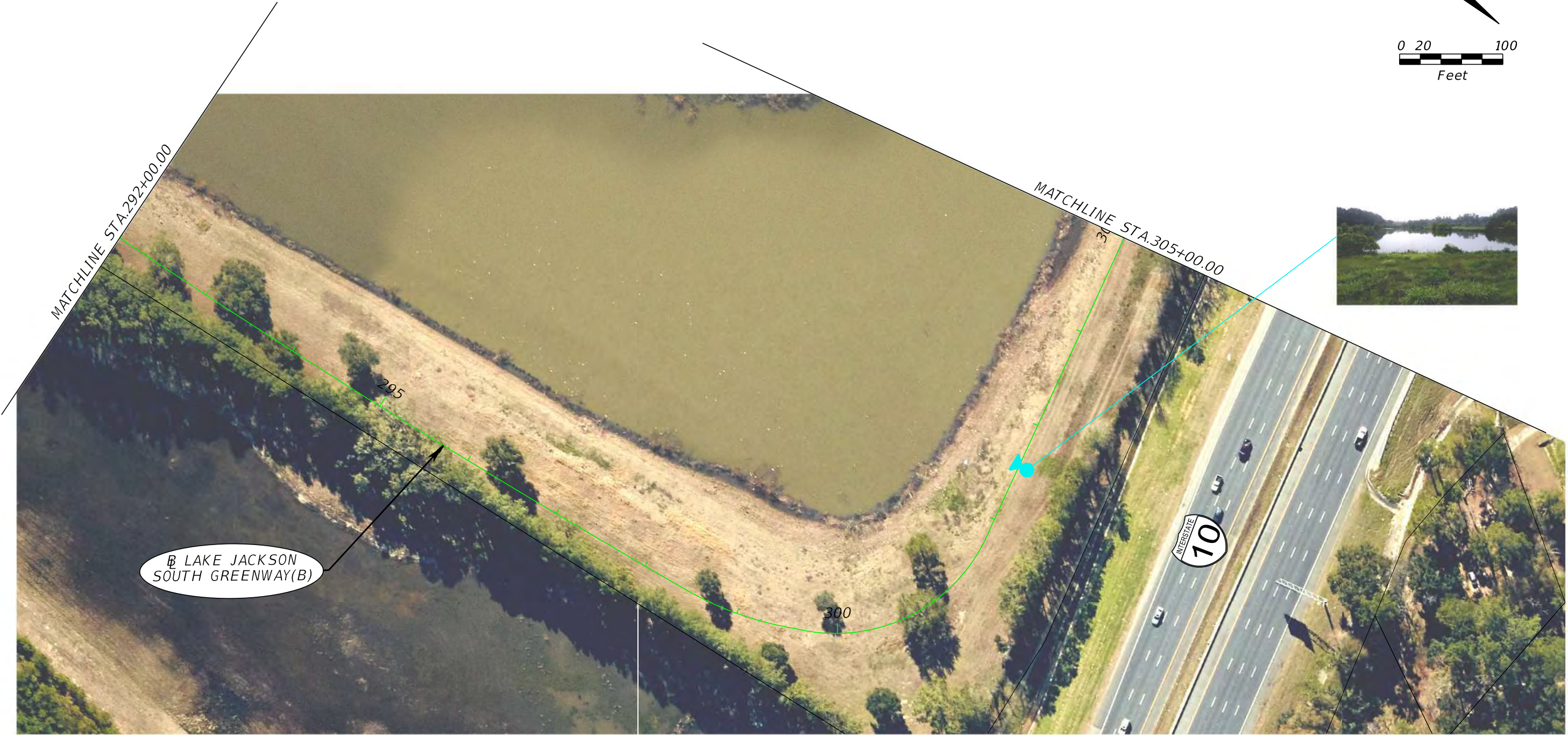
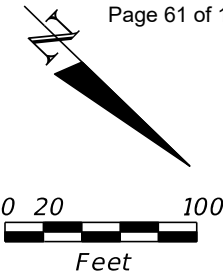
REVISIONS				Jarrod M. Lee, P.E. P.E. License Number 88715 Gresham Smith 2073 Summit Lake Drive, Suite 115 Tallahassee, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			FIELD PLAN SHEET	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		13
					LCT	LEON			





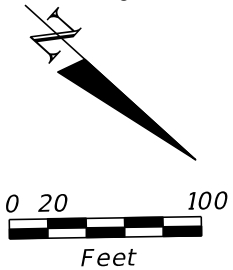
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DATE	DESCRIPTION	DATE	DESCRIPTION						
					ROAD NO.  LCT	COUNTY  LEON	FINANCIAL PROJECT ID		





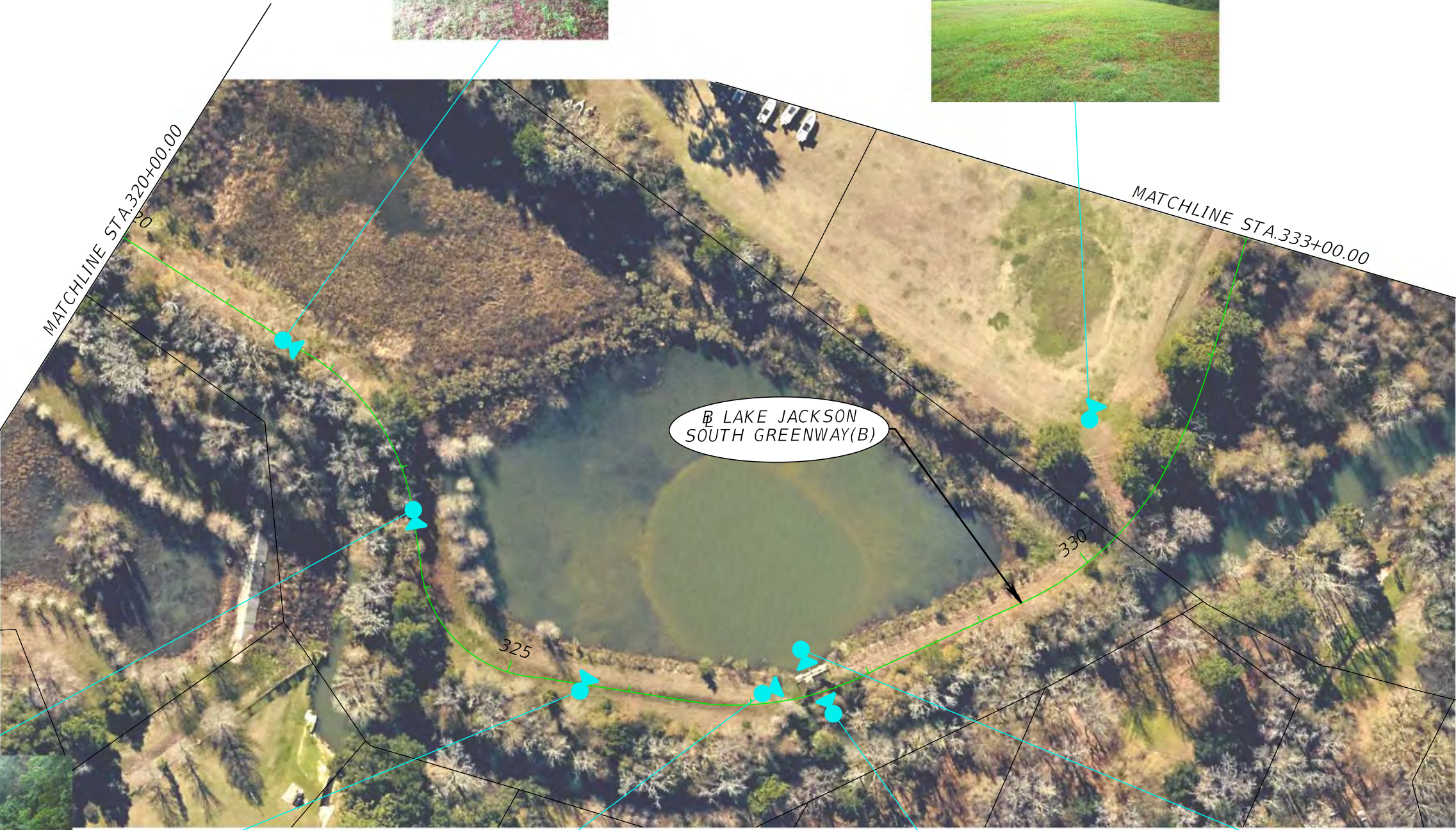
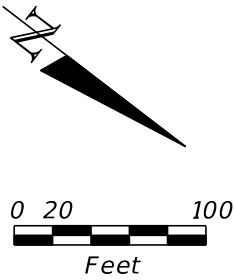
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					LCT	LEON			





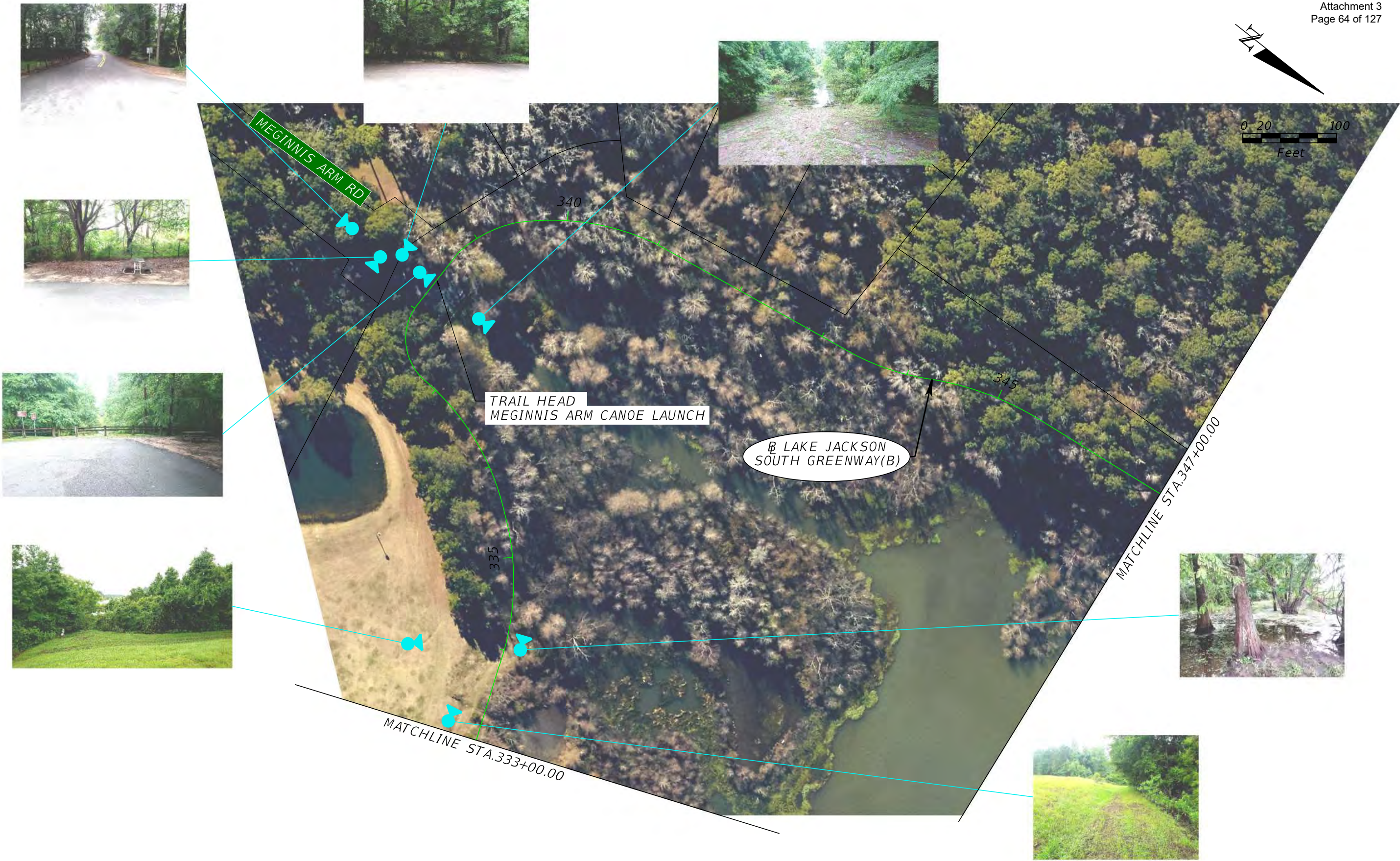
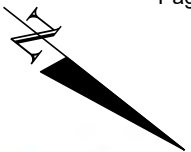
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DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		
					LCT	LEON			15





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DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY		
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DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		17
					LCT	LEON			





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DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		20
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DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		20
					LCT	LEON			



**Sapala, Amanda**

---

**From:** Sapala, Amanda  
**Sent:** Friday, July 31, 2020 7:06 PM  
**To:** Steele, Robert  
**Cc:** Susan Tanski  
**Subject:** Lake Jackson - Suggested Alternative Route  
**Attachments:** LJG PCN 01 - Exhibit A - Study Location 1 - DRAFT 2020-07-30.pdf

Hi Robert,

It was a pleasure meeting you over the phone the other day. As promised, I have a copy of the proposed alternative route as suggested by Leon County administration for us to consider, study, and assess for feasibility. This is a very rough and general sketch, and of course, a trail would not be clear cut in a straight line with a ninety degree angle. The intention as communicated by County leadership, however, is to develop an east/west non-paved and pervious trail from Doris Drive to the Okeeheepkee Prairie Park trail, so as to provide an internal neighborhood connection to Okeeheepkee and the state park for local community residents.

We're just scratching the surface on considering this alternative, and we very much welcome your input and feedback. Please share all of your thoughts and considerations, and I'll make sure those are captured and documented in our study report. This is just the beginning of our conversations and collaboration, and I look forward to working together.

Thanks so much and have a wonderful weekend,

Amanda

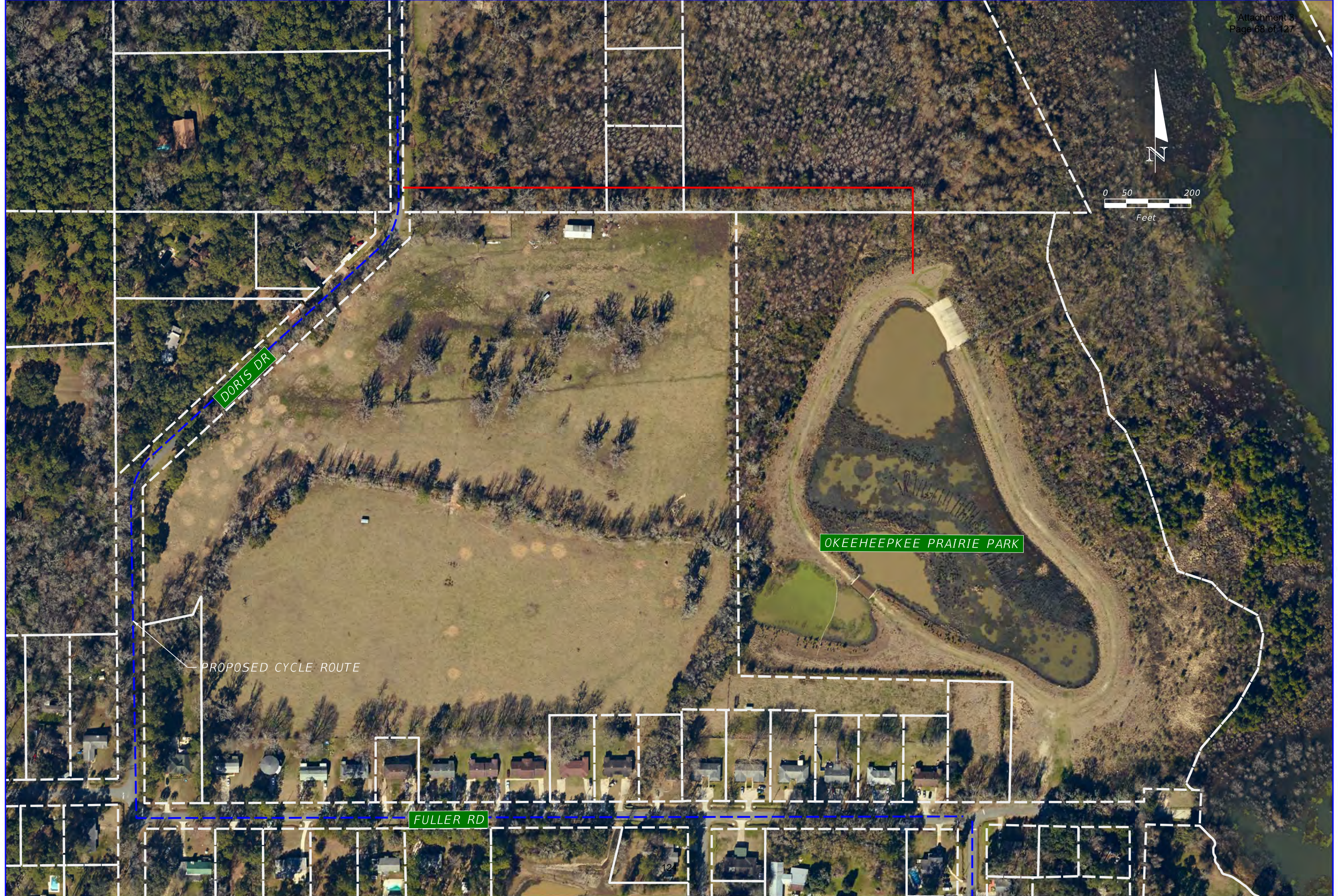
**Amanda Sapala, AICP-C**  
Planner

D: 850.219.8409  
M: 843.412.3848

**Gresham Smith**  
2073 Summit Lake Drive, Suite 155  
Tallahassee, FL 32317

[GreshamSmith.com](http://GreshamSmith.com)





DORIS DR

PROPOSED CYCLE ROUTE

OKEEHEEPKE PRAIRIE PARK

FULLER RD

12



## Sapala, Amanda

---

**From:** Sapala, Amanda  
**Sent:** Tuesday, September 22, 2020 9:49 AM  
**To:** Steele, Robert; Susan Tanski  
**Subject:** RE: [EXTERNAL] RE: Lake Jackson Greenways Conversation

Hi Robert,

After 1:00 sounds great. I'll send a calendar invite. We did have a chance to walk the proposed alternative with our entire project team last Tuesday morning – in the midst of Sally! While we were a little soggy, we were fortunate to miss her heavy rains that came later that day. I'll be able to share photos from that walk during our conversation as well.

Thanks!

Amanda

**Amanda Sapala**, AICP-C  
Planner

D: 850.219.8409  
M: 843.412.3848

**Gresham Smith**  
2073 Summit Lake Drive, Suite 155  
Tallahassee, FL 32317

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---

**From:** Steele, Robert <Robert.Steele@FloridaDEP.gov>  
**Sent:** Tuesday, September 22, 2020 9:25 AM  
**To:** Sapala, Amanda <amanda.sapala@greshamsmith.com>; Susan Tanski <Susan.Tanski@Blueprintia.org>  
**Subject:** [EXTERNAL] RE: Lake Jackson Greenways Conversation

Amanda,

Let's talk tomorrow afternoon at 1pm if that works for your office. During your evaluation of the alternate route did you have the opportunity to ground truth it?

***Robert W. Steele, Park Manager***

---

**From:** Sapala, Amanda <[amanda.sapala@greshamsmith.com](mailto:amanda.sapala@greshamsmith.com)>  
**Sent:** Tuesday, September 22, 2020 9:11 AM  
**To:** Steele, Robert <[Robert.Steele@FloridaDEP.gov](mailto:Robert.Steele@FloridaDEP.gov)>; Susan Tanski <[Susan.Tanski@Blueprintia.org](mailto:Susan.Tanski@Blueprintia.org)>  
**Subject:** Lake Jackson Greenways Conversation

Hi Robert,

Sue and I have been evaluating the alternative alignment options for the Lake Jackson Greenways project over the last few weeks. We'd love to sit down with you to continue the conversation. Would you have time this week? Our availability is below:



Today (Tuesday) – midday around lunchtime

Wednesday

- Before 10:00
- Between 12:30 and 2:00
- From 3:30 to 4:30

Thanks so much!

Amanda

**Amanda Sapala**, AICP-C  
Planner

D: 850.219.8409

M: 843.412.3848

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2073 Summit Lake Drive, Suite 155  
Tallahassee, FL 32317

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## Sapala, Amanda

---

**From:** Sapala, Amanda  
**Sent:** Wednesday, September 23, 2020 3:21 PM  
**To:** Steele, Robert; Susan.Tanski@Blueprintia.org  
**Subject:** RE: [EXTERNAL] Park Planning Contact

Thank you!

**Amanda Sapala**, AICP-C  
Planner

D: 850.219.8409  
M: 843.412.3848

**Gresham Smith**  
2073 Summit Lake Drive, Suite 155  
Tallahassee, FL 32317

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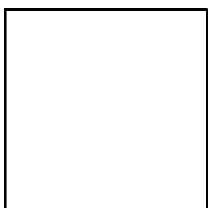
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**From:** Steele, Robert <Robert.Steele@FloridaDEP.gov>  
**Sent:** Wednesday, September 23, 2020 1:58 PM  
**To:** Sapala, Amanda <amanda.sapala@greshamsmith.com>; Susan.Tanski@Blueprintia.org  
**Subject:** [EXTERNAL] Park Planning Contact

Martin, Diane <Diane.Martin@dep.state.fl.us>



***Robert W. Steele, Park Manager***  
Florida Department of Environmental Protection  
Tallahassee/St. Marks Area Parks  
1358 Old Woodville Road  
Crawfordville, Florida 32327  
[Robert.Steele@FloridaDEP.gov](mailto:Robert.Steele@FloridaDEP.gov)  
Office: 850.487.7989  
Cell: 850.766.9033 (text not supported)

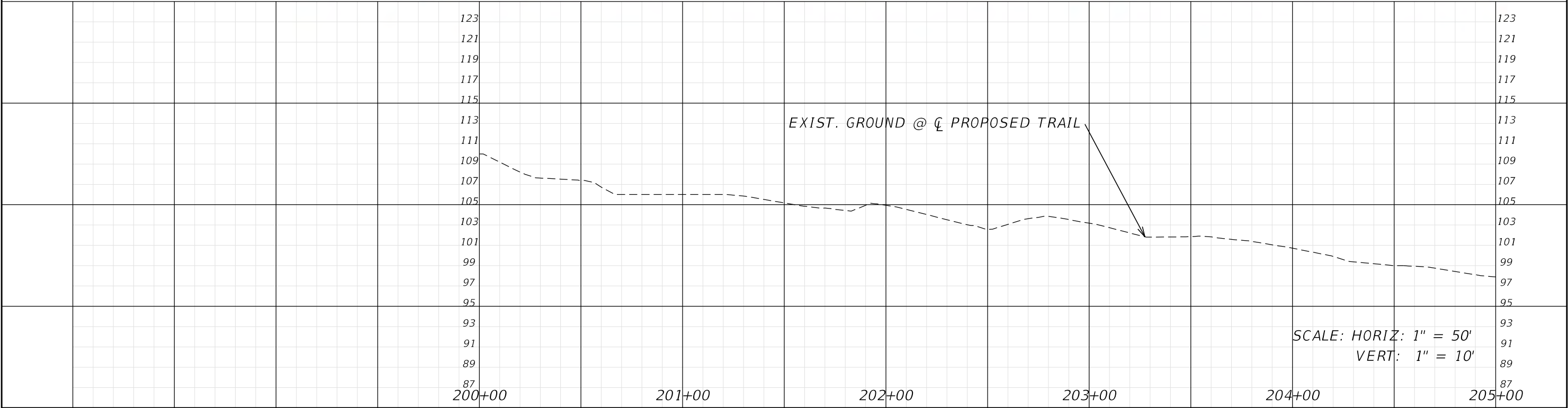




MATCHLINE STA. 200+00.00 Ext. -100.00



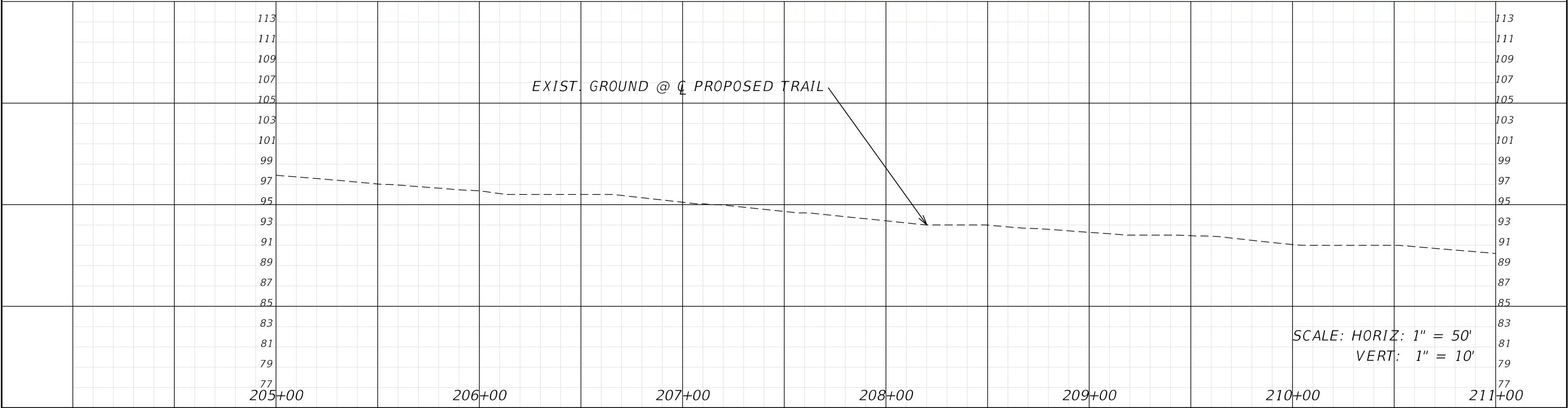
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SCALE: HORIZ: 1" = 50'  
VERT: 1" = 10'

REVISIONS				JARROD M. LEE, P.E. P.E. LICENSE NUMBER 88715 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			PLAN / PROFILE LOC. 1 OKEEHEEPKEE / DORIS DR.		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID			
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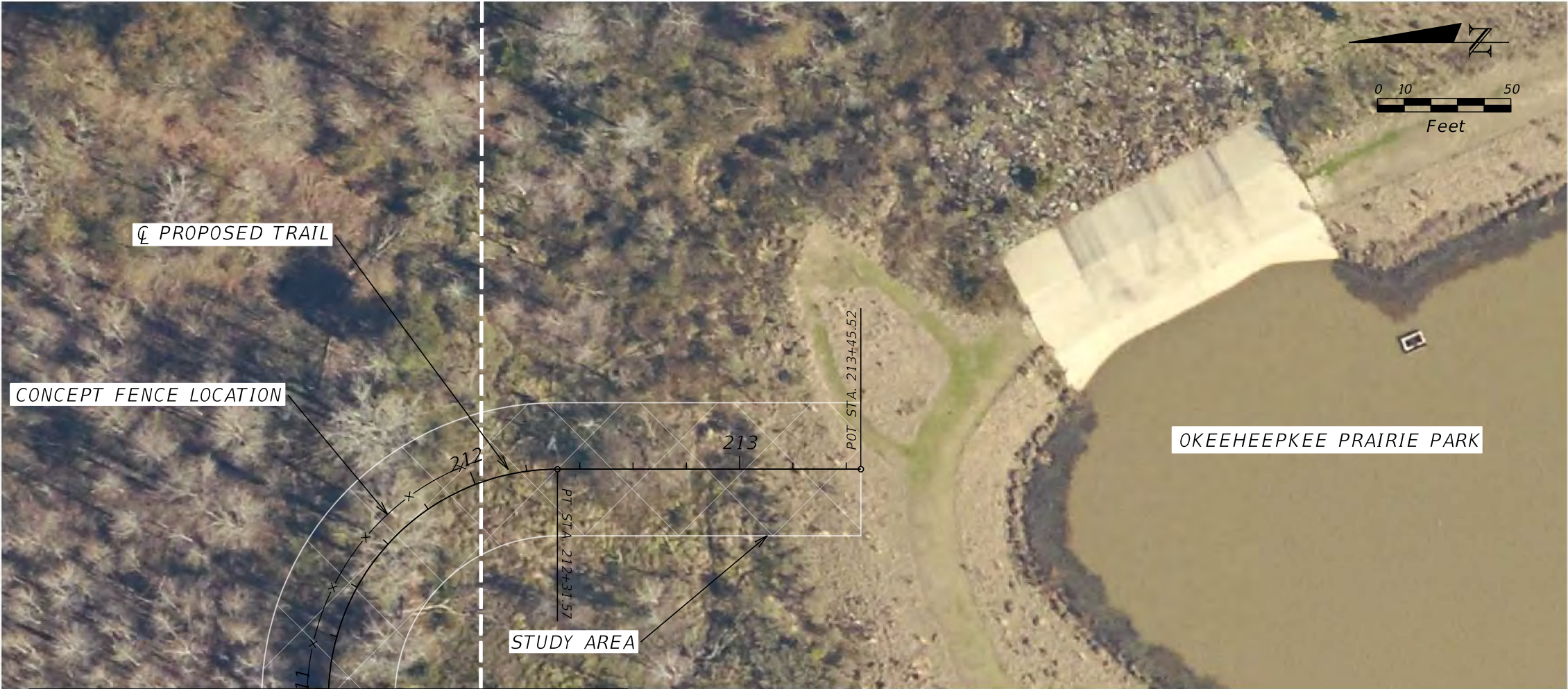




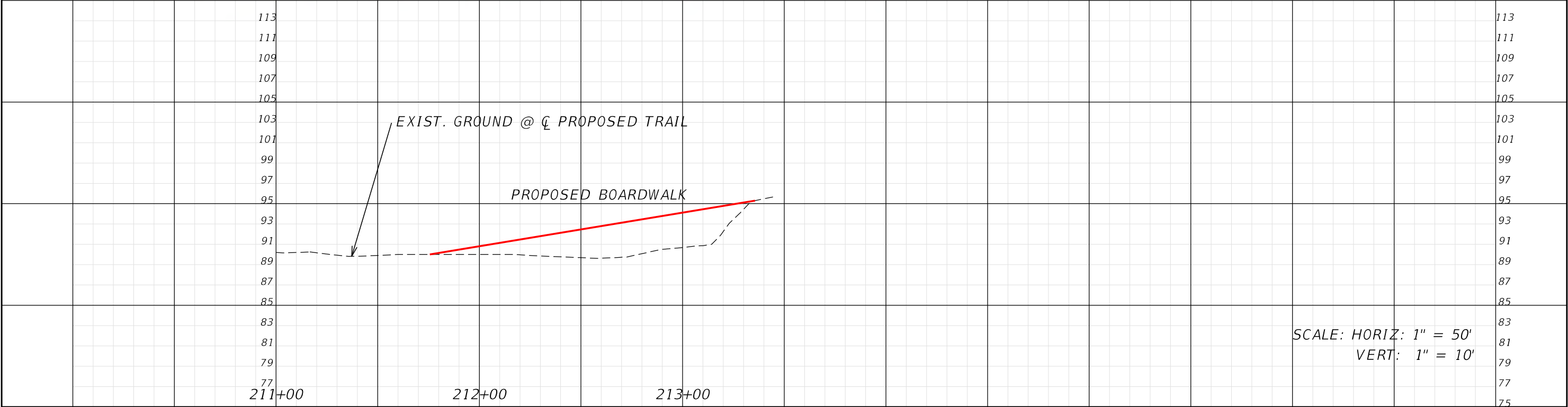
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VERT: 1" = 10'

REVISIONS				JARROD M. LEE, P.E. P.E. LICENSE NUMBER 88715 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 <sup>129</sup> TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			PLAN / PROFILE LOC. 1 OKEEHEEPKEE / DORIS DR.	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		2





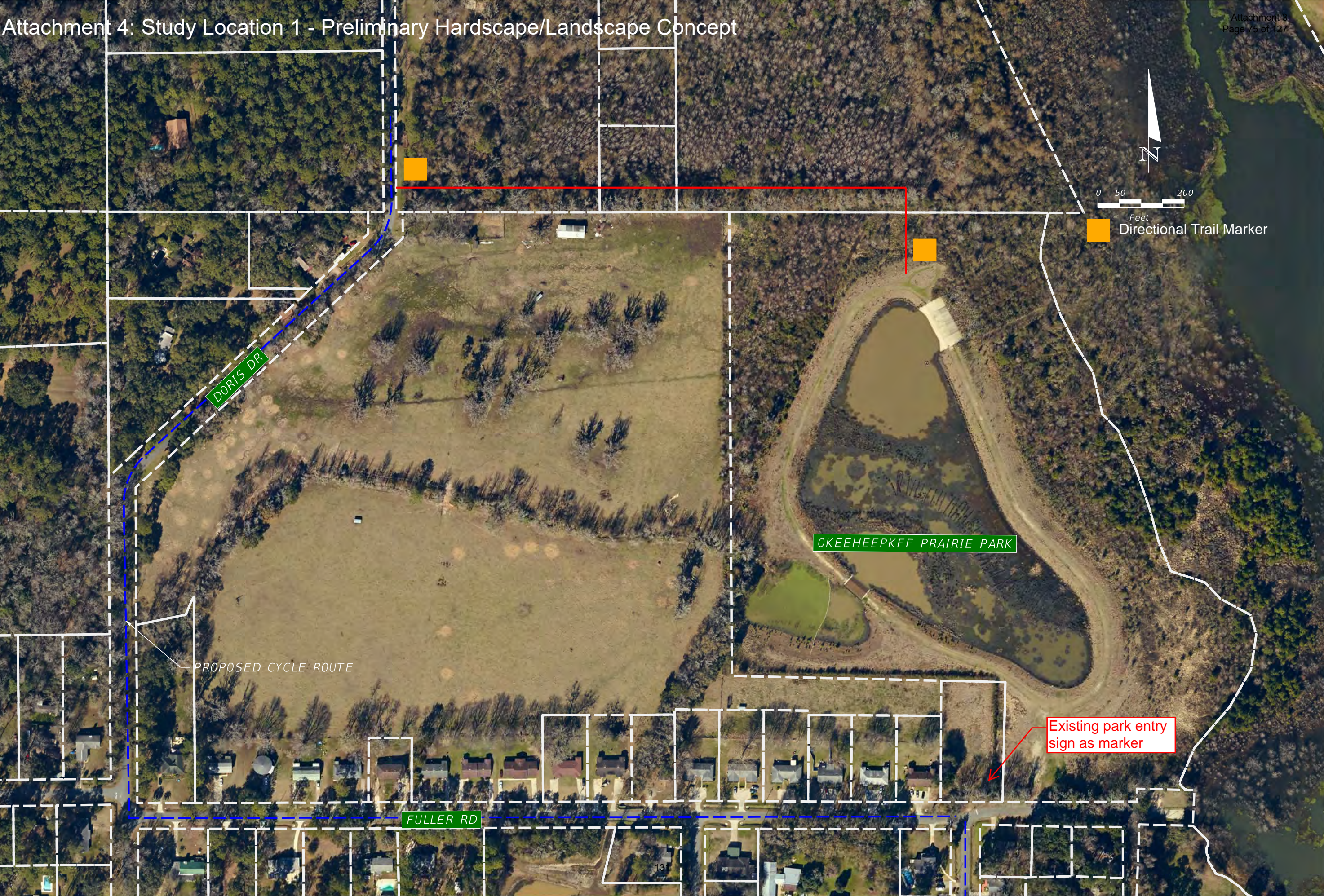
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DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID			



Attachment 4: Study Location 1 - Preliminary Hardscape/Landscape Concept





## Attachment 5: Study Location 2B Drainage Easement

DEED 250 PAGE 501

EASEMENT

THIS INDENTURE, Made this 12th day of November, A. D. 1959  
between W. B. RODDENBERY and VIRGINIA A. RODDENBERY, his wife,  
and HARRY M. MIDDLEBROOKS, a single person, of the County of Leon  
and State of Florida, parties of the first part, and LEON COUNTY  
a political subdivision of the State of Florida, party of the  
second part;

## W I T N E S S E T H:

That the said parties of the first part, for and in considera-  
tion of the sum of One Dollar (\$1.00) to them in hand paid by the  
said party of the second part, the receipt whereof is hereby  
acknowledged, have granted, bargained and conveyed and by these  
presents do grant, bargain, sell and convey unto the party of  
the second part a perpetual easement for the use of the party of  
the second part for drainage purposes over and across the follow-  
ing described real estate, situate, lying and being in the County  
of Leon, State of Florida, to-wit:

A strip of land 60 feet in width lying 30  
feet on each side of a center line described  
as follows, to-wit: Commence at a point on  
the Western boundary of a 60 foot right of  
way of the public road, designated Lakeshore  
Drive, said point being 3206.2 feet North and  
846.4 feet East of the Southwest corner of the  
Southeast quarter of Section 14, Township 1  
North, Range 1 West and run thence North 74  
degrees and 17 minutes West 448.73 feet to a  
point which is the point of beginning of said  
center line, thence run South 59 degrees and  
51 minutes West 63.95 feet, thence run South  
35 degrees and 8 minutes West 94.9 feet, thence  
run South 5 degrees and 12 minutes East 690.2  
feet, thence run South 14 degrees and 43 minutes  
East 76.35 feet, thence run South 34 degrees  
and 7 minutes East 71.60 feet plus or minus to  
the Western boundary line of said Lakeshore Drive.

ALSO: Commence at a point on the Western boundary  
of a 60 foot right of way of the public road desig-  
nated Lakeshore Drive, said point being 3206.2  
feet North and 846.4 feet East of the Southwest  
corner of the Southeast Quarter of Section 14,  
Township 1 North, Range 1 West, and run thence  
North 74 degrees and 17 minutes West 448.73 feet  
to a point which is the point of beginning of  
a center line 30 feet on each side. Thence run  
North 59 degrees and 51 minutes East 68.63 feet.

Page One.



LAW OFFICES  
HOPKINS & FOLSOM  
LEWIS STATE BANK BLDG.  
TALLAHASSEE, FLA.



DEED 250 PAGE 502

(Description Continued)  
Thence run North 21 degrees and 6 minutes  
West 292.05 feet thence run North 60  
degrees and 1 minute West 383 feet. The  
end of said centerline.

It is further understood and agreed by and between the parties of the first part and the party of the second part that said drainage ditch or ditches to be constructed and maintained over and on said real estate shall be without any cost to the parties of the first part or their heirs and assigns and that the parties of the first part may use the part of said property above described West of the drainage ditch for road purposes.

It is further understood that in the event said real estate is abandoned by said County for drainage purposes, or is used for any other purpose, then and in such event the same shall revert to and become the property of the grantors, their heirs or assigns.

IN WITNESS WHEREOF, the said parties of the first part have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered  
in the presence of:

John H. Folsom  
Earline O. Watterson

W. B. Roddenbery (SEAL)  
W. B. Roddenbery

By: A. M. Middlebrooks (SEAL)  
A. M. Middlebrooks, Attorney in  
Fact

Virginia A. Roddenbery (SEAL)  
Virginia A. Roddenbery

By: A. M. Middlebrooks (SEAL)  
A. M. Middlebrooks, Attorney in  
Fact

Harry M. Middlebrooks (SEAL)  
Harry M. Middlebrooks

By: A. M. Middlebrooks (SEAL)  
A. M. Middlebrooks, Attorney in  
Fact

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HOPKINS & FOLSOM  
LEWIS STATE BANK BLDG.  
TALLAHASSEE, FLA.



DEED 250 PAGE 503

STATE OF FLORIDA

COUNTY OF LEON

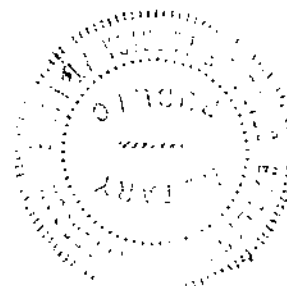
Before me, the undersigned authority, this day personally appeared A. M. MIDDLEBROOKS, to me well known and known to me to be the individual described in and who executed the foregoing instrument as Attorney in Fact for the said W. B. RODDENBERY and VIRGINIA A. RODDENBERY, his wife, and HARRY M. MIDDLEBROOKS, a single person, and acknowledged before me that the execution thereof was his free act and deed for the uses and purposes and in the capacity therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Tallahassee, Leon County, Florida, this 12th day of November, A. D. 1959.

*Earline S. Watterson*  
NOTARY PUBLIC STATE OF FLORIDA AT LARGE

My Commission Expires:

Notary Public, State of Florida at Large  
My Commission Expires Aug. 30, 1963  
Bonded by American Surety Co. of N. Y.

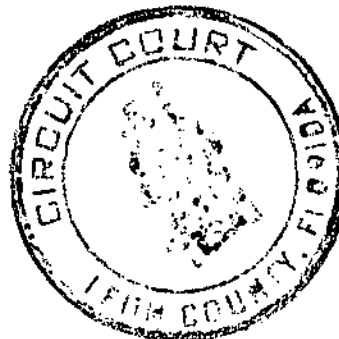


95334

RECORDED IN THE PUBLIC  
RECORDS OF LEON CO. FLA.  
IN THE BOOK & PAGE IND.

Nov 23 11 25 AM '59

AT THE TIME AND DATE NOTED  
GEO. G. CRAWFORD  
CLERK OF CIRCUIT COURT



-3-

LAW OFFICES  
HOPKINS & FOLSOM  
LEWIS STATE BANK BLDG.  
TALLAHASSEE, FLA.



LAKE JACKSON GREENWAYS  
PARCEL EXHIBIT



GENERAL NOTES:

1. THIS IS AN EXHIBIT BASED UPON A CURSORY REVIEW OF DEEDS OF RECORD FOUND IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA AND DOES NOT CONSTITUTE A FIELD SURVEY. THERE MAY BE RECORDED OR UNRECORDED INSTRUMENTS OTHER THAN THOSE SHOWN ON THIS EXHIBIT THAT MAY EXIST AND ENCUMBER THE PROPERTIES. EXCEPT AS SHOWN OR NOTED, THIS EXHIBIT DOES NOT PURPORT TO REFLECT ANT OF THE FOLLOWING THAT MAY BE APPLICABLE TO THE AREAS SHOWN: EASEMENTS, EXCEPT THOSE KNOWN BY THE SURVEYOR; RESTRICTIVE COVENANTS; SUBDIVISION RESTRICTIONS; ZONING OR OTHER LAND-USE REGULATIONS, EXCEPT THOSE PROVIDED BY THE CLIENT; AND ANY OTHER MATTERS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
2. THIS IS NOT A BOUNDARY SURVEY.
3. COPYRIGHT © 2020 BY WGI.
4. THE BEARINGS SHOWN UPON THIS EXHIBIT ARE BASED ON A BOUNDARY SURVEY BY POOLE ENGINEERING AND SURVEYING, INC. BEING SOUTH 89°53'00" WEST.
5. AERIAL IMAGERY SHOWN HEREON WAS PROVIDED RETRIEVED FROM [www.libins.org](http://www.libins.org) AND IS SHOWN FOR INFORMATIONAL PURPOSES. THE IMAGERY WAS FLOWN IN 2015.
6. THIS EXHIBIT DOES NOT HAVE THE BENEFIT OF A CURRENT TITLE COMMITMENT, OPINION, OR ABSTRACT. DURING THE COURSE OF THE SURVEY SOME SEARCHES OF THE PUBLIC RECORDS WERE MADE, BUT THESE SEARCHES WERE NOT EXHAUSTIVE AND SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR A PROPER TITLE COMMITMENT, OPINION, OR ABSTRACT OBTAINED FROM A TITLE AGENCY OR OTHER TITLE PROFESSIONAL.

ABBREVIATIONS LEGEND:

- |         |                                    |
|---------|------------------------------------|
| (C)     | = CALCULATED MEASUREMENT           |
| (D)     | = DEED MEASUREMENT                 |
| Δ       | = DELTA ANGLE                      |
| APPROX. | = APPROXIMATE                      |
| CH BRG  | = CHORD BEARING                    |
| CH      | = CHORD DISTANCE                   |
| L       | = ARC DISTANCE                     |
| O.R.B.  | = OFFICIAL RECORDS BOOK            |
| OHWL    | = ORDINARY HIGH WATER LINE         |
| PG.     | = PAGE                             |
| P.B.    | = PLAT BOOK                        |
| PSM     | = PROFESSIONAL SURVEYOR AND MAPPER |
| R       | = RADIUS                           |
| R/W     | = RIGHT-OF-WAY                     |

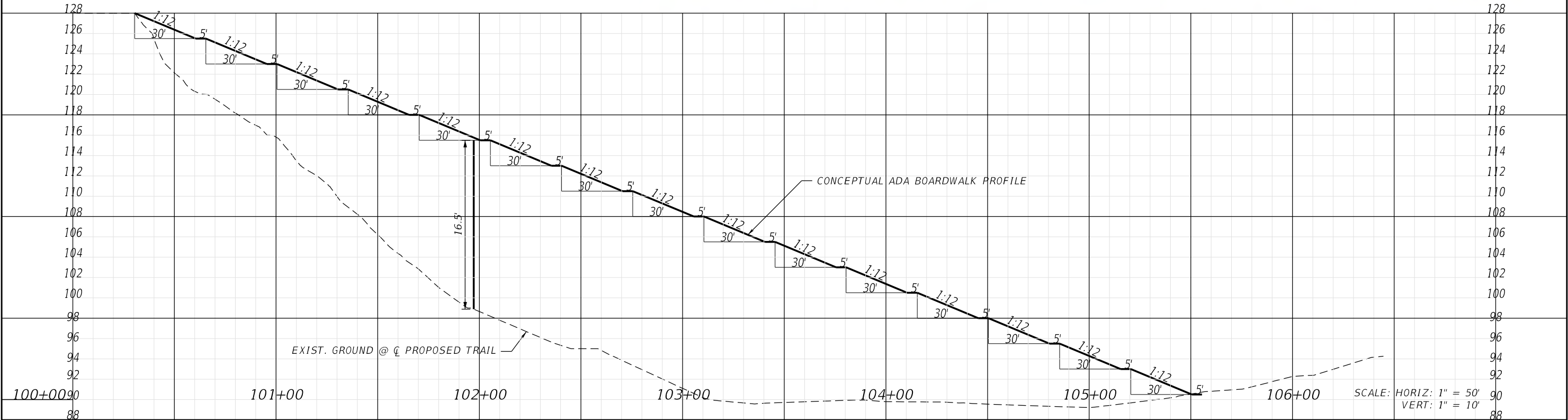
REVISIONS			
NO.	DATE	DESCRIPTION	BY

CAD	V-585700	PARCEL EXHIBIT DWG
JOB NO.	5987.00	
DRAWN BY	A VALENTINE	
CHECK BY	J SLAYMAKER	
DATE	09/30/2020	

SURVEYOR OF RECORD  
JEREMIAH SLAYMAKER  
PSM# LS 6387

PARCEL EXHIBIT  
LAKE JACKSON GREENWAYS  
CITY OF TALLAHASSEE,  
LEON COUNTY, FLORIDA





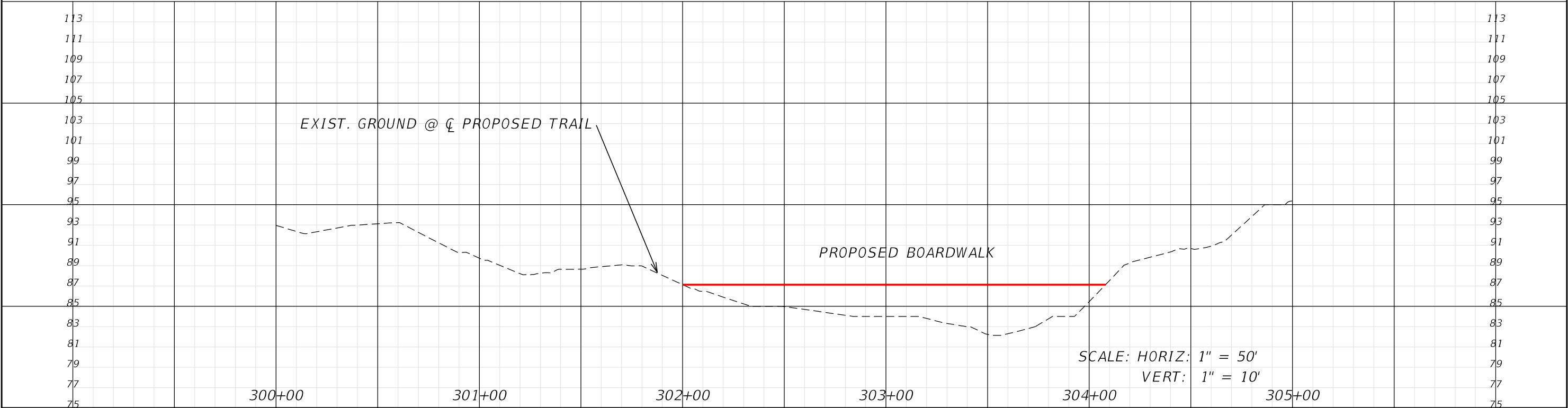
REVISIONS				JARROD M. LEE, P.E. P.E. LICENSE NUMBER 88715 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			LIVINGSTON CT. EXIST. PROFILE EXHIBIT	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		





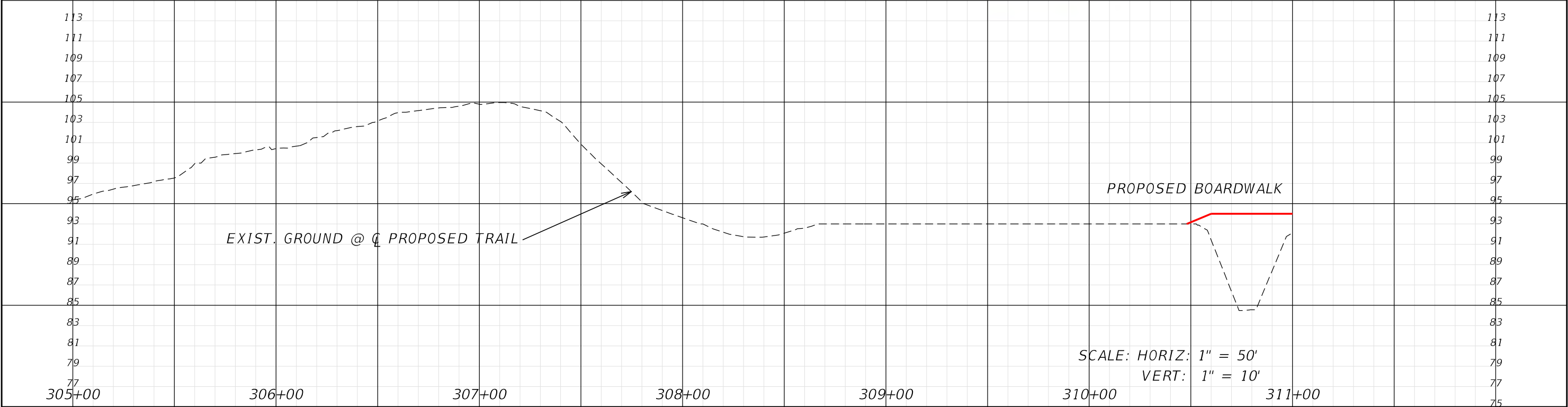
Attachment 8: Study Location 2 Preliminary Hardscape/Landscape Concept





REVISIONS				JARROD M. LEE, P.E. P.E. LICENSE NUMBER 88715 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			PLAN / PROFILE LOC. 2B MEGINNIS / NWFWMD	SHEET NO.
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REVISIONS				JARROD M. LEE, P.E. P.E. LICENSE NUMBER 88715 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 <sup>139</sup> TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			PLAN / PROFILE LOC. 2B  MEGINNIS / NFWWMD	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION						ROAD NO.

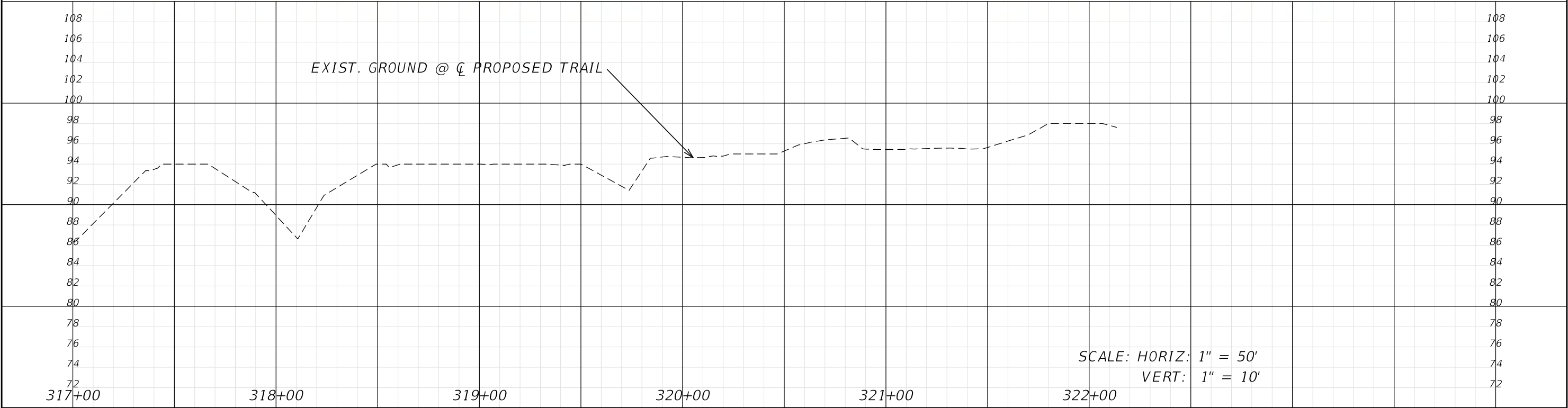
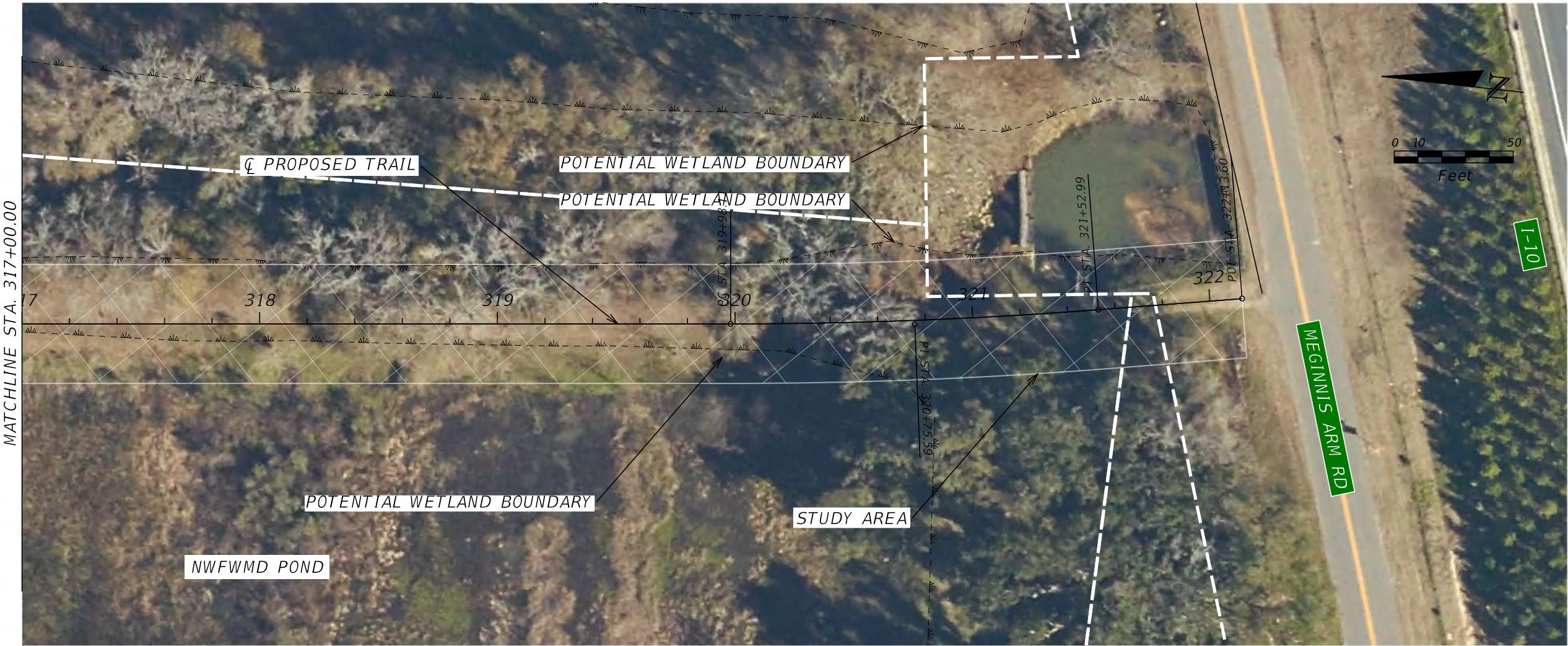




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REVISIONS				JARROD M. LEE, P.E. P.E. LICENSE NUMBER 88715 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			PLAN / PROFILE LOC. 2B MEGINNIS / NFWWMD		SHEET NO.
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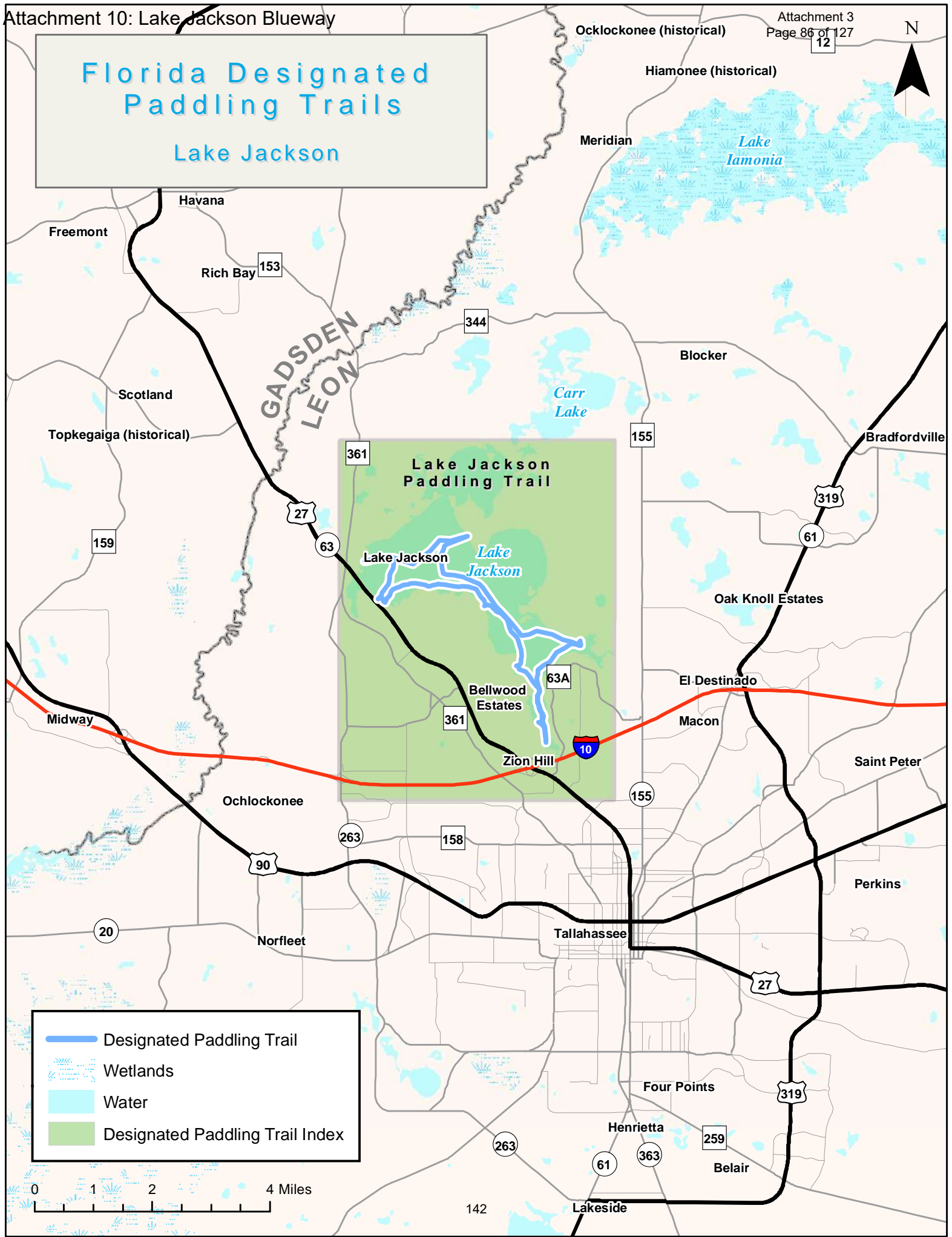




REVISIONS				JARROD M. LEE, P.E. P.E. LICENSE NUMBER 88715 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 <sup>141</sup> TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			PLAN / PROFILE LOC. 2B MEGINNIS / NFWWMD		SHEET NO.  4
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID			



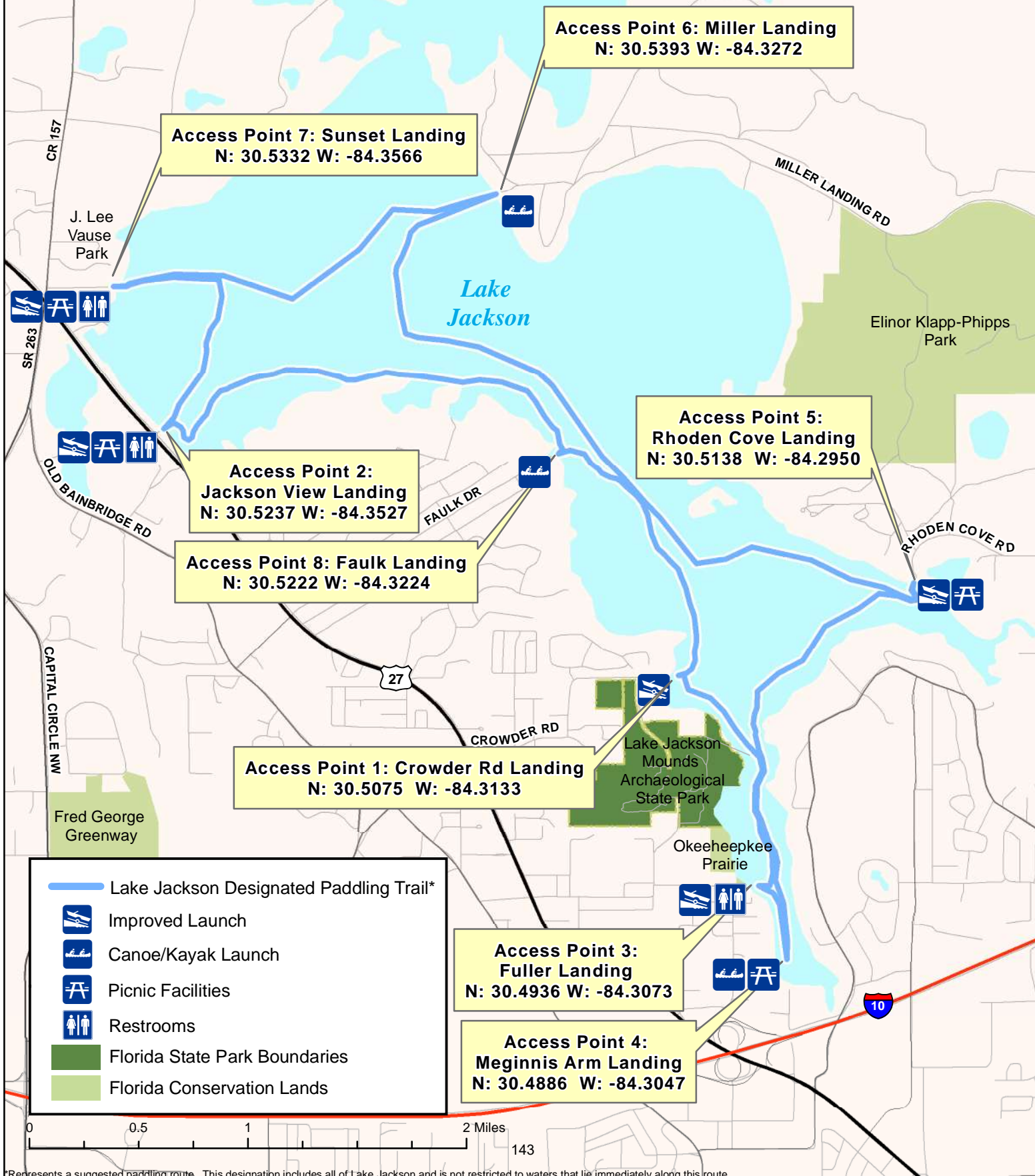
# Florida Designated Paddling Trails Lake Jackson







# Lake Jackson Paddling Trail







# Lake Jackson Paddling Trail Guide

## The Waterway

Located just north of Tallahassee, Lake Jackson provides a tranquil oasis within a bustling urban area. Designated a [state aquatic preserve](#) due to its ecological significance, it is an enticing destination for viewing sunsets, paddling, boating, fishing, and birding. Lake Jackson's wide open vistas offers excellent birding opportunities within several small parks ringing the lake that are sites on the [Great Florida Birding & Wildlife Trail](#). Lake Jackson has historically been a prime destination for bass fishing and other freshwater fish. Hunters are drawn here during a short winter waterfowl hunting season. Lake Jackson is a classic upland prairie lake that occasionally drains through several sinkholes located in the lake bed, a naturally occurring phenomenon known as a dry-down. The lake's most recent dry-down occurred in 2005.

## The Paddling Experience

Paddling on Lake Jackson is relatively easy, given its openness, lack of current, and few powerboats. The lake has impressive views, and the water quality is good. Access to the lake is convenient with multiple County boat landings which allow visitors to create a trip of any length. Be aware the lake is also larger than it appears, and the length of the trails between landings can be significant for less experienced paddlers. The lack of shade requires sunscreen, hats, and protective clothing on hot days, and a windy day can generate some chop in open water areas. There are also large areas of native floating vegetation in certain parts of the lake that can be difficult to paddle through. However, staying in established channels that connect all of the boat ramps makes for easy paddling.

## Access Points

***The following facilities are maintained by Leon County Parks & Recreation. For information or questions call 850-606-1470 or [www.leoncountyfl.gov/parks](http://www.leoncountyfl.gov/parks)***

### #1 Crowder Landing, 1300 Crowder Road

Southwestern shore of Lake Jackson at the east end of Crowder Road. This is popular landing with one lane improved boat launch and four paved parking spots. Additional, parallel parking can be found along the road leading to the boat landing.

### #2 Jackson View Landing, 4697 N Monroe Street

Improvements are pending in 2016-17 for this popular location on US 27. Currently there is ample parking and unimproved launch area. A pleasant excursion is to follow the boat channels and paddle to restaurant at Sunset Landing and return, a distance of about 1.5 miles.

### #3 Fuller Landing, 1294 Fuller Road

West shore of Meginnis Arm. The landing has one lane improved boat ramp, a few unpaved parking spots and minimal boat trailer parking. It is also adjacent to the new Okeechepkee County Park, which has a small parking area and a portable restroom.

### #4 Meginnis Arm Landing, 3017 Meginnis Arm Road





# Lake Jackson Paddling Trail Guide

Southern section of Lake Jackson at the south end of Meginnis Arm. This is a very small public access area that receives little use. The landing provides a put-in for canoes and kayaks, but no boat ramp. It also provides a shady picnic area, paved parking spots, but no restrooms.

## #5 Rhoden Cove Landing, 801 Rhoden Cove Road

Southeast portion of Lake Jackson, accessible from Meridian Road near Fords Arm. One-lane improved boat launch. The park offers two picnic shelters & grills, 10-12 unpaved parking spots, but no restrooms.

## #6 Miller Landing, 2900 Miller Landing Road

Northeast section of Lake Jackson, the end of Miller Landing Road. This [landing](#) offers an unimproved sandy area for launching. There is room to maneuver boats and trailers with 6-7 paved parking spots. Duck hunters often use this landing in the fall and winter seasons. There are no restrooms or amenities.

## #7 Sunset Landing, 4800 Jackson Cove Road

Located just south of J. Lee Vause Park, on the western shore of Lake Jackson with one-lane improved boat launch, restrooms, and two picnic shelters. Popular Shucker's Half-Shell Oyster Bar next to the boat launch also provides canoe rentals and a bait shop.

## #8 Faulk Landing, 1895 Faulk Drive

Located south of Jackson View Park and north of Crowder Landing, on the west shore of Lake Jackson. This landing is a good bird watching area, but not ideal for boating or viewing Lake Jackson. It is difficult to launch a boat here and has no room for trailer parking. It is suitable for hand launching small paddlecraft but has a narrow road and heavy vegetation in the access channel.

## Outfitters and Shuttle Service

Shuckers Half-Shell Oyster Bar (Sunset Landing) 850-562-0944. Canoe and kayak rentals.  
[Tally Yakkers](#) (850) 879-0198







## Lake Jackson Paddling Trail Guide



*Photos: Liz Sparks*



## Proposed Florida Greenways and Trails Designation

FGTC Meeting June 23, 2016

**Project Name:** Lake Jackson Blueway

**Applicant:** Leon County

**Manager:** Leon County and Florida Fish & Wildlife Conservation  
Commission

**Landowners:** Board of Trustees of the Internal Improvement Trust Fund

**Project Description:** Lake Jackson is located just north of the City of Tallahassee, in Leon County, Florida. Lake Jackson is a scenic prairie lake and excellent destination for outdoor recreation opportunities. The lake watershed encompasses 4,000 acres and is encircled by a mix of public lands, private landowners and residential neighborhoods. In 1974 the Lake Jackson, Carr Lake, and Mallard Pond ecosystem was designated as the Lake Jackson Aquatic Preserve by the Florida Legislature. The Lake Jackson ecosystem is comprised of freshwater marshes and native and exotic submerged vegetation that provides exceptional fish, waterfowl and wading bird habitat. In addition, Lake Jackson is designated as a Surface Water Improvement & Management water body (SWIM) and Outstanding Florida Water.

**Public Access:** Lake Jackson has eight county-owned public access sites that are co-managed by the Florida Wildlife Conservation Commission and Leon County Parks & Recreation. There are also three lakeside county parks that provide views of the lake but no public access.

### FGTS Plan Status

**Priority Trail Network:** The Lake Jackson Blueway is part of the Florida Greenways & Trails System (FGTS) Plan Paddling Opportunity Network.

**Staff Recommendation:** The Division of Recreation and Parks, Office of Greenways and Trails recommends approval of this designation.



*DEPARTMENT OF ENVIRONMENTAL PROTECTION*  
*OFFICE OF GREENWAYS AND TRAILS*

**APPLICATION FOR DESIGNATION  
OF PUBLIC LANDS OR WATERWAYS**  
AS PART OF THE FLORIDA GREENWAYS AND TRAILS SYSTEM

**PROJECT ELIGIBILITY**

Public lands and waterways located within the state may be designated by the Department as components of the Florida Greenways and Trails System upon compliance with the requirements of Section 62S-1.400, F.A.C.

**CONSENT OF LANDOWNER REQUIRED**

Section 260.014, Florida Statutes, provides that "no lands or waterways may be designated as a part of the statewide system of greenways and trails without the specific written consent of the landowner." Furthermore, if public access is contemplated for any portion of the project, both the owner(s) and the proposed managing entity must provide the Department with written authorization detailing the public access permitted on the project. Accordingly, the sponsor of each project proposed for designation is strongly encouraged to communicate and collaborate with all potentially affected landowners and land managers throughout all stages of the designation process.

**GENERAL INSTRUCTIONS**

1. All responses on the Application must be typed or legibly printed. If a particular item does not apply to the project, the proper response is "Not Applicable." Do not leave a response area blank.
2. If additional space is needed for a response, indicate that additional sheets(s) are attached, and identify the information contained within each additional sheet by noting the Application item number to which it relates.
3. All "Required Attachments" listed in the next section of the instructions must be attached to and submitted with the application.
4. Applicants must submit an original Application, one (1) original of each Required Attachment and any other supporting documentation.



## GENERAL INSTRUCTIONS [continued]

5. Do not fax any portion of the Application or attachments to the Office of Greenways and Trails. All faxed information received that relates to a pending application will not be accepted.
6. The Application, together with supporting attachments and documentation, must be mailed or delivered to the following address:

Office of Greenways and Trails  
Department of Environmental Protection  
3900 Commonwealth Blvd.  
Mail Station 795  
Tallahassee, Florida 32399-3000

## REQUIRED ATTACHMENTS

The following items must be attached to the Application at the time of submittal:

- A. An "Owner Consent," DEP Form #OGT-7, effective July 10, 2003, signed by each record title owner of the property proposed for designation.
- B. A "Management Certificate," DEP Form #OGT-8, effective July 10, 2003, signed by the managing entity of the property proposed for designation.
- C. If available, photographs of various sites and features within the project that show typical landscape characteristics, labeled with location and orientation and cross-referenced to the location map described in the following paragraph.
- D. An accurate location map of sufficient scale and detail to clearly delineate all project property boundaries in relation to other area greenways or trails, county roadways, major topographic features (such as rivers, lakes and power lines) and local government boundaries (if any). The location map must state the length of trails and total project acreage, and should indicate points of interest or special features. When the project provides for public access to existing or proposed trails, the location map must identify the trail alignment, public access points, trailheads and facilities to accommodate the proposed types of public uses over the extent of the trails.



**APPLICATION FOR DESIGNATION  
OF PUBLIC LANDS OR WATERWAYS**

NAME OF PROJECT: Lake Jackson Blueway

PHYSICAL ADDRESS: Lake Jackson, Leon County

COUNTY/COUNTIES: Leon

OWNER OF PROJECT: Board of Trustees of the Internal Improvement Trust Fund

PLEASE NOTE: A completed and signed "Owner Consent," DEP Form #OGT-7, effective July 10, 2003, must be attached to this Application at the time of submittal.

CONTACT: Director, Division of State Lands

ADDRESS: 3900 Commonwealth Blvd., MS 100

Tallahassee, FL 32399

TELEPHONE: ( 850 ) 245-2555 FAX: ( 850 ) 245-2572

MANAGING ENTITY OF PROJECT: Leon County

PLEASE NOTE: A completed and signed "Management Certificate," DEP Form #OGT-8, effective July 10, 2003, must be attached to this Application at the time of submittal.

CONTACT: Director, Leon County Division of Parks and Recreation

ADDRESS: 2280 Miccosukee Road

Tallahassee, FL 32308

TELEPHONE: ( 850 ) 606-1470 FAX: ( 850 ) 606-1471

PROJECT SUBMITTED BY (Check one): ☐ OWNER ☒ MANAGING ENTITY



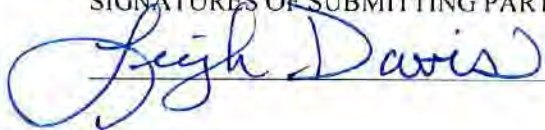
TYPE OF PROJECT (Check One):

- ☐ National park, forest or trail, preserve, seashore, wildlife refuge, wild scenic river, military reservation, Native American Lands, or other (describe): \_\_\_\_\_
- ☒ State park unit, forest, recreation area, submerged land, wildlife management area, historical or archaeological site, ornamental or botanical garden, university system property, museum or other special feature site, public game area, preserve, or other (describe): \_\_\_\_\_
- ☐ Lands owned by a port authority, flood control district, water management district, navigation district or other agency created by general or special law (describe): \_\_\_\_\_
- ☐ Local government conservation or recreation land, urban open space area or other (describe): \_\_\_\_\_

Please attach a location map and general description of the lands and/or waterways proposed for designation, including the length of trails, total acreage and points of interest or special features. If trails will be available for public access, please identify the trail alignment, public access points, trailheads, and facilities to accommodate the proposed types of public uses over the length of the trail(s). Photographs and printed brochures or other information may also be attached, if available.

The undersigned hereby certify that the Project consists solely of Public Conservation or Recreation Lands or Waterways, as that term is defined in Section 62S-1.100(19), F.A.C., and that the undersigned will negotiate with the Office of Greenways and Trails to formulate and thereafter enter into a mutually satisfactory designation agreement to govern the Project's participation in the Florida Greenways and Trails System.

SIGNATURES OF SUBMITTING PARTY(IES):



DATE: 3/24/16

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

☐ OWNER ☒ MANAGING ENTITY (CHECK ONE)

Return Completed and Signed Application To:

Office of Greenways and Trails  
Department of Environmental Protection  
3900 Commonwealth Blvd., Mail Station 795  
Tallahassee, FL 32399-3000  
Telephone: (850) 245-2052

DEP Form #OGT-6  
Effective July 10, 2003

Florida Greenways and Trails Program  
Application for Designation - Public  
Page 4 of 4 Pages



**DEPARTMENT OF ENVIRONMENTAL PROTECTION  
OFFICE OF GREENWAYS AND TRAILS**

**MANAGEMENT CERTIFICATE  
FOR DESIGNATION OF LANDS OR WATERWAYS AS PART OF THE  
FLORIDA GREENWAYS AND TRAILS SYSTEM**

**TO:** Office of Greenways and Trails  
Department of Environmental Protection  
3900 Commonwealth Blvd., Mail Station 795  
Tallahassee, FL 32399-3000

**RE:** Lake Jackson Blueway  
Name of Project  
Leon County, Florida  
Address or Location of Project

**FROM:** Leon County Division of Parks and Recreation  
Name of Managing Entity  
Leigh Davis, Director  
Name of Contact/Representative  
2280 Miccosukee Road  
Address of Managing Entity  
Tallahassee, FL 32308  
City, State and Zip Code  
(850) 606-1470 (850) 606-1471  
Telephone Number Facsimile Number  
Board of Trustees of Internal Improvement Fund  
Name of Owner of Property Proposed for Designation\*\*  
3900 Commonwealth Blvd., MS 100  
Address of Owner of Property Proposed for Designation  
Tallahassee, FL 32399  
City, State and Zip Code  
(850) 245-2555 (850) 245-2572  
Telephone Number Facsimile Number

\*\* Attach additional sheet(s) if more than one owner



The undersigned Managing Entity hereby ratifies and confirms:

- (1) That it is willing to manage the Project following its designation by the Department of Environmental Protection as part of the Florida Greenways and Trails System;
- (2) That management of the project will be based on and proceed in accordance with the terms and conditions of the following:
  - (a) Existing leases, subleases, management plans, licenses, easements or other agreements or encumbrances previously executed and currently in effect for any portion of the lands or waterways located within the Project; and
  - (b) A designation agreement to be negotiated among and executed by the undersigned Managing Entity, the Owner(s) of the lands or waterways proposed for designation and the Secretary of the Department of Environmental Protection, which designation agreement shall be subordinate to any existing leases, agreements or other encumbrances described in paragraph (a) above.
- (3) That in the event the undersigned ceases to be the Managing Entity of the Project or if the aforementioned designation agreement is amended, rescinded or otherwise terminated for any reason, the undersigned will notify the Department's Office of Greenways and Trails within five (5) business days following the occurrence of any such event.

IN WITNESS WHEREOF, the undersigned has caused this instrument to be signed as of the date set forth below.

MANAGING ENTITY

Leon County Parks + Rec.

[Print Name of Managing Entity]

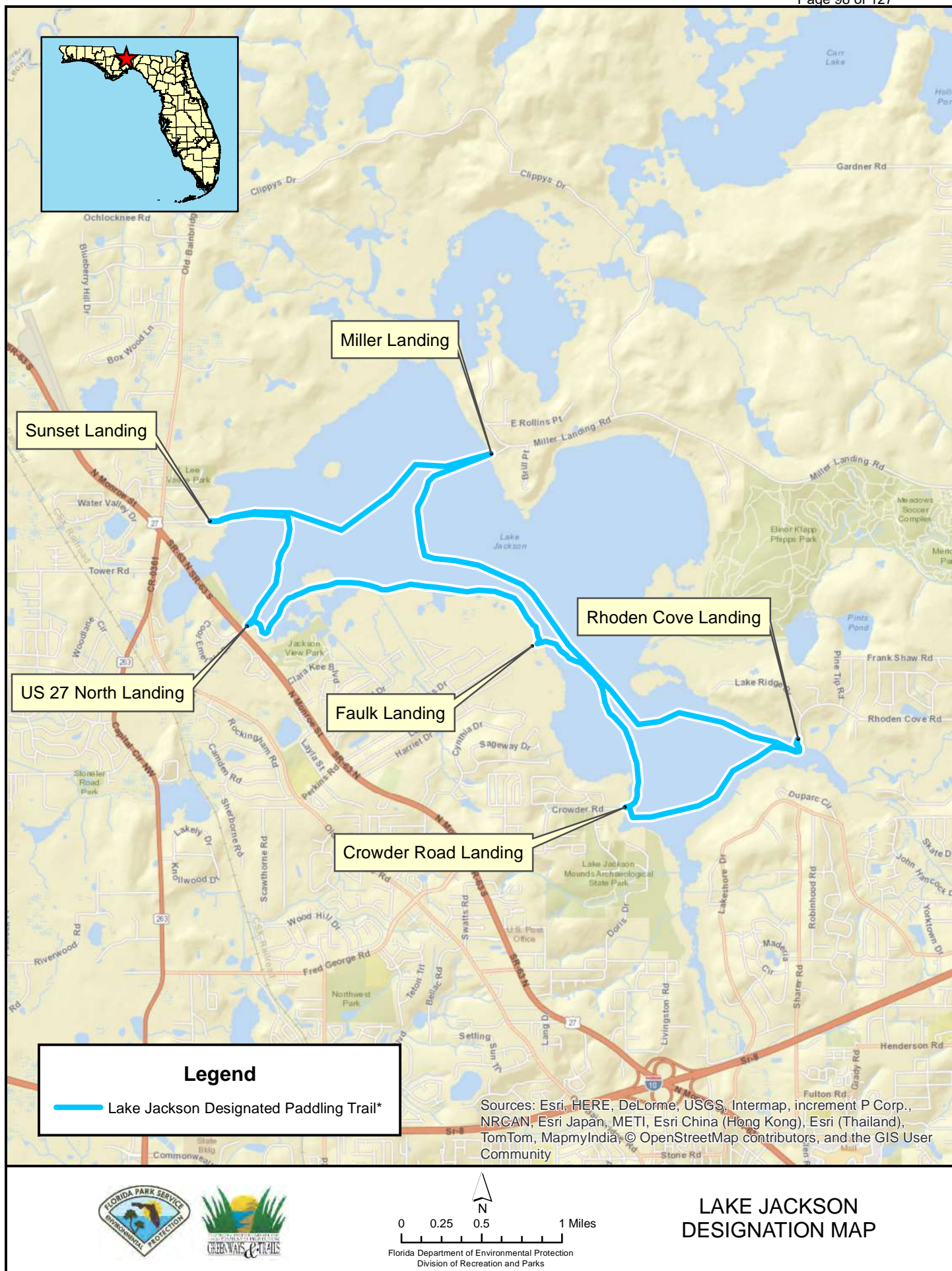
By: Leigh Davis

Print Name: Leigh Davis

Title: Director

Date: 3/24/16





\*Represents a suggested paddling route. This designation includes all of Lake Jackson and is not restricted to waters that lie immediately along this route.



# Attachment 11: Study Location 3.- Drainage Easement

495326

RECORDED IN THE PUBLIC  
RECORDS OF LEON CO. FLA.  
IN THE BOOK 3, PAGE 140.

MAR 13 2 08 PM 1980

AT THE TIME & DATE NOTED  
PAUL F. HARTSFIELD  
CLERK OF CIRCUIT COURT

OFF  
REC

955 PAGE 474

Attachment 3

Page 99 of 127

COUNTY: Leon  
SECTION: 55320-2403  
STATE ROAD: 8 (I-10)  
PARCEL NO: Part Parcel 184.1

## QUITCLAIM DEED

THIS INDENTURE, made this 22nd day of February,  
1980, by and between the STATE OF FLORIDA, by and through the  
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION as the Party of  
the First Part and THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT,  
Route 1, Box 3100, Havana, Florida, as the Party of the Second Part:

## W I T N E S S E T H :

WHEREAS, the land hereinafter described was heretofore  
acquired for state highway purposes; and

WHEREAS, said land is no longer required for such purposes,  
and the Party of the First Part, by action of the Secretary of  
Transportation on February 28, 1980, pursuant to the provisions of  
Section 337.25, Florida Statutes, has agreed to quitclaim the land  
hereinafter described to the Party (Parties) of the Second Part;

NOW, THEREFORE, THIS INDENTURE WITNESSETH: That the Party  
of the First Part, for and in consideration of the premises and the  
sum of One Dollar and other valuable considerations to it paid by  
the Party (Parties) of the Second Part, the receipt of which is  
hereby acknowledged, does hereby remise, release and quitclaim unto  
the Party (Parties) of the Second Part, and assigns, forever, all  
the right, title and interest of the State of Florida and/or the  
State of Florida Department of Transportation to the property  
described on Exhibit "A", attached hereto and made a part hereof.

TO HAVE AND TO HOLD the said premises and the appurtenances  
thereof unto the Party (Parties) of the Second Part.

THIS CONVEYANCE IS made subject to any unpaid taxes,  
assessments, liens, or encumbrances of any nature whatsoever which  
the Party (Parties) of the Second Part hereunder and herein assumes.



IN WITNESS WHEREOF, the State of Florida Department of

Transportation has caused these presents to be signed in the name of the State of Florida and in the name of the State of Florida Department of Transportation by its Deputy Secretary for Administration, and its seal to be hereunto affixed, attested by its Executive Secretary, on the date first above written.

Signed, sealed and  
delivered in our presence  
as witnesses:

Galen J. Sullivan  
John A. Hutchins

STATE OF FLORIDA DEPARTMENT  
OF TRANSPORTATION

BY: Larry K. O'Dell  
Deputy Secretary for  
Administration

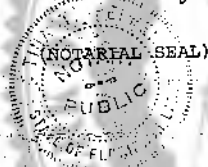
ATTEST: Robin Johnson (SEAL)  
Executive Secretary

STATE OF FLORIDA )  
COUNTY OF LEON )

BEFORE ME, the undersigned authority, this day personally appeared LARRY K. O'DELL and ROBIN JOHNSON, Deputy Secretary for Administration and Executive Secretary of the State of Florida Department of Transportation, respectively, to me known to be the persons described in and who executed the foregoing instrument, and they severally acknowledged the execution thereof to be their free act and deed as such officers for the uses and purposes therein mentioned, and that they affixed thereto the official seal of said State of Florida Department of Transportation, and the said instrument is the act and deed of said Department.

WITNESS my hand and official seal this 22<sup>nd</sup> day of

February, 1980.



Approved as to form and  
legality. State of Florida  
Department of Transportation

V.K. Whittington Jr.  
Assistant Attorney

Lina J. Pappas  
Notary Public

1-11-84

Notary Public, State of Florida at Large  
My Commission Expires Jan. 11, 1984  
Board of Notary Public & Notaries-at-Large



SECTION 55320-2403  
STATE ROAD 8(I-10)  
COUNTY Leon  
FAP NO. I-10-3(4)190

DESCRIPTION OF PROPERTY TO BE DEEDED TO THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT, BEING A PART OF S.R.D NO. 184.1

A parcel of land situate, lying and being in Section 14, Township 1 North, Range 1 West and being described as follows, to-wit: Commence on the West line of Section 13, Township 1 North, Range 1 West (East line of said Section 14) at a point 374.70 feet North 0°10'12" West of the Southwest corner of the Northwest one quarter of said Section 13; thence run South 66°32'40" West 328.31 feet to the beginning of a curve, concave Northwesterly, having a radius of 22,918.30 feet; thence run Southwesterly 1938.67 feet along said curve, through a central angle of 4°50'48" to a point; thence South 18°36'32" East 170.0 feet to the POINT OF BEGINNING of parcel of land to be described herein; thence South 25°57'43" West 207.21 feet; thence South 86°53'39" East 319.60 feet; thence North 34°57'43" East 100.0 feet; thence North 39°43'34" West 221.88 feet; thence North 18°59'10" West 3.0 feet to the South Limited Access Right of Way Line of State Road 8(I-10); thence South 70°04'39" West 152.00 feet along said Limited Access Right of Way Line of said State Road 8(I-10) to the POINT OF BEGINNING of parcel of land herein described;

Containing 1.42 acres, more or less.

The party of the second part agrees upon acceptance of this conveyance that in the event the parcel of land above described should be abandoned, the title thereto shall then vest in the said party of the first part, its successors and assigns.

THIS INSTRUMENT WAS PREPARED BY:  
P. R. MINER  
STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION  
CHIEFLY, FLORIDA  
DESCRIPTION APPROVED: FEB 05 1980





Attachment 12: Study Location 3 - Utility Easement

**THIS INSTRUMENT PREPARED BY:**  
Judy Donahoe, Supervisor ROW  
City of Tallahassee/City Hall  
Property Management Division, Box A-15  
300 S. Adams Street, 3<sup>rd</sup> Floor  
Tallahassee, Florida 32301  
(850) 891-8711  
Parcel ID: 2114209030000

Leave blank for official recording.

**UTILITY EASEMENT**

**THIS EASEMENT**, granted this 4<sup>th</sup> day of August, A.D., 2009, between **NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT**, a public agency of the State of Florida, whose mailing address is 81 Water Management Drive, Havana, Florida 32333, hereinafter called, "**GRANTOR**" and the **CITY OF TALLAHASSEE**, a municipal corporation created and existing under the laws of the State of Florida, whose mailing address is 300 South Adams Street, Tallahassee, Florida 32301, hereinafter called "**GRANTEE**".

**WITNESSETH:**

That the **GRANTOR**, for and in consideration of the sum of ten and 00/100 dollars (\$10.00) and other good and valuable consideration to it in hand paid by the said **GRANTEE**, the receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the said **GRANTEE**, a perpetual easement for the use by the **GRANTEE**, its successors, and assigns, for utility purposes in, over, under, across and through the following described parcel, piece, or strip of land, situate, lying, and being in the County of Leon, State of Florida, to-wit:

**SEE COMPOSITE EXHIBIT "A" ATTACHED HERETO  
AND BY THIS REFERENCE MADE A PART HEREOF**

including the right to carry in said easement the water and sewer utility lines, of any type, either above ground or underground, including, but not limited to, equipment and appurtenances of any other person, or utility company as authorized by the **GRANTEE**.

That it is understood and agreed by and between the **GRANTOR** and the said **GRANTEE** that the utility lines and equipment of the **GRANTEE**, installed or located, or to be installed or located over, under and across the parcel or strip of land hereinabove described, shall at all times be and remain the absolute property of the **GRANTEE**, its successors, and assigns, and subject to its complete dominion and control, and the right is hereby granted to the said **GRANTEE**, its successors, and assigns, and its agents and employees, to enter upon said parcel or strip of land hereinabove described for the purpose of excavating, inspecting, installing, repairing and/or removing said utility lines and equipment therefrom. The **GRANTOR** will not construct any permanent improvements on the said easement property without the written permission from the **GRANTEE**. **GRANTEE** will restore the ground to its natural vegetated condition and preexisting grade after installation of or any maintenance work on said utility lines and equipment. The above conveyance is made upon the condition that should the **GRANTEE** or its assigns at any time abandon the said land hereinabove described or cease to use it for utility purposes, or not perform the installation of the utility lines within one year from the date hereof, the title and rights herein as hereby granted and conveyed shall forthwith revert to and vest in the **GRANTOR**, or their successors and assigns. Furthermore, the **GRANTEE** agrees to remove the pre-existing utility lines being replaced within two years from the date the new utility lines are in service and restore the land to the satisfaction of the **GRANTOR** once new utility lines are installed and any pre-existing utility easement on **GRANTOR**'s property shall be extinguished.




Utility Easement  
Page 2


Leave blank for official recording

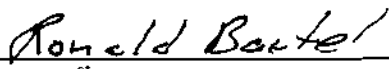
IN WITNESS WHEREOF, the GRANTOR hereunto sets its hand and seal the day and year first above written.

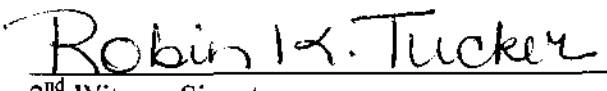
*Signed, sealed and delivered  
in the presence of:*

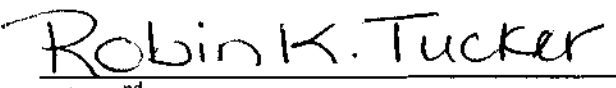
**NORTHWEST FLORIDA WATER  
MANAGEMENT DISTRICT,  
a public agency of the State of Florida**

  
1<sup>st</sup> Witness Signature

  
By: Douglas E. Barr  
As Its: Executive Director

  
Print 1<sup>st</sup> Name

  
2<sup>nd</sup> Witness Signature

  
Print 2<sup>nd</sup> Name





Utility Easement  
Page 3

Leave blank for official recording.

STATE OF Florida  
COUNTY OF Gadsden

THE FOREGOING instrument was acknowledged before me this 4<sup>th</sup> day of August, 2009, by Douglas E. Barr, as the Executive Director of the Northwest Florida Management District, a public agency of the State of Florida, who is personally known to me or who has produced \_\_\_\_\_ (type of identification) as identification and who did (did not) take an oath.

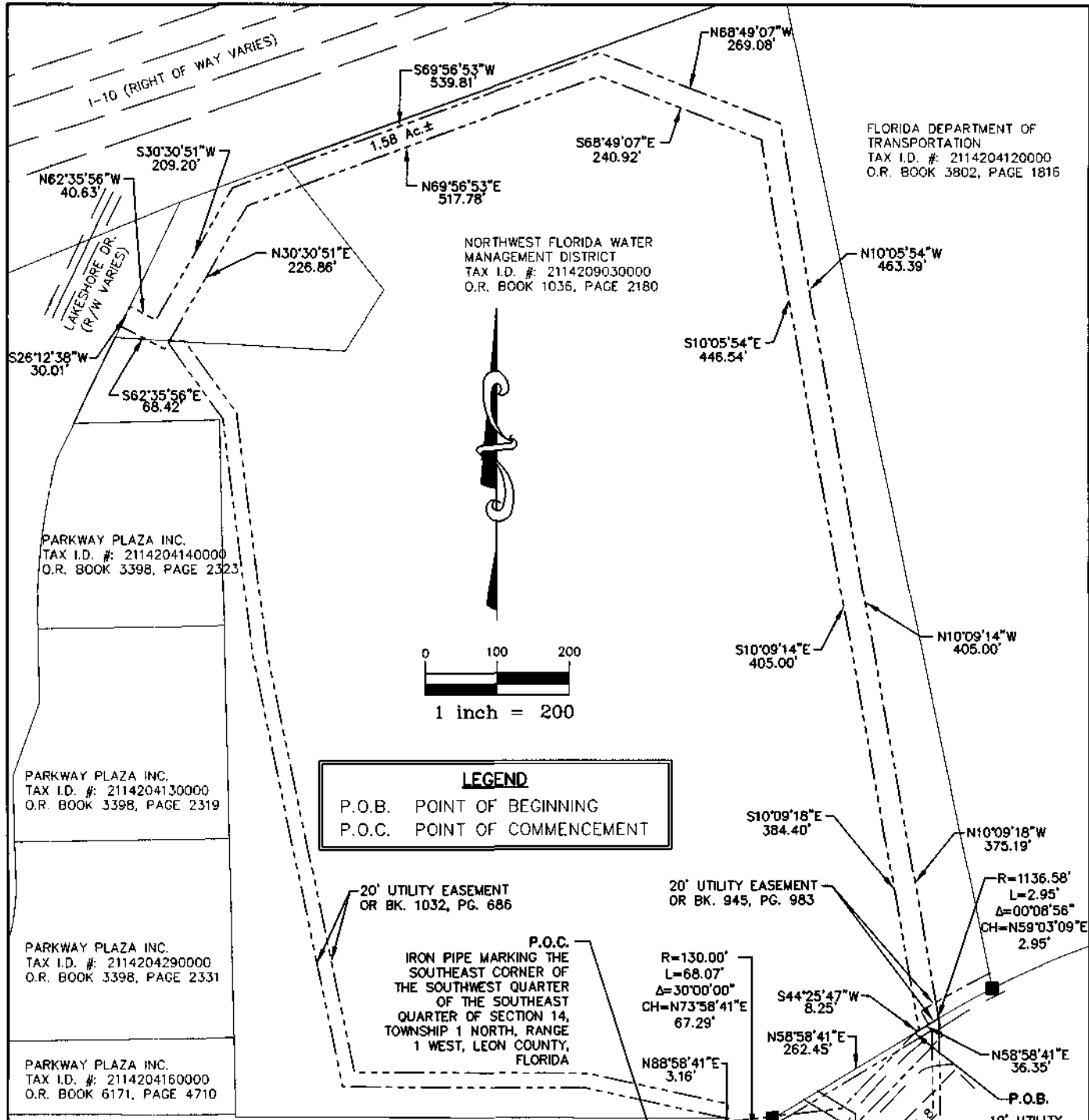
Robin K. Tucker  
Notary Public

Robin K. Tucker  
Print Notary Name  
My Commission Expires:





EXHIBIT "A"  
PAGE 1 of 2



LEGAL DESCRIPTION

COMMENCE AT AN IRON PIPE MARKING THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 14, TOWNSHIP 1 NORTH, RANGE 1 WEST, LEON COUNTY, FLORIDA, THENCE RUN NORTH 00 DEGREES 43 MINUTES 03 SECONDS WEST 971.25 FEET, THENCE RUN NORTH 88 DEGREES 58 MINUTES 41 SECONDS EAST 3.16 FEET TO A POINT ON A CURVE CONCAVE NORTHWESTERLY, THENCE RUN ALONG CURVE WITH A RADIUS OF 130.00 FEET THROUGH A CENTRAL ANGLE OF 30 DEGREES 00 MINUTES 00 SECONDS FOR AN ARC LENGTH OF 68.07 FEET (CHORD BEARS NORTH 73 DEGREES 58 MINUTES 41 SECONDS EAST 67.29 FEET), THENCE RUN NORTH 58 DEGREES 58 MINUTES 41 SECONDS EAST 262.45 FEET TO THE POINT OF BEGINNING, THENCE FROM SAID POINT OF BEGINNING CONTINUE NORTH 58 DEGREES 58 MINUTES 41 SECONDS EAST 36.35 FEET TO A POINT ON A CURVE CONCAVE SOUTHEASTERLY, THENCE RUN ALONG CURVE WITH A RADIUS OF 1136.58 FEET THROUGH A CENTRAL ANGLE OF 00 DEGREES 08 MINUTES 56 SECONDS FOR AN ARC LENGTH OF 2.95 FEET (CHORD BEARS NORTH 59 DEGREES 03 MINUTES 09 SECONDS EAST 2.95 FEET), THENCE RUN NORTH 10 DEGREES 09 MINUTES 18 SECONDS WEST 375.19 FEET, THENCE RUN NORTH 10 DEGREES 09 MINUTES 14 SECONDS WEST 405.00 FEET, THENCE RUN NORTH 10 DEGREES 05 MINUTES 54 SECONDS WEST 463.39 FEET, THENCE RUN NORTH 68 DEGREES 49 MINUTES 07 SECONDS WEST 269.08 FEET, THENCE RUN SOUTH 69 DEGREES 56 MINUTES 53 SECONDS WEST 539.81 FEET, THENCE RUN SOUTH 30 DEGREES 30 MINUTES 51 SECONDS WEST 209.20 FEET, THENCE RUN NORTH 62 DEGREES 35 MINUTES 56 SECONDS WEST 40.63 FEET TO A POINT ON THE EASTERLY RIGHT OF WAY OF LAKESHORE DRIVE, THENCE RUN ALONG SAID RIGHT OF WAY SOUTH 26 DEGREES 12 MINUTES 38 SECONDS WEST 30.01 FEET, THENCE LEAVING SAID RIGHT OF WAY RUN SOUTH 62 DEGREES 35 MINUTES 56 SECONDS EAST 68.42 FEET, THENCE RUN NORTH 30 DEGREES 30 MINUTES 51 SECONDS EAST 226.86 FEET, THENCE RUN NORTH 69 DEGREES 56 MINUTES 53 SECONDS EAST 517.78 FEET, THENCE RUN SOUTH 68 DEGREES 49 MINUTES 07 SECONDS EAST 240.92 FEET, THENCE RUN SOUTH 10 DEGREES 05 MINUTES 54 SECONDS EAST 446.54 FEET, THENCE RUN SOUTH 10 DEGREES 09 MINUTES 14 SECONDS EAST 405.00 FEET, THENCE RUN SOUTH 10 DEGREES 09 MINUTES 18 SECONDS EAST 384.40 FEET, THENCE RUN SOUTH 44 DEGREES 25 MINUTES 47 SECONDS WEST 8.25 FEET TO THE POINT OF BEGINNING, CONTAINING 1.58 ACRES MORE OR LESS.

TALLAHASSEE CABOT LODGE I  
TAX I.D. #: 2114204190000  
O.R. BOOK 2104, PAGE 1889

THE UNDERSIGNED SURVEYOR HAS NOT BEEN PROVIDED A CURRENT TITLE OPINION OR ABSTRACT OF MATTERS AFFECTING TITLE TO THE SUBJECT PROPERTY. IT IS POSSIBLE THERE ARE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS, OR OTHER INSTRUMENTS WHICH COULD AFFECT THE BOUNDARIES.

DAVID W. HUTCHESON, P.S.M. 5051  
FLORIDA REGISTRATION NO. 5051  
DATE 2/28/08  
NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

TAX I.D. 2114209030000 UTILITY EASEMENT  
SKETCH AND LEGAL DESCRIPTION  
CITY OF TALLAHASSEE WATER UTILITIES

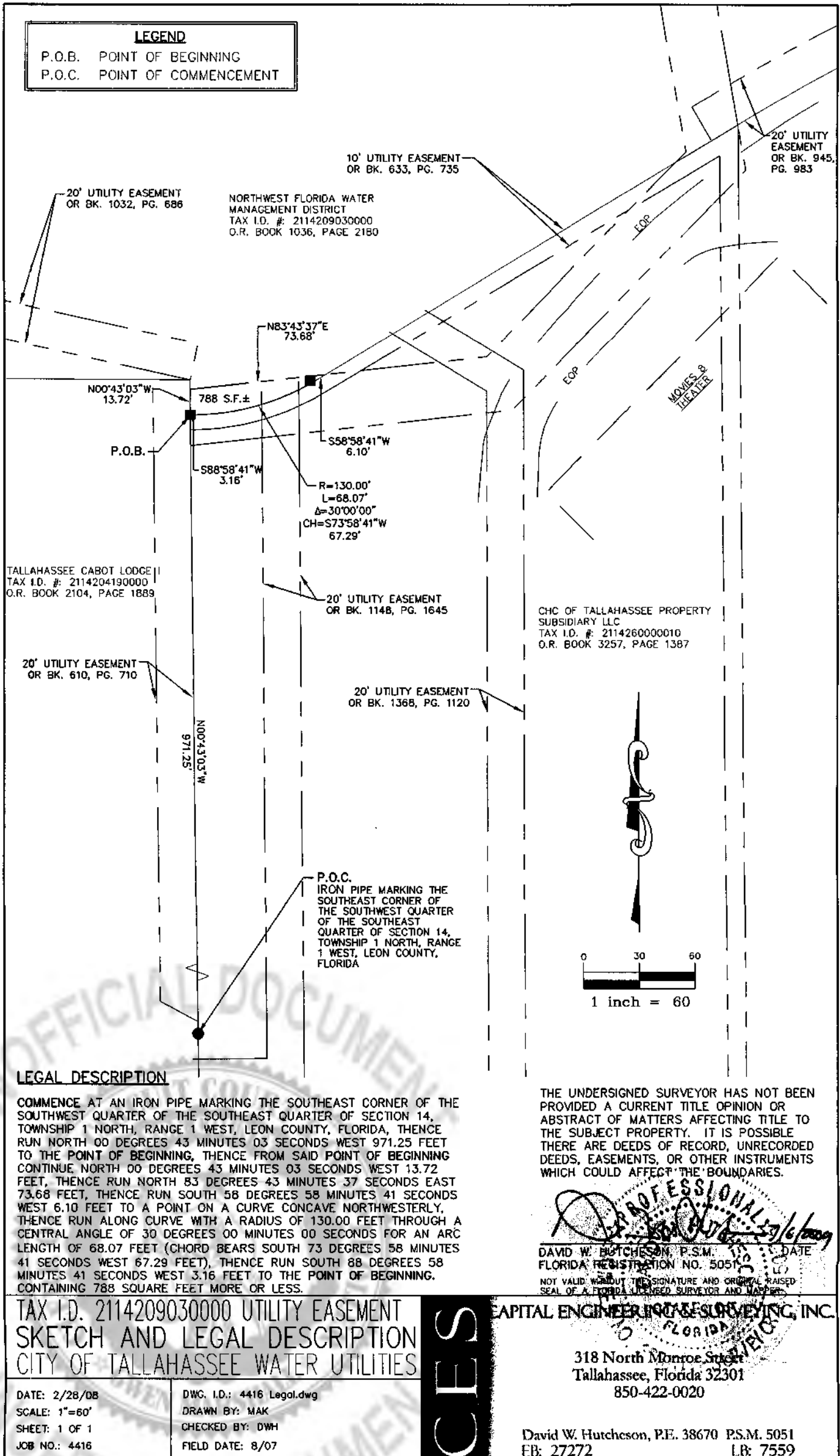
DATE: 2/28/08  
SCALE: 1"=200'  
SHEET: 1 OF 1  
JOB NO.: 4416

DWG. I.D.: 4416 Legal.dwg  
DRAWN BY: MAK  
CHECKED BY: DWH  
FIELD DATE: 8/07

CAPITAL ENGINEERING & SURVEYING, INC.  
318 North Monroe Street  
Tallahassee, Florida 32301  
850-422-0020

David W. Hutcherson, P.E. 38670 P.S.M. 5051  
E.R. 27272 I.B. 7559



EXHIBIT "A"  
PAGE 2 of 2



**Sapala, Amanda**

---

**From:** Sapala, Amanda  
**Sent:** Sunday, October 4, 2020 4:23 PM  
**To:** 'Erica.Brookman@dot.state.fl.us'  
**Subject:** RE: Lake Jackson Greenway & Trail Review  
**Attachments:** LJG PCN 01 - Exhibit C - Study Location 3.pdf; Lake Jackson - Study Location C - Sugar Creek - Plan and Profile.pdf

Hi Erica,

Thank you so much for taking the time to meet with us on Wednesday. Attached are copies of the documentation that we shared for your review. Please let me know if I can answer any additional questions, and I'll give you a ring maybe Wednesday/Thursday of next week.

Thanks so much!

Amanda

**Amanda Sapala**, AICP-C  
Planner

D: 850.219.8409  
M: 843.412.3848

**Gresham Smith**  
2073 Summit Lake Drive, Suite 155  
Tallahassee, FL 32317

[GreshamSmith.com](http://GreshamSmith.com)

-----Original Appointment-----

**From:** Sapala, Amanda  
**Sent:** Friday, September 25, 2020 5:15 PM  
**To:** Sapala, Amanda; Erica.Brookman@dot.state.fl.us; Strickland, Tyler  
**Cc:** Lee, Jarrod  
**Subject:** Lake Jackson Greenway & Trail Review  
**When:** Wednesday, September 30, 2020 2:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** Microsoft Teams Meeting

Hi Erica,

It was a pleasure speaking with you today about the Lake Jackson Greenway & Trail project here in Tallahassee, FL for the Blueprint Intergovernmental Agency. As I mentioned, Blueprint is contemplating an alternative alignment for the trail that would cross over the southern portion of the FDOT pond south of I-10 near Sharer Rd. We are still in the planning phase evaluating feasibility, and we look forward to sitting down with you and sharing graphics and details.

Have a wonderful weekend!

Amanda



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## Join Microsoft Teams Meeting

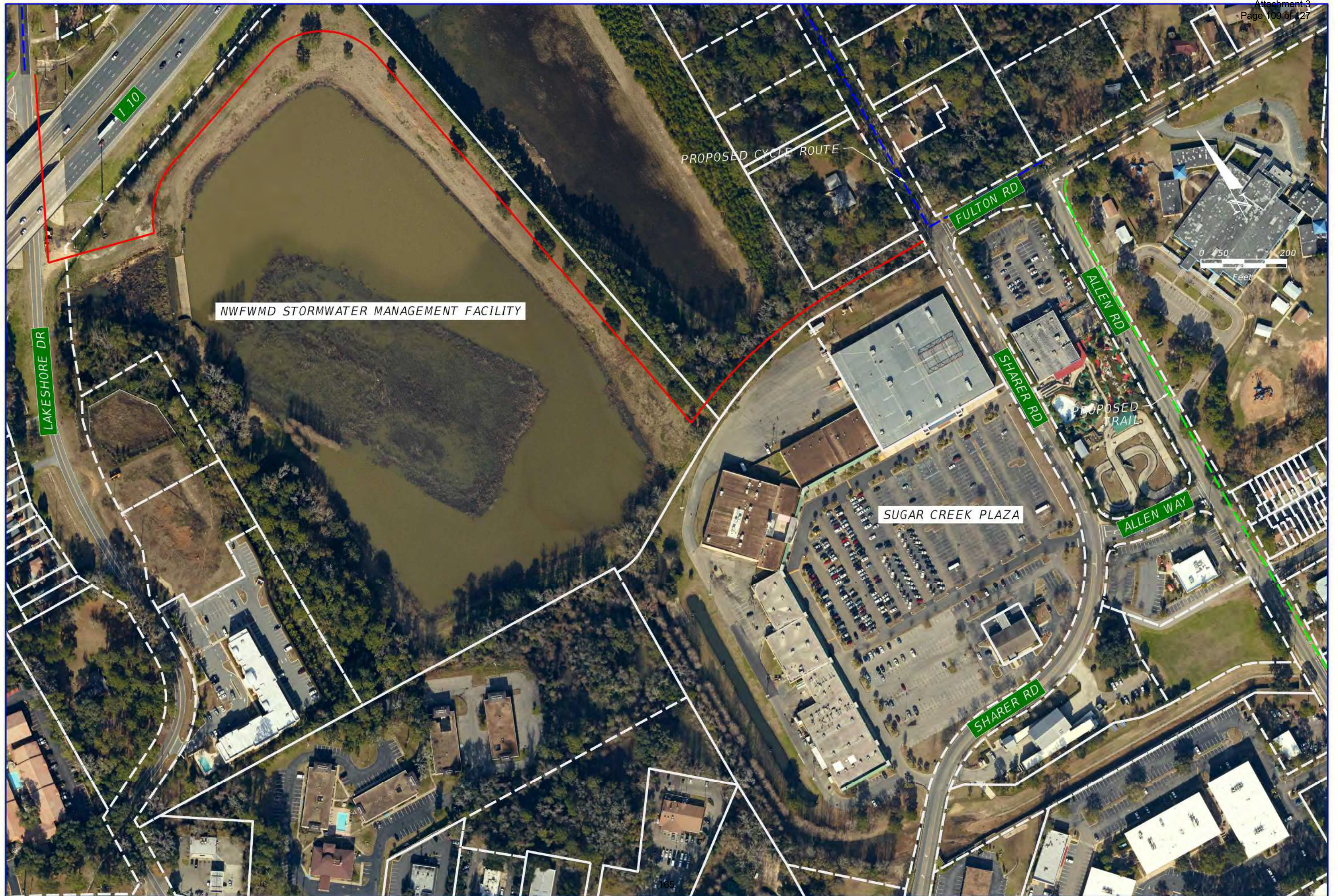
+1 615-610-1646 United States, Nashville (Toll)

Conference ID: 318 393 926#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)





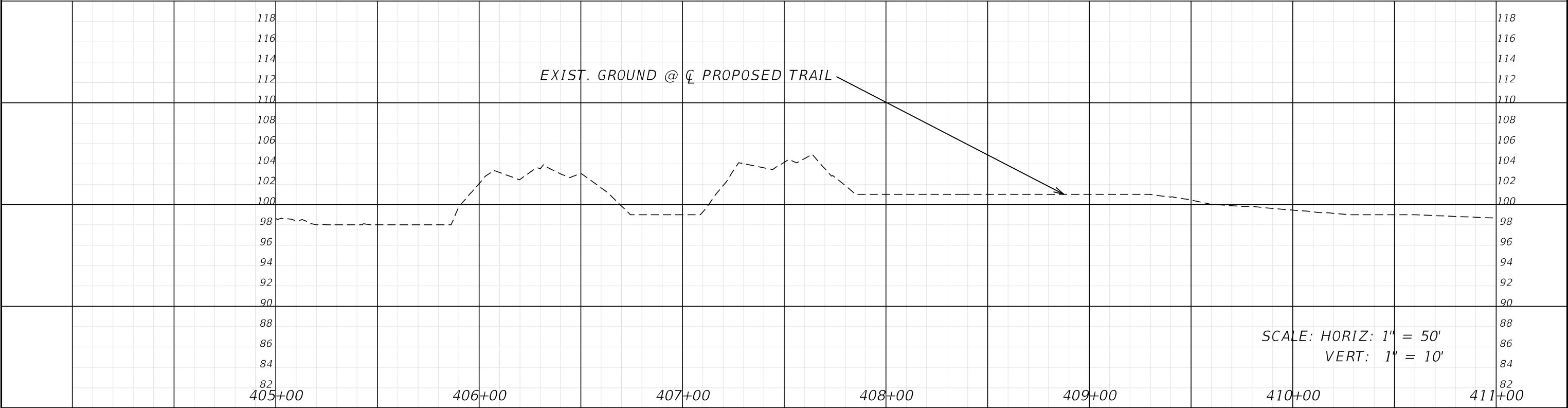






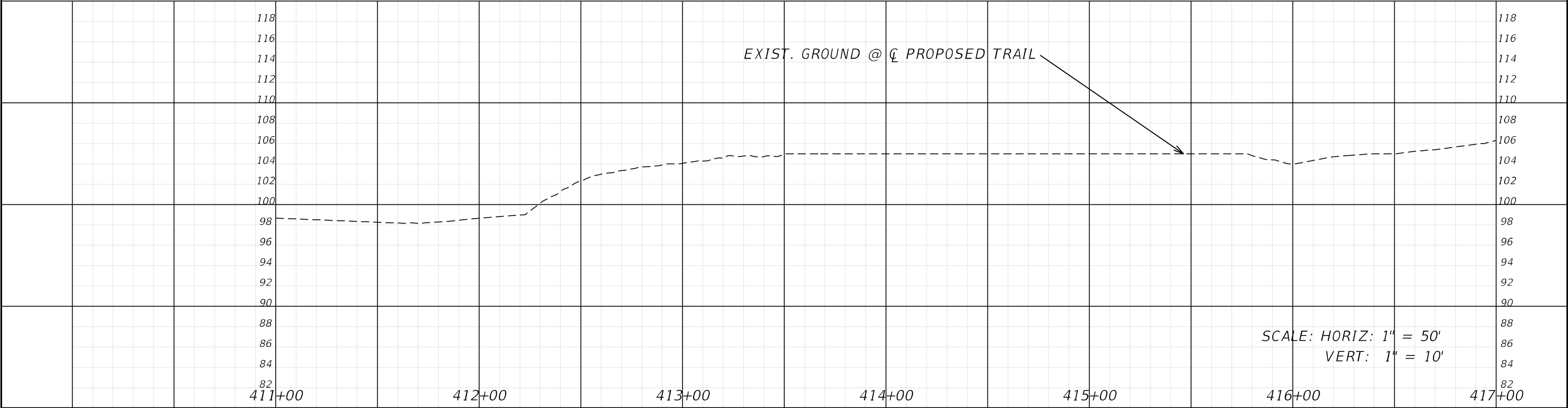
REVISIONS				R. TYLER STRICKLAND, P.E. P.E. LICENSE NUMBER 65519 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 <sup>166</sup> TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			I-10 TO SHARER RD PROFILE EXHIBIT C	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		1





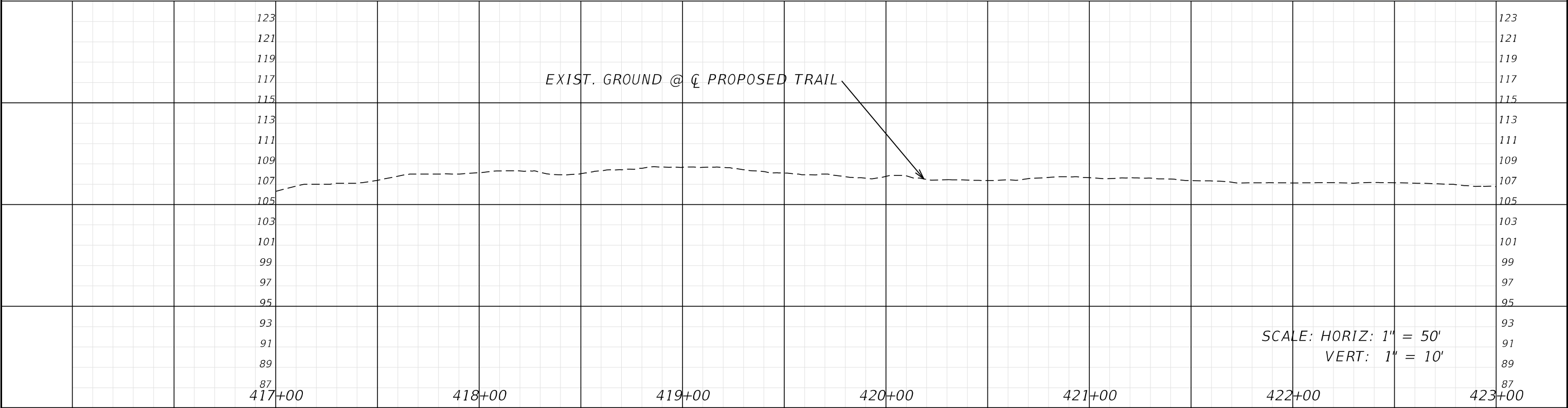
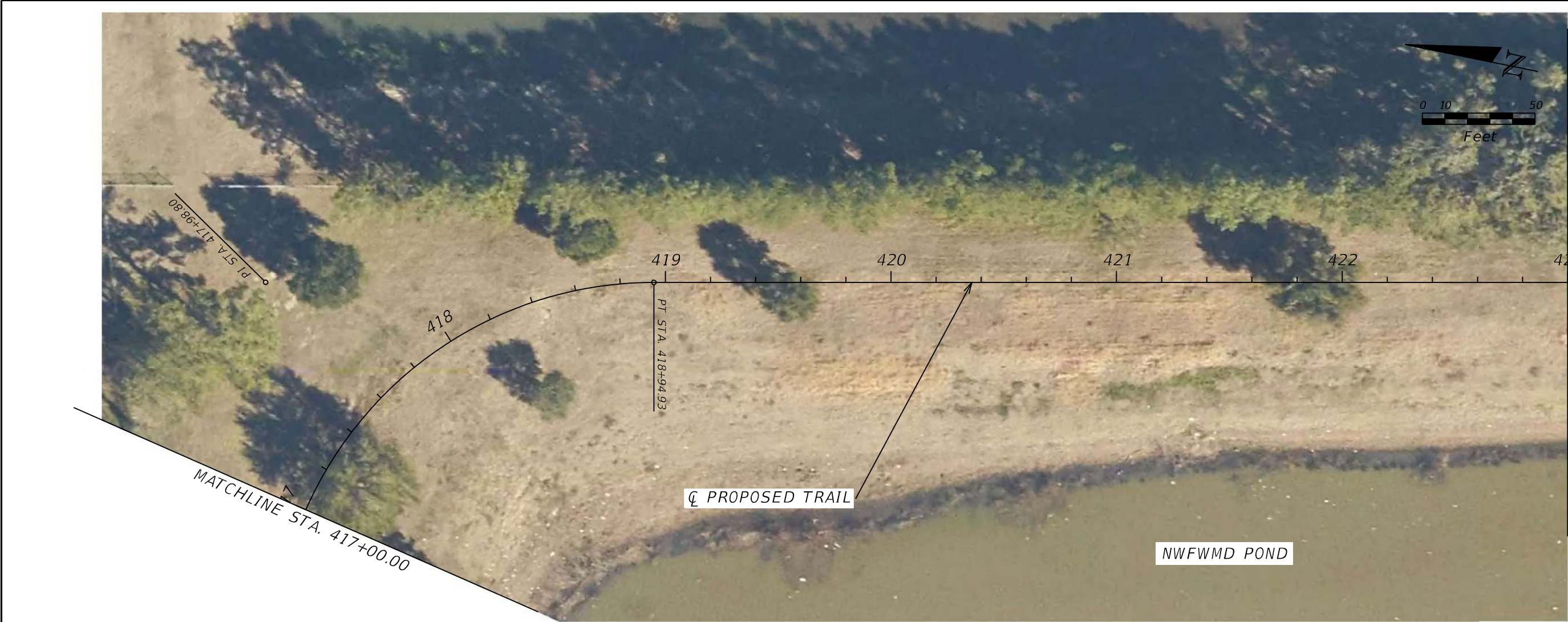
REVISIONS				R. TYLER STRICKLAND, P.E. P.E. LICENSE NUMBER 65519 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 <sup>167</sup> TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			I-10 TO SHARER RD PROFILE EXHIBIT C		SHEET NO.
DATE	DESCRIPTION		DATE		ROAD NO.	COUNTY	FINANCIAL PROJECT ID			
										2





REVISIONS				R. TYLER STRICKLAND, P.E. P.E. LICENSE NUMBER 65519 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 <sup>168</sup> TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			I-10 TO SHARER RD PROFILE EXHIBIT C	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		3





REVISIONS				R. TYLER STRICKLAND, P.E. P.E. LICENSE NUMBER 65519 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 <sup>169</sup> TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			I-10 TO SHARER RD PROFILE EXHIBIT C	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		4





REVISIONS				R. TYLER STRICKLAND, P.E. P.E. LICENSE NUMBER 65519 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 <sup>170</sup> TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			I-10 TO SHARER RD PROFILE EXHIBIT C	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION						
					ROAD NO.	COUNTY	FINANCIAL PROJECT ID		5

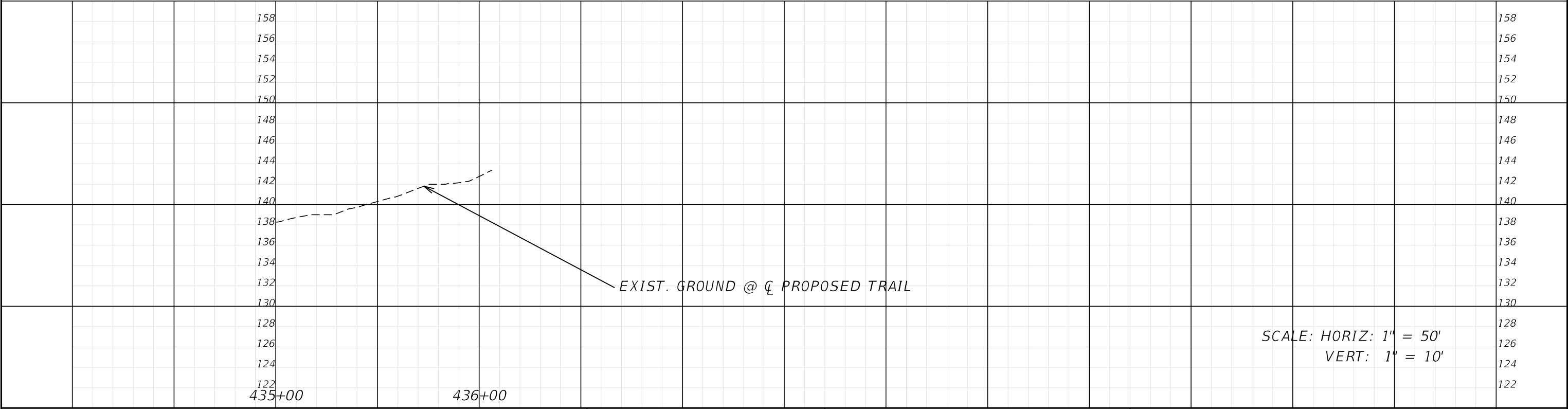




SCALE: HORIZ: 1" = 50'  
VERT: 1" = 10'

REVISIONS				R. TYLER STRICKLAND, P.E. P.E. LICENSE NUMBER 65519 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 <sup>171</sup> TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			I-10 TO SHARER RD PROFILE EXHIBIT C	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION						
									6





REVISIONS				R. TYLER STRICKLAND, P.E. P.E. LICENSE NUMBER 65519 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 <sup>172</sup> TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			I-10 TO SHARER RD PROFILE EXHIBIT C	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		7



## Sapala, Amanda

---

**From:** Brookman, Erica <Erica.Brookman@dot.state.fl.us>  
**Sent:** Friday, October 16, 2020 10:06 AM  
**To:** Sapala, Amanda  
**Subject:** [EXTERNAL] RE: Lake Jackson Greenway & Trail Review

Hey Amanda,  
I'm still trying to coordinate with Colby to be able to provide you information. FDOT is busy working on hurricane projects right now too. Thanks for following up.

*Erica Collins Brookman*

District Environmental Permits Coordinator – Environmental Supervisor II  
Florida Department of Transportation – District 3 Environmental Management Office  
1074 Highway 90, PO Box 607, Chipley, FL 32428-3162  
[Erica.Brookman@dot.state.fl.us](mailto:Erica.Brookman@dot.state.fl.us)  
Office: 850-330-1506 Mobile: 850-326-5703 Fax: 850-330-1486

---

**From:** Sapala, Amanda <amanda.sapala@greshamsmith.com>  
**Sent:** Friday, October 16, 2020 9:00 AM  
**To:** Brookman, Erica <Erica.Brookman@dot.state.fl.us>  
**Subject:** RE: Lake Jackson Greenway & Trail Review

**EXTERNAL SENDER:** Use caution with links and attachments.

Hi Erica,

Just wanted to touch base regarding the proposed alignment below and talk through next steps? I'll give you a ring later today to see if we can connect.

Thanks so much!

Amanda

**Amanda Sapala, AICP-C**  
Planner

D: 850.219.8409  
M: 843.412.3848

**Gresham Smith**  
2073 Summit Lake Drive, Suite 155  
Tallahassee, FL 32317  
[GreshamSmith.com](http://GreshamSmith.com)

---

**From:** Sapala, Amanda  
**Sent:** Sunday, October 4, 2020 4:23 PM



**To:** 'Erica.Brookman@dot.state.fl.us' <[Erica.Brookman@dot.state.fl.us](mailto:Erica.Brookman@dot.state.fl.us)>

**Subject:** RE: Lake Jackson Greenway & Trail Review

Hi Erica,

Thank you so much for taking the time to meet with us on Wednesday. Attached are copies of the documentation that we shared for your review. Please let me know if I can answer any additional questions, and I'll give you a ring maybe Wednesday/Thursday of next week.

Thanks so much!

Amanda

**Amanda Sapala**, AICP-C  
Planner

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**Gresham Smith**

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-----Original Appointment-----

**From:** Sapala, Amanda

**Sent:** Friday, September 25, 2020 5:15 PM

**To:** Sapala, Amanda; [Erica.Brookman@dot.state.fl.us](mailto:Erica.Brookman@dot.state.fl.us); Strickland, Tyler

**Cc:** Lee, Jarrod

**Subject:** Lake Jackson Greenway & Trail Review

**When:** Wednesday, September 30, 2020 2:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Microsoft Teams Meeting

Hi Erica,

It was a pleasure speaking with you today about the Lake Jackson Greenway & Trail project here in Tallahassee, FL for the Blueprint Intergovernmental Agency. As I mentioned, Blueprint is contemplating an alternative alignment for the trail that would cross over the southern portion of the FDOT pond south of I-10 near Sharer Rd. We are still in the planning phase evaluating feasibility, and we look forward to sitting down with you and sharing graphics and details.

Have a wonderful weekend!

Amanda

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[Join Microsoft Teams Meeting](#)

+1 615-610-1646 United States, Nashville (Toll)

Conference ID: 318 393 926#



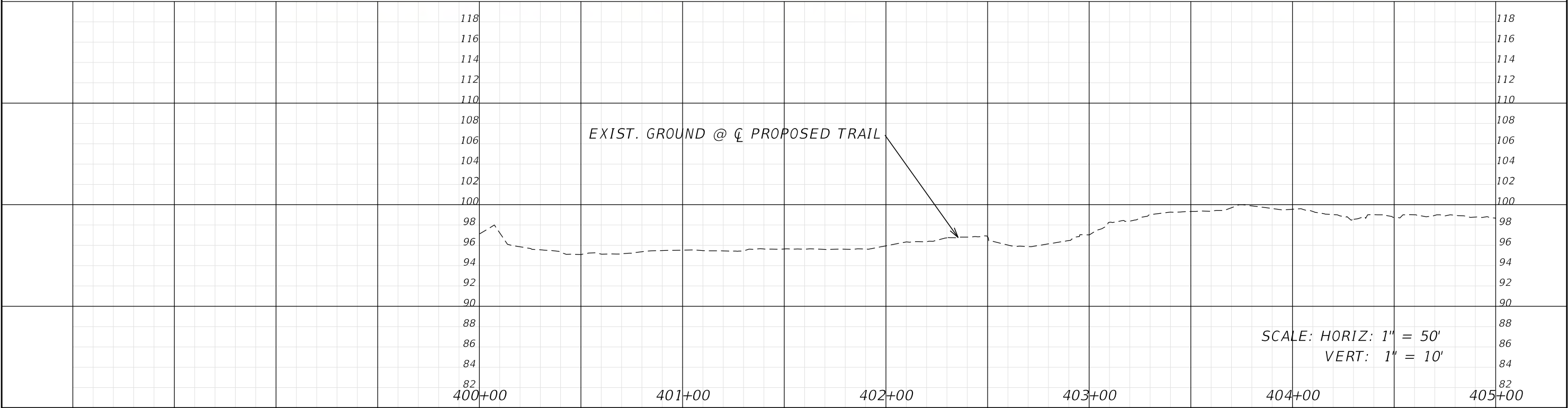
[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)



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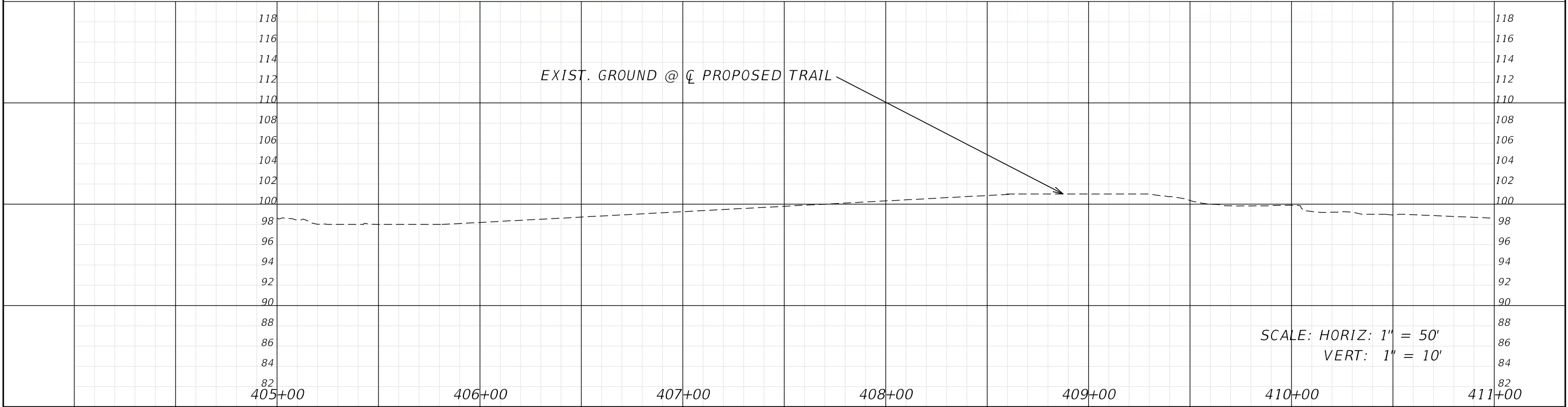
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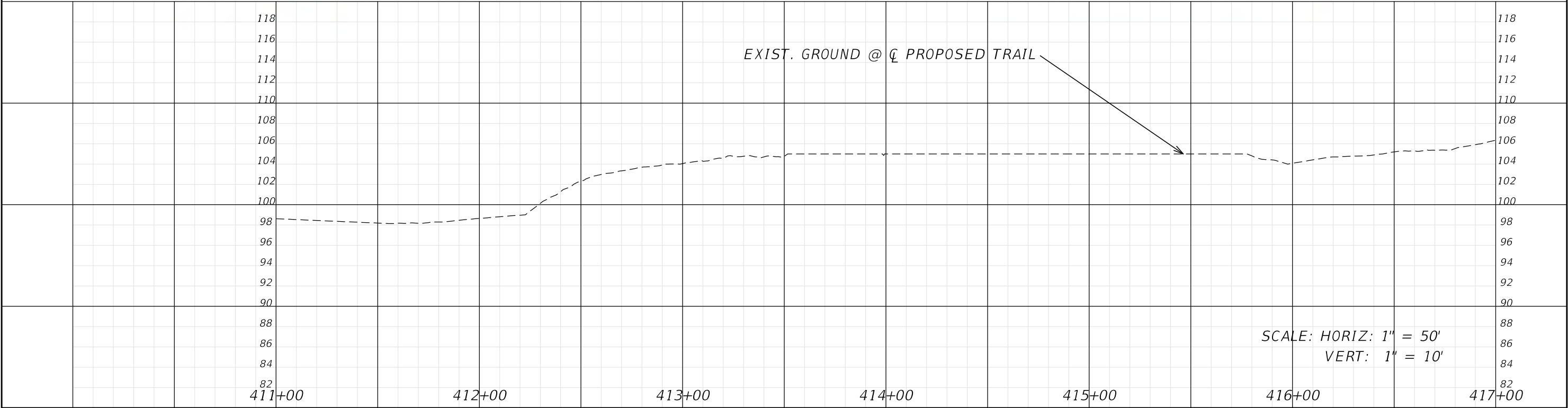
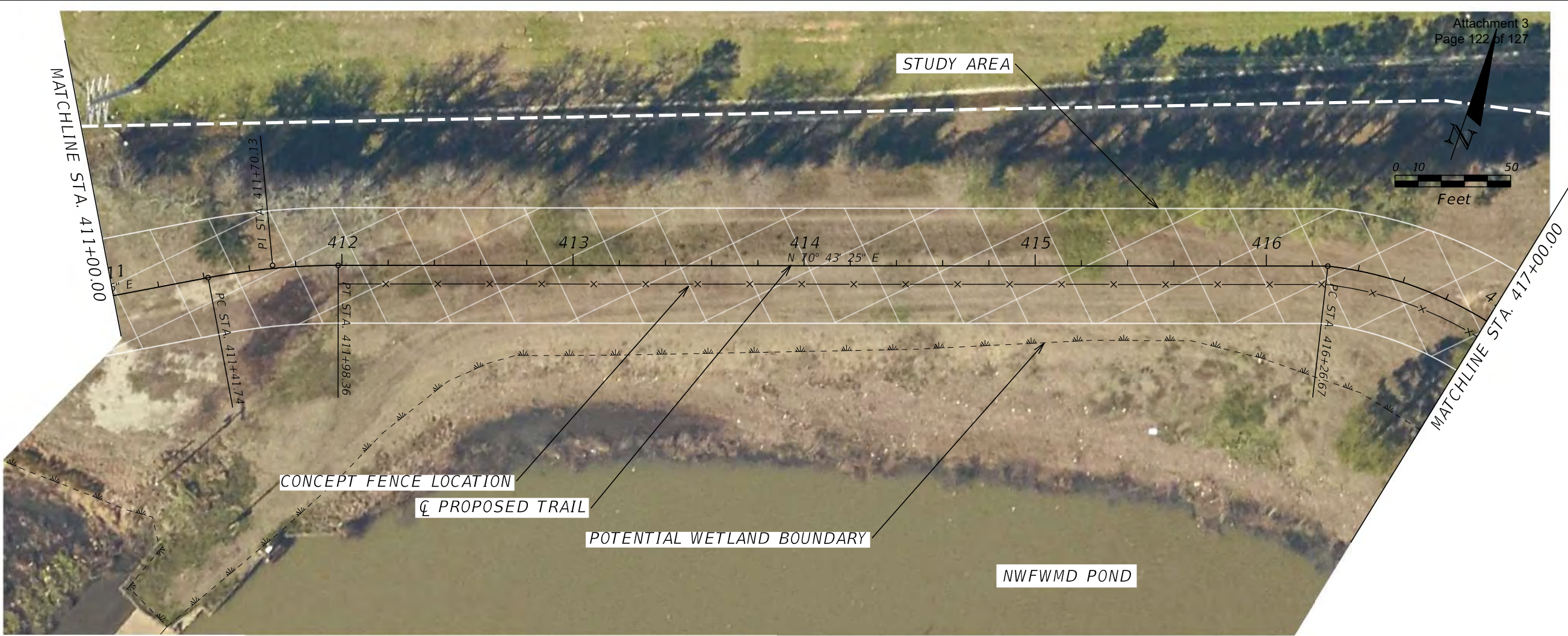
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DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID			
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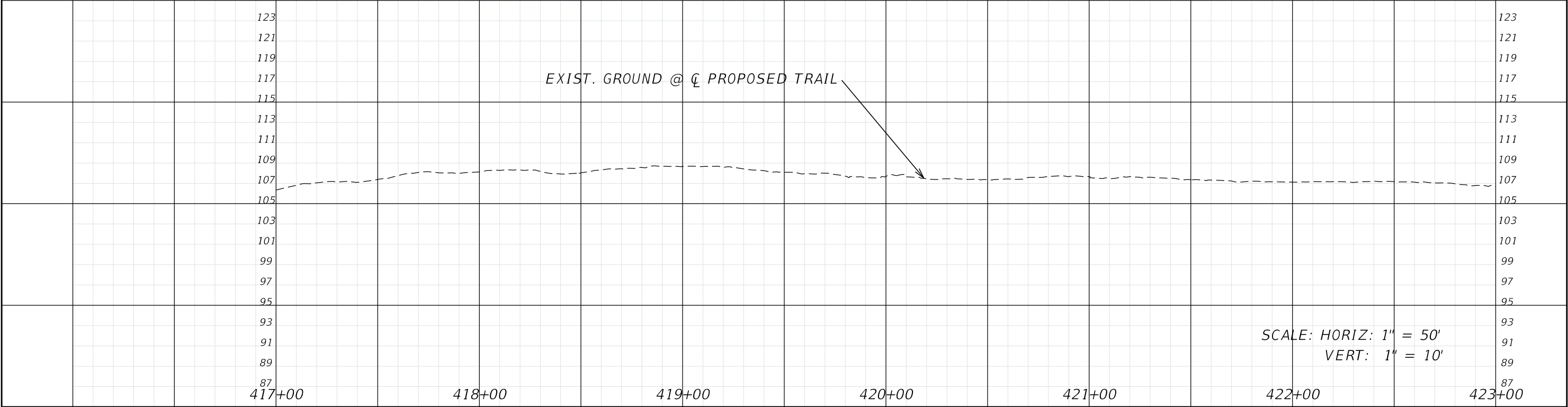
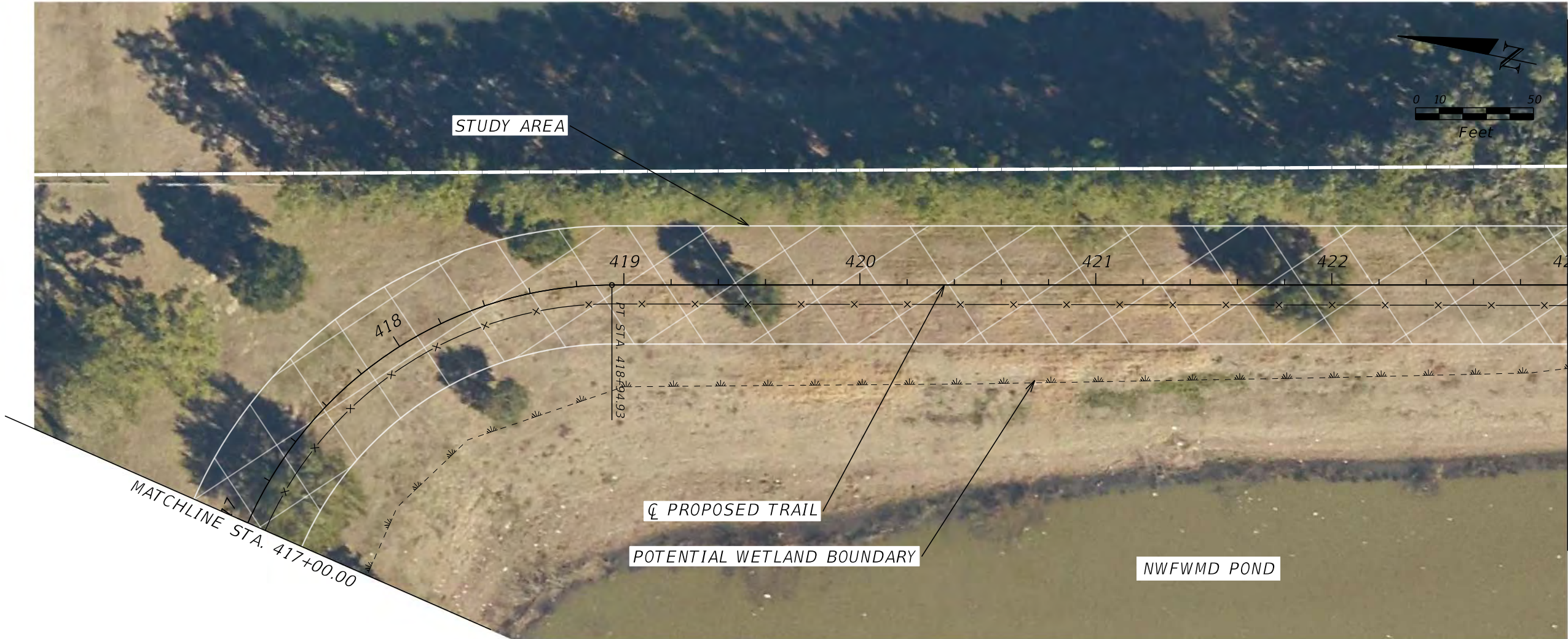
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DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID			
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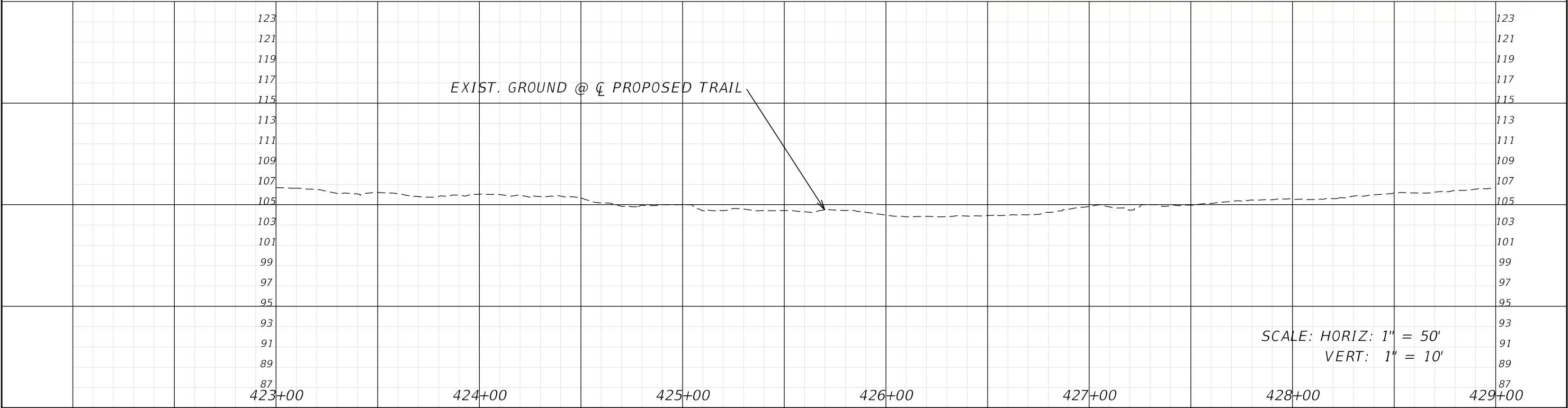
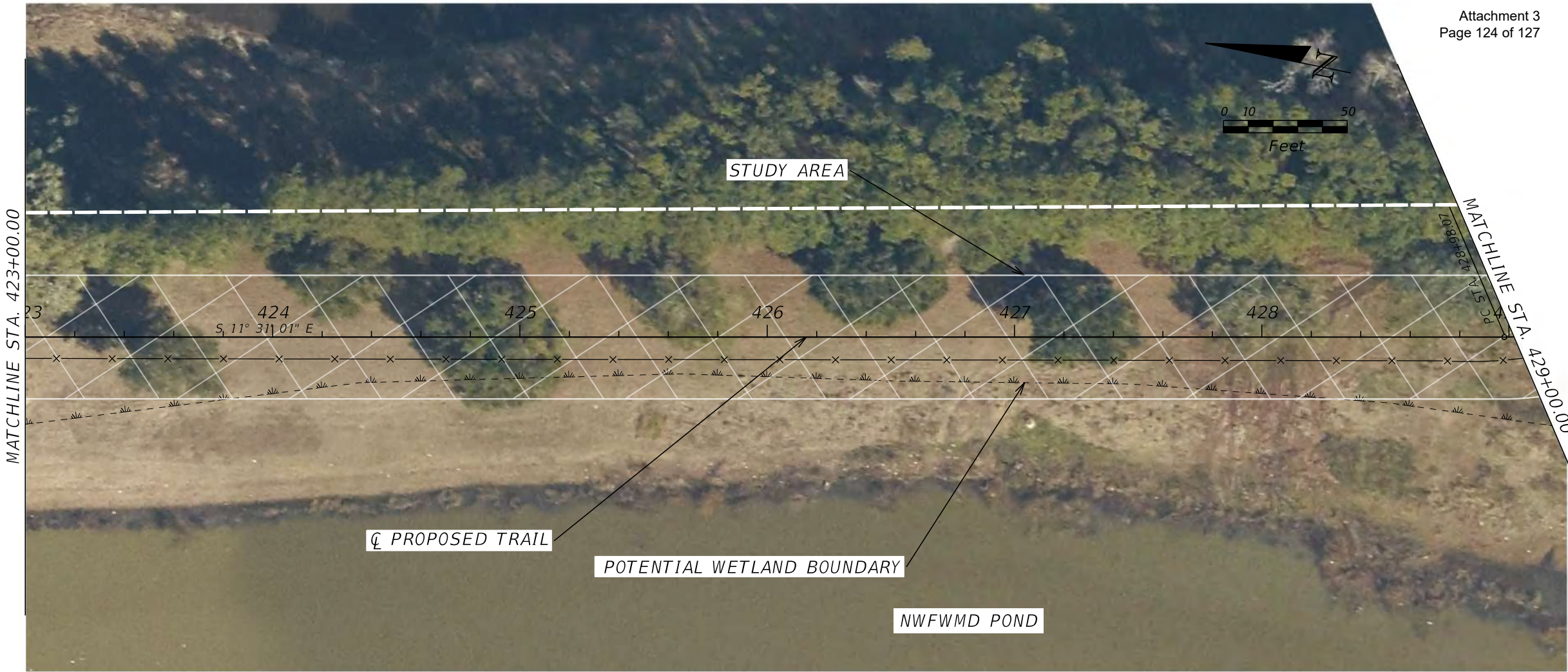
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DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID			





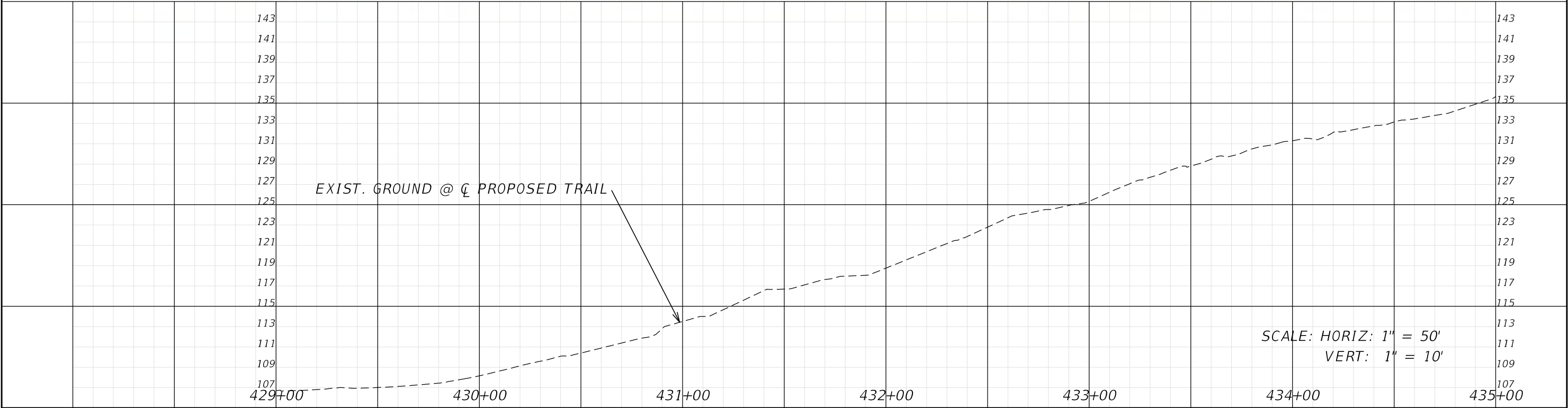
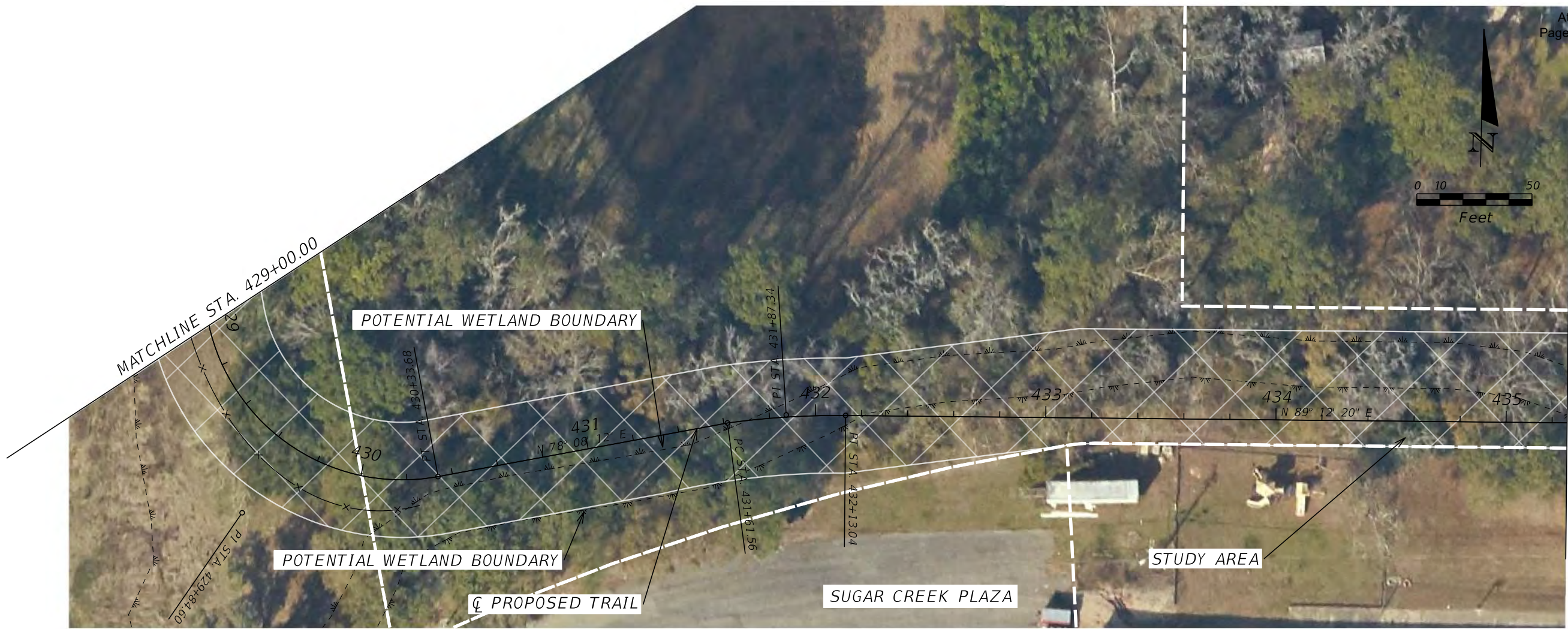
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DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID			





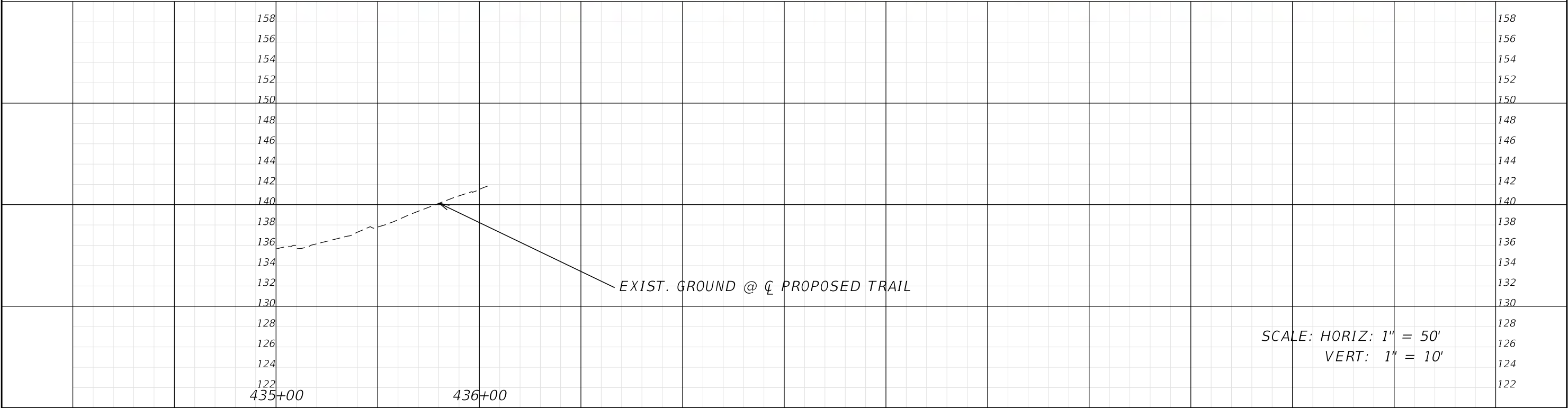
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REVISIONS				JARROD M. LEE, P.E. P.E. LICENSE NUMBER 88715 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 <sup>181</sup> TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			PLAN / PROFILE LOC. 3 SUGAR CREEK	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		ROAD NO.	COUNTY	FINANCIAL PROJECT ID		6





SCALE: HORIZ: 1" = 50'  
VERT: 1" = 10'

REVISIONS				JARROD M. LEE, P.E. P.E. LICENSE NUMBER 88715 GRESHAM SMITH 2073 SUMMIT LAKE DRIVE, SUITE 155 <sup>182</sup> TALLAHASSEE, FL 32317	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			PLAN / PROFILE LOC. 3 SUGAR CREEK	SHEET NO.
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## STATUS UPDATE ON THE NORTHEAST CONNECTOR CORRIDOR: BANNERMAN ROAD PROJECT

This attachment to the February 18, 2021 Project Update item provides a status update on the Blueprint Northeast Connector Corridor: Bannerman Road Project, including draft typical sections that will be presented to the public at the upcoming community engagement activities scheduled for the week of February 27, 2021.

Based on the results of a Traffic Feasibility Analysis and IA Board direction provided at the September 18, 2020 meeting, the project will relieve congestion by widening Bannerman Road from Quail Common Drive to Preservation Road, and improve bicycle and pedestrian access from Thomasville Road to Meridian Road. Over the last four months a substantial amount of progress has been made on the project including multiple in-person and virtual community engagement events. A virtual public meeting room and presentation describing the project and detailing the results of the Traffic Feasibility Study has been available since November 7, 2020, and a survey to determine corridor preferences is currently active. Three community events are scheduled for the week of February 27, 2021, and based on feedback received and continued technical analysis, the project team will continue to refine the typical roadway sections. The recommended typical roadway sections will be presented to the IA Board in spring 2021 for selection of a Preferred Typical Section for each of the three segments of the Bannerman Road corridor, which will guide final design of the planned improvements.

### Background

The Northeast Connector Corridor: Bannerman Road Project is one of the 27 Blueprint 2020 Infrastructure projects. It was prioritized by the IA Board at the February 21, 2017 meeting and identified for advance funding through the approval of both the FY 2019 – 2024 Implementation Plan at the June 21, 2018 meeting and subsequently the FY 2019 budget at the September 20, 2018 meeting. The project map is included below:





## Existing Conditions

Bannerman Road is a 4.2 mile roadway in northeast Leon County connecting Meridian Road and Thomasville Road. As a collector roadway, Bannerman Road serves to move traffic from local streets to arterial roads like Thomasville Road and supports the movement between residential and commercial areas. The majority of the roadway, 4.04 miles, is currently a two-lane, undivided corridor excepting the 0.24 mile section from Quail Common to Thomasville Road, which has been improved to a four-lane divided facility with a median. Most of the corridor lacks pedestrian and bicycle facilities, and the roadway profile is rural with open swales for drainage. No stormwater treatment is provided for the roadway other than minimal detention time in grassed ditches. Lighting is also absent from the majority of the roadway with the exception of some overhead street lighting at the Preservation Road intersection. The existing lanes are 11 feet wide and the unpaved graded shoulders vary in width along the corridor. The roadway was repaved approximately 10 years ago and the pavement, lane markings and striping are all in fair condition. Portions of Bannerman Road have been expanded at intersections with North Meridian Road, Preservation Road, Bull Headley Road and Tekesta Drive. Improvements at these intersections include the addition of turn lanes, some curb and drainage structure installations, sidewalks, traffic signal upgrades and signing and pavement markings.

## Blueprint Project Status

The Northeast Connector: Bannerman Road project is intended to relieve congestion by widening Bannerman Road and improving bicycle and pedestrian access from Thomasville Road to Meridian Road. Additional components of the project include three sidewalk extension projects in the neighborhood surrounding Bannerman Road, and expansion of the Greenways System by constructing the Meridian Road Trail from Bannerman Road south to Lake Overstreet.

At their September 20, 2018 and June 27, 2019 meetings, the IA Board directed Blueprint to evaluate widening Bannerman Road to four lanes from Tekesta Road to Meridian Road. The results of this Traffic Feasibility Analysis were presented at the September 17, 2020 meeting. This technical analyses included an existing and projected future traffic volume analysis, safety study, and development of preliminary cost estimates, to determine the need for, and feasibility of, widening Bannerman Road west of Tekesta Drive. To determine existing vehicular capacity as well as future needs through year 2045, the Feasibility Analysis accounted for changes in the transportation network, including the construction of the Orchard Pond Parkway, as well as the increase in residential and commercial development at Bannerman Crossing and throughout the corridor, that have occurred since the completion of the Leon County 2012 Bannerman Road Corridor Study. Because widening from Thomasville Road to Tekesta Drive was previously recommended and included in the Blueprint project, the Feasibility Analysis focused on traffic conditions and future projections to determine the need for widening from Tekesta Drive to Meridian Road.

Based on the results of the Feasibility Analysis, future traffic along Bannerman Road west of Tekesta Drive is anticipated to exceed existing vehicle capacity by 2045. Table 1, below,



summarizes the traffic analysis results, which illustrate the volume over capacity (V/C) ratio exceeding 1.0 indicating the roadway is over capacity in 2045 on the two-lane sections of Bannerman Road, From Meridian Road to Tekesta Drive.

**Table 1. Bannerman Road Traffic Capacity Analysis Results, 2025 – 2045**

No Build (Tekesta to Thomasville 4-laned)										
2025 to 2045 Peak Hour Peak Direction Segment Analysis Overview										
Segment	Limits	Number of Lanes	LOS Standard	Adjusted Service Volume	Peak Hour Peak Direction Volume			V/C Ratio		
					2025	2035	2045	2025	2035	2045
1	N. Meridian Road to Preservation Road	2U	D	560	457	551	663	0.82	0.98	1.18
2	Preservation Road to Tekesta Drive	2U	D	720	611	729	870	0.85	1.01	1.21
3	Tekesta Drive to Thomasville Road (Planned Widening to 4 Lanes - No Build Scenario)	4D	D	1,638	959	1,036	1,119	0.59	0.63	0.68

*\*Yellow indicates segment is approaching capacity; red indicates segments exceeding capacity.*

To mitigate future traffic congestion, improve safety, and increase multimodal accessibility, widening Bannerman Road to four lanes from Tekesta Drive westward to Preservation Road, and adding a median and turn lanes to the two-lane roadway from Preservation Road westward to Meridian Road was recommended and subsequently approved by the IA Board. Specifically, the following improvements for Segments 1 and 2 of Bannerman Road at the September 17, 2020 meeting were approved by the IA Board:

**Segment 1 (Meridian to Preservation):** includes maintaining a two-lane roadway from North Meridian Road to Preservation Road separated by a raised median to provide for turn lanes throughout the corridor. Also, the safety provided for vehicles traveling along this section of Bannerman Road by constructing turn lanes within the median was taken into account in this recommendation. The proposed median turn lanes may reduce rear-end collisions. The proposed sidewalk and trail will increase pedestrian safety. The median will also provide aesthetic landscaping and vegetation along the corridor.

**Segment 2 (Preservation to Tekesta):** includes widening to four lanes from Preservation Road to Tekesta Drive, as well as adding a raised median. The enclosed curb and gutter drainage system reduces the additional right-of-way needed to construct the roadway. Along the south side of Bannerman Road, the Cawthon Development, through a development agreement with Leon County, has been working with Blueprint to donate a total of approximately four acres of right-of-way adjacent to the south side of Bannerman Road.

### Draft Typical Roadway Sections

The improvements for the Bannerman Road corridor identified in the September 17, 2020 agenda item guided the development of the draft typical sections presented in this section. Three alternatives have been developed for each of the three roadway segments:

**Alternative A:** For each segment, this alternative represents the least property and right-of-way impacts to surrounding residents and neighborhoods. Alternative A provided the



needed vehicular improvements identified through the Traffic Feasibility Analysis, described above, as well as the desired multimodal improvements to provide connectivity and accessibility for people along the corridor.

**Alternative B:** For each segment, this alternative provides the needed vehicular improvements identified through the Traffic Feasibility Analysis, and expands the off-road multimodal facility options. Alternative B includes a micromobility lane south of the roadway for bicyclists and motorized micromobility devices, including golf carts, scooters, and electric bikes. Speed limits consistent with local and state requirements would be posted along the off-road micromobility lane. North of the roadway, a shared-use path for pedestrians is provided.

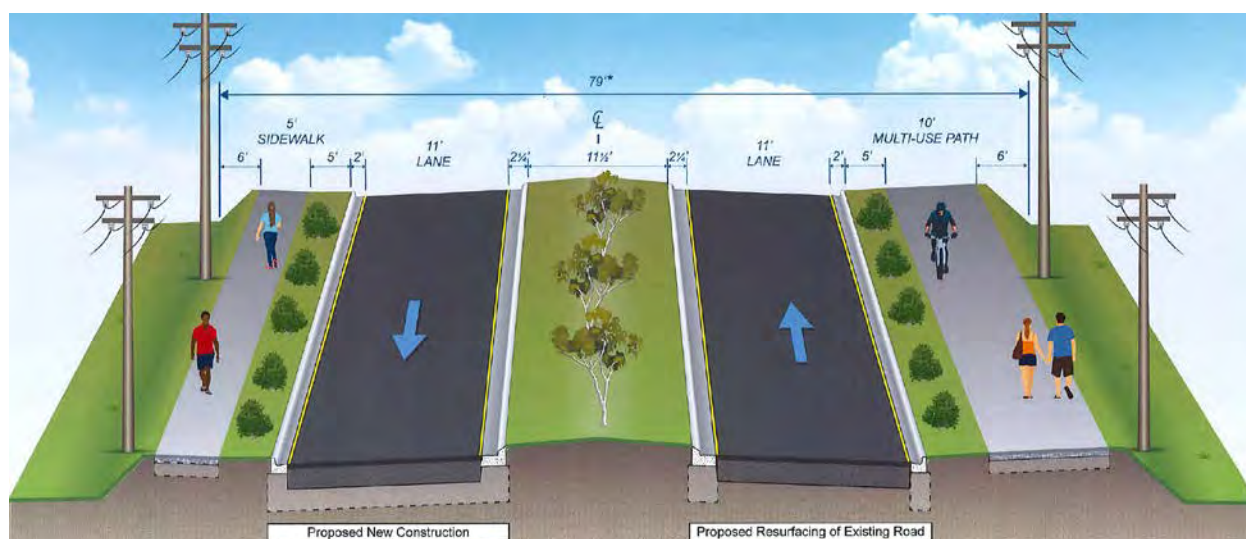
**Alternative C:** For each segment, this alternative provides the needed vehicular improvements identified through the Traffic Feasibility Analysis, and expands the on-road multimodal facility options. Alternative C includes an on-street micromobility lane for bicyclists and motorized micromobility devices, including golf carts, scooters, and electric bikes. As illustrated, this facility would be delineated with pavement marking, paint, and other treatments and may be determined to increase safety and visibility. North of the roadway, a shared-use path for pedestrians is provided.

For each segment, the following graphics illustrate specific improvements for consideration:

#### Segment 1: Meridian Road to Preservation Road

For Segment 1, all alternatives presented below widen Bannerman Road to the north of the existing roadway. The southernmost existing vehicle lane will be maintained as part of the final improvements, with the addition of curb and gutter. Based on existing 40' maintained right-of-way along this segment, all alternatives illustrated below will require the acquisition of a minimum of 39' of additional right-of-way.

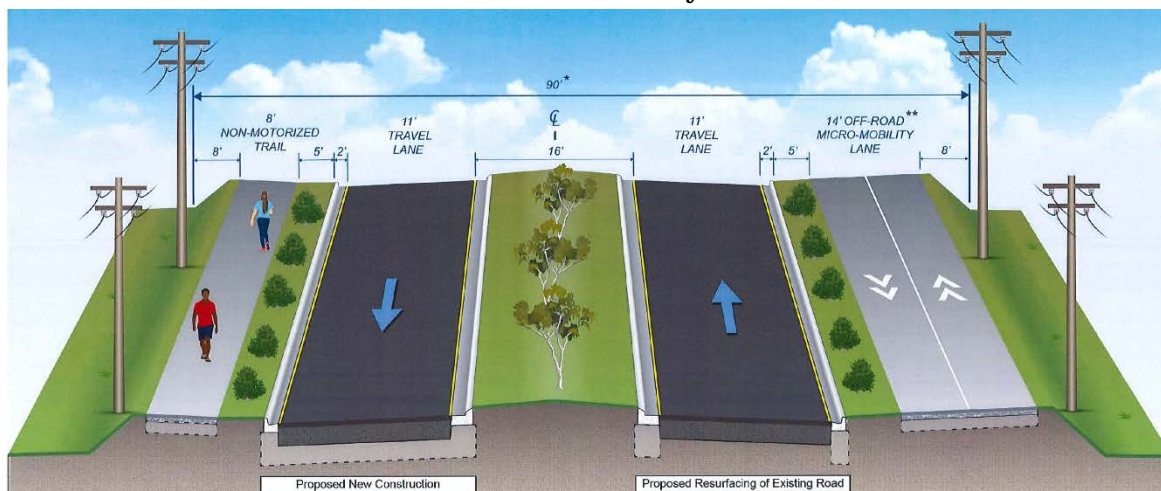
- **Alternative A:** Two-lane road with raised median and turn lanes, sidewalk, and multiuse trail.



*\*Existing maintained right-of-way along Segment 1 is approximately 40 feet.*



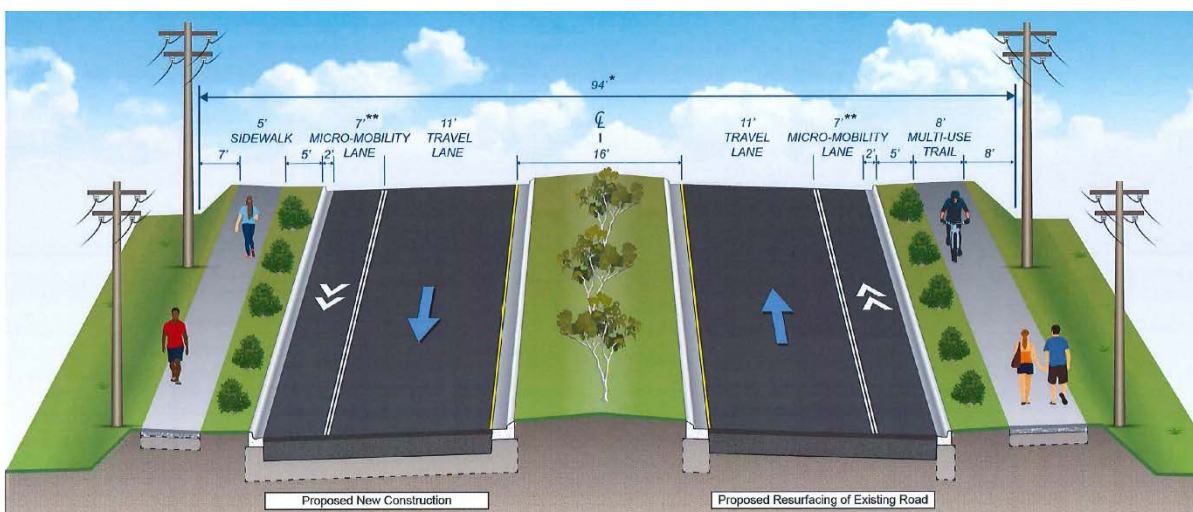
- Alternative B: Two-lane road with raised median and turn lanes, multiuse path, and dedicated off-road motorized vehicle facility.



*\*Existing maintained right-of-way along Segment 1 is approximately 40 feet.*

*\*\*Allowable uses: bicycles and motorized vehicles limited to 15mph, including golf carts, electric bikes, and others meeting operating criteria*

- Alternative C: Two-lane road with raised median and turn lanes, multiuse path, and dedicated on-road micro-mobility lane.



*\*Existing maintained right-of-way along Segment 1 is approximately 40 feet.*

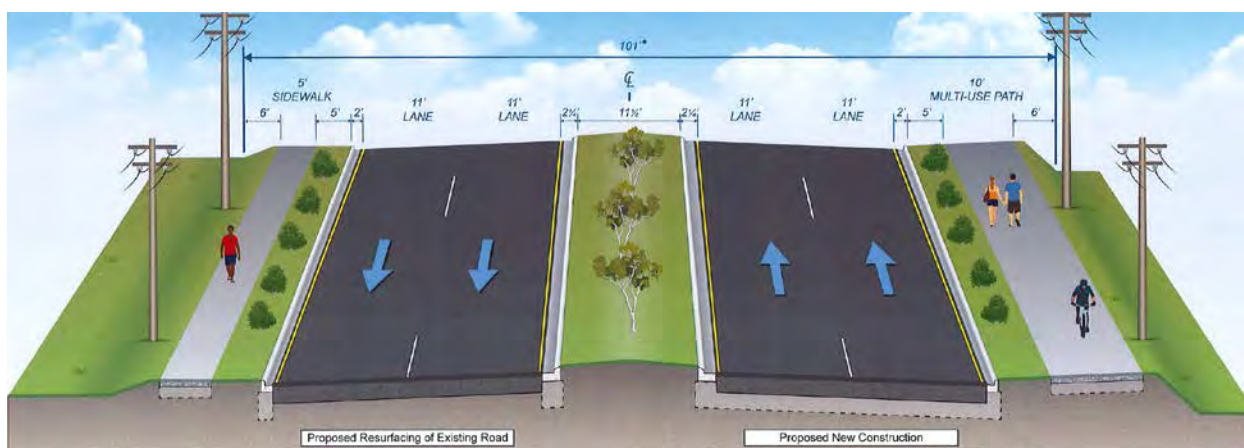
*\*\*Allowable uses: bicycles and motorized vehicles limited to 15mph, including golf carts, electric bikes, and others meeting operating criteria*



## Segment 2: Preservation Road to Tekesta Drive

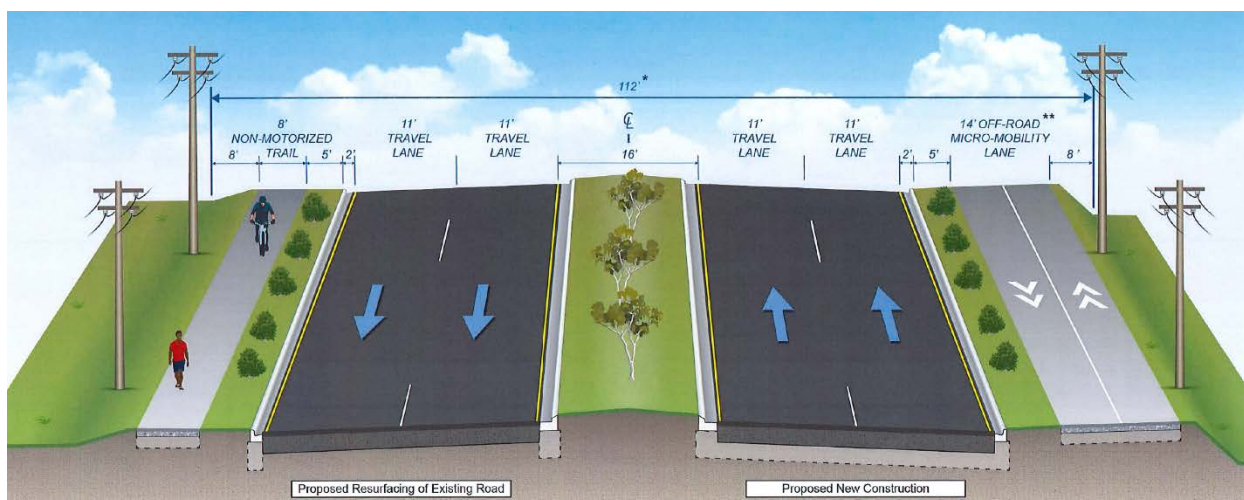
For Segment 2, all alternatives presented below widen Bannerman Road to the south of the existing roadway. The two existing vehicle lanes will be maintained as part of the final improvements, with the addition of curb and gutter. Based on existing 100' maintained right-of-way along this segment, coupled with the land donation resulting from the Cawthon Development agreement, Alternative A will result in the least impact to properties along the corridor as well as the least expensive right-of-way acquisition costs compared to other alternatives. Alternatives B and C will require the acquisition of an additional 12' to 16' of right-of-way.

- Alternative A: Four-lane road with raised median and turn lanes, sidewalk, and multiuse trail.



*\*Existing maintained right-of-way along Segment 2 is approximately 100 feet.*

- Alternative B: Four-lane road with raised median and turn lanes, multiuse path, and dedicated off-road motorized vehicle facility.

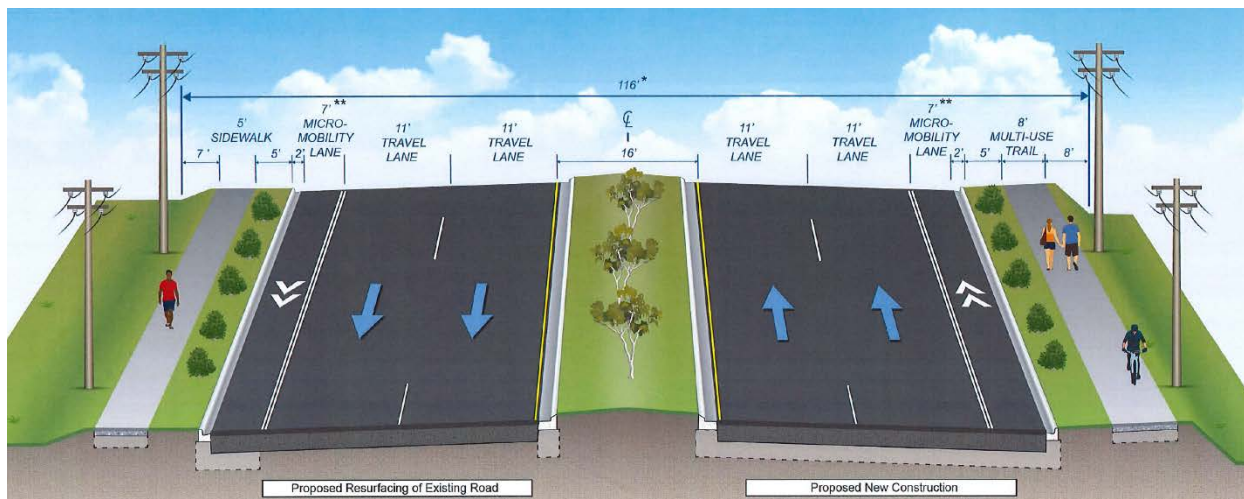


*\*Existing maintained right-of-way along Segment 2 is approximately 100 feet.*

*\*\*Allowable uses: bicycles and motorized vehicles limited to 15mph, including golf carts, electric bikes, and others meeting operating criteria*



- Alternative C: Four-lane road with raised median and turn lanes, multiuse path, and dedicated on-road micro-mobility lane.



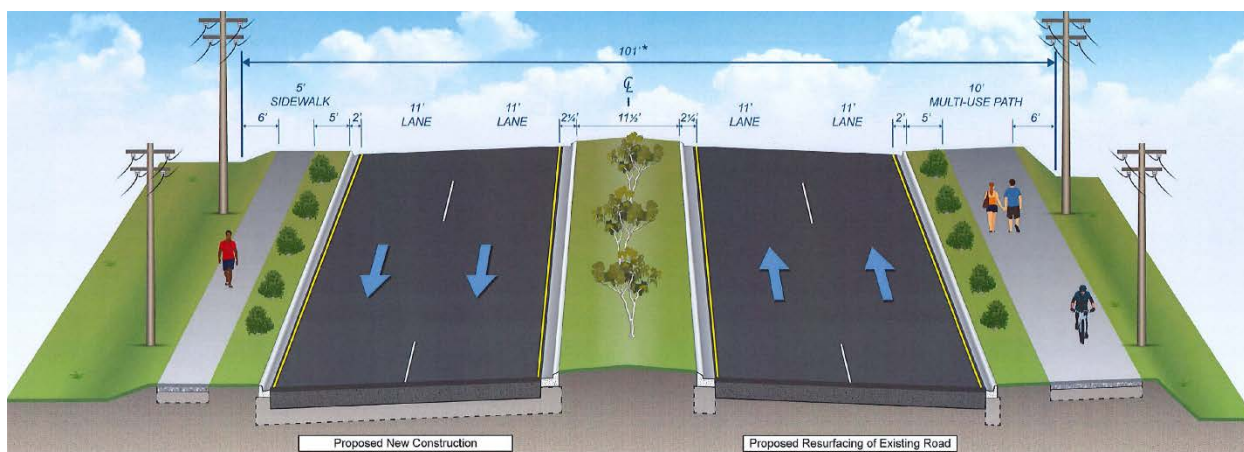
*\*Existing maintained right-of-way along Segment 2 is approximately 100 feet.*

*\*\*Allowable uses: bicycles and motorized vehicles limited to 15mph, including golf carts, electric bikes, and others meeting operating criteria*

### Segment 3: Tekesta Drive to Quail Common Drive

For Segment 3, all alternatives presented below widen Bannerman Road to the north of the existing roadway. The two existing vehicle lanes will be maintained as part of the final improvements, with the addition of curb and gutter. Based on existing 100' maintained right-of-way along this segment, Alternative A will result in the least impact to properties along the corridor as well as the least expensive right-of-way acquisition costs compared to other alternatives. Alternatives B and C will require the acquisition of an additional 12' to 16' of right-of-way.

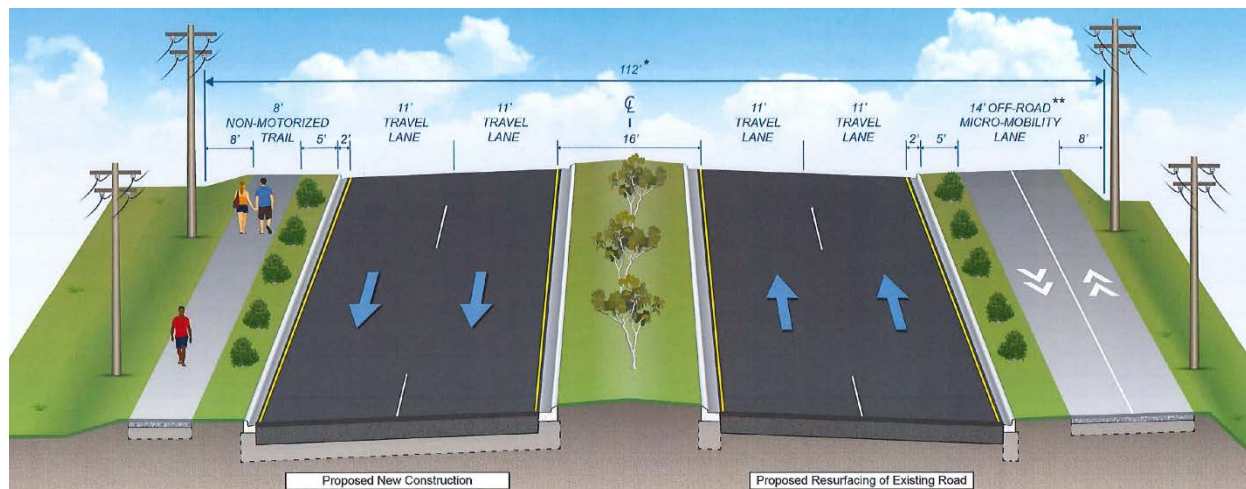
- Alternative A: Four-lane road with raised median and turn lanes, sidewalk, and multiuse trail.



*\*Existing maintained right-of-way along Segment 3 is approximately 100 feet.*



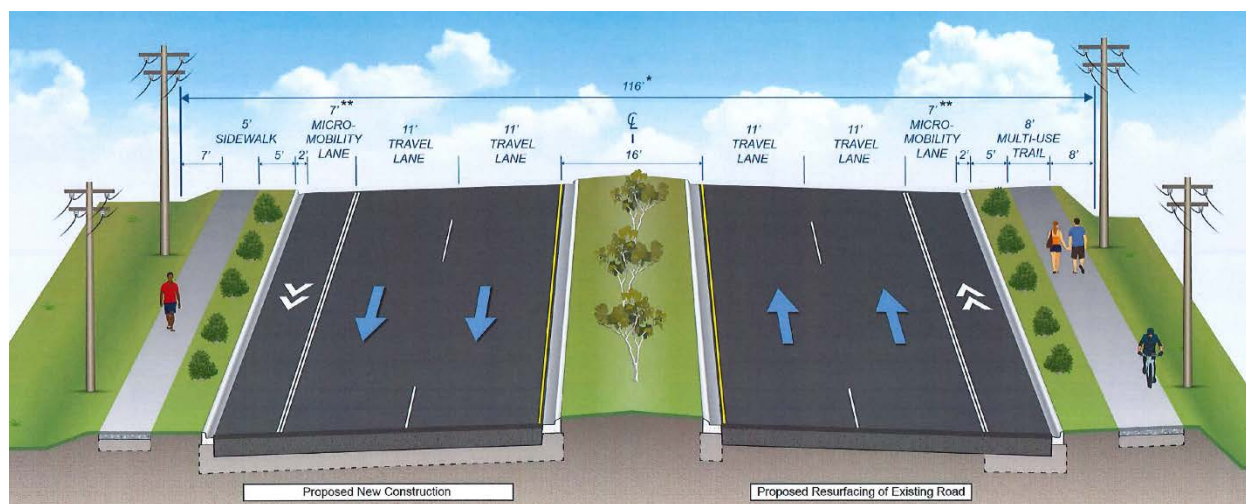
- Alternative B: Four-lane road with raised median and turn lanes, multiuse path, and dedicated off-road motorized vehicle facility.



*\*Existing maintained right-of-way along Segment 3 is approximately 100 feet.*

*\*\*Allowable uses: bicycles and motorized vehicles limited to 15mph, including golf carts, electric bikes, and others meeting operating criteria*

- Alternative C: Four-lane road with raised median and turn lanes, multiuse path, and dedicated on-road micro-mobility lane.



*\*Existing maintained right-of-way along Segment 3 is approximately 100 feet.*

*\*\*Allowable uses: bicycles and motorized vehicles limited to 15mph, including golf carts, electric bikes, and others meeting operating criteria*

## Estimated Costs

Corresponding to the alternatives presented above, estimated costs for various improvements have been developed for consideration. These estimates account for estimated right-of-way acquisition costs, stormwater, and construction costs. The costs will be refined as design progress.



The estimated cost of improvements identified in Alternative A is approximately \$46.4 million. This cost is consistent with estimates presented at the IA Board at the September 17, 2020 meeting. The two additional alternatives developed, Alternatives B and C, will require greater property acquisition to construct improvements, which has increased the estimated costs of construction these alternatives. Alternative B (Off-road micromobility lane) will cost an additional \$6.4 million to construct and Alternative C (On-road micromobility lane) will cost an additional \$8.7 million to construct compared to Alternative A. Table 2, below summarizes the improvements by alternative and the estimated cost of each:

Table 2. Bannerman Road – Improvements Options and Estimated Costs

Alternative	Description	Total Estimated Cost (All Segments)
A	Widens to Four Lanes to Preservation, Median with turn lanes to Meridian, Closed Drainage, Multiuse Trail and Sidewalk	\$46,419,000
B	Widens to Four Lanes to Preservation, Median with turn lanes to Meridian, Closed Drainage, Off-road Micromobility Lane and Multiuse Trail	\$52,762,000
C	Widens to Four Lanes to Preservation, Median with turn lanes to Meridian, Closed Drainage, On-road Micromobility Lane and Multiuse Trail	\$55,068,000

Additional components of the project include three sidewalk extension projects in the neighborhood surrounding Bannerman Road, and expansion of the Greenways System by constructing the Meridian Road Trail from Bannerman Road south to Lake Overstreet. Table 3, below, details the total estimated cost of the Northeast Connector Corridor project, compared to the current budget approved by the IA Board in the FY 2021 budget.

Table 3. Northeast Connector Corridor Project Cost Estimates, 2020

Project	Estimated Cost, Alternative A
Bannerman Road Improvements	\$46,419,000
Sidewalk Improvements	\$700,000
Meridian Greenway	\$5,000,000
<b>Total</b>	<b>\$52,119,000</b>
FY 2019-2024 Budget	\$39,000,000
<b>Funding Surplus/Deficit</b>	<b>-\$13,119,000</b>

The development of cost estimates for all Segment 2 alternatives assumes the donation of right-of-way and stormwater capacity for Bannerman Road by the Cawthon Development. Additionally, the Cawthon Development has agreed to provide stormwater capacity for the Bannerman Road improvements adjacent to the development in the



development's on-site stormwater treatment facility. This right-of-way donation and stormwater treatment capacity for the Bannerman Road improvements has reduced the anticipated cost of improvements to Segment 2, Bull Headley to Tekesta Drive.

Based on the current project budget of \$39 million, funding options include increasing planned bond funding for this project, or using sales tax revenue to fund the expanded project improvements.

Blueprint will bring back an analysis of funding with options for IA Board consideration through the Fiscal Year 2022 budget process. Current project funding, including allocations approved through the FY 2021 budget, are sufficient to maintain project progress and complete critical analyses that will assist in refining estimated costs and funding options for the project over the next year.

## **Community Engagement**

### *Community Engagement Program*

There are three overarching goals to support Blueprint 2020 Community Engagement efforts. They are:

1. Widely disseminate, clear, complete, and timely information to the residents, stakeholders, affected agencies, and interested parties regarding the overall Blueprint 2020 program as well as the individual Agency plans, projects and programs.
2. Create an open and ongoing two-way public involvement process that ensures comprehensive resident, stakeholder, agency, and interested party input into and full participation in plans, projects, and programs.
3. Achieve early involvement and maintain continuous involvement of the public in the development of plans, projects, and programs.

### *Project Website*

A project website ([www.bannermanrd.com](http://www.bannermanrd.com)) has been created in order to promote and support public engagement with the Bannerman Road project. The website contains an overview of the project, its schedule, related documents and links, community engagement to include podcasts, contact information, and an opportunity to make comments. Currently, a virtual public meeting room and presentation describing the project and detailing the results of the Traffic Feasibility Study has been available since November 7, 2020, and a survey to determine corridor preferences is currently active via the website.

In particular, the virtual meeting room has allowed Blueprint to interface with a substantial number of people, particularly during the COVID-19 pandemic. Over the past two months, a total of 335 individual users have visited the virtual meeting, spending an average time of six minutes each perusing the website:





### *Community Focus Group*

A Bannerman Road Community Focus Group (CFG) has met three times since the September 18, 2020 IA Board meeting. The mission of the CFG is to focus on study issues that are of main importance to the local community. A representative from all existing homeowner associations and churches along the Bannerman Road corridor have been invited to participate in the CFG, as well as area business representatives, and two “at large” positions. The CFG will provide assistance with community awareness of project goals as well as in identifying improvements that meet the project’s objectives. Discussions with the CFG throughout the life of the project help the project team refine alternatives and inform the CFG regarding constraints placed on a conceptual design by standards and criteria. This group will not be a voting board nor act as advisory board and therefore will not be governed by the State of Florida’s Sunshine laws.

### **Next Steps**

Three community events are scheduled for the week of February 27, 2021, and based on feedback received and continued technical analysis, the project team will continue to refine the typical roadway sections. The recommended typical roadway sections will be presented to the IA Board in spring 2021 for selection of a Preferred Typical Section for each of the three segments of the Bannerman Road corridor, which will guide final design of the planned roadway and multimodal improvements.

Following approval of the typical sections for Bannerman Road, Blueprint will proceed with final roadway design, which is expected to be complete in spring 2022.

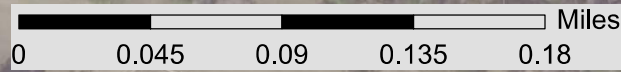
February/March 2021:

Community Engagement activities to receive feedback on draft typical sections.



April 2021:	Presentation of updated typical sections to IA Board.
May 2021:	Request approval of a recommended typical section to move forward into the design phase and update of the Final Engineering Report for the corridor.  Fiscal Year 2022 Budget Workshop to provide direction on funding options for the Northeast Connector Corridor project.
September 2021:	Approval of the Fiscal Year 2022 Budget.
Winter 2021:	Presentation of 30% design plans (final concept) for IA Board review and approval.
Spring 2022:	Staff will complete the design and permitting for the project and begin to acquire necessary right-of-way consistent with the approved design.





# NE Gateway Shamrock St S - Signalized

January 2021



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






 **Celebration Baptist Church**

**Shamrock Street South**

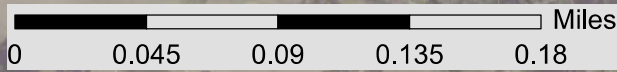
**Centerville Road**

**Shamrock Street Extension**

## Legend

-  Church
-  Shamrock Street Extension Centerline (S)
-  Shamrock Street Extension Right-of-Way (S)
-  Roadway
-  Welaunee Greenway
-  Parcels
-  Floodplain
-  Wetlands





# NE Gateway Shamrock St S - Roundabout

January 2021



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






 **Celebration Baptist Church**

**Shamrock Street South**

**Centerville Road**

**Shamrock Street Extension**

## Legend

-  Church
-  Shamrock Street Extension Centerline (R)
-  Shamrock Street Extension Right-of-Way (R)
-  Roadway
-  Welaunee Greenway
-  Parcels
-  Floodplain
-  Wetlands



# NE Gateway Roberts Rd Swing - Signalized

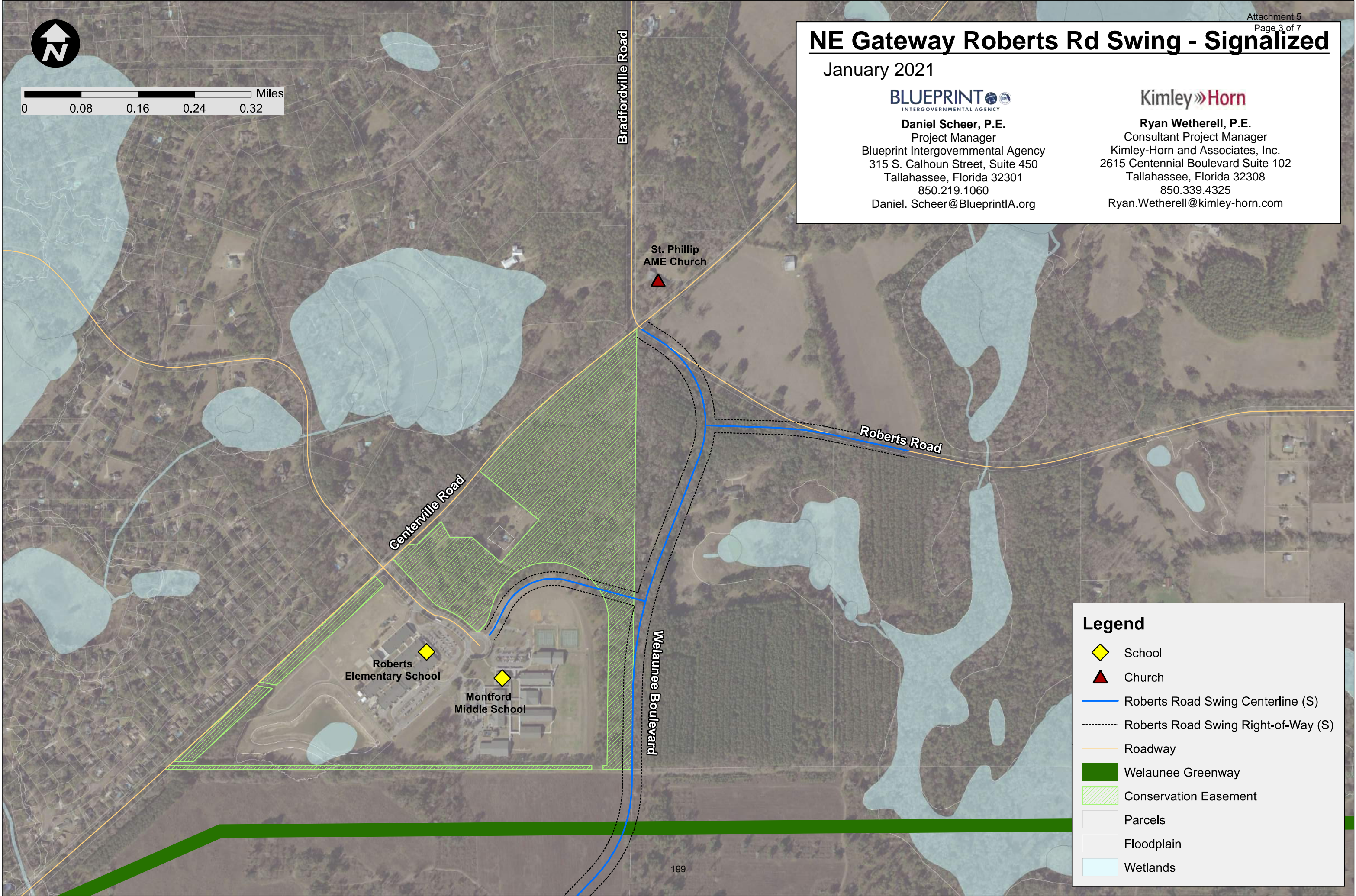
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**Legend**

School

Church

Roberts Road Swing Centerline (S)

Roberts Road Swing Right-of-Way (S)

Roadway

Welaunee Greenway

Conservation Easement

Parcels

Floodplain

Wetlands



# NE Gateway Roberts Rd Swing - Roundabout

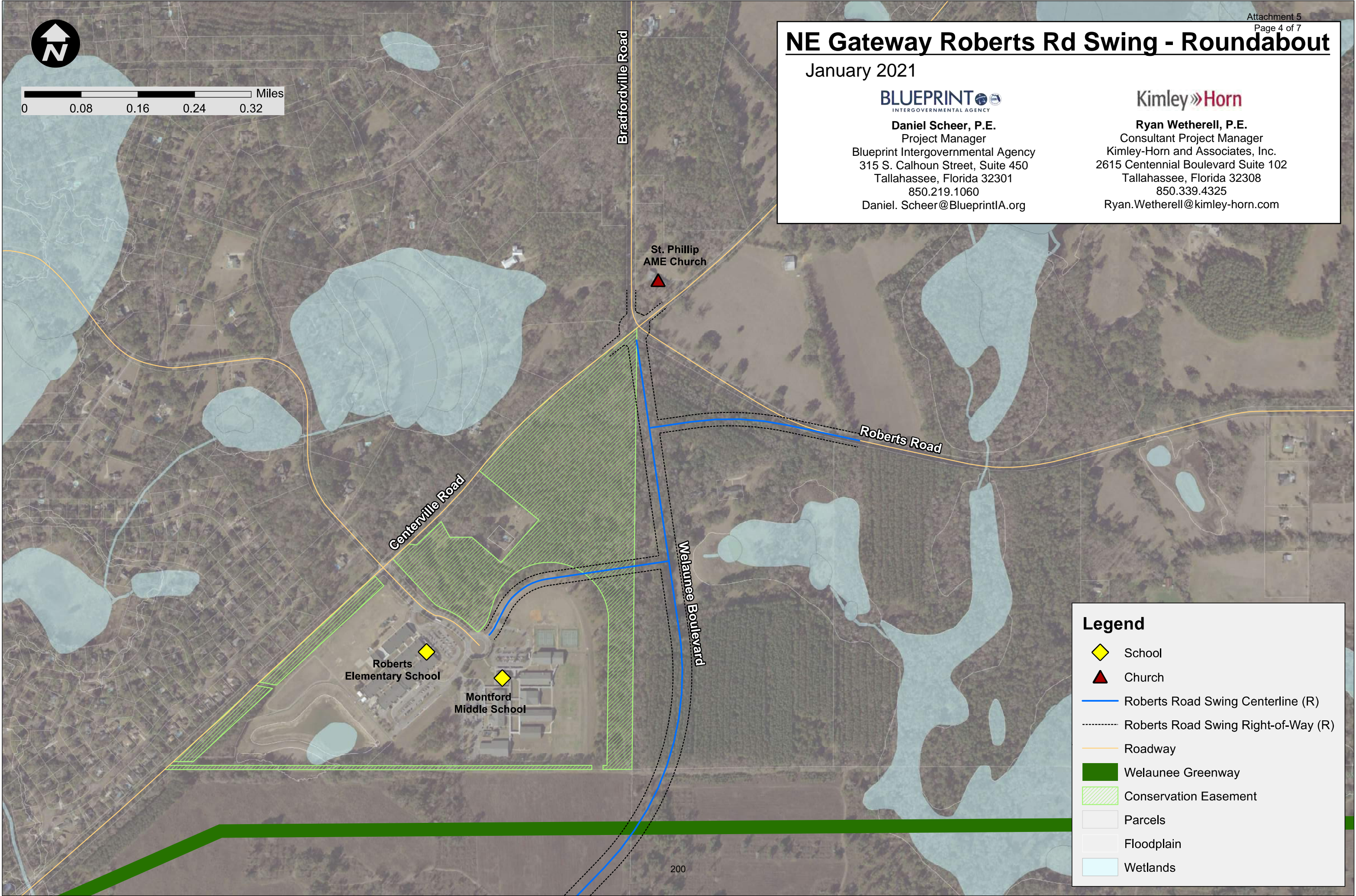
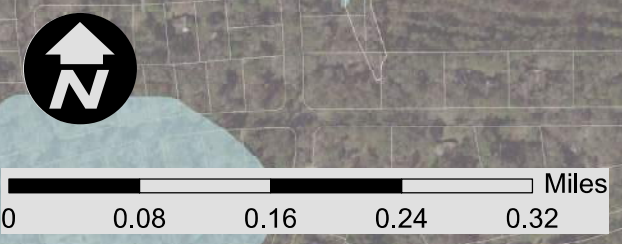
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### Legend

- School
- Church
- Roberts Road Swing Centerline (R)
- Roberts Road Swing Right-of-Way (R)
- Roadway
- Welaunee Greenway
- Conservation Easement
- Parcels
- Floodplain
- Wetlands



# NE Gateway Centerville Rd Swing

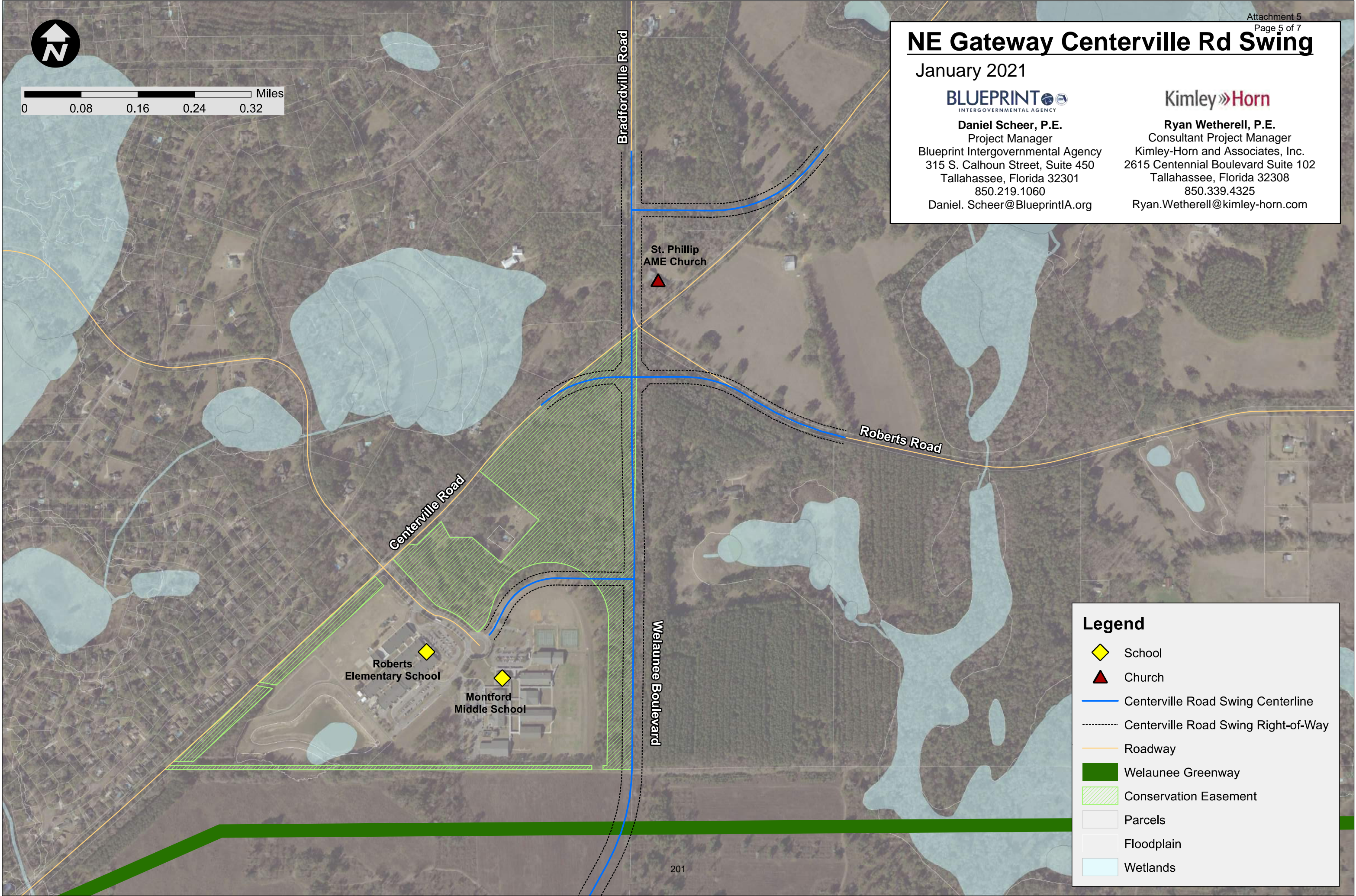
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**Legend**

School

Church

Centerville Road Swing Centerline

Centerville Road Swing Right-of-Way

Roadway

Welaunee Greenway

Conservation Easement

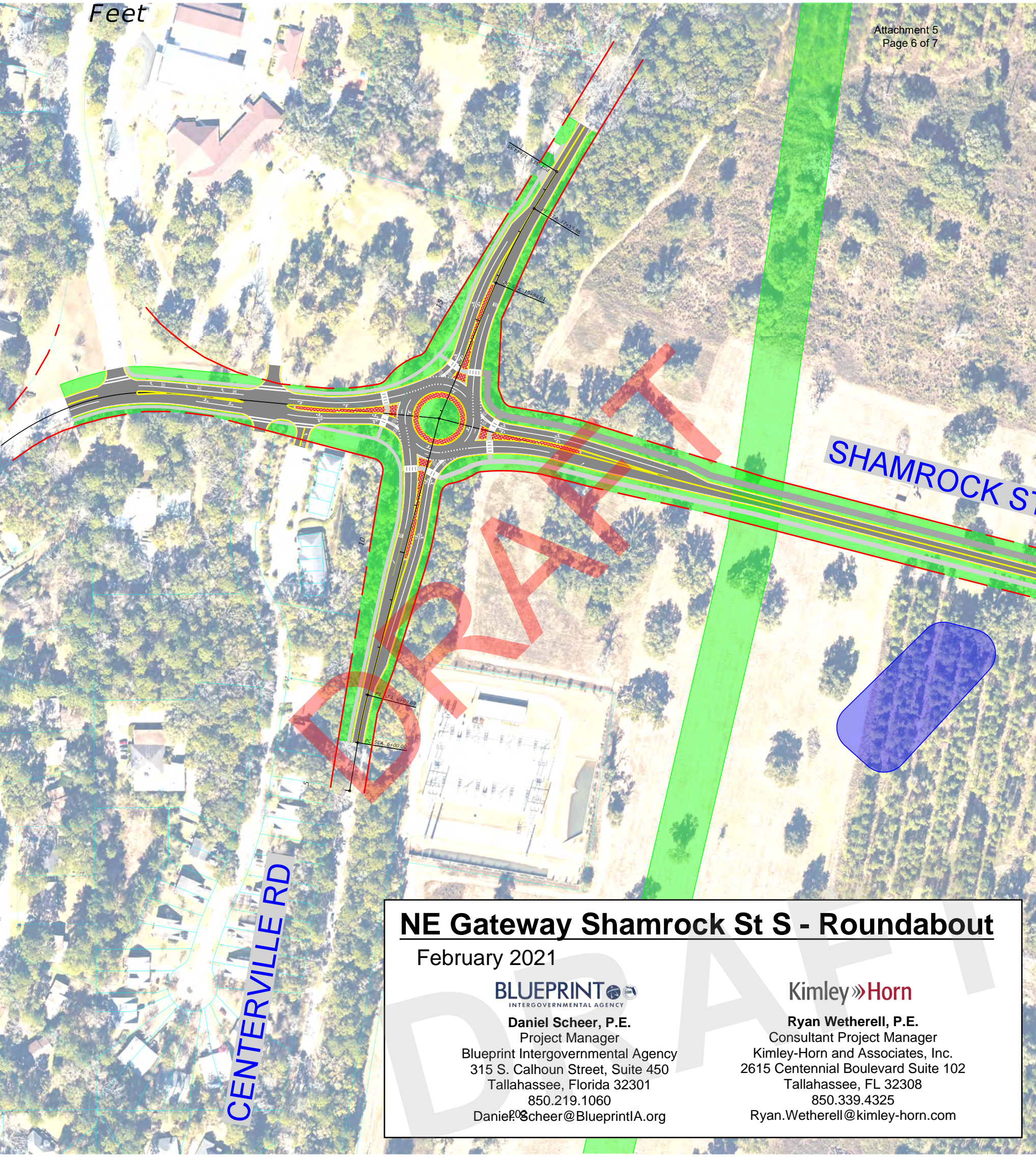
Parcels

Floodplain

Wetlands



Feet



# NE Gateway Shamrock St S - Roundabout

February 2021



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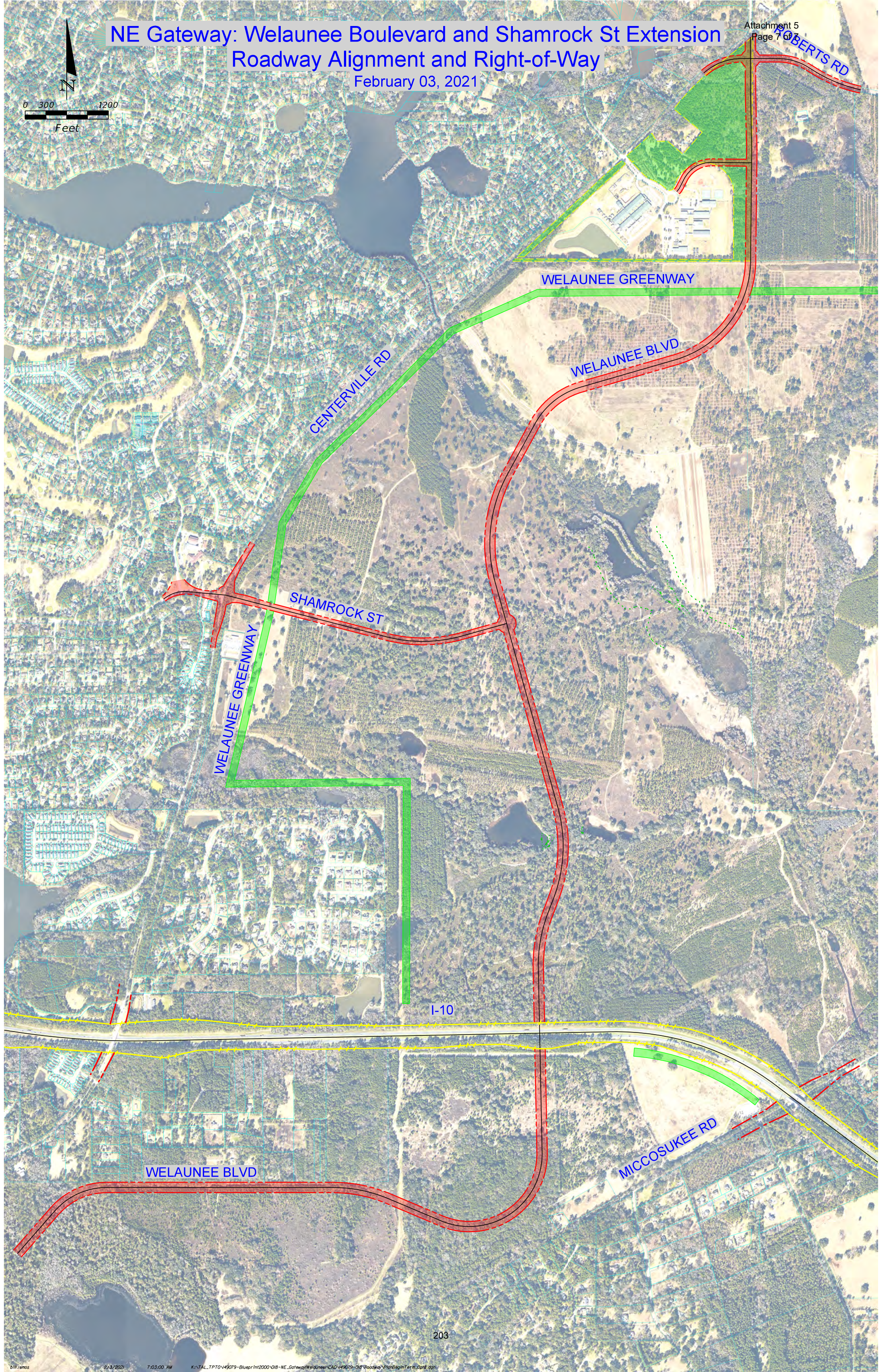
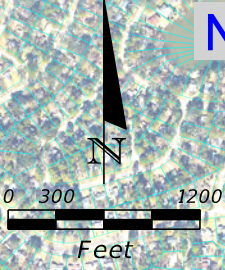
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# NE Gateway: Welaunee Boulevard and Shamrock St Extension Roadway Alignment and Right-of-Way

February 03, 2021

Attachment 5  
Page 7 of 7





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# Blueprint Intergovernmental Agency Board of Directors Agenda Item #4

February 18, 2021

**Title:** Acceptance of a Status Update on the Bike Route System Implementation Process and Authorization to Procure Downtown-University Protected Bike Lane Project Design and Construction Services

**Category:** Consent

**Intergovernmental Management Committee:** Vincent S. Long, Leon County Administrator  
Reese Goad, City of Tallahassee Manager

**Lead Staff / Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Megan Doherty, Planning Manager  
Mike Alfano, Principal Planner

## STATEMENT OF ISSUE:

This agenda item seeks Blueprint Intergovernmental Agency Board (IA Board) acceptance of a status update on the Blueprint Bike Route System (BRS) project implementation process and authorization to procure design and construction services for the Downtown-University Protected Bike Lane Project (PBL). The BRS will expand the existing over 1,000-mile network of on and off road bicycle facilities. To implement the BRS projects and capture leveraging opportunities as they arise, each year Blueprint will develop a BRS project work program for IA Board consideration and direction through the annual budget development process. The PBL project will provide bike safety enhancements between the Gaines Street area with nearly 4,000 beds constructed since 2011 and approximately 250,000 square feet of retail/commercial space constructed since 2007, to Downtown.

## FISCAL IMPACT

This item has a fiscal impact. The Blueprint Bike Route System project is funded annually at \$750,000 through FY 2039. There is \$1,142,453 in BRS funding available in FY 2021. A proposed annual work plan for the BRS project will be provided for IA Board consideration through the budget development process each year. This item authorizes Blueprint to proceed with procuring design and construction services for the Downtown-



University Protected Bike Lane project. Design services for this project are estimated at approximately \$100,000. Construction cost estimates for the 2.9 mile project are approximately \$1,000,000, for a total estimate of approximately \$1,100,000 to implement the PBL project. \$1,142,453 in BRS funding is currently unencumbered and available for FY 2021.

## RECOMMENDED ACTION:

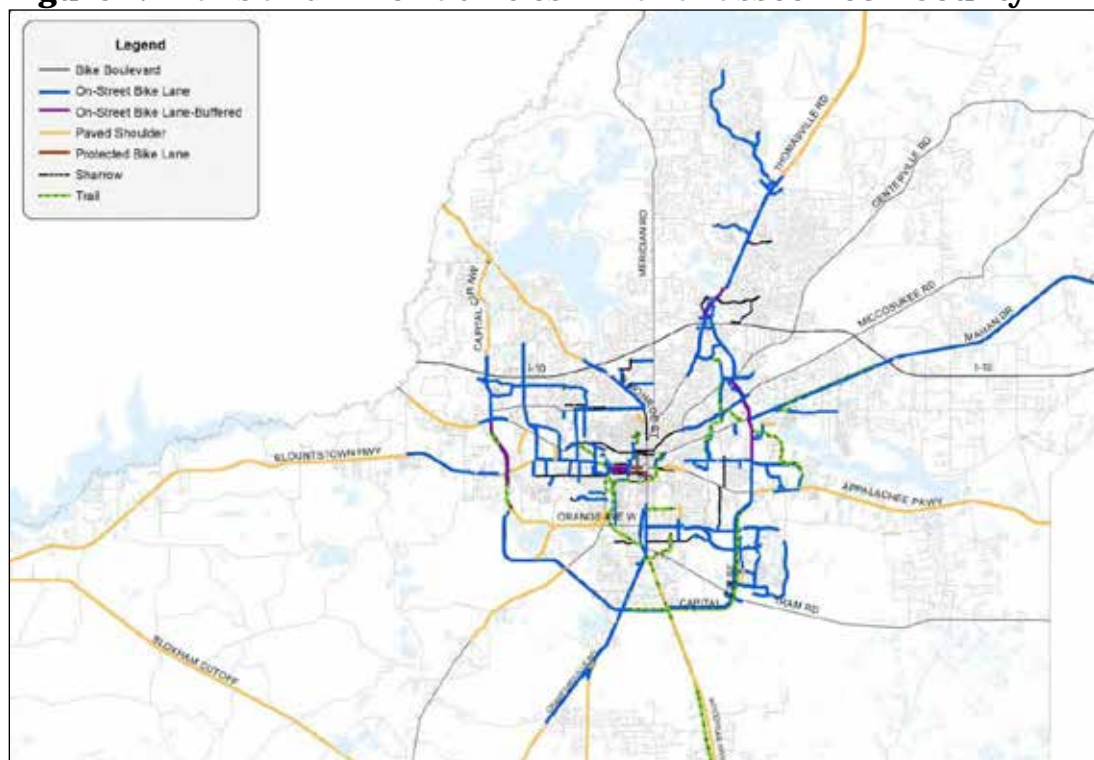
- Option 1: Accept the status update on the Bike Route System implementation process.
- Option 2: Authorize procurement of Downtown-University Protected Bike Lane project design and construction services.

## SUPPLEMENTAL INFORMATION:

### BACKGROUND AND PROCEDURAL HISTORY

The IA Board has taken a number of steps to build and enhance the over 1,000-miles of world-class on and off road bicycle facilities in the Tallahassee-Leon County region.

**Figure 1: Trails and Bike Facilities in Tallahassee-Leon County**



Through the Blueprint program, over the next twenty years a total of \$30.8 million is scheduled to be invested in greenways and bike route improvements in the local community through the Implementing the Greenways Master Plan and Bike Route



System projects. In just the next five years, over 70 miles of greenway trails are planned to be underway by Blueprint, the City, the County, the CRTPA, or private developers, representing an estimated \$40 million investment.

At the April 22, 2014 IA Board meeting, the Board approved a \$15,000,000 allocation in sales tax allocations to Build the Bike Route System (BRS). This IA Board direction, formalized in the Second Amended and Restated Interlocal Agreement between Leon County and the City of Tallahassee directs Blueprint to use this funding to “continue implementation of a Bicycle and Pedestrian Master Plan.” At its February 21, 2017 meeting, the IA Board directed staff to allocate the \$15,000,000 in funding in annual installments of \$750,000.

For IA Board consideration in this agenda item and described fully herein, Blueprint has included a leveraging opportunity to complete the Downtown-University Protected Bike Lane (PBL). This award-winning bicycle project also substantially overlaps with a Tier 1 project from the Tallahassee-Leon County Bicycle and Pedestrian Masterplan (BPMP). The PBL pilot project was named one of the best new bike lanes, nationally, in 2016, and has seen over 13,750 rides since its installation. Now, in partnership with the Tallahassee-Leon County Planning Department (TLCPD), who have \$23,740 to put forward to this project, Blueprint is seeking authorization to procure design and construction services to replace the temporary/piolet facilities installed as part of Phase 1 (See Attachment #1) of the PBL project, and to complete Phase 2 (See Attachment #2) of the project.

Moving forward, staff will bring an annual BRS work program to the IA Board for consideration and direction as part of its annual budget workshop materials. This work program will include cost estimates, detailed project information, and steps needed for implementation. Where cost feasible, Blueprint will prioritize projects that offer opportunities to leverage funds or overlap with other Blueprint, City, County, or private road projects. Blueprint will also utilize a Facilities Gap Analysis being developed by the TLCPD that will provide key gap connections between existing and planned facilities to ensure connectivity throughout Tallahassee-Leon County and implement a minimum bicycle grid (a Leon County Strategic Initiative).

#### *Economic Impact of Bicycle and Trail Facilities*

Local investments in bicycle and trail facilities have been shown to yield millions of dollars, annually, in tourism revenues. One example, in Northwest Arkansas, a regional trail system centered around a \$38-million greenway yields \$25-million to local businesses through bike tourism (See Attachment #3 for additional economic impact information).

Tallahassee-Leon County is recognized as an important bicycle destination. In 2019, Flamingo Magazine featured an article highlighting how the region is becoming “a cycling and hiking mecca (See Attachment #4),” and in December 2020, the Orlando Sentinel featured an article titled, “Trailahassee,” (See Attachment #5) which celebrated how Tallahassee-Leon County is taking on a new identity around trails and ecotourism. Blueprint projects such as the BRS and the Implementing the Greenways Master Plan

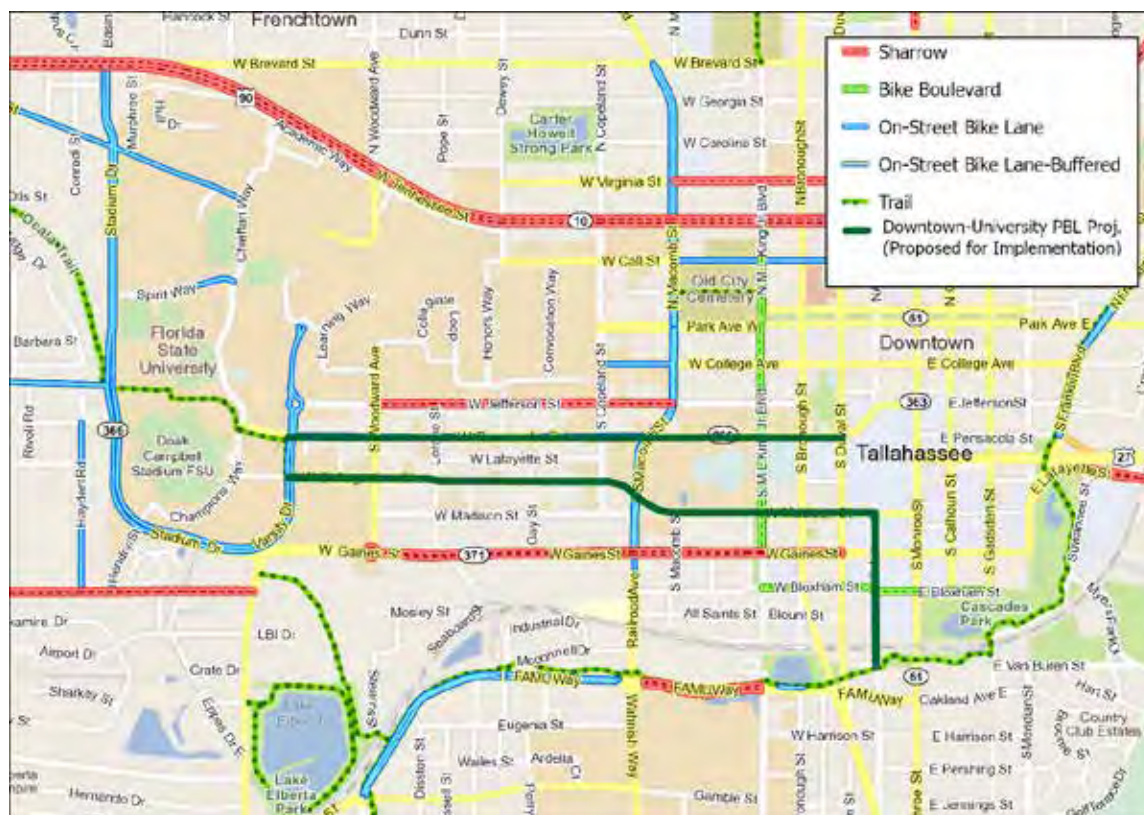


(GWMP) projects, will further enhance the local amenities to build on the work being done.

## **AUTHORIZATION FOR PROCUREMENT OF DESIGN AND CONSTRUCTION SERVICES FOR THE DOWNTOWN-UNIVERSITY PROTECTED BIKE LANE PROJECT**

As a first, stand-alone project to implement from the BRS, Blueprint is seeking IA Board authorization to procure design and construction services to complete PBL project, first brought to the Tallahassee City Commission as a pilot program in July 2015. The pilot project was the first protected bike lane in Tallahassee-Leon County, and was intended to be implemented in two phases: Phase 1 (See Attachment #1) and Phase 2 (See Attachment #2). As part of the implementation process for the Phase 1 pilot project, significant coordination work was undertaken between the TLCPD, Florida State University, and the City. This coordination work included removing 63 metered and unmetered parking spaces along Pensacola Street and St. Augustine Street. The PBL pilot has been a great success; it was named one of the best new bike lanes nationwide in 2016 by PeopleForBikes, and has seen over 13,750 rides since its installment.

**Figure 2: PBL Project Area with Surrounding Bicycle Facilities**



This 2.9-mile project would complete important bicycle facility connections from Downtown Tallahassee west along Pensacola Street and from Florida State University



east along St. Augustine Street, and replace existing temporary protected bike lane infrastructure along the corridor and on S. Adams Street. Additionally, the PBL project overlaps substantial portions of a proposed project from the BPMP, Neighborhood Network Tier 1 Project 2J. See Attachment #6 for a map and full description of BPMP Project 2J. Thus, the PBL project fits in line with the direction for the BRS project included in the Second Restated Interlocal Agreement, to implement projects from the BPMP.

The Gaines Street Area, near which this project runs, has seen significant development over the past 10 years. As of March 2019, approximately 250,000 SF of retail/commercial space has been constructed or renovated in the area, since 2007. Since 2011, fourteen multi-family and mixed-use developments have been completed, totaling over 1,400 residential units and nearly 4,000 beds. Completing the Protected Bike Lane would provide important permanent bicycle facilities between these uses adjacent to Florida State and Downtown.

Blueprint staff have been in close coordination with TLCPD, City and County infrastructure, Florida State University, and the Downtown Improvement Authority in development of this proposed project idea, and have received general support for the PBL project. Such coordination will continue for this and all BRS projects with these and any other relevant community organizations.

Should the IA Board approve Option #2, staff will utilize the Blueprint continuing services agreements, currently being procured, to develop a permanent treatment option for the PBL and future Blueprint protected bike lane projects that are functional, aesthetically pleasing, easier to maintain, and do not cause conflict with large trucks or StarMetro buses. Upon completion of this design work, Blueprint will then procure construction services for the PBL project.

Initial estimates for design services are approximately \$100,000. Construction costs are estimated to be approximately \$1,000,000. There is \$1,142,453 in BRS funding available for project implementation in FY 2021, and the TLCPD has \$23,740 available in bicycle infrastructure funding to leverage for completion of the PBL project.

### **STATUS UPDATE ON BIKE ROUTE SYSTEM IMPLEMENTATION PROCESS**

For future BRS project implementation, Staff will bring a BRS work program for IA Board consideration and direction during the annual budget process, similar to the Implementation of the GWMP project. The work program will include cost estimates, detailed project information, and steps needed for implementation. Blueprint will also provide regular updates to the IA Board on the status of current and completed projects. The following process is underway to develop the proposed annual work plan:

1. **Leveraging Opportunities:** Blueprint staff is coordinating with City and County staff to identify top-tier BPMP projects that overlap with Blueprint, City, County, or private road resurfacing or construction projects. Where cost feasible, Blueprint staff will prioritize these projects for implementation in order to save costs and reduce implementation times.



2. **Facilities Gap Analysis:** In addition to these leveraging opportunities, TLCPD staff will be producing a Facilities Gap Analysis for the Tallahassee-Leon County area. The FGA will identify gaps in existing bicycle and pedestrian facilities and planned facilities, taking into account new roadway projects with multimodal facilities, GWMP projects, BPMP projects, and any other multimodal projects by implementing agencies in Tallahassee-Leon County. This analysis will provide important linkages for potential inclusion in the annual BRS work program to ensure connectivity throughout Tallahassee-Leon County, and to implement a minimum bicycle grid (a Leon County Strategic Initiative). This analysis will also provide a metric of gap miles that implementing agencies can utilize to create targeted goals at reducing over time. Blueprint staff will coordinate with TLCPD staff throughout the implementation of the BRS project, to identify projects for implementation beyond those that overlap with City, County, or private sector road projects.

#### *Bicycle and Pedestrian Master Plan*

At the November 2019 CRTPA Board meeting, the CRTPA Board accepted the Tallahassee-Leon County Bicycle and Pedestrian Master Plan 2019 Update projects, and fully adopted the document in June 2020. Due to its size, [the BPMP is linked here](#), rather than included as an attachment. The BPMP was originally developed in 2004; the 2019 Update focuses on making walking and bicycling more convenient and safer for citizens and visitors. The plan consists of Major Projects, and Neighborhood Network Projects. A map of all the BPMP projects is included as Attachment #7. Both sections of projects are prioritized and separated into three Tiers after prioritization scoring. The Tier system aims to promote flexibility for implementing agencies and the BPMP does not recommend implementing individual projects in any specific order, though the BPMP recommends implementing Tier 1 projects first.

#### **OTHER LOCAL EFFORTS**

In addition to the efforts being made by public entities, there are other local efforts aimed at promoting ecotourism and cycling. As highlighted by the Orlando Sentinel article, the Tallahassee Mountain Bike Association is working with Leon County Division of Tourism to lead an effort to achieve International Mountain Bike Association Ride Center certification. This designation is reserved for locations with extensive trail networks, masterfully designed for mountain bikers of every skill level and built by professional trail builders and local volunteers. Ride Centers also feature community amenities to support off-road cycling, such as bike shops and outfitters, as well as lodging, restaurants, and shopping in close-proximity; features that make these locations centers for bicycle ecotourism. Tallahassee-Leon County is also home to many other strong advocates for bicycling and trails. Dale Allen, Board Member and Past President of the Florida Greenways and Trail Foundation, has been a champion of the local community embracing trails and greenways. Other strong advocates include the Joyride Bicycle Collective, the Capital City Cyclists, Bicycle House, the City/County Bicycle Working Group that consists of City/County staff and members of the public that are active in the cycling community.



## NEXT STEPS

- Upon IA Board Authorization: Blueprint will procure design services via the continuing services agreement to develop a permanent treatment option for the PBL project.
- April 2021: Facilities Gap Analysis Complete.
- May 2021: Staff will bring a proposed annual work plan for the Blueprint 2020 Build the Bike Route System Project in the budget workshop materials.
- Late 2021/Early 2022: Blueprint will procure construction services for the PBL project.
- Ongoing: Staff will continue to bring regular updates to the IA Board on the status of BRS projects and of leveraging opportunities as they become available.
- Annual: Staff will bring a proposed annual work plan for the Blueprint 2020 Build the Bike Route System Project in the budget workshop materials.

## CONCLUSION:

Much work has been done, locally, by the IA Board, the CRTPA, the City of Tallahassee, Leon County, and by non-profit and private stakeholders to put Tallahassee on the map as a cycling and trail destination. To build upon these efforts, Blueprint will bring back an annual BRS work program to the IA Board as part of its annual budget workshop that prioritizes BPMP projects that overlap with Blueprint, City, County, and private road projects and utilizes a Facilities Gap Analysis to identify key linkages between existing and planned facilities to include for implementation. Upon IA Board authorization, staff will move forward with implementing the Downtown-University Protected Bike Lane project.

### Action by the TCC and CAC:

This item was presented to the TCC as a presentation only at their February 1, 2021 meeting. At their February 4, 2021 meeting, the CAC recommended the IA Board approve Option #1 and Option #2.

## OPTIONS:

- Option 1: Accept the status update on the Bike Route System implementation process.
- Option 2: Authorize procurement of Downtown-University Protected Bike Lane project design and construction services.
- Option 3: IA Board Direction.



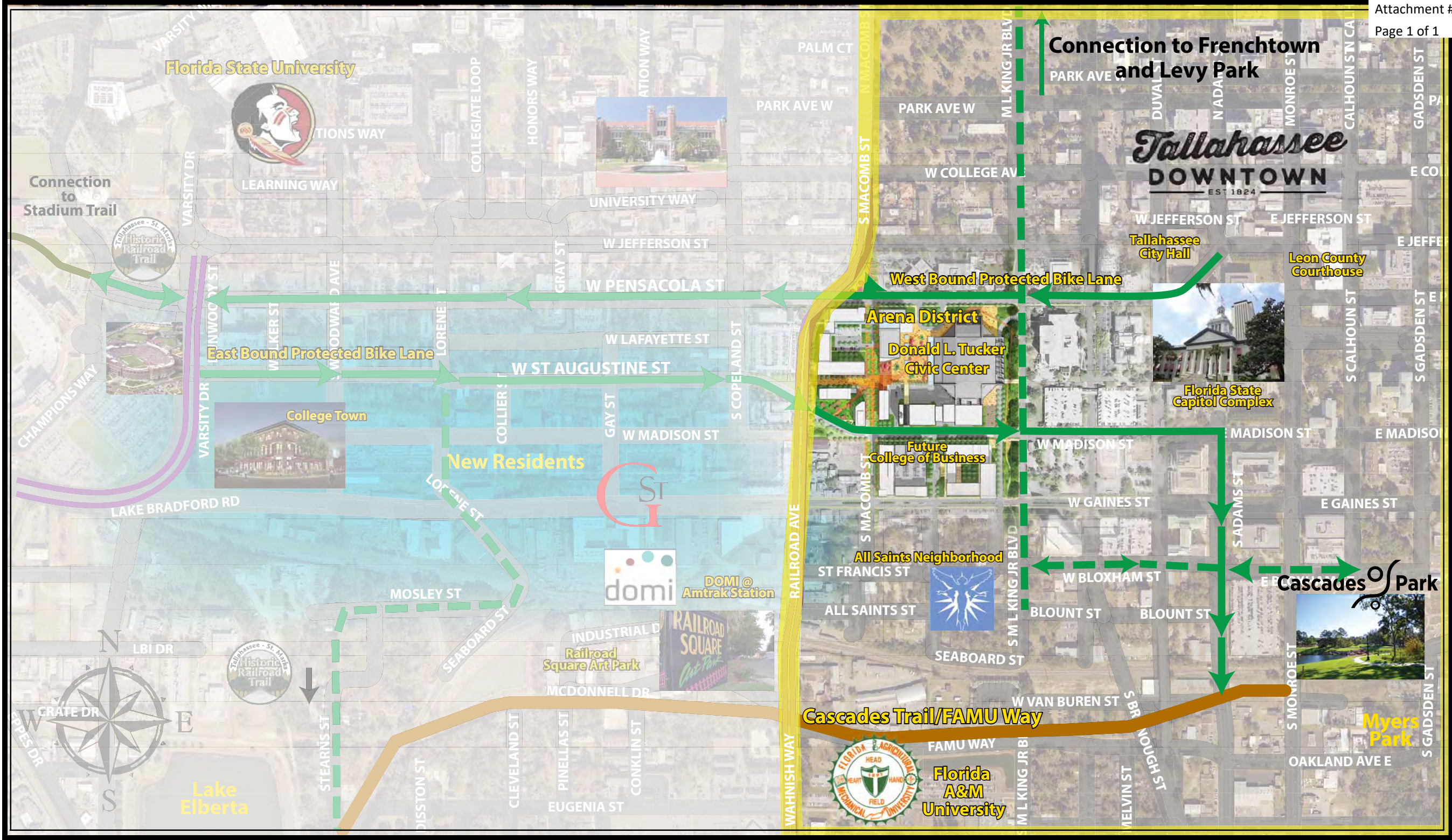
## **RECOMMENDED ACTION:**

- Option 1: Accept the status update on the Bike Route System implementation process.
- Option 2: Authorize procurement of Downtown-University Protected Bike Lane project design and construction services.

### **Attachments:**

1. Downtown-University Protected Bike Lane Pilot Project Phase 1 Map
2. Downtown-University Protected Bike Lane Pilot Project Phase 2 Map
3. Economic Impacts of Outdoor Reaction and Cycling
4. Flamingo Magazine Article from November 2019, "Tallahassee's Trail Network"
5. Orlando Sentinel Article from December 2020, "Trailahassee"
6. BPMP Neighborhood Network Project 2J
7. Map of 2019 BPMP Neighborhood Network and Major Projects





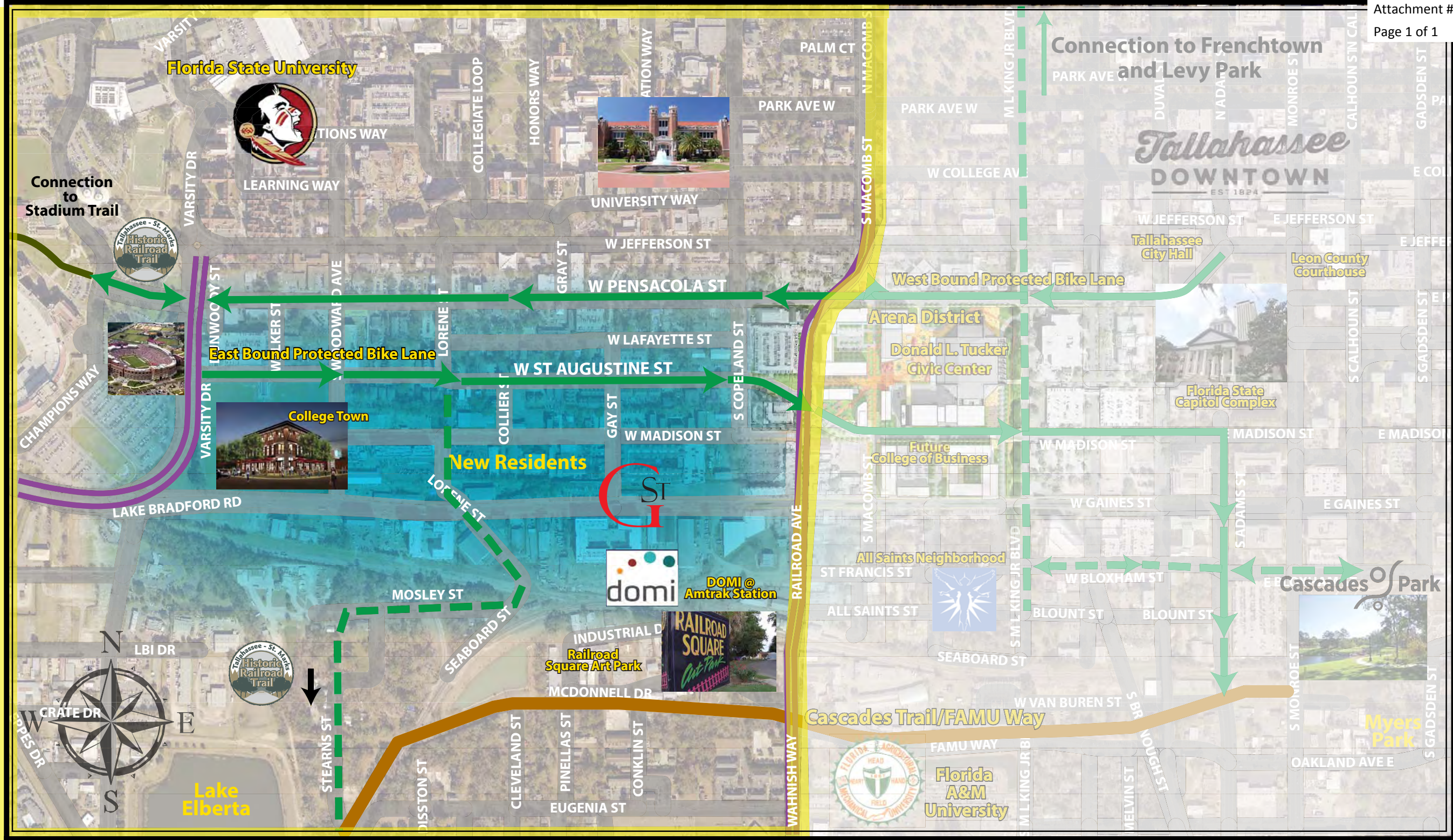
# Phase 1

Single Directional Protected Bicycle Lanes

## LEGEND

- On-street Bike Lane (Standard)
- Protected Bicycle Lane (Proposed)
- Proposed Shared Roadway





# Phase 2

Single Directional Protected Bicycle Lanes



## Economic Impacts of Outdoor Recreation and Cycling

Tallahassee-Leon County is recognized as an important bicycle destination. In 2019, Flamingo Magazine featured an article highlighting how the region is becoming “a cycling and hiking mecca (See Attachment #2),” and in December 2020, the Orlando Sentinel featured an article titled, “Trailahassee,” (See Attachment #3) which celebrated how Tallahassee-Leon County is taking on a new identity around trails and ecotourism. Blueprint projects such as the BRS and the Implementing the Greenways Master Plan (GWMP) projects, will further enhance the local amenities to build on the work being done

According to a 2017 Report on The Outdoor Recreation Economy by the Outdoor Industry Association<sup>1</sup>, the livelihoods of 7.6 million Americans depend on outdoor recreation. Americans spend hundreds of billions of dollars annually on outdoor recreation products and trip and travel spending for outdoor recreation activities. In 2017, this accounted for \$887 billion in consumer spending, more than the Education, Gasoline and Fuels, Household Utilities, Motor Vehicles and Parts, and Pharmaceuticals sectors.

Local communities investing in outdoor recreation are realizing significant benefits to their local economies, as well. For example, in Northwest Arkansas considerable resources have been invested in planning and building a world-class trail system, since the late 1990s. The centerpiece of this trail system is the \$38 million Razorback Regional Greenway, which is a 36-mile shared-use paved trail that links many cities in the region.

These investments have more than paid for themselves. A 2018 study<sup>2</sup> found that bicycling in Northwest Arkansas provides \$137 million in benefits to the economy through business and health impacts. The study found that bike tourism contributed \$25 million to local businesses each year. Additionally, houses within 0.25 miles of the Razorback Greenway sell for an average of nearly \$15,000 more than those 2 miles from the trail.

Older, similar studies have found comparable results; a 2011 study identified \$17-million in tourist spending from non-local trail users in Colorado, a 2007 study for Grand County, Utah estimated an annual impact from mountain biking alone, at \$22 million, annually, and in Whistler, British Columbia (outside of Vancouver), mountain bike visitors spend approximately \$46 million, annually. A 2012 study in Oregon on Bicycle Tourism found that bicycle related expenditures amounted to nearly \$400 million and supported 4,600 jobs within the state. A 2010 report by American Trails identified that bicycle recreation supported nearly \$924 million in economic activity in Wisconsin.

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<sup>1</sup> “The Outdoor Recreation Economy.” 2017. Outdoor Industry Association.

[https://outdoorindustry.org/wp-content/uploads/2017/04/OIA\\_RecEconomy\\_FINAL\\_Single.pdf](https://outdoorindustry.org/wp-content/uploads/2017/04/OIA_RecEconomy_FINAL_Single.pdf)

<sup>2</sup> “Economic and Health Benefits of Bicycling in Northwest Arkansas. March 21, 2018. BBC Research and Consulting. [Link to Report](#).



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*Search*



PURSUIITS

TRAVEL

*by* ERIC BARTON | NOVEMBER 25, 2019

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# Cycle City: Exploring



# Tallahassee's Trail Network

*Suddenly, probably when you weren't looking, Florida's capital became a cycling and hiking mecca.*

SHARE IF YOU ENJOYED IT



Riders on the Munson Hills Mountain Bike Trail, a 21 mile rugged trail through the Apalachicola National Forest, that was forged through the pine forest for bikers, hikers and other outdoor enthusiast to enjoy the trail systems in Tallahassee, Florida.  
Photography by Mark Wallheiser

South of Tallahassee, the city's signature block-sized oak trees, covered in Spanish moss as if dressed for a holiday, give way to longleaf pines. They're beanpole trees, those pines, like birthday candles spread out over a frosting of scrub brush. At any given time, they let in only slivers of light, flash-bright at noon and yellow-orange at the bookends of the day. The sound of knobby tires rotating over packed earth announces our group's arrival into the pine forest on a recent fall afternoon. Careening through the terrain on mountain and gravel bikes, we turn toward a sun that's a glowing beacon. Even in a state home to seas of grass and sapphire bays and powdered-sugar beaches, this is one of Florida's most magnificent spots.



It's part of the Munson Hills Mountain Bike Trail System, a tangle of paths of hard-packed clay that wind their way in never-ending lefts and rights. Leading the way are three regulars on the trails of Tallahassee, three middle-aged guys in spandex who regularly bomb into the woods after work to feel like boys again. On our bikes, it takes constant attention to maneuver around roots and trunks and the occasional patch of soft sand. All of us are acting like 12-year-olds—pulling up on handlebars to get air over rises, leaning into turns, thinking about nothing but the ground underneath us. “This is so beautiful,” I find myself saying more than once, to which the group responds simply “Right?” and “I know.”

They've gotten used to this kind of reaction in Tallahassee. For the past decade, Florida's capital has been remaking itself as a city of nature trails. Yet almost nobody—including FSU grads, cycling addicts and plenty of locals—knows about them.

The trails cover 700 miles of Leon County, and over the course of another decade, that number will grow dramatically again. The county and city plan to connect their existing trails into a network that'll swim through the city and its suburbs, a network that'll rival the paths of most American cities.



The J.R. Alford Greenway; Photography by Mark Wallheiser

To be sure, those who don't walk, jog or bike might doubt the benefit of investing so much into something used by only a portion of the population. But studies have shown that trails increase a city's happiness, lower congestion and pollution, increase property values and attract businesses



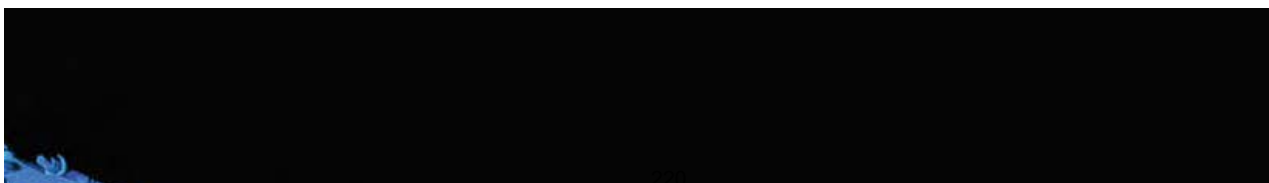


As many Florida cities struggle to become more accessible to bikes and pedestrians, here's how Trailahassee, as it's now known, began to pull it off—and what it's like to bomb through the Tallahassee forests.

## COWBOY UP

Tallahassee's transformation into a biker's dream started about 15 years ago when local cyclists just began showing up to every government meeting. They were sometimes loud, taking the mic whenever possible and demanding something different.

The idea was to simply overwhelm public officials with the concept that walking and bicycling trails could transform the city, says Matt Wilson, who manages the Great Bicycle Shop in town. Now 46, Wilson started riding seriously in high school to get a cycling patch from his Boy Scout troop. He had a job in IT until 2014, when a guy at the bike shop asked him if he wanted a job and he took a major pay cut to be doing something he enjoys.







Riders returning to Cascades Park from Munson Hills; Photography by Mark Wallheiser

When Wilson started riding in the '80s, Tallahassee's bike paths were what they call cowboy trails—illegally chopped through city parks and state forests. Tom Brown Park's trails were the most popular, trails that mostly required a high level of skill to ride. Many of those guerilla paths were converted in the 1990s into official trails that were good

enough to host European mountain bike teams as they trained for the 1996 Summer Olympics.



## HOW TO BIKE TALLAHASSEE, TRAIL-BY-TRAIL GUIDE OF WHAT TO DO PRE- AND POST-RIDE

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But the paths were still a modest, scattered collection of short stretches that couldn't move people around the city. That began to change two decades ago when the Leon County government started thinking about how to reshape the metro area. Tallahassee wasn't exactly a city planned for smart growth, but city leaders figured it wasn't too late to change, recalls Wayne Tedder, who started working with the city 22 years ago.

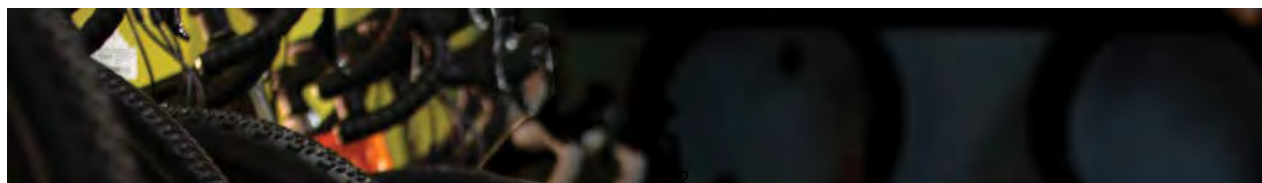
"We just buckled down and said, 'We're a midsize city. What do we need to do to improve the conditions for our residents?'" recalls Tedder, who's now Tallahassee's assistant city manager.

Creating a more walkable and bikable environment became one of the top priorities of Tallahassee's long-term vision, especially after all those cycling advocates started showing up to meetings, Tedder says.

Wilson recalls a series of meetings held by the advocacy group Village Square that resembled speed dating for public officials, giving people two minutes to pitch ideas to their politicians. "We just made sure there were a lot of cyclists there, so the official would sit down at a table and it just became bikes, bikes, bikes," Wilson says. "We were definitely in their faces."

It helped that, being the capital, Tallahassee has cyclists who also know how government works. For instance, there's Jimmy Card, the president of the Tallahassee Mountain Bike Association, who also happens to be a lobbyist and "just knew how to ask for things."

In 2000, county voters agreed to pay, starting four years later, a penny more on their sales tax to execute a broad vision for improving Tallahassee; in 2014, they voted to extend the penny tax for another 20 years. As a result, the government will be able to spend \$700 million on new projects, with \$15 million allocated for improving the bike route system. These improvements come on top of hundreds of miles of trails that have recently been cut through public and private lands. Perhaps the most visible of these efforts is Cascades Park, which saw an old toxic dumping ground converted into what now feels like the heart of the city.







Matt Wilson, manager of the Great Bicycle Shop in Tallahassee, Florida looks through his supply. Photography by Mark Wallheiser

Now with a trail system at over 700 miles, Tallahassee rivals many of the American cities generally considered the best places to mountain bike. Brevard County, North Carolina, has 400 miles of trails, and Park City, Utah, claims 450 miles. After Tallahassee's coming trail expansion, it will easily double those numbers.

While the trails certainly have fans among cyclists and joggers, they've also had their critics. Every time an expansion running through a new stretch of town is announced, some question whether the trails will become homeless camps, grow dangerous at night or lower property values, despite studies that show home prices actually rising after the arrival of bike paths.

Perhaps the most controversial of the plans was a \$7.2 million pedestrian bridge across Monroe Street, connecting Cascades Park to the Capital Cascades Trail. After the plans were unveiled at a charette in 2015, the *Tallahassee Democrat* carried stories wondering if commissioners got "bamboozled" and were



Democrat called stories wondering if commissioners got bamboozled and were wasting taxpayer money. But when it opened in 2016, the modern suspension bridge quickly became a shining beacon of the new Tallahassee—at night, a rotation of colors illuminates its dramatic tent-like roof.

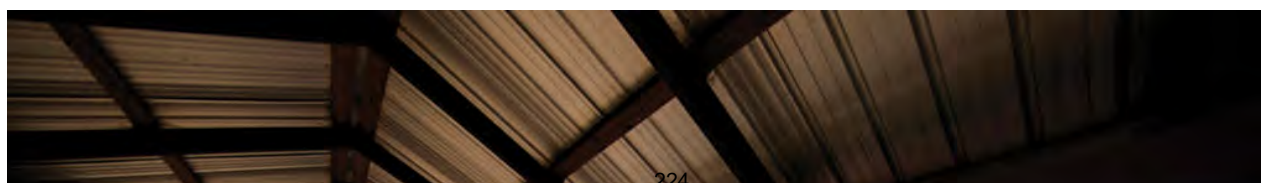
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## BIKING ELSEWHERE IN FLORIDA

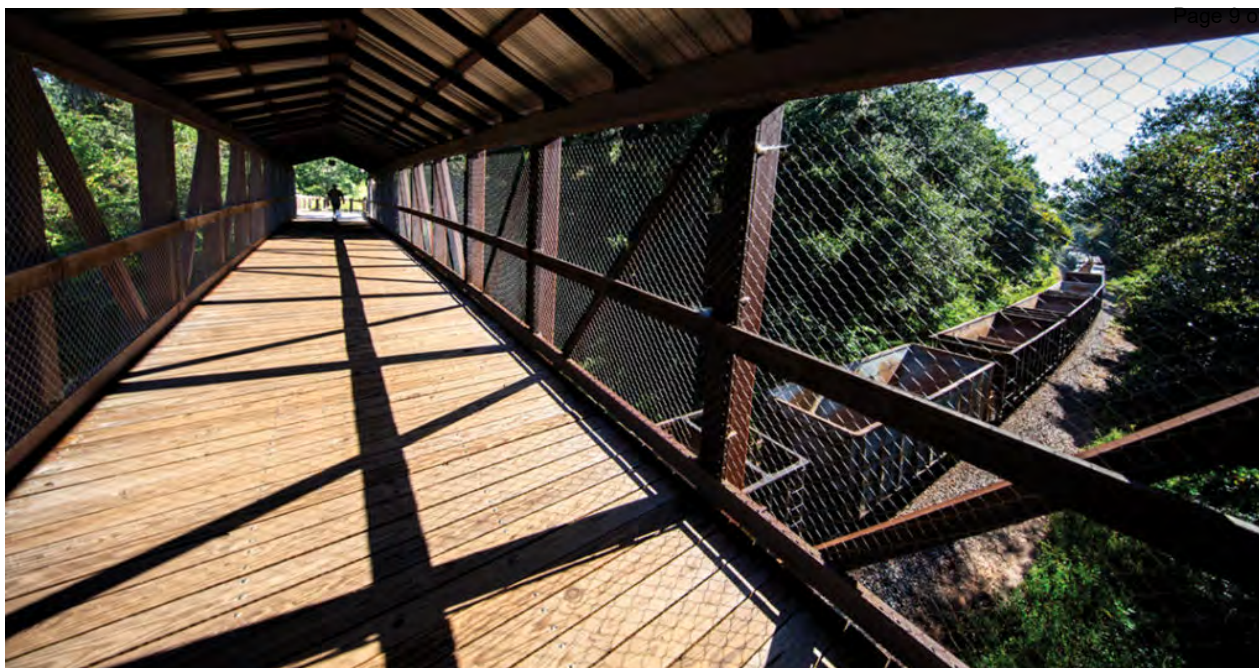
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The new Capital Cascades Trail now runs south to the St. Marks Trail, which makes a 21-mile beeline to the coast. Along the way, cyclists and pedestrians can also take a sharp right west into the Munson trails and the packed-clay paths through the pine trees.

Munson was the first mountain bike trail Betsy Barfield rode. Now, Barfield is a commissioner in Jefferson County, to the east of Tallahassee, and she's on a mission to continue Leon County's efforts where she lives. "Some of my critics say, 'That's all you think about is cycling.' I tell them, 'Yup, that's what's on my mind.'" She's been fighting with neighbors of the soon-to-come 11-mile Duke Energy Trail to convince them their homes won't lose value once the trail comes in, and she's been selling Jefferson County as a world-class destination for gravel bike riding, maybe the biggest trend these days in cycling.







The Florida Gulf and Atlantic Railroad train passes under the City of Tallahassee's Lafayette Heritage Trail Park Canopy Walkway Bridge built for hikers, bikers and other outdoor enthusiast. Photography by Mark Wallheiser

But while Tallahassee has 700 miles of trails, they've never been well connected, often requiring cyclists to cut through neighborhoods or use shoulder-less county roads to get from one trail to another, Tedder, the assistant commissioner, says. Part of the money from the recently approved continuation of the extra penny in sales tax will be used in the next 10 years to connect the trails into continuous loops through the city—from the airport to FSU's stadium, into every park, all of it.

With all of this expansion in trails happening, Tallahassee has plans to apply to the International Mountain Bicycling Association in 2020 to become one of the organization's Ride Centers, cities that are recognized as part of the "pinnacle" class of places to bike. It might sound like a rather obscure designation, but Card says it'll change the way people think about Tallahassee.

"We are about to blow up. If we get that Ride Center designation, it is going to be huge," Card says. "Everyone is just waking up to this and realizing what we have here for cyclists."

## A RIDE WITH "THAT GUY"

The morning after our sunset ride at the Munson trails, a group meets at the dusty parking lot for the Miccosukee Greenway Trail on the east side of Tallahassee. It's a 12-mile stretch of firmly packed gravel that cuts through land that was once a post-Civil War plantation owned by the family behind the Fleischmann yeast fortune. The Miccosukee



plantation owned by the family behind the Heisenmann yeast factory. The meadow path beelines below massive limbs of old-growth oak trees that keep the sun off cyclists and packs of joggers, dropping the temperature by double digits.

Jose Sanchez, Chris Hudson, Jeremy Floyd and Eric Barton stop in at Proof Brewing Company. Photography by Mark Wallehiser

Among the riders is Bryan Desloge, a 60-year-old former IBM exec who got on the Leon County Board of County Commissioners 13 years ago. Back then, he had a fellow commissioner who made the trails his mission. “He would always go on and on, like, ‘Do you know what the price of gas is? We need to make this city more walkable.’ And I was like, ‘Just shut up.’ But now, I’m that guy.”

As the only Republican on the commission, Desloge originally saw his role as limiting government spending, and trails didn’t fit into that vision. But then, he says, he saw the economic benefit it can bring to make a city more walkable and bikable.

That especially rang true after local officials took a trip out to Boulder, Colorado, and talked to tech companies about why so many of them are relocating there. It wasn’t tax breaks or infrastructure: it was because employees had access to the city’s legendary mountain bike trails.

That story is now used by Desloge to justify building trails as a way to attract jobs to the



city. “To the critics who say that trails are outrageous spending, I say it’s the best bang for the buck.”

Desloge has put together the morning’s group of riders, and among them are two of the county’s top planners. One of them is 43-year-old Jeremy Floyd, a landscape architect who nearly became a pro mountain bike rider.

Floyd falls in behind the commissioner as we head southeast into the Miccosukee trail’s hilly ups and downs. We hit the end about six miles later, stopping for a drink of water in a parking lot shaded by the oaks before turning around.

Talking through deep breaths as we ascend up the steepest part of the trail, Floyd explains that he was living in Asheville, North Carolina, in 2001 when he started applying for jobs in cycling cities, figuring he’d end up in Oregon. He came to Tallahassee for an interview and decided right there he didn’t need to apply anywhere else.

Nowadays, Floyd isn’t racing anymore, often instead pulling his kids in a carriage attached to his bike on their way to and from school. Many parents have followed his lead, and other groups like the city’s Joyride Bicycle Collective, a club that organizes meetups like tours of farmers markets, are helping the city’s path systems gain popularity. Floyd also rides with groups of parents who bike their kids to school using the city’s path systems.



The Munson Hills Mountain Bike Trail cuts through the Apalachicola National Forest.  
Photography by Mark Wallheiser

Desloge, who has run marathons, competed in Ironmans and climbed Mount Kilimanjaro and Denali, is uncharacteristically huffing as we reach the parking lot where we started. He admits it's because he has already swum laps and done Orangetheory, making this ride his third workout—all before 9 in the morning.

As some of the group loads bikes onto car racks, Desloge breaks to talk about what's coming for the city, this new interconnected system that will hook all the trails together. The problem, he says, is getting it out there.

*“We’ve got one of the best trail systems in the Southeast, and people who live here don’t even know about it,” Desloge adds.*

After he drives off, Floyd leads a couple of us through a neighborhood to the south and onto the J.R. Alford Greenway, with its pedestrian bridge that swoops up and over a wetland.

We snake around Lake Lafayette and onto the Lafayette Heritage Trail. If we took a turn, we’d end up in Tom Brown Park, but instead we head back to where we parked, requiring a bit of a sprint on a road with no sidewalk or bike lane—luckily, at this moment, no cars

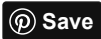
are passing by. Don’t worry, Floyd reassures: soon there will be a new trail to connect it all.



# TALLAHASSEE TRAIL RESOURCES

LINK TO:

**BIKE TALLAHASSEE  
TRAILHASSEE  
TALLAHASSEE MOUNTAIN BIKE ASSOCIATION  
CAPITAL CITY CYCLISTS  
JOYRIDE BICYCLE COLLECTIVE**





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BOARDING + MUSIC  
+ ARTS + SPORTS  
+ MORE

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ALL THINGS POSSIBLE

*Pre-K through Grade 12,  
Day & Boarding School*







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**A scenic overlook on the Lake Overstreet trails provides a place for hikers and bikers to stop in Tallahassee.**

# Trailahassee

*Bike, hike, paddle, drive North Florida's hundreds of miles of trails*

By Patrick Connolly

**“N**ot all of Florida is flat!” reads a map detailing Tallahassee’s network of trails. That becomes apparent when driving there, entering a city that has inclines and slopes very unlike other parts of the Sunshine State.

The terrain becomes even more obvious when muscling up a steep ascent on a mountain bike. But that’s just part of the fun when delving into offerings surrounding “Trailahassee,” the nickname given to Florida’s capital for its hundreds of miles of paths to explore.

“The official account is 742 miles of total trails in our area. That includes our kayaking trails, biking trails, hiking trails, walking trails,” said Scott Lindeman, marketing communications director at Visit Tallahassee. “We just say over 700 because the number changes almost every week.”

Tallahassee has long been known as a college and government town, but the North Florida city is now taking on a new identity with more local businesses and eco-tourism.





The Red Bug Trail at Elinor Klapp-Phipps Park provides 5.5 miles of more challenging terrain for mountain bikers in Tallahassee.



“We’re not the beach communities, we’re not the theme parks ... Our trails and all of our natural resources are woven into everything we do,” Lindeman said. “The potential is there to become an eco-tourism destination. We have the support of the community at large, as well as our elected officials. We’re not Orlando, and we’re not trying to be.”

## Mountain biking, Florida style

On a sweltering summer day, I got a glimpse at North Florida’s mountain bike trails with Jimmy Card, president of the Tallahassee Mountain Bike Association. Taking off from downtown, we followed tree-lined paved trails before reaching an extensive network of off-road biking opportunities.

“We have a saying here, it’s ride to the ride. We hate seeing people put bikes on their cars and driving to a trailhead,” Card said.

We rode along several miles of urban single-track before reaching **Tom Brown Park** (442 Easterwood Drive, Tallahassee), a haven for mountain bike enthusiasts. Darting between towering trees, which provided much-needed shade, I followed Card as we whisked along the Magnolia Trail. Hopping over ruts and roots, shredding through downhill sections and jumping off clay berms made my heart race with joy and adrenaline.

Marked by rusty cars and hubcaps, the Cadillac Trail yielded challenges and terrain that can’t be experienced in many other parts of the state. We decompressed during a shady jaunt around Piney Z Lake before rolling along a scenic boardwalk and covered bridge that crossed railroad tracks.

Then it was a race back to town to beat Florida’s afternoon storms, which we narrowly avoided. Despite a broken spoke and sweat-soaked shirt, the smile never left my face.

The next day, I checked out the **Red Bug Trail** (4488 N. Meridian Road, Tallahassee), considered among the city’s most trying mountain bike trails. Roots jutted out at every turn and rock gardens proved challenging to navigate, while switchbacks and wooden features keep riders on their toes.

For beginners, **Munson Hills** in the Apalachicola National Forest (5057 Woodville Highway, Tallahassee) gives families and casual riders a laid-back scenic ride.

As a lobbyist by trade, Card has worked hard during his two years as TMBA president, petitioning to expand the town’s network of trails for the association’s hundreds of members and the general public.

“We’ve probably had just shy of a million dollars in bike-related expenditures in the last two or three years, which is tremendous,” he said, adding that additional tax dollars in the decades to come will be





Jimmy Card hits a wooden feature at Tom Brown Park.



Alfred B. Maclay Gardens State Park.

allocated for parks and trails. “Just dust the old bike off. If there’s a trail near you where you can ride your bike safely, you’re much more likely to do it than if you’re riding on a road.”

Tallahassee is also hoping to become certified as an International Mountain Bike Association Ride Center, with 72 miles of trails considered for mountain bike usage. The designation points out destinations with extensive trail networks and infrastructure to support off-road cycling, such as bike shops and breweries.

“We’re just trying to make this a riding destination. It already is, we’re just trying to make it better,” Card said. “We’re a powder keg ready to explode. It’s a pretty special time here ... It’s just a matter of getting it known outside of here.”

## A walk through the park

Although mountain biking is one focus of the “Trailahassee” mantra, hiking and running opportunities are plentiful surrounding the state’s capital. In fact, many trails used by off-road cyclists are multi-use and can be enjoyed by hikers, trail runners and horseback riders as well.

Take a short drive north to **Alfred B. Maclay Gardens State Park** (3540 Thomasville Road, Tallahassee) to explore manicured gardens on the grounds once owned by the New York businessman. A short walk yields views of Lake Hall, a secret garden, a reflection pool and hundreds of camellias and azaleas.

The park also provides access to the multi-use Lake Overstreet trails with scenic overlooks and birding opportunities along the way. Across the street, wander the 670-acre **Elinor Klapp-Phipps Park** (4600 N. Meridian Road, Tallahassee), which gives hikers and trail runners the chance to experience more than seven miles of dedicated footpaths.

**Lafayette Heritage Trail** (4900 Heritage Park Blvd., Tallahassee) and **J.R. Alford Greenway** (2500 Pedrick Road, Tallahassee) present many miles of trails for running or hiking with shady canopies and waterfront views.

When taking off from the city, paved walkways in **Cascades Park** (1001 S. Gadsden St., Tallahassee) and the **St. Marks Trail** (4778 Woodville Highway, Tallahassee) give recreationists more than 20 miles of trail to explore.

## Paddling the Panhandle

On a mild Panhandle evening, the majesty of the misty **Wacissa River** revealed itself to me. I launched my kayak near the cool headsprings that flow into the river right as a thin fog began to form, likely a result of warm humid air mixing with chilled waters.

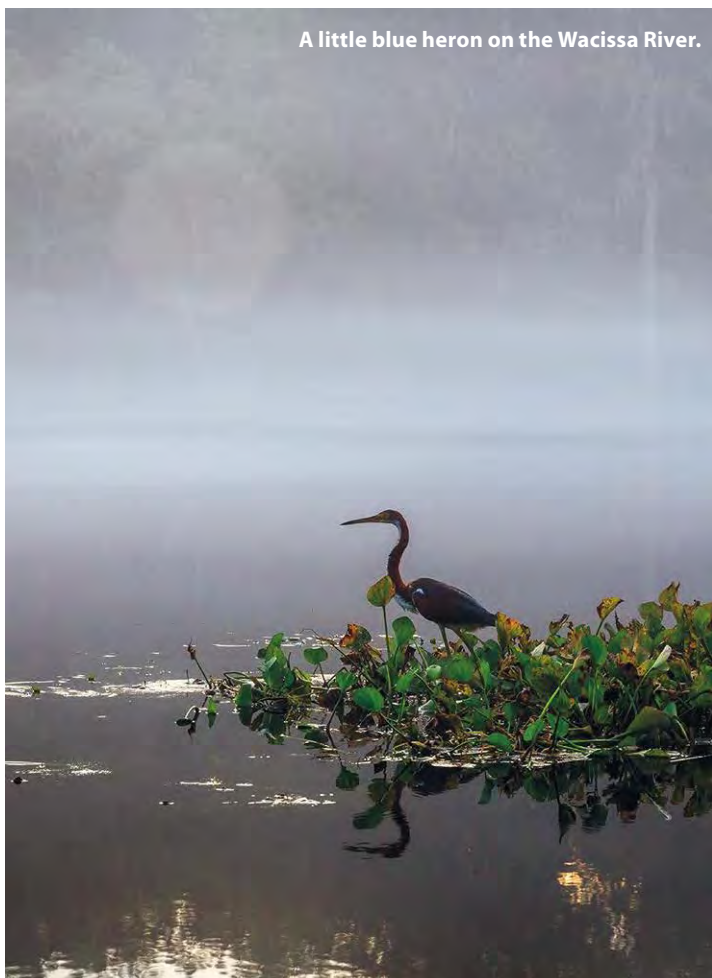
I first paddled north to see rustic fish camps alongside cardinal flowers and cypress trees, scenes harkening back to old Florida.



A kayak paddle on the Wacissa River.



A little blue heron on the Wacissa River.



Heading south, numerous side springs, including Big Blue Spring and Garner Springs, show themselves to curious recreationists exploring the hidden paths.

Like many of North Florida's rivers, the waterway eventually joins the Gulf. The Wacissa later meets the Aucilla River and the float could be turned into a multi-day camping adventure. Launch at 433 Wacissa Springs Road in Greenville.

The Wakulla, St. Marks, Ecofina, Sopchoppy and Ochlockonee rivers offer similarly wild and beautiful opportunities for water-based recreation within an hour of Tallahassee.

For urban, easily accessible day trips, consider the Lafayette Passage Paddling Trail on Lake Lafayette and Piney Z Lake, Lake Jackson, Lake Hall or the Bradford Chain of Lakes.



## Canopies by car

Some of Florida's roads are lined with ancient oaks that stretch their branches over cars, reaching for their siblings on the other side. In Tallahassee, there is a designation for these types of motorways: canopy roads. These **seven selected driving trails** encompass 78 miles lined with live oaks, sweet gums, hickory trees and pines that provide shade and scenery.

Each road has a tree protection area that includes all land within 100 feet of the road's centerline.

Take Meridian Road north from the city to find serenity among the canopy, or get away from town by taking Centerville or Miccosukee roads northeast. To Tallahassee's southeast, take a jaunt along Old St. Augustine Road.

However you choose to travel, "Trailahassee" provides no shortage of options for exploring Florida's natural side. And while social distancing has provided a surge of interest in trails and outdoor recreation, some think this trend is here to stay.

"We're so uniquely positioned, especially right now. When the rest of the world is shutting down, like theme parks, we didn't really shut down here," said Visit Tallahassee's Lindeman. "People are getting out and exploring. You get people out on these trails and they're not going to abandon it once things get back to a sense of normal."

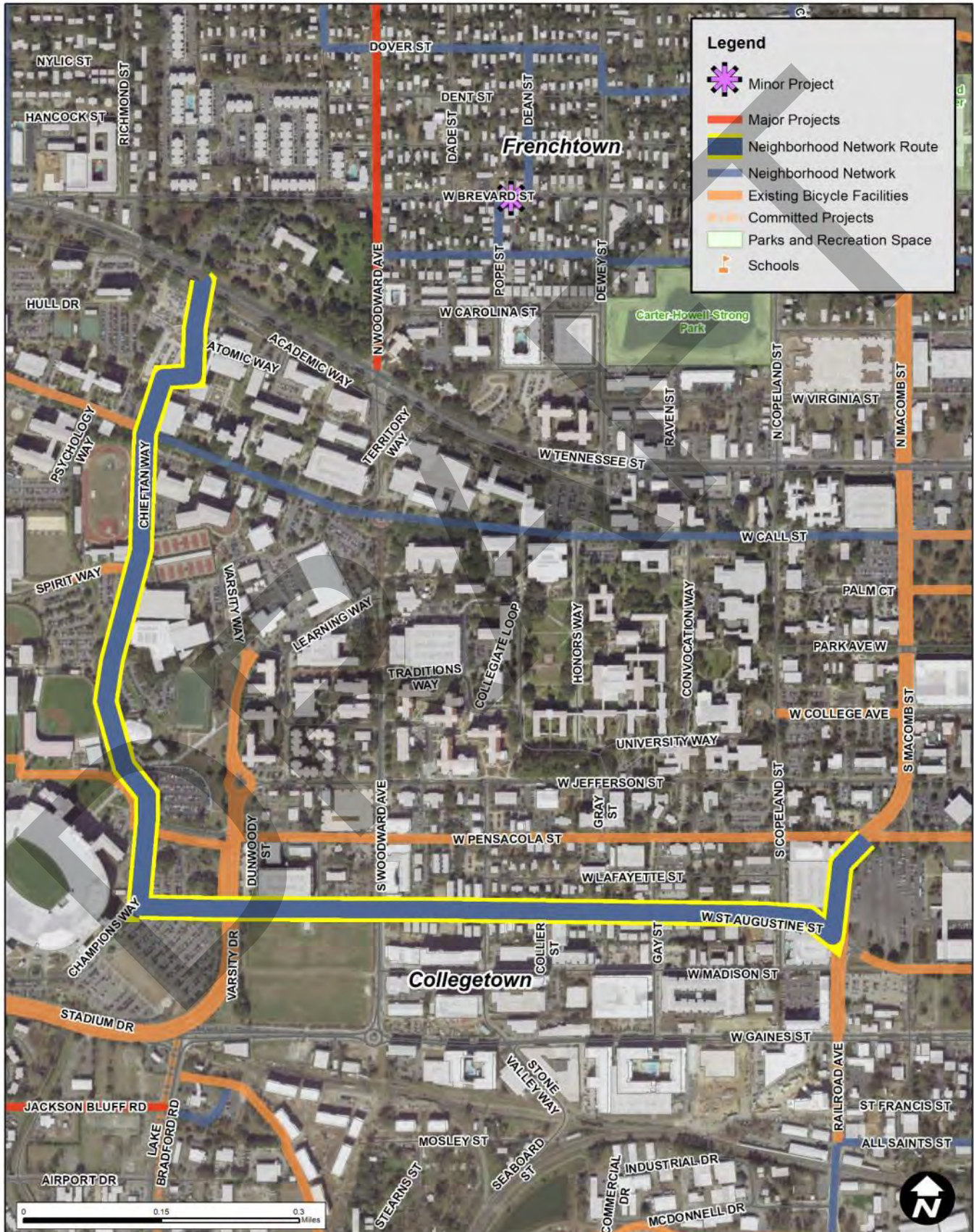
Visit [trailahassee.com](http://trailahassee.com) to find trails for paddling, hiking, running, cycling, horseback and more.

Find me on Twitter @PConnPie, Instagram @PConnPie or send me an email: [pconnolly@orlandosentinel.com](mailto:pconnolly@orlandosentinel.com).





# Neighborhood Network Route: 2J





## Tier I Neighborhood Network Route: 2J

W. St. Augustine Street, Chieftan Way/Champions Way, S. Macomb Street

### Route Description

This neighborhood network route traverses through the FSU campus along Chieftan Way, which is highly used by both pedestrians and bicyclists, but also permits vehicular traffic. Some signage and sharrows are currently present on the road, but additional sharrows and signage are needed to ensure that drivers recognize that they are sharing the road in this area. University campuses provide the opportunity to encourage bicycle and pedestrian use, so prioritizing these facilities near FSU may encourage students and faculty to choose alternative forms of transportation when accessing campus.

W. St. Augustine Street currently has a buffered bicycle lane along its entirety, but because of high speeds related to the road being a one-way, the bicycle comfort level indicates that this road is not well-suited for bicyclists who do not identify as strong and fearless. Safety concerns should be addressed by adding physical delineators to the buffered bicycle lane. This will improve the bicyclists' perception of safety as well as create a more obvious facility that vehicles will be aware.

### Route Details

Project Length: 1.63 miles

### Route Costs

Planning Level Cost Estimate Range (including 20% contingency): \$39,129 — \$58,693

## Goal Satisfaction



SAFETY



MULTIMODAL



EQUITY



CONNECTIVITY



HEALTH

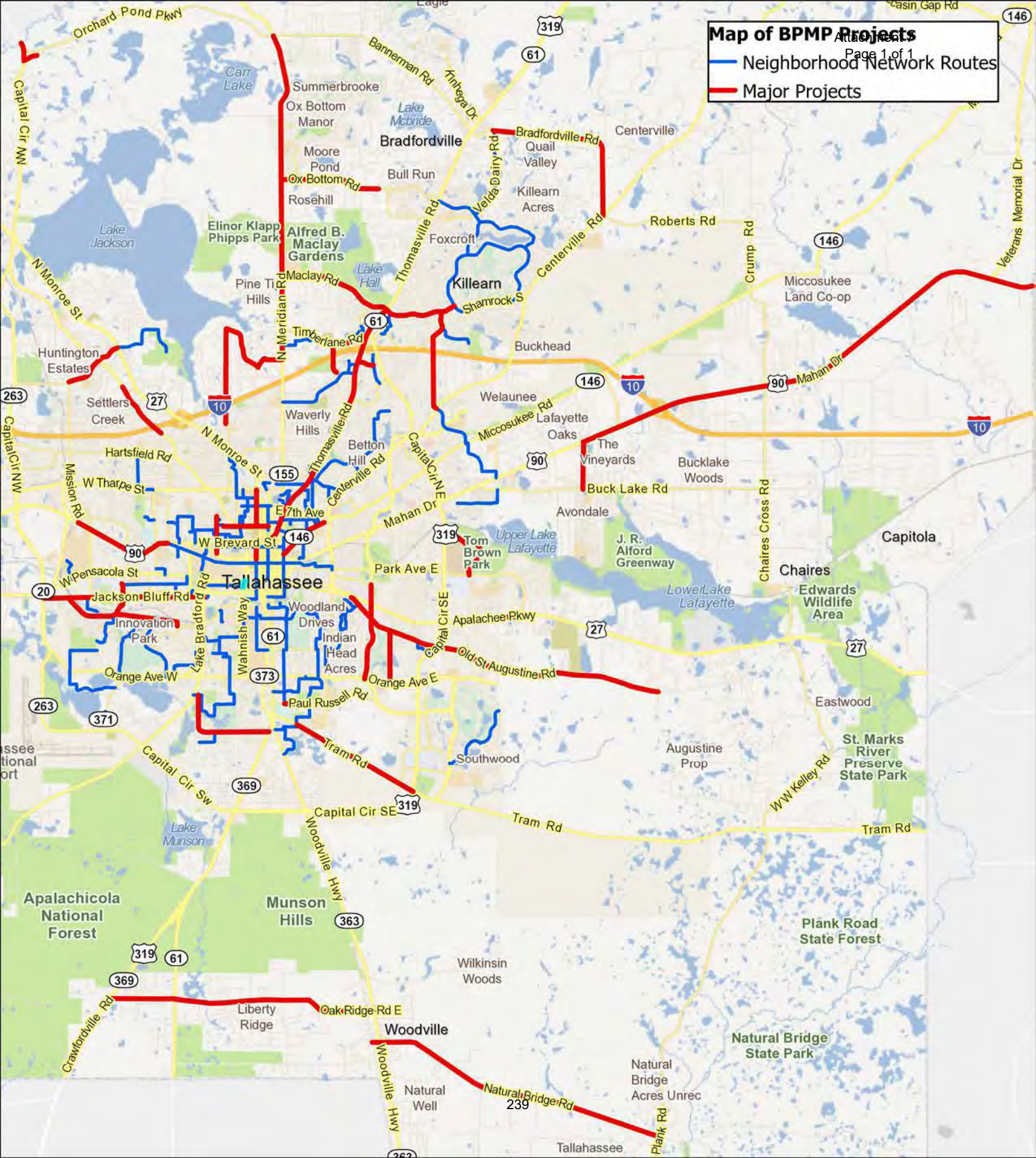


# Map of BPMP Projects

Page 1 of 1

Neighborhood Network Routes

Major Projects





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# **Blueprint Intergovernmental Agency Board of Directors Agenda Item #5**

**February 18, 2021**

<b>Title:</b>	Amendment to VisionFirst Advisors Contract for an Update to the Economic Development Strategic Plan and Related Budget Amendment
<b>Category:</b>	Consent
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Susan Dawson, Blueprint Attorney Cristina Paredes, Director, Office of Economic Vitality Drew Dietrich, Deputy Director, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item seeks approval of an amendment to the current contract with VisionFirst Advisors (VisionFirst) (Attachment #1) and Related Budget Amendment.

## **FISCAL IMPACT**

This item has a fiscal impact. As discussed in the Tallahassee-Leon County Office of Economic Vitality workshop, this item seeks approval to amend the current contract with VisionFirst to add to the Scope of Services the development of an update to OEV's Strategic Plan. Funding for this added service under the contract will not exceed \$100,000, and will be funded through the Future Opportunity Leveraging Fund (FOLF).

## **RECOMMENDED ACTION:**

Option 1: Authorize the Director of PLACE to execute an amendment to the Scope of Services of the contract with VisionFirst to update OEV's Strategic Plan, for an amount not to exceed \$100,000; and approve a Budget Amendment to fund the additional services from the FOLF.

## **SUPPLEMENTAL INFORMATION:**

As discussed in the Tallahassee-Leon County Office of Economic Vitality workshop, VisionFirst developed OEV's original Strategic Plan in 2016.



OEV has identified funding within the Future Opportunity and Leveraging Fund (FOLF) to accomplish this strategic planning update. Funding this project will have no effect upon any other OEV projects, programs, or staffing. Originally budgeted a strategic plan update in FY 2022; however, as discussed in the workshop item, due to the unprecedented nature of COVID-19 and its subsequent effect on the local economy and ways of doing business, it was important to initiate the strategic planning process in the current fiscal year.

VisionFirst currently serves as OEV's strategic communication consultant, in which they are tasked with assisting in the recommendation and development of specific strategies and tactics to further the Agency goals consistent with the OEV Strategic Plan. Amending the current contract to add updating of the OEV Strategic Plan requires IA Board approval based on Blueprint's Procurement Policy. Under Blueprint's Procurement Policy, the IA Board must approve change orders and modifications to the scope of services or costs which exceed 20 percent of the original contract amount. The original contract amount over a 5-year period is \$108,000.

Under an amendment to the Scope of Services, VisionFirst will develop a comprehensive economic development strategy to connect and direct OEV and stakeholders to achieve measurable goals to enhance the community over the short-term (two years) and long-term (five years). The strategy will provide a clear course of action, milestones, and a means of knowing when the organization has arrived at its destination. The overarching goals, strategies and tactics will build upon the existing resources and successes to strategically focus the community to grow jobs, support and retain businesses and build a sustainable, viable community that offers economic prosperity to all its citizens. The plan will incorporate key focus areas for the department:

- Business Retention and Expansion (with a focuses on supporting businesses with job creation and retention)
- Economic Inclusion (MWSBE engagement)
- Research, Innovation, and Business Formation (Entrepreneurism)
- Workforce Development and the Talent Pipeline
- Incentives and Financial Tools
- Operations and Resources
- Product Development and Program Evaluation

Staff anticipates that VisionFirst will take six months to complete the update to the Strategic Plan, thereby allowing for OEV to implement a new strategic direction in line with Fiscal Year 2022. VisionFirst will be conducting surveys to local businesses and stakeholders, as well as one-on-one meetings to gain additional insight and unique perspectives on the local economy.

## **CONCLUSION:**

Fiscal Year 2021 presents an opportunity to move forward with updating the OEV Strategic Plan to reflect the new economic landscape. Staff recommends amending the current contract with VisionFirst pursuant to Blueprint's Procurement Policy, and approving the associated budget amendment to move forward with updating the OEV strategic plan.



**Action by EVLC:** During the February 3, 2021 meeting, the EVLC recommended that the IA Board approve the amendment to the contract with VisionFirst to update the Strategic Plan.

## OPTIONS:

- Option 1: Authorize the Director of PLACE to execute an amendment to the Scope of Services of the contract with VisionFirst to update OEV's Strategic Plan, for an amount not to exceed \$100,000; and approve a Budget Amendment to fund the additional services from the FOLF.
- Option 2: Do not approve an Amendment to the VisionFirst Contract and Related Budget Amendment.

Option 3: IA Board Direction.

## RECOMMENDED ACTION:

- Option 1: Authorize the Director of PLACE to execute an amendment to the Scope of Services of the contract with VisionFirst to update OEV's Strategic Plan, for an amount not to exceed \$100,000; and approve a Budget Amendment to fund the additional services from the FOLF.

### Attachment:

1. Strategic Communication Services Contract with VisionFirst Advisors



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# **BLUEPRINT INTERGOVERNMENTAL AGENCY AGREEMENT**

## **STRATEGIC COMMUNICATIONS SERVICES**

### **VISIONFIRST ADVISORS**

**AGREEMENT NUMBER: 4655**

#### **INDEX**

- 1. SERVICES AND PERFORMANCE**
- 2. TERM**
- 3. COMPENSATION AND PAYMENT**
- 4. INDEMNITY AND INSURANCE**
- 5. COMPLIANCE WITH LAWS**
- 6. TERMINATION AND DEFAULT**
- 7. STAFFING AND SUBCONTRACTING**
- 8. NOTICES**
- 9. CORRESPONDENCE**
- 10. PRECEDENCE OF CONTRACT DOCUMENTS**
- 11. MISCELLANEOUS**
- 12. ATTACHMENT**



## **AGREEMENT**

THIS AGREEMENT, is made this day 6<sup>th</sup> of March 2020, by and between the Leon County - City of Tallahassee Blueprint Intergovernmental Agency (Agency), an agency created by interlocal agreement under section 163.01, Florida Statutes, and VisionFirst Advisors (Contractor), authorized to conduct business in the State of Florida, hereinafter called the Contractor.

WHEREAS, the Agency issued a Request for Proposals (RFP No. RFP-098-19-RT) to procure strategic communications services, and

WHEREAS, the Contractor responded to the RFP by submitting Contractor's Proposal dated August 14, 2019; and

WHEREAS, the Agency and Contractor now desire to enter into an agreement relating to the provision of such work and services;

NOW, THEREFORE, the Agency and Contractor, in consideration of the promises and covenants set forth herein and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

### **1. SERVICES AND PERFORMANCE:**

- A. The Agency does hereby retain the Contractor to furnish services in connection with projects managed under the Blueprint Intergovernmental Agency program. The services furnished by the Contractor will be within the scope of those services described in the RFP and attached hereto as Exhibit "A" (Scope of Work) and will be furnished in accordance with the Contractor's Proposal, attached hereto as Exhibit "B" (Contractor's Proposal) and this Agreement. This Agreement takes precedence in the case of a discrepancy among the documents.
- B. Any work to be performed will be upon the written request of the Director of the Tallahassee – Leon County Department of Planning, Land Management and Community Enhancement (PLACE) or his or her representative. The request will set forth the commencing date of such work and the time within which such work must be completed. The performance of Agency of any of its obligations under this Agreement will be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the RFP specifications.
- C. Before making any additions, deletions, changes, or revisions to the Scope of Work or Proposal, the parties will negotiate any necessary cost changes and will enter into a mutually acceptable amendment to this Agreement.
- D. In the performance of services, the Contractor will use that degree of care and skill ordinarily exercised by other similar professionals in the field under similar conditions in similar localities. The Contractor will have due regard for acceptable standards.
- E. All services will be performed in accordance with the terms of this Agreement. The Agency has established a dispute resolution escalation process to address questions, difficulties, and disputes between the Agency and the Contractor. The Agency Project Manager will attempt to address questions, difficulties, and disputes. However, if the issue cannot be resolved at this level, the Agency Project Manager will forward the issue to the Director of PLACE, who will decide on all questions, difficulties, and disputes that



may arise under or by reason of this Agreement or by reason of the prosecution or fulfillment of the services hereunder or by reason of the character, quality, amount, or value of such services. The decision of the Director of PLACE will be final and binding upon the parties hereto subject to a court of competent jurisdiction. Each level will have a maximum of seven (7) working days to answer, resolve, or address the issue. This 7-day window is a response time and does not infer resolution. Adjustments of compensation and contract time because of any major changes in the Scope of Work that may become necessary or desirable as the work progresses will be subject to mutual agreement of the parties, and the parties will enter into contract amendment(s) of such a nature as required in accordance herewith.

- F. The Contractor may be authorized to use the Agency's computer facilities utilizing Agency programs required for the performance of the services herein. The Contractor will identify the programs required and submit a written request to the Director of PLACE for approval. Damages to the Agency/City's electronic system that is directly attributable to the Contractor or his employees or subcontractors will be the responsibility of the Contractor.
- G. The Contractor will not be liable for use by the Agency of plans, documents, studies, or other data for any purpose other than intended by the terms of this Agreement.
- H. All plans, specifications, maps, computer files, and/or reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and will become the property of the Agency upon completion or termination subject to Section 6 below and will be made available, upon request, to the Agency at any time during the performance of such services and/or upon completion or termination of this Agreement. Upon delivery to the Agency of said document(s), the Agency will become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Contractor will not copyright any material and products or patent any invention developed under this Agreement.

**2. TERM AND EFFECTIVE DATE:**

- A. This Agreement will become effective upon full execution by the parties. In accordance with the Scope of Work, this agreement will terminate at the conclusion of a three year period commencing on the effective date of this Agreement unless extended by means set forth in Paragraph 2.B or earlier terminated pursuant to Section 6 of this Agreement.
- B. In accordance with the Scope of Work, two one-year renewal options are available to the Agency at the end of the initial term of this Agreement. The Agency must notify the Contractor in writing of the Agency's intent to exercise a renewal option within thirty days of the end of the term. Such written notification will be sufficient to exercise the renewal option and extend the term of this Agreement for a period of one year.

**3. COMPENSATION AND PAYMENT:**

- A. For the performance of the services as outlined in Section 1 above, the Agency will pay the Contractor's blended hourly rate of \$180.00 per hour for 10 hours per month for services listed in the Scope of Work. At the Agency's option, the Contractor may be requested to provide additional professional services as needed. The additional services may be for a flat rate or the blended hourly rate as may be agreed upon by the parties.
- B. Invoices for reimbursement of expenses must be numbered, include a date of invoice, reference the purchase order number, include an itemized listing of all goods and



services being billed with unit prices and extended pricing, Contractor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed and delivered to the Agency.

- C. Records of costs incurred under terms of this Agreement will be maintained by the Contractor and made available upon request to the Agency at all times during the period of this Agreement and for three years after final payment for the work pursuant to this Agreement is made. Copies of these documents and records will be furnished to the Agency upon request.
- D. Records of costs incurred include the Contractor's general accounting records and the project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the project, and all other records of the Contractor and subcontractors considered necessary by the Agency for a proper audit of project costs.
- E. Proper invoices submitted to the Agency will be paid in accordance with the Florida "Prompt Payment Act," Section 218.70, Florida Statutes.
- F. The performance and obligation of the Agency to make payment under this Agreement is contingent upon approval or appropriation of funding by the Agency's Board of Directors.

**4. INDEMNITY AND INSURANCE:**

- A. The Contractor will indemnify and hold harmless the Blueprint Intergovernmental Agency, City of Tallahassee, Leon County, their officers, agents, employees, and volunteers, from liabilities, damages, losses, and costs, including but not limited to reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of this Agreement.
- B. Prior to commencing work, the Contractor will procure and maintain at Contractor's own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property that may arise from or in connection with the performance of the work or services hereunder by the Contractor, his agents, representatives, employees, or subcontractors. The cost of such insurance will be included in Contractor's proposal.

**(1) Contractor will maintain limits no less than:**

- (a) Commercial General/Umbrella Liability Insurance - \$500,000 limit per occurrence for property damage and bodily injury. The service provider should indicate in its proposal whether the coverage is provided on a claims-made or preferably on an occurrence basis.

The insurance will include coverage for the following:

- Premise/Operations
- Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
- Products/Completed Operations
- Contractual
- Independent Contractors
- Broad Form Property Damage
- Personal Injury



- (b) Business Automobile/Umbrella Liability Insurance - \$500,000 limit per accident for property damage and personal injury.
  - Owned/Leased Autos
  - Non-owned Autos
  - Hired Autos
- (c) Workers' Compensation and Employers'/Umbrella Liability Insurance - Workers' Compensation statutory limits as required by Chapter 440, Florida Statutes. This policy should include Employers'/Umbrella Liability Coverage for \$500,000 per accident.
- (d) Professional Liability Insurance - Minimum limits of \$500,000.

**(2) Other Insurance Provisions**

- (a) Commercial General Liability and Automobile Liability Coverages
  - The Blueprint Intergovernmental Agency, City of Tallahassee, Leon County, their officers, agents, employees, and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased, or used by the Contractor or premises on which Contractor is performing services on behalf of the Agency. The Blueprint Intergovernmental Agency, City of Tallahassee, Leon County, their officers, agents, employees, and volunteers are not to be covered as additional insured as respects auto liability. The coverage will contain no special limitations on the scope of protection afforded to the Blueprint Intergovernmental Agency, City of Tallahassee, Leon County, their officers, agents, employees, and volunteers.
  - Any insurance or self-insurance maintained by the Blueprint Intergovernmental Agency, City of Tallahassee, Leon County, their officers, agents, employees, and volunteers will be excess of Contractor's insurance and will not contribute with it.
  - Any failure to comply with reporting provisions of the policies will not affect coverage provided to the Blueprint Intergovernmental Agency, City of Tallahassee, Leon County, their officers, agents, employees, and volunteers.
  - Coverage will state that Contractor's insurance will apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (b) Workers' Compensation and Employers' Liability and Property Coverages  
The insurer will agree to waive all rights of subrogation against the Blueprint Intergovernmental Agency, City of Tallahassee, Leon County, their officers, agents, employees, and volunteers for losses arising from activities and operations of the Contractor in the performance of services under this Agreement.
- (c) All Coverages
  - Each insurance policy required by this clause will be endorsed to state that coverage will not be canceled or non-renewed except after thirty (30) days prior written notice has been given to the Agency or for non-payment except after ten (10) days prior written notice has been given to the Agency.
  - If Contractor, for any reason, fails to maintain insurance coverage, which is required pursuant to this Agreement, the same will be deemed a material breach of contract. Agency, at its sole option, may terminate this Agreement and obtain damages from the Contractor resulting from said breach.
  - Alternatively, Agency may purchase such required insurance coverage (but



has no special obligation to do so), and without further notice to Contractor, Agency may deduct from sums due to Contractor any premium costs advanced by Agency for such insurance.

**(3) Deductibles and Self-Insured Retentions**

The Contractor must declare any deductibles or self-insured retentions to the Agency, and the Agency may approve the same. At the option of the Agency, the insurer will reduce or eliminate such deductibles or self-insured retentions as respects the Blueprint Intergovernmental Agency, City of Tallahassee, Leon County, their officers, agents, employees, and volunteers; or the Contractor will procure a bond guaranteeing payment of losses, related investigation, claim administration, and defense expenses.

**(4) Acceptability of Insurers**

Insurance is to be placed with Florida admitted insurers rated B+X or better by *A.M. Best's* rating service.

**(5) Verification of Coverage**

Contractor will furnish the Agency with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Agency will receive and approve the certificates and endorsements prior to issuing the first Letter of Authorization.

**(6) Subcontractors**

Contractor is responsible for obtaining copies of its subcontractors' insurance policies and submitting the copies for review and approval by the Agency. The Agency reserves the right to require subcontractors to increase their insurance coverages to accepted industry levels based on the services being provided for the Contractor as part of this Agreement.

**5. COMPLIANCE WITH LAWS:**

- A. The Contractor will comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to the work or payment for work thereof, and will not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.
- B. The Contractor warrants that the Contractor has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement and that he has not paid or agreed to pay any person, company, corporation, individual, or firm any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. It is understood and agreed that the term "fee" will also include brokerage fee, however denoted. For the breach or violation of this Paragraph, the Agency will have the right to terminate this 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.
- C. The Contractor agrees that it will make no statements, press releases, or publicity releases concerning this Agreement or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this Agreement, or any particulars thereof, during the period of the Agreement, without first notifying the Agency and securing its consent in writing. The Contractor also agrees that it will not publish, copyright, or patent any of the data developed in



compliance with this Agreement, it being understood that, under Paragraphs 1.H, 3.C, and 3.D hereof, such data or information is the property of the Agency. Contractor may "furnish" data that was previously developed and/or published, copyrighted, etc. The Agency may grant a Contractor request to publish, copyright, or patent; however, such authorizations must be in writing.

- D. Contractor covenants and agrees that it and its employees will be bound by the standards of conduct provided in applicable Florida Statutes and applicable rules of the Department of Business and Professional Regulation, the City of Tallahassee Ethics Policy, and Blueprint Intergovernmental Agency Ethics Policy, as they relate to work performed under this Agreement. These statutes and policies will by reference be made a part of this Agreement as though set forth in full. Contractor agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed pursuant to this Agreement.

6. **TERMINATION AND DEFAULT:**

- A. The Agency may terminate this Agreement in whole or in part at any time the interest of the Agency requires such termination:
- (1) If the Agency determines that the performance of the Contractor is not satisfactory, the Agency may notify the Contractor of the deficiency with the requirement that the deficiency be corrected within a specified time, which time will not be less than ten (10) days nor more than thirty (30) days. Otherwise the Agreement will be terminated at the end of such time.
  - (2) If the Contractor is placed in either voluntary or involuntary bankruptcy or if an assignment be made for the benefit of creditors.
  - (3) If the Agency desires, at its discretion and for reasons other than unsatisfactory performance of the Contractor, to terminate the Agreement, the Agency will notify the Contractor of such termination, with instructions as to the effective date of work stoppage or specify the stage of work at which the Agreement is to be terminated. Such notice will be given not less than thirty (30) days prior to the effective date of such termination.
  - (4) If the Agreement is terminated before performance is completed, the Contractor will be paid for all services satisfactorily performed. Payment is to be on the basis of substantiated costs, not to exceed an amount that, with respect to each task or item of services in process at the time notice of such termination is given, is the same percentage of the applicable task or pay item as the amount of work satisfactorily completed as a percentage of the total work called for by such task or pay item.
- B. The Agency reserves the right to cancel and terminate this Agreement in the event the Contractor or any employee or agent of the Contractor is convicted for any crime arising out of or in conjunction with any work being performed by the Contractor for or on behalf of the Agency, without penalty. The Agency further reserves the right to suspend the qualifications of the Contractor to do business with the Agency upon any such conviction.
- C. It is understood and agreed that upon termination of this Agreement, all plans, specifications, computer files, maps, and data prepared or obtained under this Agreement will immediately be turned over to the Agency in conformity with the



provisions of Paragraphs 1.H, 3.C, and 3.D hereof. The Contractor will be compensated for its services rendered up to the time of any such termination in accordance with Paragraph 6.A hereof.

- D. The Agency will consider the employment by any Contractor or Subconsultant of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationalization Act. Such violation will be cause for unilateral cancellation of this Agreement.

**7. STAFFING AND SUBCONTRACTING:**

- A. The Contractor will maintain an adequate and competent professional staff to enable the Contractor to perform under this Agreement in a timely manner and will be authorized to do business within the State of Florida. Any needed changes to the staffing plan as presented in the Proposal must receive prior approval by the Agency.
- B. The Contractor may associate with it those subcontractors identified in the Proposal and, with the consent of the Agency, such other subcontractors as it may require for the purpose of providing the services set forth in this Agreement. The services of such subcontractors will be without additional cost to the Agency, other than those costs negotiated within the limits and terms of this Agreement. The Contractor will be fully responsible for the satisfactory completion of all subcontracted work.

**8. NOTICES:**

Whenever either party desires to give notice to the other, notice will be in writing and sent by U.S. mail (registered and postage prepaid), or by recognized overnight courier, or by hand delivery (with signed receipt), or by facsimile transmission (if confirmed by registered mail, recognized overnight courier, or hand delivery). Delivery will be deemed effective upon receipt at the addressee's office, upon personal delivery to the addressee's office, or upon personal delivery to the addressee, whichever is applicable, so long as receipt is subsequently confirmed. All notices will be sent to the parties as follows:

For the Agency:  
Ms. Susan Emmanuel  
Public Information Officer  
Blueprint Intergovernmental Agency  
315 S. Calhoun St., Suite 450  
Tallahassee, Florida 32301  
Voice: (850) 219-1060  
Fax: (850) 219-1098  
Email: susan.emmanuel@blueprintia.org

For the Contractor:  
Mr. Gray Swoope  
President and CEO  
VisionFirst Advisors  
3800 Esplanade Way, Suite 195  
Tallahassee, FL 32311  
Voice: (850) 558-6900  
Fax: (850) 558-6901  
Email: gray.swoope@visionfirstadvisors.com

**9. CORRESPONDENCE:**

The Contractor will follow the document controls procedures established by the Agency.

**10. PRECEDENCE OF CONTRACT DOCUMENTS:**

The contract documents will consist of this Agreement, including all attachments and amendments hereto, the Agency's Request for Proposals, and the Contractor's Proposal. In the event of conflict between the terms and conditions of those documents, such terms and conditions will control in the following order:



- i. This Agreement and Amendments hereto
- ii. The Request for Proposals (Exhibit "C"), including the Scope of Work (Exhibit "A")
- iii. The Contractor's Proposal (Exhibit "B")

**11. MISCELLANEOUS:**

- A. Reference herein to Director of PLACE will mean the Blueprint Intergovernmental Agency Director of PLACE, Mr. Benjamin H. Pingree, or his successor or designee.
- B. All words used herein in the singular form will extend to and include the plural. All words used in the plural form will extend to and include the singular. All words used in any gender will extend to and include all genders.
- C. In the event that a court of valid jurisdiction finally determines that any provision of this Agreement is illegal or unenforceable, this Agreement will be construed as not containing such provision, and all other provisions which are otherwise lawful will remain in full force and effect. To this end, the provisions of this Agreement are declared to be severable.
- D. There are no understandings or agreements except as herein expressly stated.
- E. The laws of the State of Florida and the Policies and Procedures of the Agency will govern this Agreement.
- F. In any legal action related to this Agreement, instituted by either party, Contractor hereby waives any and all privileges and rights it may have under Chapter 47, Florida Statutes, relating to venue, as it now exists or may hereafter be amended and any and all such privileges and rights it may have under any other statute, rule, or case law, including, but not limited to those grounded on convenience. Any such legal action may be brought in the appropriate Court in any county chosen by the Agency, and, in the event that any such legal action is filed by Contractor, Contractor hereby consents to the transfer of venue to the county chosen by the Agency upon the Agency filing a motion requesting the same.

**12. ATTACHMENTS**

The following attachments are hereby incorporated into this Agreement as part hereof as though fully set forth herein.

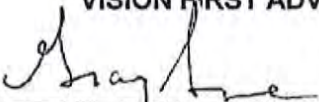
Exhibit "A", Scope of Work  
Exhibit "B", Contractor's Proposal  
Exhibit "C", Request for Proposals No. RFP-098-19-RT

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**



IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their duly authorized representatives, the day and year first above written.

**VISION FIRST ADVISORS**

By:   
Gray Swoope

Title: President & CEO

Date: February 5, 2020

**LEON COUNTY – CITY OF TALLAHASSEE  
BLUEPRINT INTERGOVERNMENTAL AGENCY**

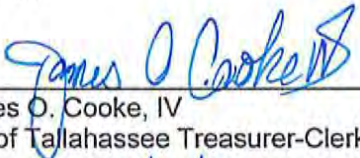
By:   
Benjamin Harrison Pingree

Title: Director of PLACE

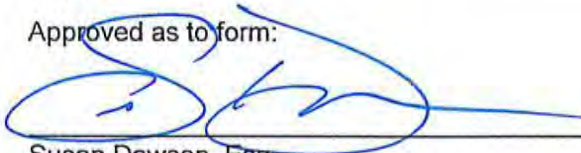
Date: 3/3/2020

FOR AGENCY USE ONLY

ATTEST:

  
James O. Cooke, IV  
City of Tallahassee Treasurer-Clerk  
Date: 3/6/24

Approved as to form:

  
Susan Dawson, Esq.  
Blueprint Attorney  
Date: \_\_\_\_\_





### SCOPE OF WORK

In accordance with the Scope of Work requirements in Section 3 of Exhibit A, VisionFirst Advisors will assist in strategic communication activities for Blueprint and the Office of Economic Vitality (OEV) during the contract term. The strategic communication activities will include, but are not limited to, the following:

- Assessing current progress of strategic communications plans and goals and developing new initiatives to continue/enhance progress.
- Assist in the recommendation and development of specific strategies and tactics to further the Agency goals consistent with the Blueprint Public Engagement Plan (2019) and the OEV Strategic Plan (2017).
- Assistance and guidance in the development of materials, however, not responsible for the creation of materials.
- Develop key messages for the Agency.
- Advice and counsel



2.5.1.2 Technical Scoring Scale Table

Score	Basic Description	Full Description
0 - 1	No Response / Not Addressed or Vaguely Addressed	Answer is No to RFP requirements; this element of the evaluation criteria was <b>not addressed or vaguely addressed</b> .
2 - 3	Poor/Below Expectations / Unsatisfactory	The proposal is inadequate in most basic requirements, specifications or provisions of the criteria element; respondent's information for this element of the evaluation criteria was <b>unsatisfactory</b> .
4 - 5	Below Average / Meets Some Expectations	The proposal meets some of the basic requirements, specifications or provisions of the criteria element; respondent's information for this element of the evaluation criteria is <b>below average</b> .
6 - 7	Average / Meets Most Expectations	The proposal adequately meets the minimum requirements, specifications or provisions of the criteria element; respondent's information for this element of the evaluation criteria is <b>average</b> .
8 - 9	Above Average / Meets All Expectations	The proposal more than adequately meets the minimum requirements, specifications or provisions of the criteria element, may exceed some areas; respondent's information for this element of the evaluation criteria is <b>above average</b> .
10	Excellent / Exceeds Expectations	The proposal exceeds minimum requirements, specifications or provision in most aspects of the criteria element; respondent's information for this element of the evaluation criteria is <b>excellent</b> .

**2.6 Overall Score and Ranking:** The sum of the Respondent's Technical point equals the Respondent's Total Proposal score. Respondents will be ranked numerically 1, 2, 3, etc. from highest point score to the lowest point score.

As part of the evaluation process the Agency reserves the right to shortlist two or more Respondents with the highest-ranking proposal scores. The Agency may also request oral presentations, interviews, and/or conduct site visits during the solicitation and contracting process.

### SECTION 3 SCOPE OF WORK / SPECIFICATIONS

#### 3.1 INTENT

The Blueprint Intergovernmental Agency is seeking a qualified contractor interested in providing Strategic Communications Services; to include all services, labor, materials, equipment and supplies necessary to provide such products and/or services as outlined in this document.

RFP SOW



Exhibit "A"

Any estimated quantities stated are provided only as a guideline for bid preparation and shall not guarantee the quantity that will be ordered. The Agency reserves the right to increase or decrease the number of items purchased.

**3.1.1 History/Background** The Tallahassee-Leon County Blueprint Intergovernmental Agency (Agency), comprised of the Infrastructure Program and the Office of Economic Vitality, is funded by a one cent sales tax which was extended by referendum in 2014. The new program officially begins in 2020 and the Agency seeks strategic communications services to assist the Agency as it embarks on its new program of work. The strategic communications services will assist the Office of Economic Vitality to better position and promote Tallahassee-Leon County as a business generator and an ideal location to start and grow a business

The Blueprint Infrastructure program strives to widely disseminate, clear, complete, and timely information to the residents, stakeholders, affected agencies, and interested parties regarding the overall Blueprint 2020 program as well as the individual Agency plans, projects and programs. Strategic communications will provide the strategy and content and collateral material that will represent the program to all stakeholders.

## **3.2 SCOPE OF WORK / SPECIFICATIONS**

The Agency is soliciting the services of an experienced communicator with a complete understanding of integrated marketing communications and its application to government communications.

Firms wishing to be considered should, minimally, have a thorough understanding of Florida's Open Records and Sunshine laws, full and intimate knowledge of the Tallahassee-Leon County community, be knowledgeable of current events, demographics, citizen opinions and expectations, and possess extensive experience communicating complex and emotional issues to a broad audience. Firms should have an effective approach to account/client management, assigning senior level counsel to this contract. Note, employees of the selected firm will not act as Agency spokesperson. All media will be managed by the Agency and Agency staff will have final approval of all communications plans, strategies, content, collateral, etc., unless otherwise stated.

Strategic Communications may include: strategic communications counsel, key message development, copy writing and development of media and community-oriented materials, and other strategic communications services.

3.2.1. This RFP defines the specification requirements for the project, which may include, but not limited to:

- a. Services, products, materials and supplies, or special equipment needed to complete the work
- b. Tasks to be completed
- c. Personnel to be utilized (i.e. licensed engineer, architect, master plumber, electric technician, etc. Schedule of activities (Name specific deliverables)
- d. Completion date of the project

RFP SOW



Exhibit "A"

**3.2.2 Period of Performance**

Proposer shall be contracted for a period lasting three years with two one-year renewal options at the end of the initial term. The Period of Performance provided in the Statement of Work is an estimate of when the project/contract will occur. The actual period of performance dates will be discussed and determined with the successful Contractor.

**3.2.3 Place of Performance**

Work may be completed at the proposer's place of business.

**3.2.4 Work Requirements**

A proposer is required to perform a broad range of strategic communications services including but not limited to: account services, strategic communications counsel, key message development, copy writing and development of media and community-oriented materials, and other strategic communications services.

**3.2.5 Documentation of the quality of the work**

- a. Specific deliverables will be discussed upon the completion of the bidding process but are liable to include a quarterly report among other materials.
- b. The quality of work will be evaluated against targets set in the kick-off meeting and re-evaluated continuously at quarterly meetings.

**3.2.6 Schedule of Milestones**

The following schedule outlines the deliverables and/or milestones for this contract.

Anticipated Schedule	
Contract Execution	September 6, 2019
Contract Kick-off Meeting with Project Manager	September 7, 2019
Quarterly Status Meetings	TBD
Contract Completion/Close-out	September 6, 2022

**3.3 PRE-QUALIFICATION OF BIDDERS**

Not applicable

**3.4 CONTRACTOR RESPONSIBILITIES**

3.4.1 Provide a local dedicated account manager at time of contract award that is readily available to administer the Agency contract on a day-to-day basis.

3.4.2 Have the facilities, capabilities, equipment and support staff to maintain regular and consistent services for the term of the contract.

RFP SOW



### **3.5 CONTRACTOR PERSONNEL REQUIREMENTS**

3.5.1 No one except authorized employees of the Contractor is allowed on the premises of Agency property to provide service. Contractor's employees are not to be accompanied in their work area by acquaintances, family members or any other person unless said person is an authorized employee of the Contractor.

3.5.2 The Agency may require that the Contractor remove from the job covered by this Contract any employee who endangers persons or property or whose continued employment under this Contract is inconsistent with the interest of the Agency.

3.5.3 The Agency may require background checks on all employees of the Contractor providing services to the Agency. The Agency shall incur the cost of this service.

#### **3.5.1 Services**

All services provided to the Agency shall be performed in accordance with recognized industry standard standards for the products or services provided.

#### **3.5.2 Inspection and Acceptance**

- No services received by the Agency pursuant to the contract shall be deemed accepted until Agency has had reasonable opportunity to inspect the supplies and/or services.
- All services which do not comply with the specifications and/or requirements or which are otherwise unacceptable may be rejected.
- In addition, all services which are discovered which do not conform to Agency requirements specified herein upon inspection (or at any later time if the deficiencies contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- The Agency reserves the right to reject services at the Contractor's expense for full credit or replacement and to specify a reasonable date by which replacement must be received. The Agency's right to reject any unacceptable supplies and/or services shall not exclude any other legal, equitable or contractual remedies the Agency may pursue.

#### **3.6 Service Hours**

3.6.1 There are no restrictions regarding the service hours for contract performance.

- Business Hours is work performed between 8:00 AM to 5:00 PM, Monday through Friday excluding Agency holidays.
- After Hours Service is defined as work performed after 5:00 PM and before 8:00 AM
- Weekend and Holiday work is defined as being performed during Saturday, Sunday or during any Agency holiday.

#### **3.6.2 AFTER HOURS AND EMERGENCY SERVICE RATES / QUOTE ESTIMATES**

Not applicable

RFP SOW



**3.7 ADDITION AND DELETION OF ITEMS OR SERVICE LOCATIONS**

The Agency reserves the right to add or delete products and/or service locations at any time during the term of the contract without penalty.

Upon approval by the Agency and upon receipt of written notice, Contractor(s) shall begin providing new items or servicing new locations within ten (10) business days of the date of the written notice. The Agency shall give the Contractor(s) thirty (30) days written notice for any service location deletions.

Billing for the deleted service location will end when services are terminated. Site additions and deletions shall be made by User Departments with written notification to the Procurement Contract Manager. Prices charged for site additions will be the same cost basis as that used in formulating the original bid.

**3.8 REPORTING REQUIREMENTS AND PROCEDURES**

Not applicable

**3.9 AGENCY'S RESPONSIBILITIES**

3.9.1. The following recognized Agency Holiday Schedule is as follows. Depending on the specific requirements of each contract, a Contractor may/may not have performed service(s) or make deliveries on these days. If services are required, access will be provided.

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Additional closure days may be designated on an as-need basis, such as inclement weather, emergency, maintenance, etc.

3.9.2 Identify Agency Authorized User Department Representatives. The following person(s) shall serve as an assigned point of contact for this contract: Susan Emmanuel, [Susan.Emmanuel@blueprintia.org](mailto:Susan.Emmanuel@blueprintia.org), 850 219 1060.

3.9.3 Respond timely in the review and approval/or denial of Contractor reports, invoicing, or other documentation or requests. Serve as the first point of contact and communicate any issues with the Contractor representative for resolution.

3.9.4 The Agency reserves the right to conduct inspections of the Contractor's work at unannounced times and at unannounced intervals for evaluation purposes.

RFP SOW





## Proposal for Strategic Communications Services

08.14.2019

**GRAY SWOOPE**  
PRESIDENT & CEO

[Gray.Swoope@visionfirstadvisors.com](mailto:Gray.Swoope@visionfirstadvisors.com)





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TAB 01

# Executive Summary

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TAB 01

## Executive Summary

August 14, 2019

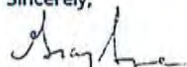
Our team at VisionFirst Advisors is excited about the opportunity to provide the following response to the strategic communications services RFP. While we do work in more than 30 states, Tallahassee is home, and it would be rewarding to build on the economic development strategic plan we developed for the Office of Economic Vitality while also supporting the Blueprint program.

We are fortunate to experience the value of Blueprint daily and recognize the importance today of having a holistic approach to economic/community development. Today, more than ever, vibrant local economies are driven by implementing a comprehensive strategy derived from community stakeholders to enhance such assets as transportation corridors, arts, talent and community collaboration and quality of place.

While the Blueprint projects and OEV plan are being implemented, it is important to communicate that success and provide channels for continued feedback. VisionFirst works every day with communities, utilities and businesses all over this country to find creative solutions that encourage the balance of quality of life and growing economically.

We look forward to the opportunity to work with the Tallahassee team once again.

Sincerely,



Gray Swoope  
President & CEO

**VISIONFIRST ADVISORS**  
STRATEGY | ACTION | RESULTS

NAME OF FIRM:  
VisionFirst Advisors

MAILING ADDRESS OF FIRM:  
3800 Esplanade Way  
Suite 195 Tallahassee  
Florida 32311

PHYSICAL ADDRESS OF FIRM:  
3800 Esplanade Way  
Suite 195 Tallahassee  
Florida 32311

NAME OF CONTACT PERSON:  
Gray Swoope  
President & CEO

PHONE NUMBER:  
850.558.6900

FAX NUMBER:  
850.558.6901

CELL PHONE NUMBER:  
850.320.3911

E-MAIL ADDRESS:  
gray.swoope@visionfirstadvisors.com

BUSINESS STRUCTURE:  
A wholly owned subsidiary of Butler  
Snow LLP

NUMBER OF YEARS FIRM  
IN BUSINESS: 4

PROOF OF LIABILITY INSURANCE:  
Included & will add the city if  
awarded

Total Number of Staff- Management:  
3 Principals  
5 Staff Members

DESCRIBE AND EXPLAIN ANY  
LITIGATION, MAJOR DISPUTES,  
CONTRACT DEFAULTS, AND LIENS IN  
THE LAST TEN YEARS:  
None

VISIONFIRSTADVISORS.COM



## Company Profile

VisionFirst has established itself as a go-to firm in economic development marketing and communications consulting serving a diversity of clients from more than 30 states.

We are customer-driven, acting seamlessly as an extension of the client team to develop strategy, solve problems, and deliver results while mitigating risks and barriers. We offer customized solutions; we know that no two projects are the same and our approach is tailored to achieve each of our clients' goals. From the local community to state government and private corporations, the VisionFirst team has shaped successful economic development including marketing and communications at every level. With more than 100 years of collective experience, we utilize innovative research and personal outreach to deliver a quality product.

Services offered:

State, Regional & Local Economic Development Strategy	Result-Driven Marketing & Communications
Location Advisory & Site Selection	Organizational Structure & Management
High-Performing Teams Development	Collaborative Initiatives

In addition to President and CEO Gray Swoope, VisionFirst is solidified by our two principals, Melissa Medley and Griff Salmon. The trio have worked together seamlessly for more than a decade at both the state economic development executive level and now in a growing private practice. The same axioms for success exist today as they did when they began their partnership:

**RESPECT + TRUST + REPUTATION + RESULTS**



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TAB 02

## References

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TAB 02

## References

**Ben Pingree, Director**

**Department of Planning, Land Management  
& Community Enhancement**

**Tallahassee-Leon County**

435 North Macomb Street

Tallahassee, FL 32301

Phone: 850.219.1060

Email: [Ben.Pingree@blueprint2000.org](mailto:Ben.Pingree@blueprint2000.org)

- Economic Development Strategic Plan including Marketing & Communications Recommendations
- April to October 2016

**Ed Gardner**

**Director, Business & Economic Development  
Entergy Mississippi**

308 East Pearl Street, Suite 700

Jackson, Mississippi 39201

Phone: 601.969.2470

Email: [egardn1@entergy.com](mailto:egardn1@entergy.com)

- Economic Development Strategic Plan
- Ongoing Marketing & Communications Support
- October 2015 to Current

**Rosemary F Fagler**

**Economic Development Manager  
Weyerhaeuser**

13005 SW 1st Road, Suite 241

Newberry, FL 32669

Phone: 352.415.4518

Email: [rose.fagler@weyerhaeuser.com](mailto:rose.fagler@weyerhaeuser.com)

- Economic Development Site Advisory, Marketing & Communications Support on Industrial Properties
- May 2016 to Current

**Scott Luth, CEO**

**FloridaWest Economic Development Alliance**

3 West Garden Street, Suite 618

Pensacola, FL 32502

Phone: 850.898.220

Email: [sluth@floridawesteda.com](mailto:sluth@floridawesteda.com)

- Development & Implementation of Comprehensive Marketing and Communications Plan for The Bluffs, Northwest Florida's Industrial Campus
- December 2016 through July 2017

**Janel L. Carothers, Chief Development  
Officer**

**Hancock County Port & Harbor Commission**

14054 Fred & Al Key Road

Kiln, Mississippi 39556

Phone: 228.467.9231

Email: [jcarothers@hchc.ms](mailto:jcarothers@hchc.ms)

- Development of Aviation and Aerospace Cluster Optimization Plan
- Strategic Marketing & Communications Planning & Implementation
- November to August 2017 (Plan Development)
- May 2018 - January 2019 (Marketing & Communications)



TAB 03

## Experience/Past Performance





TAB 03

## Experience/Past Performance

### TALLAHASSEE-LEON COUNTY OFFICE OF ECONOMIC VITALITY

» Economic Development Strategic Plan including Marketing & Communications Recommendations

**OPPORTUNITY:** Tallahassee-Leon County is asset rich with a myriad of supporting organizations, partners, community stakeholders and planning bodies each with its own set of approaches that often directly and indirectly influence economic development. Without a common definition of economic development and agreed-upon direction, the community found itself unable to effectively make progress in economic development. As such, the community created the Office of Economic Vitality (OEV) to lead economic development efforts and engaged VisionFirst Advisors to develop its first strategic plan.

**SOLUTION:** Aligning stakeholders, strategic partners, public and private entities as well as Florida State University, which all impact economic development, was critical for OEV to be competitive in promoting the county. VisionFirst gathered input from more than 50 face-to-face meetings, strategy sessions, public listening forums and an online community-wide survey to integrate the voice of more than 1,100 community members as part of a [comprehensive strategic plan](#) for implementation over the next five years and beyond. The strategic plan identified four overarching goals and within each are suggested strategies with corresponding immediate, mid-term and long-term tactics and metrics. Each of the goals, along with associated strategies, tactics and measures, were represented as action plans with assignment of OEV staff and/or other organizations that would have a role in the execution of each strategy.

It was the strategic plan that identified opportunities surrounding FSU's National MagLab:

*"OEV should focus in the short-term on positioning the region as a world capital of Laboratory, commonly referred to as the MagLab, is world renowned and provides an immediate competitive advantage in the marketplace."*

In addition, within the plan, VisionFirst outlined the initial steps of marketing and communications plan with outreach focused on audiences for each of the initiative areas as well as a plan to promote the business development efforts overall.

**RESULT:** Once delivered, the Tallahassee Democrat Editorial Board noted, "... the strategy documents produced by Gray Swoope's consulting firm VisionFirst Advisors are thorough, strategically driven and flat-out impressive." Since delivering the plan OEV has successfully launched and accomplished many of the goals and objectives.





Exhibit "B"

## FLORIDAWEST ECONOMIC DEVELOPMENT ALLIANCE

» Phase I: Development of a Comprehensive Marketing and Communications Plan for The Bluffs, Northwest Florida's Industrial Campus

» Phase II: Implementation of Marketing & Communications Plan

**OPPORTUNITY:** Project FOIL was the code name for an industrial campus, located in Escambia County, just north of the City of Pensacola. However, the community saw opportunity for greater expansion and created a master-planned development for additional heavy industry expansion. VisionFirst Advisors was selected to be a part of the planning team specifically to redefine and brand the development for promotion to key audiences in targeted industry sectors.

**SOLUTION:** VisionFirst initially defined the regional assets and benefits most significant to targeted industries and then developed tools and programs to reach decision makers to increase job growth and investment in the area. From there, VisionFirst developed an aggressive, multi-platform marketing and communications plan that included specific economic development messaging and outreach tactics to site selectors.

Following plan development, VisionFirst led the implementation of many of the strategies such as branding the site as "The Bluffs, Northwest Florida's Industrial Campus" along with graphic identification of each of the sub-sites, the development of a website along with an initial digital brochure, drone videos, site video, social and digital media outreach, marketing mailer specifically to site selectors as well as a full communications plan and program of work directed at building support among internal audiences. Each component layered the campaign's messaging which identified The Bluff's as a premier national industrial site.

**RESULT:** As a result of this comprehensive marketing and communications initiative, FloridaWest saw a project pipeline increase of job growth and investment opportunities. In addition, the video has won several awards, including a Gold Excellence in Economic Development Award for Video/Multimedia Promotion from the International Economic Development Council (IEDC). The campaign also won several local awards, including three Golden Addys at the American Advertising Federation Pensacola ADDY® Awards Gala for integrated campaign regional/national business-to-business direct mail: 3-D/mixed and internet commercial.

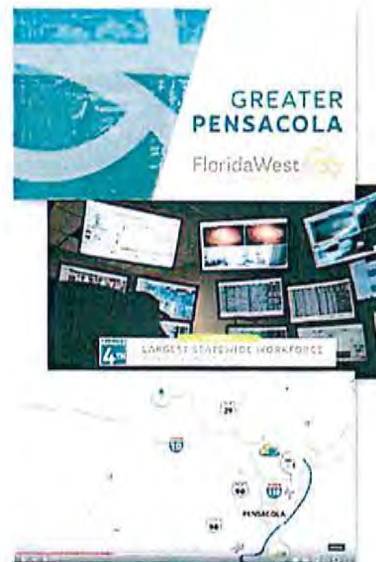




Exhibit "B"

## ENTERGY MISSISSIPPI

- » Economic Development Strategic Plan
- » Ongoing Marketing & Communications Support

**OPPORTUNITY:** The leadership of Entergy Mississippi, Inc. wanted to bring its 45-county service area to a point of greater economic success – particularly the Mississippi Delta, one of the most economically blighted areas of the nation. Entergy entrusted this effort to VisionFirst because of the firm's depth of understanding in all realms of economic development. Entergy's leadership wanted more than a plan; they wanted to build intellectual capacity and alignment among the economic developers and stakeholders within the region to grow jobs and prosperity.

**SOLUTION:** VisionFirst Advisors developed a comprehensive strategic plan and aggressive marketing and communications recommendations. The plan and recommendations are supported through ongoing advice and counsel on community and program development as well as marketing and communications implementation activities. The communications efforts were aimed at reaching and motivating two different audiences:

1. Internal stakeholders to increase collaboration and competitiveness within the service area;
2. External audiences to elevation the region's preference among business decision makers and motivate action.

**RESULT:** Since the initial engagement with Entergy four years ago, VisionFirst has developed a myriad of marketing and communications materials to promote the region to both internal and external stakeholders, including infographics, newsletter content, workforce profiles that demonstrate the talent surrounding available properties, content for targeted industry brochures, social media content and graphics, [blogs](#), [qualified site videos](#), brochures, advertising and events.

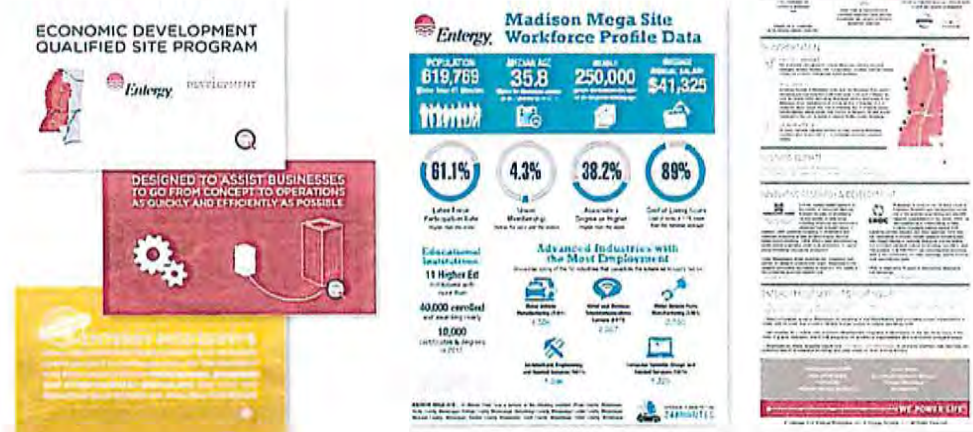




Exhibit "B"

## HANCOCK COUNTY PORT & HARBOR COMMISSION

### » Aviation and Aerospace Cluster Optimization Plan (EDA Grant)

### » Strategic Marketing and Communications Strategy & Deliverables

**OPPORTUNITY:** Long a target of Hancock County and the Gulf Coast region, the aviation and aerospace industry continues to be poised for dynamic growth especially in niche sectors such as unmanned systems and commercial space. Utilizing EDA grant funds, VisionFirst Advisors was selected to develop an Aviation & Aerospace Optimization Plan for the Hancock County Port and Harbor Commission (HCPHC) to enhance the aviation and aerospace cluster in the 30-minute region.

**SOLUTION:** Building on stakeholder feedback, research and industry best practices, the final plan outlined five overarching strategic initiatives as way to optimize the county's assets for aviation and aerospace industry recruitment. The plan leverages Hancock County's assets needed to serve as an epicenter for aerospace and aviation in Mississippi and the Southeast, from propulsion rocket testing and Special Boat Team-22's riverine training at Stennis Space Center to Rolls Royce's jet engine testing and Tyonek's aircraft overhaul platforms.

VisionFirst's strategic plan allowed the community to recognize its position on the national stage of space exploration. As a result, HCPHC retained VisionFirst to develop proactive strategic marketing and communications strategy to focus on their historic, current and future efforts in this expanding niche industry. The marketing and communications plan served as a catalyst for identifying what key audiences believe about the region's role in aviation, space and aerospace. Implementing the plan ensured that HCPHC effectively maximized its resources by establishing priorities and focusing on those critical tasks.

**RESULT:** In addition to the marketing and communications plan, VisionFirst developed a suite of data and corresponding talking points highlighting the region's assets that served as the basis for all new outreach materials, including [brochures](#), social media, advertising and [press releases](#) as well as internal communications such as messaging for grasstop members.





- » Economic Development Site Advisory
- » Marketing & Communications Support on Industrial Properties

**SOLUTION:** Over the last three years, VisionFirst has assisted in site development and marketing assistance in Gainesville, Florida; Lake City, Florida; Dublin, Georgia and St. Tammany Parish, Louisiana. Working with a Fortune 500 company who is one of the largest landowners in America presents unique communications issues and corporate-citizen responsibilities. VisionFirst's messaging for the company underscores its environmental commitment while also positioning it as a champion of economic issues such as workforce development demonstrating and overall commitment to the communities it serves. Through VisionFirst's efforts, Weyerhaeuser has built robust [websites](#) with messaging and data that enhances site competitiveness. VisionFirst has also spearheaded the design and messaging around a newsletter strictly for the industrial properties. The content is then segmented into social media posts for LinkedIn and partner usage.

**RESULT:** Through VisionFirst's strategic counsel along with marketing and communications assistance, Weyerhaeuser has seen an increase in interest in the sites. VisionFirst is also developing a workforce analysis that will shape talent pipeline efforts as well as messaging to better position workforce as a competitive advantage in the communities served.

[illegible]



TABS 4 & 7

## Planning Activities, Statement of Work Requirements & Approach







TABS 04 & 07

## Planning Activities, Statement of Work, Requirements & Approach

### Approach:

Our team of diverse professionals not only brings more than 100 years of combined experience to the table but does so utilizing specific, relevant and hands-on expertise in:

- Leading state economic development agencies;
- Spearheading communication, engagement and advocacy efforts at the national, state and local level;
- Analyzing data sources to uncover and act upon industry and community trends;
- Increasing transparency and accountability of organizations;
- Strengthening organizational competitiveness and capacity; and
- Developing successful initiatives that transform communities.

### Our performance is based upon competitive distinctions:

- **Extensive Experience in Strategic Communications:** Having served at local, regional, state and national levels, we understand that having an integrated plan with aligned and targeted messaging provides the foundation for successfully reaching and persuading a diversity of audiences.
- **Deep Understanding of the Public Sector:** Decades of executive level experience in the public sector has given us the insight and knowledge on successfully navigating challenges, proactively communicating and mitigating risk on sensitive high-dollar public programs while adhering to Florida's broad public records laws.
- **Unmatched Economic Development Know-how:** VisionFirst Advisors developed OEV's first ever strategic plan, which is currently being implemented. No other firm in the region has decades of experience in successful economic development communications and marketing.
- **Local Knowledge:** As long time Tallahassee residents, we are passionate about our community and ensuring public funds build our local economy, create jobs, strengthen our community and serve the greater good.

We know that successful communications strategies cannot rely on business-as-usual cookie cutter formulas but must be tailored to fit the unique needs of each client. Unlike firms with little or no economic development or infrastructure experience, we use a proven mix of strategic tactics and adaptive messaging that will generate understanding and engagement from your specific audiences. We understand the need to communicate and engage both internal audiences to encourage collaboration as well as external audiences to create awareness and increase competitiveness. Below you will find a suggested approach to our work that will be customized to fit your exact needs.



### Situation:

The Blueprint Intergovernmental Agency, and the programs under it of the OEV and the Blueprint infrastructure program, are responsible for millions of taxpayer dollars and numerous projects that impact the lives of residents each day. Successful messaging that highlights the importance, the process and the progress of Blueprint's investments and their community-wide impact is critical.

But there are nuances in the audiences for each program that must be segmented to ensure the right message reaches the right audience at the right time. **VisionFirst is the only local team that can provide that expertise.**

While the Blueprint program and projects are fairly well known by voters, ongoing public engagement is critical to the program's successful continuance especially as a new phase of projects is set to begin. Additionally, understanding that there will always be misunderstanding and misgivings about a project, early identification and engagement of stakeholders is critical. We have been there as executives who have messaged highly complex environmental and infrastructure projects such as hurricane recovery and Everglades restoration. But even more importantly, we understand this community, because we live and work here. The firm takes a proactive approach to delineate stakeholder interests and mitigate potential hurdles, using customized messaging and channels to align and promote project impact and remove barriers to success early in the process.

Although the OEV also has a strong local messaging component to convey on how the community is being marketed and funds spent, there is a unique audience that the office must constantly engage - business decision makers and site selectors. In today's global business climate, successful economic development organizations understand and embrace their role as sales and marketing entities. Utilizing proven communications strategies in tandem with business recruitment and retention initiatives will position the OEV for greater long-term success among this audience.

Developing and implementing an economic development communications plan will help ensure that OEV makes the most of its resources by establishing priorities and focusing on the most important tasks. Once the communications plan is further defined and developed alongside and in conjunction with the marketing efforts - such as the new website - OEV can clearly delineate its objectives and target audiences. Furthermore, a solid communications plan will help ensure that all internal audiences involved in the community's economic development efforts are aware of the goals, strategies, metrics and, most importantly, the agreed upon messages.

### Objectives:

- Build engagement, trust, transparency and advocacy through strategic communications.
- Identify economic development and infrastructure industry trends to develop persuasive and customized messaging that will resonate with target audiences.
- Increase the level of goodwill for business entities and their projects by anticipating perceptions and mitigating potential hurdles.
- Increase Tallahassee-Leon County's profile/brand awareness to position the community as a prime location for relocation and expansion in key target industries.
- Foster engagement from key stakeholders in support of the project strategies being undertaken and clearly communicate the outcomes to a diverse audience.
- Enhance the credibility of the entities in their effectiveness to increase economic vitality and quality of life in Tallahassee-Leon County.



### Process:

1. Identify, survey and interview key stakeholders to gain perspectives on projects, perceptions and goals.
2. Analyze the data to identify trends and alignment.
3. Reconfirm goals with staff and/or project team.
4. Design an annual program of work, along with agreed upon goals, objectives, tactics and measurements of success.
5. Execute the plan with staff.
6. Measure success regularly.
7. Execute a feedback loop - provide regular reports on plan implementation and goal attainment.

### Tactics:

The following provides a general overview of the tactics VisionFirst will undertake, but this should not be considered an exhaustive listing. VisionFirst will work closely with the team to add strategies and tactics that can further enhance the objective to create awareness for the efforts, programs, projects and initiatives of each of the three entities.

- Develop and manage a 12-month program of work for strategic communications; revisit the calendar every quarter to assess progress. The plan would segment work among the Intergovernmental Agency and its committees; Blueprint's infrastructure program and the OEV.
- Plan and conduct a research process (including but not limited to a survey, focus groups and other community-based, participatory methods) to better understand perceptions. Build off the public engagement plan strategies and tactics presented to the IA at the June 2019 meeting.
- Gather, analyze, refine and translate qualitative information, data, and anecdotes, highlighting opportunities while simultaneously building community capacity for storytelling.
- Incorporate research into a messaging platform to effectively and inclusively communicate efforts, programs, projects and initiatives.
- Guide development of a messaging toolkit and conduct trainings for partner organizations and stakeholders.
- Develop relevant messaging that can take advantage of current opportunities, events, programs and projects for diverse audiences.
- Build a messaging platform that can be used in various channels, including earned media, social media and paid traditional media. Geo-target key audiences through timely/relevant channels to drive awareness, create an emotional connection and educate on key actions, and drive traffic to websites.
- Create messaging that sells Tallahassee-Leon County as a business destination.
- Draft news releases, advisories and backgrounders to promote programs, projects and initiatives that can lead to media placement in local and industry media outlets.
- Position the IA, Blueprint and the OEV as leading and trusted sources of appropriate information for the media and the public.
- Assist in the development of digital communications tools such as presentations, digital advertising, social media and brochures.
- Evaluate and recommend enhancements to the new websites to better reach relevant audiences.
- Develop recommendations for social media outreach, targeting appropriate audiences on multiple social media platforms in a strategized communications flow that emphasizes engagement.



## Exhibit "B"

- Research and suggest public appearance opportunities, such as community events.
- Proactively seek announcement opportunities that increase transparency regarding projects and initiatives.
- Develop and maintain influencer list for the entities. Develop echo chamber of influencers and decisionmakers to build credibility and acceptance for interagency decisions, entities and community enhancements.

### Work Plan:

Effective program management is critical to executing a large complex multi-year project with many simultaneous and parallel workflows. Our team is highly capable and accomplished in managing multi-year, highly public programs that must be executed with precision and operate efficiently to achieve results. Our program management approach is simple and straightforward and will build capacity for your local government and leverage technology to organize implementation while ensuring adherence to Florida's broad public records laws.

We propose one point of contact for each organization – the IA, Blueprint and OEV – which will streamline communications and eliminate confusion. We will deploy a technology package customized for this program that will promote effective project management across a broad cross section of stakeholders and end users.

Our project management and communication plan will ensure continual project communications is distributed to the IA, Blueprint, OEV, team partners, data providers, local stakeholders, as appropriate, and will include a variety of tools, including:



Applying the right technology solutions will facilitate ease of project workflows, document controls, cost control and communications. Our team is familiar and comfortable with industry leading project management software and can customize a technology package to meet the needs of managing the project.

### Metrics, Reporting & Evaluation:

- Monthly progress meetings.
- Quarterly reports with progress on goals, tactics and associated metrics.
- Annual report to include progress on goals, tactics and associated metrics.



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TAB 05

# Staffing Plan

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TAB 05

## Staffing Plan

**30+** States represented in VisionFirst's client base (*and growing*) in just over **4 years**

**5** Fortune 500 companies represented

**3** Office locations 

**100+** Collective years in the field



Numerous high-profile communication issues managed successfully



### VisionFirst Advantage

**VisionFirst represents some of America's leading companies including five on the Fortune 500.**

VisionFirst brings a distinguished team to the project. As experienced C-level executives, we are strategic thinkers who are able to break down strategy into implementable work plans. Our team's capacity is the result of demonstrated expertise in:

- Understanding of how to use **communications** as both a strategic and tactical tool.
- Convening institutions, community leaders, stakeholders and taxpayers to **create synergies** for transformational community impact.
- Leveraging effective marketing and communications **strategies that increase** the business development project pipeline.
- Understanding how to **reach each target audience** in their own language and motivate them to action.
- **Combining** international **expertise** with intimate local **knowledge** to aid clients and boards seize opportunities, articulate programs and projects, avert crises, stake a competitive position and preserve public trust.
- Serving as a **trusted partner** confidentially to help communities while understanding and adhering to Florida's broad public records laws.



Exhibit "B"

## Your Team:

As your partners we bring extensive marketing and communications experience, economic development expertise, in-depth understanding of Florida's public records laws and process management know-how to drive the outcomes for this engagement. While VisionFirst has offices in Orlando and Jackson, Mississippi in addition to Tallahassee, our local Southwood location will serve as the primary office for this engagement.

We bring four executive level marketing and communications professionals to the engagement, but all the VisionFirst team will be intimately involved. We pride ourselves on providing a custom approach that leverages the knowledge and expertise of each staff member to listen to our client's vision, form strategies to achieve well-defined objectives, connecting people that can make a difference and delivering solutions to our clients.

Our team provides an integrated project delivery structure in which the necessary expertise is embedded in the process. This structure promotes orderly, efficient delivery of services. Our experience favors simplicity in the team structure to allow for streamlined responsiveness, delegation, and clarity of communication. Our team structure achieves these important metrics by providing a clear, single point of contact.

The skills and experience possessed by our team capture all of the required expertise necessary for project success. Integrating the expertise in the programmatic process eliminates the need for the client and other project stakeholders from having multiple points of confusing contact and communication.

### ROLES & RESPONSIBILITIES //

ROLES	RESPONSIBILITIES
PROJECT EXECUTIVES <b>Gray Swoope, President &amp; CEO</b>	<ul style="list-style-type: none"> <li>Guides and directs project strategy</li> </ul>
PROJECT LEADS <b>Melissa Medley, Principal</b> <b>Nancy Blum-Heintz, Senior Consultant</b>	<ul style="list-style-type: none"> <li>Central point of contact and coordination with Intergovernmental Agency, Blueprint and OEV</li> <li>Ensures availability and commitment of resources</li> <li>Responsible for team project performance</li> <li>Provides program updates to Intergovernmental Agency, Blueprint and OEV</li> </ul>
PROJECT TEAM <b>Deena Reppen, Consultant (Tallahassee, FL)</b> <b>Greg Word, Senior Consultant (Jackson, MS)</b>	<ul style="list-style-type: none"> <li>Works with lead on all project components</li> <li>Coordinates, drafts and executes project deliverables</li> <li>Collaborates with stakeholders</li> </ul>
PROJECT SUPPORT <b>Griff Salmon, Principal (Orlando)</b> <b>Kathy Gelston, Senior Consultant (Jackson, MS)</b>	<ul style="list-style-type: none"> <li>Offers economic and community development guidance and expertise</li> </ul>
ADMINISTRATIVE SUPPORT <b>Molly Pflanz, Office Manager</b>	<ul style="list-style-type: none"> <li>Coordinates contracts, billing and invoices</li> </ul>



Exhibit "B"



## Meet our Team

A team assembled of diverse experience.



**GRAY SWOOPE**  
PRESIDENT • CEO

- Former Florida Secretary of Commerce
- Former Executive Director of the Mississippi Development Authority
- Led Local Economic Development Efforts
- Capital & Investments
- Business Formation



**MELISSA MEDLEY, CME**  
PRINCIPAL

- Economic Development Strategy
- Marketing & Communication Strategy
- Stakeholder Engagement & Facilitation
- Rural Economic Development
- Entrepreneurialism



**GRIFF SALMON**  
PRINCIPAL

- Location Advisory
- Asset Review & Inventory
- Future Trends & Risks
- Business
- Development & Retention
- Global Trade



**NANCY BLUM-HEINTZ**  
SENIOR CONSULTANT

- Strategic & Crisis Communications
- Workforce & Demographic Research
- Community Strategy
- Public Records & Transparency Policies
- Strategic Planning & Best Practices



**GREG WORD**  
SENIOR CONSULTANT

- Graphic Design, Branding & Marketing
- Research & Analysis
- Community Strategy
- Asset Review & Inventory
- GIS-Mapping & 3-D Modeling



**DEENA REPPEN**  
CONSULTANT

- Board Relations
- Government and Public Affairs
- Strategic Communications
- Public Outreach, Involvement & Engagement
- Strategic Planning
- Education, Environmental and Water Policy



**KATHY GELSTON**  
SENIOR CONSULTANT

- Government Finance
- Deep Understanding of State Taxation
- Incentives Contracting & Compliance
- Public/Private Partnerships
- Complex Financial Mechanisms



**MOLLY PFLANZ**  
OFFICE MANAGER

- Financial Controls & Accounting Best Practices
- State & Local Purchasing Procedures
- Contract Management
- Client Communications
- Organizational Controls & Operations

### TALLAHASSEE, FL

SouthWood One  
3800 Esplanade Way  
Suite 195  
Tallahassee, Florida 32311  
(850) 558-6910

### ORLANDO, FL

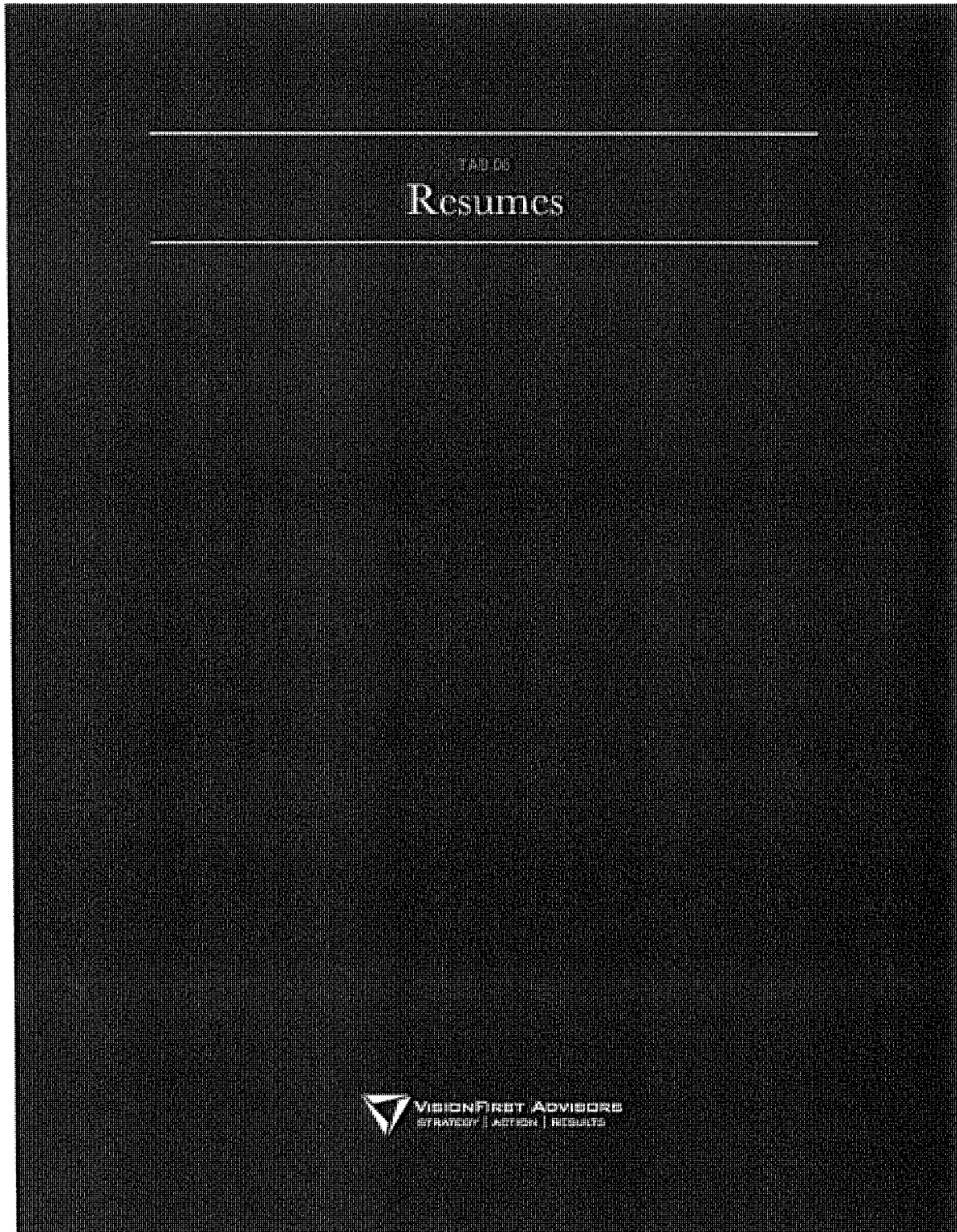
941 Morse Boulevard  
Suite 100  
Winter Park, Florida 32789  
(407) 775-2960

### JACKSON, MS

Renaissance at Colony Park  
1020 Highland Colony Pkwy  
Suite 1400  
Ridgeland, Mississippi 39157



Exhibit "B"





TAB 06

## Resumes

### GRAY SWOOPE, PRESIDENT & CEO

Tallahassee, Florida //



#### Team Leader

- Former Florida Secretary of Commerce
- Former Executive Director of the Mississippi Development Authority
- Led Local Economic Development Efforts
- Capital & Investments
- Business Formation

A recognized leader in economic development and site selection, Gray Swoope is president and chief executive officer of VisionFirst Advisors. After a successful 30-year career in economic development, Gray launched the VisionFirst consulting practice in 2015. The firm, a wholly owned subsidiary of Butler Snow LLP, partners with a diverse base of private and public sector clients to develop effective pathways for success.

In just four short years, VisionFirst's clients include five Fortune 500 companies in a variety of industries including data centers, automotive, manufacturing and distribution. VisionFirst is known for being a highly effective team that can accomplish multi-faceted site selection and deliver implementable strategy. Still economic developers at heart, VisionFirst understands what it takes to perform at high levels during extremely difficult times such as the aftermath of Hurricane Katrina, the BP Deepwater Horizon oil spill and the 2008 Great Recession.

Prior to starting VisionFirst, Gray served in Florida Governor Rick Scott's administration (2011-2015) as secretary of commerce and president and CEO of its public/private economic development organization, Enterprise Florida, Inc. Under his leadership, Enterprise Florida elevated its economic development presence and delivered the best results in the organization's history. Florida announced competitive project wins during his tenure that included Amazon, Bristol-Myers Squibb, Hertz, Navy Federal Credit Union, Northrop Grumman and Verizon.

Before joining Governor Scott, Gray served as the executive director of the Mississippi Development Authority (MDA) under then Governor and current VisionFirst board chair, Haley Barbour. During his tenure at MDA, Gray played a vital role in recruiting companies such as Toyota, PACCAR, GE Aviation and SeverCorr (now Steel Dynamics) to the state. In addition, Gray's leadership following Hurricane Katrina was critical to Mississippi's recovery efforts. MDA acted as the state's fiscal agent for \$5.4 billion of the federal recovery package appropriated through the Department of Housing and Urban Development. The MDA team created many of the recovery programs being used today for natural disasters like Hurricanes Sandy, Harvey, Irma and Florence.

Gray is passionate about economic development, having served at all levels representing both urban and rural regions. A constant student of the profession, he never stops the pursuit of learning and applying this knowledge for success in today's fast-paced economy. Gray earned both undergraduate and graduate-degrees from Mississippi State University.

VISIONFIRST ADVISORS  
STRATEGY | ACTION | RESULTS



Exhibit "B"



**Areas of Expertise:**

- Economic Development Strategy
- Marketing & Communication Strategy
- Stakeholder Engagement & Facilitation
- Rural Economic Development
- Entrepreneurialism

**MELISSA MEDLEY, CME, PRINCIPAL**  
**Tallahassee, Florida //**

A keen economic development strategist, Melissa is experienced in the full array of disciplines under the strategic planning and marketing umbrella. Prior to joining VisionFirst, Melissa served as part of the Enterprise Florida (EFI) executive team as chief marketing officer. There, in addition to setting Florida's economic development marketing strategy, she headed the successful creation and funding of Team Florida, a unique partnership of private sector investors and economic development leaders cooperating to promote Florida as a business location. Under her leadership, Team Florida in its first 24 months raised \$2.5 million in private funding and secured public funding totaling \$10 million.

Melissa and her team developed and launched the state's first collaborative campaign to position Florida as an ideal destination for business. She launched a similar successful program in Mississippi while leading the state's economic development marketing efforts as CMO for the Mississippi Development Authority. The Team Mississippi partnership of the state's electric utilities successfully collaborated to promote the state for business investment and job creation. Additionally, Melissa guided the state's strategic marketing and communications efforts through the aftermath of both Hurricane Katrina and the BP oil spill, successfully positioning the state as open for business. Melissa served as the spokesperson for two states communicating with both site selector and community partners.

In addition to her expertise in economic development strategy, Melissa has built a reputation for leading effective facilitation sessions for strategic outcomes. Melissa earned a bachelor's degree from the University of Southern Mississippi and is certified in marketing management by the Accreditation Institute of Sales and Marketing Executives International, Inc.





***Areas of Expertise:***

- Location Advisory
- Asset Review & Inventory
- Future Trends & Risks
- Business
- Development & Retention
- Global Trade

**GRIFF SALMON, PRINCIPAL**

**Orlando, Florida //**

Griff serves as a principal for VisionFirst Advisors in Orlando. His extensive background in operations and business development allows him to offer a unique perspective to economic development organizations and companies looking to expand or relocate. Prior to joining VisionFirst, Griff served as the executive vice president and chief operating officer for Enterprise Florida (EFI), where under his leadership the business development team announced project wins such as GE, Amazon and Lockheed Martin. In addition, Griff effectively managed the organization's divisions to strategically focus resources while his collaborative management style led to partnerships with a statewide network of regional and local economic development organizations.

Griff also served as director of the Mississippi Development Authority's (MDA) Global Business division. At MDA, the business development team announced projects from companies such as GE Aviation, Toyota, PACCAR and McKesson. Griff was also congressional liaison for MDA's Federal Department of Defense and Congressional Liaison Bureau where he worked to maintain military presence in the state as well as expand capabilities to secure future missions as part of the federal government's Base Realignment and Closure Act. Griff earned a master's degree in public policy and administration at Mississippi State University and a B.S. from Millsaps College.



Exhibit "B"



*Areas of Expertise:*

- Strategic & Crisis Communications
- Workforce & Demographic Research
- Community Strategy
- Public Records & Transparency Policies
- Strategic Planning & Best Practices

**NANCY BLUM-HEINTZ, SENIOR CONSULTANT**

Tallahassee, Florida //

Nancy brings nearly two decades of executive-level marketing, communications, government relations and economic development expertise to VisionFirst. Nancy previously served as the national director of communications for the Foundation for Excellence in Education (ExcellinEd), a leader in education reform that designs policy and implementation strategies to improve our nation's educational attainment and workforce competencies.

Nancy worked alongside VisionFirst's principals when she served as vice president of strategic alignment and communications at Enterprise Florida (EFI). In that position, she developed policies and strategies for the organization to adhere to Florida's strict public records laws while at the same time balancing necessary client confidentiality.

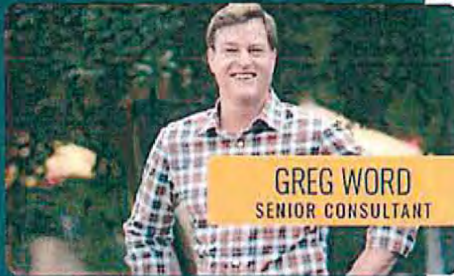
Nancy succeeded at bringing greater strategic vision to communications by expanding the use of proactive communications, strategic outreach and social media to improve media coverage and website engagement.

Nancy moved to the EFI position after serving as chief communications officer for the Department of Economic Opportunity (DEO). She has also served in leadership roles at several state agencies in Florida including the Department of Health and the Department of Environmental Protection. While at the Department of Environmental Protection, Nancy led issue management campaigns for high profile environmental events such as Everglades restoration, the Apalachicola- Chattahoochee- Flint River System water disputes as well as the Deepwater Horizon oil spill.

Nancy earned her bachelor's degree from Florida State University and is a certified user of Chmura's JobsEQ.



Exhibit "B"



**Areas of Expertise:**

- Graphic Design, Branding & Marketing
- Research & Analysis
- Community Strategy
- Asset Review & Inventory
- GIS-Mapping & 3-D Modeling

**GREG WORD, SENIOR CONSULTANT**

Jackson, Mississippi //


Greg complements the existing team with a scope of experience that is both broad and specialized in product development, research and analysis, industrial building and site evaluations, lead generation, economic research packages, GIS-based mapping as well as 3-D modeling and virtual reality profiles. He has been recognized for his work in marketing and design ranging from branding, identity and logo design to prospect-centered packaging, proposals, digital renderings, print and digital advertisements as well as interactive presentations.

Greg most recently served as senior vice president of Economic Development for the Greater Jackson Alliance. In this role, the organization was recognized by Community System's Digital 25 as an "organization that best uses digital technology to differentiate its community online to better serve businesses." Most recently, he was recognized as North America's Top 50 Economic Developers by Consultant Connect. Prior to joining the Alliance, he was bureau manager of Business Intelligence and Support for the Mississippi Development Authority. Greg also served as manager technical/graphic services for North Mississippi Industrial Development Association. In these roles, his involvement in economic development teams helped produce numerous successful projects resulting in more than \$3 billion in investment and thousands of announced jobs.

A graduate of Mississippi State University, Greg currently serves on the board of directors for the Mississippi Economic Development Council as Past President.



Exhibit "B"



**DEENA REPPEN**  
CONSULTANT

**Areas of Expertise:**

- Board Relations
- Government & Public Affairs
- Public Outreach, Involvement & Engagement
- Strategic Planning
- Education, Environmental & Water Policy

**DEENA REPPEN, CONSULTANT**

**Tallahassee, Florida //**

Deena brings more than 15 years of executive leadership, strategic communications and public engagement experience to the VisionFirst team, having served in the roles of Chief of Staff, Deputy Executive Director, Legislative Director and Communications Director for state agencies, associations and non-profit organizations across Florida.

Most recently, Deena served as Chief of Staff and Chief Operating Officer for the Foundation for Excellence in Education, one of the nation's leading policy-advocacy organizations that is transforming K-12 education in states across the nation. Before joining ExcelinEd she was the Legislative Director for the Florida Association of Counties where she provided strategic counsel to the Association's membership, oversaw the organization's advocacy strategy and successfully represented Florida's 67 counties before the Florida Legislature, Executive Branch and United States Congress.

Prior to that, Deena served as an executive manager at the South Florida Water Management District - the largest flood control agency in the nation and the local sponsor for the \$11 billion state-federal partnership to restore America's Everglades. Serving as Chief of Staff and Deputy Executive Director for Government and Public Affairs, Deena directed the agency's media, communications, legislative, governing board, government and stakeholder relations programs.

During her six-year tenure, Deena succeeded in bringing a new discipline to the agency's approach to community engagement, developing and implementing an integrated communications and strategic outreach approach to engage local, state and federal officials and the media in water resource issues and to develop support for and understanding of agency programs, decisions and direction.

Before joining the District, Deena also served as Chief of Staff and Director of Communications for Florida's Department of Environmental Protection. Her public service experience also includes serving as Press Secretary to Governor Jeb Bush.



Exhibit "B"



*Areas of Expertise:*

- Government Finance
- Deep Understanding of State Taxation
- Incentives Contracting & Compliance
- Public/Private Partnerships
- Complex Financial Mechanisms

**KATHY GELSTON, SENIOR CONSULTANT**

**Jackson, Mississippi //**

With close to 30 years of executive-level public-sector experience, Kathy brings to VisionFirst a depth of understanding of public and private-sector finance particularly in the execution and compliance of economic development programs. Kathy has the unique ability to explain incredible complex financial mechanisms in a way that both the media and taxpayers can understand.

Prior to joining VisionFirst, Kathy served as associate vice president of corporate engagement and economic development at Mississippi State University working with industry to identify university and business partnership opportunities in research, training, or problem resolution. As a member of the executive management team for the Office of Research and Economic Development for the university, Kathy set research policy, managed the university research park as well as several university level research centers, provided technical assistance and identified university opportunities for projects considering location or expansion in the state.

Before her tenure at the university, Kathy served as chief financial officer for the Mississippi Development Authority (MDA), the state's primary economic development entity, overseeing the agency's Financial Resources and Accounting and Finance divisions. She was responsible for the agency's legislative activities, coordinating state-funded incentive programs, and developing incentive packages for industry locating or expanding in the state.

Previously, Kathy worked at KPMG, where she served as the Mississippi specialist and a state and local tax manager for two years, and at the Mississippi Department of Revenue, where she worked for 12 years. She served as deputy director of audit and compliance while at the agency.



Exhibit "B"



**MOLLY PFLANZ, OFFICE MANAGER**  
**Tallahassee, Florida //**

Molly brings more than 25 years of administrative and executive support in fast-paced, results driven environments to VisionFirst. Just before joining VisionFirst, Molly provided executive support to the chief marketing officer of Enterprise Florida for five years to meet key organizational objectives through strategic planning and coordination. While there she played key roles in a variety of projects including coordination of the Governor's Business Development mission to Philadelphia, the Aerospace Alliance Spring Summit and the Rural Economic Development Boot Camp.

Before joining Enterprise Florida, Molly provided executive support to C-level executives at a local Tallahassee business as well as administrative support in a corporate environment for 15 years in South Florida.

***Areas of Expertise:***

- Financial Controls & Accounting Best Practices
- State & Local Purchasing Procedures
- Contract Management
- Client Communications
- Organizational Controls & Operations



TAB 09

# City of Tallahassee Documents





Exhibit "B"

**Supplier Response Form  
REPRESENTATIONS/CERTIFICATIONS**

**TAXPAYER IDENTIFICATION**

Respondent must complete Federal Form W-9 and submit it with their bid.

**OFFICIAL COMPANY INFORMATION AS REGISTERED (Type/Print)**

COMPANY NAME: VisionFirst Advisors  
MAIL ADDRESS: 3800 Esplanade Way, Suite 195  
Tallahassee, FL 32311  
(City) (State) (Zip Code+4)  
TELEPHONE NO: VOICE: 850.558.6900, EXTENSION:  
(Toll-Free Preferred)  
EMAIL ADDRESS: OTHER: ; FAX:  
WEBSITE URL: gray.swoope@visionfirstadvisors.com  
visionfirstadvisors.com

**COMPANY CONTACT FOR CONTRACT MANAGEMENT (Type/Print)**

PERSON NAME: Gray Swoope, President & CEO  
TELEPHONE NO: VOICE: 850.558.6910, EXTENSION:  
(Toll-Free Preferred)  
EMAIL ADDRESS: OTHER: ; FAX:  
gray.swoope@visionfirstadvisors.com

**PAYMENT REMITTANCE ADDRESS (Type/Print) (if same as 2.8, enter "SAME 2.8")**

NAME: VisionFirst Advisors  
MAIL ADDRESS: 3800 Esplanade Way, Suite 195  
Tallahassee, FL 32311  
(City) (State) (Zip Code+4)  
TELEPHONE NO: VOICE: 850.558.6900, EXTENSION:  
(Toll-Free Preferred)  
EMAIL ADDRESS: OTHER: 850.558.6910 ; FAX:  
gray.swoope@visionfirstadvisors.com

**CONTACT FOR INVOICE INQUIRIES**

NAME: Gray Swoope, President & CEO  
TELEPHONE NO: VOICE: 850.558.6900, EXTENSION:  
(Toll-Free Preferred)  
EMAIL ADDRESS: OTHER: ; FAX:  
gray.swoope@visionfirstadvisors.com

**WHERE TO SEND PURCHASE ORDER (IF APPLICABLE)**



Exhibit "B"

COMPANY NAME: VisionFirst Advisors  
MAIL ADDRESS: 3800 Esplanade Way, Suite 195  
Tallahassee, FL 32311  
(City) (State) (Zip Code+4)

---

**Please enter your password below and click Save to update your response.**

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

**To take exception:**

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

---

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

---

Username **nancy.heintz@visionfirstadvisors.com**

Password \*

[Save](#) [Take Exception](#) [Close](#)

\* Required fields



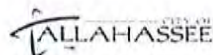
Exhibit "B"

<b>Form W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b> ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.																																																		
<b>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</b> <b>Butler Snow LLP</b>																																																				
<b>2 Business name/disregarded entity name, if different from above</b> <b>VislonFirst Advisors, LLC</b>																																																				
<b>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.</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Individual/sole proprietor or single-member LLC   <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <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> </div> <div style="width: 45%;"> <input type="checkbox"/> C Corporation    <input type="checkbox"/> S Corporation    <input checked="" type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate   <input type="checkbox"/> Other (see instructions) ▶ _____         </div> </div>																																																				
<b>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</b> Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>																																																				
<b>5 Address (number, street, and apt. or suite no.) See instructions.</b> <b>3800 Esplanade Way, Ste 195</b>		<b>Requester's name and address (optional)</b>   																																																		
<b>6 City, state, and ZIP code</b> <b>Tallahassee, FL 32311</b>																																																				
<b>7 List account number(s) here (optional)</b> 																																																				
<b>Part I Taxpayer Identification Number (TIN)</b> 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 <i>How to get a TIN</i> , later. <small>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</small>																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;"><b>Social security number</b></td> </tr> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;"><b>Employer identification number</b></td> </tr> <tr> <td style="width: 30px; height: 20px;">6</td> <td style="width: 30px; height: 20px;">4</td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;">0</td> <td style="width: 30px; height: 20px;">3</td> <td style="width: 30px; height: 20px;">3</td> <td style="width: 30px; height: 20px;">1</td> <td style="width: 30px; height: 20px;">8</td> <td style="width: 30px; height: 20px;">4</td> <td style="width: 30px; height: 20px;">9</td> </tr> </table>			<b>Social security number</b>																				or										<b>Employer identification number</b>										6	4		0	3	3	1	8	4	9
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<b>Part II Certification</b> 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. <b>Certification instructions.</b> 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.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Sign Here</b></td> <td style="width: 45%;"> <b>Signature of U.S. person ▶</b> <i>Rance Logan</i> </td> <td style="width: 40%;"> <b>Date ▶</b> 01/28/19         </td> </tr> </table>			<b>Sign Here</b>	<b>Signature of U.S. person ▶</b> <i>Rance Logan</i>	<b>Date ▶</b> 01/28/19																																															
<b>Sign Here</b>	<b>Signature of U.S. person ▶</b> <i>Rance Logan</i>	<b>Date ▶</b> 01/28/19																																																		
<b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted. <b>Future developments.</b> For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> . <b>Purpose of Form</b> 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 <i>What is backup withholding</i> , later.																																																				



Exhibit "B"

Supplier Response Form



Local Vendor Affidavit

To qualify for Location points, a vendor must maintain a permanent place of business with full-time employees within Leon, Wakulla, Gadsden or Jefferson County, Florida, for a minimum of six (6) months prior to the date quotes are received. Local vendor must submit this Local Vendor Affidavit with their proposal for the preference.

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which meets ALL below requirements:

- a) Has had a fixed office or distribution point located in and having a street address within the four county area of Leon, Wakulla, Gadsden and Jefferson for at least six (6) months immediately prior to the submission of bids/quotes, to the City of Tallahassee, and
- b) Holds any business license required by the four county area of Leon, Wakulla, Gadsden, and Jefferson (please attach copies); and
- c) Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in the four county area of Leon, Wakulla, Gadsden, and Jefferson, or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in the four county area of Leon, Wakulla, Gadsden, and Jefferson.

Please complete the following in support of the self-certification and submit copies of your County and/or City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business/Company Name: <u>VisionFirst Advisors</u>	
Current Local Address: <u>3800 Esplanade Way, Suite 195</u> <u>Tallahassee, Florida 32311</u>	Phone: ( <u>850</u> ) <u>558.6900</u> Fax: ( <u>850</u> ) <u>558.6901</u>
If the above address has been for less than six months, please provide the prior local address: <u></u>	
Length of time at this address: <u></u>	
Home Office Address: <u>3800 Esplanade Way, Suite 195</u> <u>Tallahassee, Florida 32311</u>	Phone: ( <u>850</u> ) <u>558.6900</u> Fax: ( <u>850</u> ) <u>558.6901</u>

NOTE: The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

Gray Swoope  
Signature of Authorized Representative

Gray Swoope, President & CEO  
Print Name of Authorized Representative

08.14.2019  
Date Signed



## Supplier Response Form

### CERTIFICATION OF A DRUG-FREE WORKPLACE

Section 287.087 of the Florida Statutes provides that, whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in Subsection (1).
- 4) In the statement specified in Subsection (1), notify the employees, as a condition of working on the commodities or contractual services that are under Bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Please sign below and return this form to certify that your business has a drug-free workplace program.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements. False statements are punishable at law.

#### RESPONDENT'S NAME:

VisionFirst Advisors

By: Gray Swoope

Authorized Signature

Gray Swoope, President & CEO

Print Name and Title

#### Please enter your password below and click Save to update your response.

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

#### To take exception:

- 1) Click Take Exception.
- 2) Create a Word document detailing your exceptions.
- 3) Upload exceptions as an attachment to your offer on BidSync's system.

By completing this form, your bid has not yet been submitted. Please click on the place offer button to finish filling out your bid.

Username [nancy.heintz@visionfirstadvisors.com](mailto:nancy.heintz@visionfirstadvisors.com)

Password :

Save

Take Exception

Close

\* Required fields



## Supplier Response Form

### References

(This page must be submitted with the proposal and shall become an integral part of the resultant contract.)

**Respondent Name:** Gray Swoope, President & CEO of VisionFirst Advisors

#### REFERENCES

Respondent should submit a minimum of five (5) clients to whom the Respondent has provided services for at least two (2) years, similar to those being proposed to the City.

Description of Work – i.e. Length of Contract Period (Start and End Dates), and Type of Work Performed.	Contact name, title, phone number, address and email address
<ul style="list-style-type: none"> <li>• April to October 2016</li> <li>• Economic Development Strategic Plan including Marketing &amp; Communications Recommendations</li> </ul>	Ben Pingree, Director Department of Planning, Land Management & Community Enhancement Tallahassee-Leon County 435 North Macomb Street
<ul style="list-style-type: none"> <li>• October 2015 to Current</li> <li>• Economic Development Strategic Plan</li> <li>• Ongoing Marketing &amp; Communications Support</li> </ul>	Ed Gardner Director, Business & Economic Development Entergy Mississippi 308 East Pearl Street, Suite 700 Jackson, Mississippi 39201
<ul style="list-style-type: none"> <li>• May 2016 to Current</li> <li>• Economic Development Site Advisory, Marketing &amp; Communications Support on Industrial Properties</li> </ul>	Rosemary F Fagler Economic Development Manager Meyerhaeuser 13005 SW 1st Road, Suite 241 Newberry, FL 32669
<ul style="list-style-type: none"> <li>• December 2016 through July 2017</li> <li>• Development &amp; Implementation of Comprehensive Marketing and Communications Plan for The Bluffs, Northwest Florida's Industrial Campus</li> </ul>	Scott Luth, CEO FloridaWest Economic Development Alliance 3 West Garden Street, Suite 618 Pensacola, FL 32502 Phone: 850.898.220
<ul style="list-style-type: none"> <li>• November to August 2017 (Plan Development)</li> <li>• May 2018 - January 2019 (Marketing &amp; Communications)</li> <li>• Development of Aviation and Aerospace</li> </ul>	Janel L. Carothers, Chief Development Officer Hancock County Port & Harbor Commission 14054 Fred & Al Key Road Kiln, Mississippi 39556

**Please enter your password below and click Save to update your response.**

Please be aware that typing in your password acts as your electronic signature, which is just as legal and binding as an original signature. (See [Electronic Signatures in Global and National Commerce Act](#) for more information.)

**To take exception:**





## **REQUEST FOR PROPOSALS**



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## **SECTION 1.0 NOTICES / INSTRUCTIONS TO RESPONDENTS**

### **1.1 INTRODUCTION**

- a. Blueprint 2000 (BP2000) invites prospective Respondents to submit proposals to provide the items or services specified in this solicitation.
- b. "Proposal", as used in this solicitation, means an offer submitted by a prospective Respondent in response to this solicitation that, if accepted by BP2000, would bind the Respondent to perform the resulting contract.

### **1.2 PERSONNEL TO CONTACT ON THIS SOLICITATION**

#### **1.2.1 EXPLANATIONS/INTERPRETATIONS**

Any questions related to this solicitation, must be received in writing by BP2000 by the date and time specified in the schedule of events, please utilize the question / answer feature provided by BidSync at [www.bidsync.com](http://www.bidsync.com). Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum.

The specific Agent / Solicitation Contact information for this solicitation is provided in BidSync. Oral explanations or instructions will not be binding. Any information given to a Respondent, which, in the opinion of the Procurement Services Office, affects all Respondents or would be prejudicial to other Respondents if not communicated, shall be furnished to all other Respondents as an addendum to the solicitation.

#### **1.2.2 SPECIAL ACCOMMODATIONS FOR MEETINGS**

Persons with disabilities requiring reasonable accommodations to attend any scheduled meetings please contact the Purchasing Agent at least forty-eight (48) hours in advance, excluding Saturday, Sunday, and City/BP2000 observed holidays.

For speech and hearing impaired: FRS TDD at 711

### **1.3 SUBMITTAL RESPONSE REQUIREMENTS**

BP2000 uses BidSync ([www.bidsync.com](http://www.bidsync.com)) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, posting results and issuing notification of an intended decision. There is no charge to register and download the RFP from BidSync. Respondents are strongly encouraged to read the various vendor Guides and Tutorials available in BidSync well in advance of their intention of submitting a proposal to ensure familiarity with the use of BidSync. BP2000 shall not be responsible for a Respondents inability to submit a Proposal by the end date and time for any reason, including issues arising from the use of BidSync.

When submitting a response (proposal, quote or bid) electronically through BidSync, it is the sole responsibility of the supplier to ensure that the response is received by BidSync prior to the closing date and time. Each of the following steps in BidSync MUST be completed in order to place an offer:

1. Login to <https://www.bidsync.com>
2. Locate the solicitation to which you are responding:
  - Click the "Search" tab on the top left of the page;
  - Enter keyword for solicitation number and click "Search"
3. Click on the "Solicitation title/description" to open the solicitation Information Page;
4. "View and Accept" documents in the documents section and complete all as



- required;
5. Select "Place Offer" found at the bottom of the page;
6. On the Line Item tab, enter pricing, notes and attachments as specified in the statement of work;
7. Click "Submit" at the bottom of the page;
8. Review offer; and
9. Enter your password and click "Confirm".

Note that the final step in submitting a response involves the supplier's acknowledgement that the information and documents entered into the BidSync system are accurate and represent the supplier's actual proposal, quote or bid. This acknowledgement is registered in BidSync when the supplier clicks "Confirm". Bidsync will post a notice that the offer has been received. This notice from BidSync MUST be recorded prior to the closing date and time or the response will be considered late and will not be accepted.

#### **1.3.1 BIDSYNC LINE ITEM 1 – COST/FEE PROPOSAL**

The fee shall include all travel, equipment, and any other related expenses. Respondents shall submit their Fee Proposal based on proposal instructions.

#### **1.3.2 BIDSYNC LINE ITEM 2 – TECHNICAL PROPOSAL**

Technical Proposal shall be uploaded as Line Item 2. The response to this RFP should include all information required. Please note that the proposal should address the requirements listed in a clear and concise manner in the order stated. The response shall clearly detail how the services that you are proposing can best satisfy BP2000 needs.

The submitted proposal must follow the rules and format described in the Statement of Work. Adherence to these rules will ensure a fair and objective analysis of all proposals. Unnecessarily lengthy documents are discouraged. Proposers shall clearly label each section.

BP2000 reserves the right to seek additional/supplemental representation on specific issues as needed.

#### **1.4 MINORITY BUSINESS PARTICIPATION**

MWBE participation shall be a selection criterion in the RFP evaluation /scoring process.

- 1.4.1 It is the goal of this Project to have a minimum 12.5% MWBE participation. The Consultant shall include an MWBE Participation Plan within the RFP response. Key elements of the plan will include:

- 1.4.2 An explanation / narrative of how the goal of 12.5% MWSBE participation shall be met for this contract.

- 1.4.3 List of the locally certified MWBE firms that will be utilized on this contract including the services they are to provide.

- 1.4.4 The methodology for monitoring the MWSBE participation on a continuing basis.

- 1.4.5 If no suitable MWSBE participation can be found, the Respondent must demonstrate a Good Faith Effort was made to identify a suitable MWSBE and Attachment D will need to be included in the RFP Response.

##### **1.4.6 Good Faith**

Failure to submit the MWSBE Plan and/or Good Faith documentation shall result in the proposal being deemed as non-responsive to the MWSBE portion of the



proposal specifications. If MWSBE participation is not available or will not be used for this contract, it must be documented and justified on the Good Faith Effort form.

- 1.4.7 **As part of the RFP Evaluation process, a total of 10 points may be awarded for -MWBE participation: 5 points for the MWBE plan and 5 points for utilizing a certified MWBE firm(s).** The Tallahassee-Leon County Office of Economic Vitality MWBE Division will evaluate the plans. Failure to submit a plan will result in the submission not receiving the 5 points toward the evaluation score.

**Attachment B** must be submitted for each MWBE firm proposed, as supporting documentation to the MWBE Certification. **NOTE:** When submitting the MWBE Utilization Form, ensure all proposed MWBE vendors are certified through the City of Tallahassee or Leon County and are located in the "Local Market Area" of Leon, Wakulla, Gadsden or Jefferson counties. No other certification is acceptable.

**An MWBE vendor will not be considered in the MWBE goal of 12.5% if that vendor is not certified by the City of Tallahassee-Leon County or the Tallahassee-Leon County Office of Economic Vitality MWBE division at the time of receipt of the Qualification Statement.**

MWBE directories available from following sites:

- The Tallahassee-Leon County Office of Economic Vitality MWBE Division website at: <https://oevforbusiness.mwsbe.com/default.aspx>

• **NOTE:** Information found at these websites may not be up-to-date.

- 1.4.8 Should you have any MWBE related questions, please contact LaTanya Raffington, at the Tallahassee-Leon County Office of Economic Vitality MWSBE Division (850) 300-7566.

All MBE information forms must be placed in the appropriate tab (Tab 8) when submitting. This allows for the OEV Office to locate quickly for evaluation and assignment of points.

1.5 **LOCAL PREFERENCE**

a. Local vendors/businesses may qualify for 5 Points, dependent on the aggregate amount of the quote. To qualify, the vendor must maintain a permanent place of business with full-time employees within Leon, Wakulla, Gadsden or Jefferson County, Florida, for a minimum of six (6) months prior to the schedule bid/proposal due date. Vendor must complete bid the Local Vendor Affidavit Form within BidSync.

b. Preferences shall not apply to bids for purchases or contracts which are funded, in whole or in part, by a Federal governmental entity and the laws, regulations, or policies governing such funding prohibit application of this preference.

1.6 **CONTRACT AWARD**

- 1.6.1 BP2000 reserves the right to incorporate the successful firm's SOQ into a contract.



Failure of a firm to accept this obligation may result in the cancellation of any award.

- 1.6.2 The selected firm will be required to assume responsibility for all services offered in the SOQ. BP2000 will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any or all charges.
- 1.6.3 A copy of the recommended ranking will be available for review in the Purchasing Division upon completion of the evaluation by the committee. Vendors may also obtain a copy of the final ranking from BidSync at: <http://www.bidsync.com>

**1.7 RIGHT OF REJECTION:**

BP2000 reserves the right to waive any informality in any SOQ, to reject any or all SOQs in whole or in part, with or without cause, and/or to accept the SOQ that in its judgment will be in the best interest of BP2000.

**1.8 GENERAL TERMS AND CONDITIONS**

**1.8.1 EQUAL OPPORTUNITY AGREEMENT**

- 1.8.1.1. In connection with work performed under a BP2000 contract, the respondent agrees, upon receipt of a written award or acceptance of a contract, to support and abide by BP2000's Equal Opportunity Pledge.
- 1.8.1.2 By submitting a SOQ, the respondent agrees to --
  - a. Not discriminate against any employee or job applicant because of their race, creed, color, sex, marital status or national origin;
  - b. Post a copy of this pledge in a conspicuous place, available to all employees and job applicants.
- 1.8.1.3 Place or cause to be placed a statement in all solicitations or advertisement for job applicants, including subcontracts, that the respondent is an "Equal Opportunity Employer".

**1.8.2 PUBLIC ENTITY CRIMES**

As required by Florida State Statute 287.133, (2) (a), A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or a public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s.287.017 for CATEGORY TWO [\$25,000] for a period of 36 months from the date of being placed on the convicted vendor list. Any person must notify the City within 30 days after a conviction of a public entity crime applicable to that person or to an affiliate of that person.

**1.8.3 ISSUANCE OF ADDENDA**

- 1.8.3.1 If this solicitation is amended, BP2000 will issue an appropriate addendum to the solicitation. If an addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.
- 1.8.3.2 Respondent shall accept the Addendum in BidSync.
- 1.8.3.3 Only when directed in solicitation shall Respondent acknowledge receipt of each addendum to this solicitation using one of the following methods:



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- By signing and returning the addendum;
- By signed letter;

1.8.3.4 BP2000 must receive the acknowledgment by the time and date, and at the location specified for receipt of SOQs.

1.8.4 PAYMENT

1.8.4.1 Prompt Pay Policy

It is the policy of BP2000 to fully implement the provisions of the State of Florida Local Government Prompt Payment Act. For more information, please refer to Florida Statute 218.70.

1.8.4.2 Withholding Payment

In the event a contract is canceled under any provision herein, BP2000 may withhold from the Contractor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

1.8.5 INSURANCE REQUIREMENTS

Prior to commencing work, the Consultant shall procure and maintain at Consultant's own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Consultant, his agents, representatives, employees or Subcontractors. The cost of such insurance shall be included in Consultant's SOQ.

1.8.5.1 Consultant shall maintain limits no less than:

Commercial General/Umbrella Liability Insurance - \$500,000 limit per occurrence for property damage and bodily injury. The service provider should indicate in its SOQ whether the coverage is provided on a claims-made or preferably on an occurrence basis. The insurance shall include coverage for the following:

- Premise/Operations
- Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
- Products/Completed Operations
- Contractual
- Independent Contractors
- Broad Form Property Damage
- Personal Injury

Business Automobile/Umbrella Liability Insurance - \$500,000 limit per accident for property damage and personal injury.

- Owned/Leased Autos
- Non-owned Autos
- Hired Autos

Workers' Compensation and Employers'/Umbrella Liability Insurance -- Workers' Compensation coverage with benefits and monetary limits as set forth in Chapter 440, Florida Statutes. This policy shall include Employers'/Umbrella Liability coverage for \$500,000 per accident. Workers' Compensation coverage is required as a condition of performing work or services for the City whether or not the Contractor or Vendor is otherwise required by law to provide such coverage.



Professional Liability Insurance - \$1,000,000 or as per project (ultimate loss value per occurrence).

1.8.5.2 Other Insurance Provisions

1.8.5.2.1 Commercial General Liability and Automobile Liability Coverage

- The City of Tallahassee/BP2000, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, leased or used by the Contractor or premises on which Contractor is performing services on behalf of BP2000. The coverage shall contain no special limitations on the scope of protection afforded to the City of Tallahassee/BP2000, members of the City Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- The Contractor's insurance coverage shall be primary insurance as respects the City of Tallahassee/BP2000, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the City of Tallahassee/BP2000, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
- Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Tallahassee/BP2000, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- Coverage shall state that Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

1.8.5.2.2 Workers' Compensation and Employers' Liability and Property Coverage

The insurer shall agree to waive all rights of subrogation against the City of Tallahassee/BP2000, member of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers for losses arising from activities and operations of Contractor in the performance of services under this Agreement.

1.8.5.2.3 All Coverage

- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City.
- If Contractor, for any reason, fails to maintain insurance coverage, which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. BP2000, at its sole option, may terminate this Agreement and obtain damages from the Contractor resulting from said breach.
- Alternatively, BP2000 may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to Contractor, BP2000 may deduct from sums due to Contractor any premium costs advanced by BP2000 for such insurance.



- City named as "additional insured" as its interest may appear.

**1.8.5.2.4 Deductibles and Self-Insured Retention**

Any deductibles or self-insured retention's must be declared to and approved by BP2000. At the option of BP2000, the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the City of Tallahassee/BP2000, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses, related investigation, claim administration and defense expenses.

**1.8.5.2.5 Acceptability of Insurers**

Insurance is to be placed with Florida admitted insurers rated B+X or better by A.M. Best's rating service.

**1.8.5.2.6 Verification of Coverage**

Contractor shall furnish BP2000 with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before work commences.

**1.8.5.2.7 Subcontractors**

Contractor shall include each of its subcontractors as insureds under the policies of insurance required herein.

**1.8.5.3 LIQUIDATED DAMAGES**

(a) If the Contractor fails to provide the deliverables, reports, or perform the services within the time specified in this contract, or any extension, the Contractor shall pay to BP2000 as fixed, agreed, and liquidated damages, the minimum sum of \$100.00 for each calendar day of delay, not to exceed \$1500.00 per month; and/or in the event BP2000 is penalized monetarily by federal, state, or local entities as a result of Contractor delay, error, and/or other poor-performance issues, the Contractor may be required to reimburse BP2000 the full amount of the penalty assessed.

(b) Alternatively, if delivery or performance is so delayed, BP2000 may terminate this contract in whole or in part under the Termination clause in this contract and in that event, the Contractor may be liable for 1) reimbursement to BP2000 for costs spent to procure services from another vendor, or 2) for a fixed, agreed, and liquidated damages accruing until the time BP2000 may reasonably obtain delivery or performance of similar supplies or services. The liquidated damages shall be in addition to excess costs under the Termination clause.

(c) The Contractor shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without the fault or negligence of the Contractor.

**1.8.5.4 FINANCIAL CONSEQUENCES OF NON-PERFORMANCE**

BP2000 may apply financial consequences if the Contractor fails to perform in accordance with the Contract.

If the Contractor fails to remedy the performance deficiencies, the Contractor may be assessed a non-performance retainage equivalent to 10% or \$1,000.00, whichever is less, of the total invoice amount for the task or project, or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period.



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The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may invoice the Customer for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained will be forfeited.

1.9 **GRIEVANCE PROCEDURES**

- (a) **Right to Protest.** Any prospective bidder, or respondent may protest the provisions of a Request for Bids (IFB) or Request for Proposals (RFP).

i **Protest of Specifications or Proceedings Prior to Bid Opening**

Any actual or prospective bidder, or contractor, who is aggrieved in connection with the solicitation of a contract or bid, may protest on the grounds or irregularities in specifications or bid procedure.

ii **Protest of Recommended Award**

Any actual bidder or respondent, who is aggrieved in connection with the evaluation of bids, the evaluation of proposals, or the staff recommendation regarding award of a contract, provided that such bidder or respondent would have been awarded the contract but for the aggrieved action, may protest such evaluation or award recommendation.

- (b) **Filing a Protest.** A written protest shall be considered filed, for purposes of this procedure when all related items are actually delivered to and received by the Procurement Services Division. All protest shall be directed to the attention of the Manager for Procurement Services.

i For a protest related to the specifications or proceeding of an IFB or RFP, a formal written protest must be filed no later than 72 hours (excluding weekends and holidays) after release of solicitation. Failure to timely file the written protest including the required protest bond/cashier's check, shall constitute a waiver of such protest.

ii For protest related to the evaluation of bids, evaluation of proposals, or staff recommendation regarding award of a contract, a written notice of intent to protest must be filed with Procurement Services within 72 hours (excludes weekends and holidays) after posting of the intended recommendation regarding award, and a written protest, must be filed with the Procurement Services Division no later than 5:00 p.m., ET, on the seventh (7<sup>th</sup>) calendar day following the date on which the written notice of intent to protest was filed. A weekend commences at 12:00 a.m., ET, on Saturday and ends at the same time on the following Monday. A holiday begins at 12:00 a.m., ET, on the observed holiday and ends at the same time on the following day. Such written protest shall state, with particularity the facts and grounds upon which the protest is based, and shall include references to applicable laws, statutes, ordinances, policies, or other authority on which the protest is based. Failure to timely file either the notice of intent or the written protest including the protest bond/cashier's check, shall constitute a waiver of such protest.

- (c) **Protest Bond.** Any person who files a formal written protest, shall post with the Procurement Services Division, at the time of filing the formal written protest, a cashier's check or bond payable to BP2000 in an amount equal to 1 percent of BP2000's estimate of the total volume of the contract or \$5,000,



whichever is less.

- (d) **Final Decision.** The BP2000 Attorney or designee shall consider each protest and shall render a final determination. If the decision of the BP2000 Attorney or designee upholds the action taken by BP2000, then BP2000 shall retain the amount in payment of a portion of the cost and expense, including but not limited to, time spent by BP2000 staff in responding to the protest and in conducting the evaluation of the protest. If the decision of the BP2000 Attorney or designee does not uphold the action taken by the BP2000, then the BP2000 shall return that amount, without deduction, to the person or entity filing the protest.
- (e) **Stay of Procurement During Bid Protest**  
In the event protest is filed in accordance with the bid protest procedures herein, Procurement Services shall not proceed further with the solicitation or award of the contract until the BP2000 Attorney or designee has rendered a written decision regarding the protest or until the City Manager or designee makes a written determination that continuation of the process and award of a contract without delay is necessary to protect the substantial interest of the BP2000.

#### 1.10 **SELECTION PROCESS**

1.10.1 The Selection Committee will review and score all SOQs received (by the due date), and determine the shortlisted firms (firms with the highest scores) using the selection criteria established for this project.

1.10.2 The Selection Committee will receive presentations and may conduct interviews of the shortlisted firms and will establish ratings for each firm in accordance with the scoring criteria established for this project.

1.10.3 The Selection Committee will recommend the order of ranking for City Commission approval.

1.10.4 The contract for this project will be negotiated with the shortlisted firm ranked highest. If unsuccessful, we reserve the right to negotiate with the 2<sup>nd</sup> highest firm and so on until successful, as approved by City Commission.

#### 1.11 **CONFIDENTIALITY**

1.11.1 By submitting a proposal in response to this solicitation, a respondent acknowledges that BP2000 is a governmental entity subject to the Florida Public Records Law (Chapter 119, Florida Statutes). The respondent further acknowledges that any materials or documents provided to BP2000 may be "public records" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute. Should a respondent provide BP2000 with any materials which it believes, in good faith, contain information which would be exempt from disclosure or copying under Florida law, the respondent shall indicate that belief by typing or printing, in bold letters, the phrase "Proprietary Information" on the face of each affected page of such material. The respondent shall submit to BP2000 both a complete copy of such material and a redacted copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a respondent fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the



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contrary on the face of such document or any page(s) thereof. Note, BP2000 does not consider cost proposals to be proprietary and this information will be made public. Cost proposals marked as proprietary or confidential will not be evaluated and zero points will be given.

- 1.11.2 Should any person request to examine or copy any material so designated, and provided the affected respondent has otherwise fully complied with this provision, City, in reliance on the representations of the respondent, will produce for that person only the redacted version of the affected material. If the person requests to examine or copy the complete version of the affected material, BP2000 shall notify the respondent of that request, and the respondent shall reply to such notification, in a writing that must be received by BP2000 no later than 4:00 p.m., ET, of the second BP2000 business day following respondent's receipt of such notification, either permitting or refusing to permit such disclosure or copying. Failure to provide a timely written reply shall be deemed consent to disclosure and copying of the complete copy of such material. If the respondent refuses to permit disclosure or copying, the respondent agrees to, and shall, hold harmless and indemnify BP2000 for all expenses, costs, damages, and penalties of any kind whatsoever which may be incurred by BP2000, or assessed or awarded against BP2000, in regard to BP2000's refusal to permit disclosure or copying of such material. If litigation is filed in relation to such request and the respondent is not initially named as a party, the respondent shall promptly seek to intervene as a defendant in such litigation to defend its claim regarding the confidentiality of such material. This provision shall take precedence over any provisions or conditions of any proposal submitted by a respondent in response to the RFP and shall constitute City's sole obligation with regard to maintaining confidentiality of any document, material, or information submitted to BP2000.

1.12 **PROHIBITED COMMUNICATIONS**

As provided for in the City of Tallahassee Code of Ordinances, Number 11-O-03AA, subsection 2-357, any form of communication, other than written correspondence, shall be prohibited between any person or representative of any firm seeking an award of this solicitation and any City Commissioner or Commissioners staff, or any city employee authorized to act on behalf of the City Commission. Prohibited communications shall be in effect from the date/time submittals are due for this solicitation until the City Commission or authorized designee awards or approves a contract, rejects all responses, or otherwise takes action which ends the solicitation process.

1.13 **TERMINATION**

- a. If the Contractor fails to fulfill any of its obligations under this Contract, or otherwise, through no fault of BP2000, such failure shall be considered a default and shall entitle, but not obligate, BP2000 to suspend performance under or to terminate this Contract, in whole or in part, at BP2000's discretion, if the Contractor fails to cure such default within thirty (30) days after receipt of a written notice thereof from BP2000. Furthermore, BP2000 shall have the right to terminate this Contract, in whole or in part, without the Contractor being in default thereunder. Termination shall be effected by delivery to the Contractor of a written notice specifying whether termination is for the default of the Contractor or for the BP2000's convenience, the extent to which services under this Contract are to be terminated, and the date upon which such termination



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# **Blueprint Intergovernmental Agency Board of Directors Agenda Item #6**

**February 18, 2021**

<b>Title:</b>	Approval to Execute the Memorandum of Understanding with the Leon County Research and Development Authority for the North Florida Incubator Matching Funds
<b>Category:</b>	Consent
<b>Department:</b>	Office of Economic Vitality
<b>Intergovernmental Management Committee:</b>	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
<b>Lead Staff / Project Team:</b>	Benjamin H. Pingree, Director, Department of PLACE Susan Dawson, Blueprint Attorney Cristina Paredes, Director, Office of Economic Vitality Drew Dietrich, Deputy Director, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item seeks approval of the Blueprint Intergovernmental Agency Board of Directors to authorize the Director of PLACE or his designee to execute a Memorandum of Understanding with the Leon County Research and Development Authority (LCRDA) in the amount of \$2.5 million to construct the new North Florida Innovation Labs (NFIL) incubator.

## **STRATEGIC PLAN**

The development of a new incubator within Innovation Park aligns directly with Strategy B.1 of OEV's strategic plan to "Establish a collaborative partnership with the Leon County Research and Development Authority . . . to leverage resources and assets for developing a technology cluster."

## **FISCAL IMPACT**

This item does not have fiscal impact. Per IA Board direction received at the September 17, 2020 meeting, as part of the adopted FY 2021 OEV Five-Year Capital Improvement Plan, OEV has budgeted \$1 million in FY 2021 and \$1.5 million in FY 2022 for the matching commitment to the NFIL.



## **RECOMMENDED ACTION:**

Option 1: Approve and authorize the Director of PLACE or his designee to execute the Memorandum of Understanding with the Leon County Research and Development Authority for the North Florida Incubator Matching Funds in the amount of \$2.5 million (Attachment #1).

## **SUPPLEMENTAL INFORMATION:**

On September 20, 2018, the IA Board directed staff to issue a letter of support for the Project and pledged matching funds in the amount of \$2.5 million. Staff issued the letter and pledge on September 25, 2018 (Attachment 1), and reaffirmed that commitment by letter dated July 9, 2020 (Attachment 2) for OEV to assist with local matching funds to be used specifically for the construction of the 40,000 square foot high-tech incubator that will include wet labs, tissue and bio-culture room, engineering/light manufacturing spaces, an innovation lab for prototype development and smaller manufacturing, as well as offices and supporting amenities.

The LCRDA submitted a grant proposal to the EDA to fund a \$17 million Incubator/Accelerator Facility (Project) to support moving university and entrepreneurial intellectual property into the marketplace. On September 17, 2020, the EDA issued a Financial Assistance Award to LCRDA committing federal funds for the Project in the amount of \$10,214,022.00 for construction of a \$17,023,370, 40,000 square foot, high-tech facility in Innovation Park. The purpose of the Project is to address a documented need for talent retention in the local community. The difference in the amount between the federal award and the anticipated cost of construction will be covered by the pledge of local matching funds, including a pledge of \$2.5 million from OEV. Florida State University has also pledged \$2.5 million toward this Project, and LCRDA pledged \$1,809,348.00 of its own funds toward the matching funds.

During the September 20, 2018 OEV Strategic Plan Workshop, the IA Board directed staff to issue a letter of support for the Project and pledged matching funds in the amount of \$2.5 million. In accordance with IA Board direction, staff issued the letter and pledge on September 25, 2018 (Attachment 1), and reaffirmed that commitment by letter dated July 9, 2020 (Attachment 2) for OEV to assist with local matching funds to be used specifically for the construction of the 40,000 square foot high-tech incubator that will include wet labs, tissue and bio-culture room, engineering/light manufacturing spaces, an innovation lab for prototype development and smaller manufacturing, as well as offices and supporting amenities.

The proposed MOU outlines the scope of the project and the responsibilities of LCRDA commensurate with the disbursement of funds relating to the NFIL incubator and as required by the U.S. Department of Commerce, Economic Development Administration (EDA). This aligns directly with Strategy B.1 of OEV's strategic plan, to "Establish a collaborative partnership with the Leon County Research and Development Authority . . . to leverage resources and assets for developing a technology cluster."



This grant opportunity is unique as it provides a greater leverage rate than other EDA grants because it is only for communities impacted by disasters in 2017. Specifically, the EDA grant provides investment assistance to help communities and regions devise and implement long-term economic recovery strategies through a variety of non-construction and construction projects to address economic challenges. LCRDA's incubator Project seeks to address economic challenges in the Tallahassee-Leon County region by closing the gaps identified in the Incubator and Accelerator Study. It should be noted that the proposed project's programs, unique spaces, and equipment does not currently exist in the region.

The attached draft MOU formalizes the IA Board's commitment to the Project (Attachment #1). The terms and conditions of the MOU provide for a commitment of OEV funds in the amount of \$2.5 million to the Project with disbursement of funds to LCRDA to occur in multiple payments. The IA Board has budgeted funding in OEV Five-Year Capital Improvement Plan in Fiscal Years 2021 and 2022. Under the terms of the MOU, funds not to exceed \$1,000,000.00 are available for the Project in Fiscal Year 2021 and funds not to exceed \$1,500,000.00 are available for the Project in Fiscal Year 2022. This \$2.5 million commitment leverages \$10,214,022.00 in Federal dollars. The OEV commitment was necessary in order to obtain the full pledge by the EDA. All disbursements shall occur in accordance with the schedule attached to the MOU. The MOU requires that any unexpended funds shall be returned to OEV upon completion of the construction of a 40,000 square foot, high-tech Incubator/Accelerator Facility consistent with the EDA Award. Once complete, LCRDA shall be responsible for the funding and direction of all programs and operations at the new North Florida Innovation Labs.

## **CONCLUSION:**

The North Florida Innovation Labs (NFIL) incubator will provide a critical resource for Innovation Park and the entire entrepreneurial ecosystem in Tallahassee-Leon County. Over two years ago the IA Board directed staff to issue a letter of support for the Project and pledged matching funds in the amount of \$2.5 million. This collaborative effort by the IA Board, FSU, and LCRDA has directly led to the successful award by the EDA of over \$10 million dollars in federal funds. The incubator project alone will bring over \$20 million in economic impact, and generate 640 jobs for the community. The project represents a tremendous community asset that will bring incredible resources and innovation to our region for decades to come. LCRDA has selected an architect and expect to have approved the contract on February 4, 2021. LCRDA will focus on programming and design work for the incubator the rest of 2021. LCRDA anticipates that the ground breaking for NFIL will occur in March of 2022 with completion of the building in September of 2023. As noted previously, this agenda item seeks approval by the IA Board to execute a MOU with LCRDA to provide \$2.5 million in funding for LCRDA to construct the new North Florida Innovation Labs (NFIL) incubator. The attached draft MOU formalizes the IA Board's commitment and pledge to the Project. Execution of the MOU will provide for the formal commitment of OEV funds in the amount of \$2.5 million to the Project.



With the IA Board's support, this project will bring a brand new, 40,000 square foot incubator to Innovation Park, furthering the strategic, community-wide goals of Tallahassee-Leon County, to foster innovation, growth, and business formation to enhance the overall economic vitality of our community.

Staff recommends moving forward with Option #1, to approve and authorize the Director of PLACE or his designee, to execute the Memorandum of Understanding with the Leon County Research and Development Authority for the North Florida Incubator Matching Funds in the amount of \$2.5 million. This will provide the funding commitments necessary to effectuate the design and construction of the NFIL incubator, and leverage federal monies to complete the project.

**Action by EVLC:** During the February 3, 2021 meeting, the EVLC recommended that the IA Board

## OPTIONS:

- Option 1: Approve and authorize the Director of PLACE or his designee to execute the Memorandum of Understanding with the Leon County Research and Development Authority for the North Florida Incubator Matching Funds in the amount of \$2.5 million.
- Option 2: Do not approve Memorandum of Understanding with the Leon County Research and Development Authority for the North Florida Incubator Matching Funds in the amount of \$2.5 million.
- Option 3: IA Board Direction.

## RECOMMENDED ACTION:

- Option 1: Approve and authorize the Director of PLACE or his designee to execute the Memorandum of Understanding with the Leon County Research and Development Authority for the North Florida Incubator Matching Funds in the amount of \$2.5 million.

### Attachments:

1. Letter and pledge on September 25, 2018
2. Letter dated July 9, 2020
3. MOU between LCRDA and OEV





315 South Calhoun Street • Suite 450  
Tallahassee • Florida • 32301  
850.219.1060

September 25, 2018

Mr. Ronald J. Miller, Jr., Executive Director  
Leon County Research and Development Authority  
1736 W. Paul Dirac Drive  
Tallahassee, FL 32310

Re: Application for an Economic Development Administration Disaster Grant

Dear Ron:

On behalf of the Blueprint Intergovernmental Agency Board of Directors, the Office of Economic Vitality is pleased to pledge \$2.5 million as matching funds toward Leon County Research and Development Authority's (LCRDA) grant application to construct a business incubator at Innovation Park.

This pledge, combined with all other commitments, and a matching award from the EDA will provide the \$17 million necessary to build a 40,000 GSF, mixed use (wet and dry lab) incubator to serve the region. It is important to note that the LCRDA's incubator project seeks to address economic challenges in the Tallahassee-Leon County region by closing the gaps identified in the Incubator and Accelerator Study, including: (1) incubation for companies at the startup stage of the life cycle; (2) expertise in the form of mentoring and subject matter experts, (3) access to specialized resources at FSU and FAMU, including core labs and faculty; (4) shortage of experienced management talent; and (5) access to capital. It should be noted, that the proposed project's programs, unique spaces, and equipment do not currently exist in the region.

Should the LCRDA be awarded this grant, the Office of Economic Vitality will prepare an agenda item for consideration by the Blueprint Intergovernmental Agency Board at its February 28, 2019 meeting. The item will identify next steps and funding strategies needed to meet the Board's requirements, as well as any necessary agreements. Furthermore, should the size, scope, total cost, or cost per square foot of the LCRDA Incubator project deviate from the target as presented in their proposal, the Intergovernmental Board reserves the right to reevaluate its funding commitment.

The Blueprint Intergovernmental Agency Board of Directors and the Office of Economic Vitality are happy to partner with you on this important project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ben H. Pingree", is written over a horizontal line.

Ben H. Pingree,  
PLACE, Director





315 South Calhoun Street • Suite 100  
Tallahassee • Florida • 32301  
850.219.1060

July 9, 2020

Mr. Ronald J. Miller, Jr., Executive Director  
Leon County Research and Development Authority  
2051 E. Paul Dirac Drive, Suite 100  
Tallahassee, FL 32310

Dear Ron,

I am issuing this letter as a substitute to my letter dated August 19, 2019 evidencing our commitment of \$2.5 million for the project.

These funds are committed to the project, available as needed, and are not conditioned or encumbered in any way that would preclude their use consistent with the purpose of this project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ben H. Pingree", is written over the printed name and title. The signature is stylized with a large, sweeping "B" and a long, horizontal stroke extending to the right.

Ben H. Pingree  
PLACE, Director



**MEMORANDUM OF UNDERSTANDING  
CONCERNING MATCHING FUNDS FOR CONSTRUCTION OF  
AN INCUBATOR/ACCELERATOR FACILITY IN INNOVATION PARK**

THIS MEMORANDUM OF UNDERSTANDING (MOU) is made and entered into the date upon which the last Party signs below (Effective Date), by and between LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY (LCRDA), a Special District authorized by Chapter 159, Part V, Florida Statutes; and TALLAHASSEE – LEON COUNTY OFFICE OF ECONOMIC VITALITY (OEV). LCRDA and OEV may be referred to collectively herein as the Parties, or individually as a Party.

**RECITALS**

**WHEREAS**, LCRDA owns buildings in and manages Innovation Park/Tallahassee (Innovation Park), and has as its mission to promote scientific research and development activities fostering economic development and to broaden the economic base of Leon County working with local government, Florida State University, Florida A&M University, and Tallahassee Community College; and,

**WHEREAS**, LCRDA is the applicant for a United States Department of Commerce Economic Development Administration (EDA) administered Grant in the amount of \$10,214,022.00 for the purpose of constructing a \$17,023,370.00, 40,000 square foot, high-tech Incubator/Accelerator Facility (Project) in Innovation Park to address a documented need for talent retention in the local community; and,

**WHEREAS**, LCRDA pledged \$1,809,348.00 of its own funds toward grant matching funds and secured a pledge of matching funds from Florida State University Research Foundation in the amount of \$2,500,000.00; and,

**WHEREAS**, on September 19, 2018, LCRDA sent OEV a letter seeking a pledge of matching funds from OEV in the amount of \$2,500,000.00 to leverage the full \$17,023,370.00 for construction of the Project and addressing talent retention in Tallahassee – Leon County; and,

**WHEREAS**, on September 20, 2018, the Blueprint Intergovernmental Agency Board of Directors (IA Board) directed staff to issue a letter of support for the Project and pledge matching funds in the amount of \$2,500,000.00, staff issued the letter and pledge on September 25, 2018, and reaffirmed that commitment by letter dated July 9, 2020; and,

**WHEREAS**, on September 17, 2020, EDA issued a Financial Assistance Award to LCRDA (EDA Award) committing federal funds for the purposes of the Project; and,

**WHEREAS**, LCRDA and OEV desire to enter into this MOU outlining each Party's proposed contributions, obligations, and responsibilities to accomplish the purposes set forth in these recitals; and,

**WHEREAS**, on February 18, 2021, the IA Board authorized the Director of PLACE or his designee to execute an MOU for the commitment of matching funds up to \$2,500,000.00 to LCRDA, pursuant to agreed terms and conditions.



**NOW, THEREFORE**, in consideration of the following mutual promises and covenants, and other good and valuable consideration, the receipt and sufficiency of which both Parties acknowledge, LCRDA and OEV hereby agree as follows:

## **ARTICLE I INTRODUCTION**

**Section 1.01. Recitals.** The Recitals so stated are true and correct and by this reference are incorporated into and form a material part of this MOU.

**Section 1.02. Authority.** This MOU is entered into pursuant to the authority set forth in the Second Amended and Restated Interlocal Agreement, Chapter 163 Florida Statutes, and other applicable laws. The execution of this MOU has been duly authorized by the appropriate body or official(s) of each of the Parties, each Party has complied with all applicable requirements of law, and each Party has full power and authority to comply with the terms and provisions of this MOU.

## **ARTICLE II MATCHING FUNDS**

**Section 2.01. OEV Funding.** The EDA Standard Terms and Conditions for Construction Projects (EDA ST&C) are incorporated herein by this reference as if fully set forth herein. OEV agrees to provide LCRDA with funding as part of the non-Federal share of funds, or "Matching Share," required by the EDA Award, which consists of non-EDA funds and any in-kind contributions that are approved by EDA and provided by the Recipient or by third parties as a condition of the Award. OEV funds in the amount of \$2,500,000.00 are committed to the Project, available as needed, and not conditioned or encumbered in any way that precludes their use consistent with the purpose of the Project.

**Section 2.02. Disbursement of Funds.** Disbursement of funds to LCRDA shall occur in multiple payments. The IA Board has budgeted funding in OEV Five-Year Capital Improvement Plan in Fiscal Years 2021 and 2022. Funds not to exceed \$1,000,000.00 are available for the Project in Fiscal Year 2021. Funds not to exceed \$1,500,000.00 are available for the Project in Fiscal Year 2022. All disbursements shall occur in accordance with the schedule in **Exhibit A** to this MOU. In the event funding is needed prior to the date scheduled in Exhibit A, LCRDA shall provide at least 60-days written notice to the Director of OEV, in advance of the proposed new disbursement date. The disbursement schedule shall be modified by amendment to this MOU.

**Section 2.03. Use of Funds.** LCRDA shall use OEV funds for the purpose of supporting the Project. If actual allowable costs are less than the total approved estimated budget, the Federal share and Matching Share shall be calculated by applying the approved Federal and non-Federal cost share ratios to actual allowable costs. OEV shall be responsible for funding in support of the Project equivalent to 36.7142% of the non-Federal cost share of actual allowable costs as set forth in the EDA ST&C. Any unexpended funds shall be returned to OEV upon completion of the construction of a 40,000 square foot, high-tech Incubator/Accelerator Facility consistent with the EDA Award.



**Section 2.04. Term.** The term of this MOU shall commence on the Effective Date and shall remain in effect until the date on which all of the obligations of the Parties provided for in this MOU have been satisfied.

### **ARTICLE III GENERAL PROVISIONS**

**Section 3.01. Limitations on Governmental Liability.** Nothing in this MOU shall be deemed a waiver of immunity limits of liability of OEV or LCRDA beyond any statutory limited waiver of immunity or limits of liability contained in section 768.28, Florida Statutes, as amended, or other statute. Nothing in this MOU shall inure to the benefit of any third party for the purpose of allowing any claim, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

**Section 3.02. Indemnification, and Performance and Payment Bond.** To the extent permitted by law and without waiving any limitations of liability including sovereign immunity afforded LCRDA, the LCRDA shall indemnify and save harmless OEV, and their officials and employees (the Indemnified Parties), from all losses, damages, costs, expenses, liability, claims, actions, and judgments of any kind whatsoever brought or asserted against, or incurred by, the Indemnified Parties, including without limitation attorney's fees and costs of litigation, to the extent that the same arise out of or are caused by any act or omission of LCRDA or its contractor, or sub-contractors, or their employees or agents, arising from the construction of the Project or MOU.

LCRDA will provide OEV with a copy of any certifications of coverage received by LCRDA from its construction contractor. Additionally, LCRDA will require its construction contractor to post a performance and payment bond for all work under the construction contract in accordance with the requirements of the EDA, including the Project, and will ensure that OEV is named as a beneficiary or insured under such bond with respect to the Project.

**Section 3.03. Default.** Each Party hereto shall give the other Party written notice of any default hereunder and shall allow the defaulting Party fifteen (15) days from the date of its receipt of such notice within which to cure any such defaults or, if it cannot be cured within the fifteen (15) days, to commence and thereafter diligently pursue to completion good faith efforts to effect such cure and to thereafter notify the other parties of the actual cure of any such defaults. If LCRDA's non-performance of any obligation hereunder is directly due to an event of Force Majeure, LCRDA shall not be deemed to be in default. LCRDA shall be given an amount of time reasonably necessary to cure such non-performance, and LCRDA shall act in good faith to cure such non-performance during such time.

**Section 3.04. Dispute Resolution.** In the event of any dispute concerning the terms and conditions of this MOU, the parties shall first consult and negotiate with each other and, recognizing their mutual interests, attempt to reach a resolution satisfactory to both parties. If the Parties do not reach a resolution within a period of 30 calendar days, each party shall schedule an agenda item for its governing board to discuss options regarding the disagreement at that Party's next regular meeting. In the event the Parties do not reach a resolution within sixty (60) days following the meeting of each governing board regarding the dispute, the Parties shall adhere to



the Florida Governmental Conflict Resolution Act, set forth in Chapter 164, Florida Statutes, to resolve the dispute.

**Section 3.05. Force Majeure.** Except for any payment obligation by either Party, if any Party is unable to perform, or is delayed in its performance of any of its obligations under this MOU by reason of any event of Force Majeure, such inability or delay shall be excused at any time during which compliance therewith is prevented by such event and during such period thereafter as may be reasonably necessary for the Parties to correct the adverse effect of such event of Force Majeure.

An event of "Force Majeure" shall mean the following events or circumstances to the extent that they delay the Parties from performing any of its obligations (other than payment obligations) under this MOU: acts of God, natural disaster, accidents, fire or other casualty, earthquake, hurricane, tornadoes, named storms, flood, war, riot, intervention by civil or military authorities of government, insurrection, or other civil commotion, material shortages, industry wide strikes, boycotts, lockouts or labor disputes, or any other similar or like event or occurrence beyond the reasonable control of a Party (or any Design Professional, Consultant, or Contractor, of any tier) hereto, that causes such Party to be delayed or hindered in, or prevented from, the performance of any covenant or obligation hereunder. In order to be entitled to the benefit of this Section, a Party claiming an event of Force Majeure shall be required to give prompt written notice to the other Party specifying in detail the event of Force Majeure and shall further be required to diligently proceed to correct the adverse effect of any Force Majeure.

**Section 3.06. Notices.** Any notices required or allowed to be delivered shall be in writing and be deemed to be delivered when: (i) hand delivered to the official hereinafter designated; or (ii) upon receipt of such notice when sent by certified mail, return receipt requested, addressed to a Party at the address set forth opposite the Party's name below, or at such other address as the Party shall have specified by written notice to the other Party delivered in accordance herewith.

If to OEV:                      Blueprint Intergovernmental Agency  
315 S. Calhoun St., Suite 450  
Tallahassee FL 32303  
Attn: Cristina L. Paredes  
Director, Office of Economic Vitality

With Copy to:                      Blueprint Legal Counsel  
315 S. Calhoun St., Suite 450  
Tallahassee, FL 32303  
Attn: Susan Dawson, Esq.  
Blueprint Attorney

If to LCRDA:                      Leon County Research and Development Authority  
2051 E. Paul Dirac Dr., Suite 100  
Tallahassee, FL 32310  
Attn: Ronald J. Miller, Jr.  
Executive Director



With Copy to: Nelson Mullins Broad and Cassel  
215 S. Monroe St., Suite 400  
Tallahassee, FL 32301  
Attn: Melissa VanSickle, Esq.

**Section 3.07. Binding Effect.** This MOU shall be binding upon and shall inure to the benefit of the Parties, and their respective successors.

**Section 3.08. Amendment.** Any amendment to or waiver of the provisions of this MOU must be in writing and mutually agreed to by the Parties.

**Section 3.09. Assignment or Transfer.** No Party may assign or transfer its rights or obligations under this MOU without the prior written consent of the other Party.

**Section 3.10. Applicable Law and Venue.** This MOU and the provisions contained herein shall be governed by and construed in accordance with the laws of the State of Florida. In any action, in equity or law, with respect to the enforcement or interpretation of this MOU, venue shall be in Leon County, Florida.

**Section 3.11. Severability - General.** If any part of this MOU is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such invalid, illegal or unenforceable part shall be deemed severable and the remaining parts of this MOU shall continue in full force and effect provided that the rights and obligations of the parties are not materially prejudiced, and the intentions of the Parties can continue to be effected.

**Section 3.12. Severability- EDA.** If any part of this MOU is deemed by the EDA to be contrary to the terms of the EDA Award, such contrary provisions shall be deemed severable and the remaining parts of this MOU shall continue in full force and effect.

**Section 3.13. No Waiver.** The failure of any Party to require performance of any duty or condition under this MOU shall not affect the Party's right to require performance at any time thereafter, nor shall the waiver of any condition, breach or default under this MOU constitute a waiver of any subsequent failure of such condition, breach or default.

**Section 3.14. Entire Agreement.** This instrument and its exhibits constitute the entire agreement between the Parties and supersede all previous discussions, understandings and agreements between the Parties relating to the subject matter of this MOU.

**Section 3.15. Effective Date.** This MOU shall become effective upon the last date of execution by the authorized representatives of the Parties.

**Section 3.16. Incorporation of Exhibits.** Exhibit A is attached hereto and shall be deemed incorporated herein and made part of this MOU.



**IN WITNESS WHEREOF**, the Parties hereto, through their duly authorized representatives, have executed this MOU as of the date upon which the last Party signs below.

**TALLAHASSEE-LEON COUNTY  
OFFICE OF ECONOMIC VITALITY**

**LEON COUNTY RESEARCH AND  
DEVELOPMENT AUTHORITY**

\_\_\_\_\_  
Cristina Paredes  
Office of Economic Vitality Director

\_\_\_\_\_  
Kimberly Moore  
Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
James O. Cooke, IV  
City of Tallahassee Treasurer-Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Susan Dawson, Esq.  
Blueprint Attorney

\_\_\_\_\_  
Melissa VanSickle, Esq.  
Counsel to LCRDA



**Exhibit A**

**DISBURSEMENT SCHEDULE**

<b>DISBURSEMENT</b>	<b>DATE</b>	<b>AMOUNT</b>
<b>Disbursement 1</b>	<b>July 1, 2021</b>	<b>Not to Exceed \$1,000,000.00</b>
<b>Disbursement 2</b>	<b>July 1, 2022</b>	<b>Not to Exceed \$1,500,000.00</b>



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# **Blueprint Intergovernmental Agency Board of Directors Agenda Item #7**

**February 18, 2021**

**Title:** Approval of the Capital Cascades Trail Segment 3 Skateable Art Design Plan

**Category:** General Business

**Intergovernmental Management Committee** Vincent S. Long, Leon County Administrator  
Reese Goad, City of Tallahassee Manager

**Lead Staff / Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Autumn Calder, Director, Blueprint  
Daniel Scheer, Blueprint Design and Construction Manager  
Susan Tanski, Senior Project Manager

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## **STATEMENT OF ISSUE:**

This agenda item requests the Blueprint Intergovernmental Agency Board of Directors (IA Board) approve the Design Plan for the Capital Cascades Trail Segment 3 Skateable Art Project. The Design Plan is included as Attachment #1. As this is a design-build project, if the Design Plan is approved by the IA Board, Blueprint will continue to advance the project into construction which is scheduled to begin in spring of 2021.

## **FISCAL IMPACT:**

This item does not have a fiscal impact. This project is funded through existing project budget allocations and has an executed contract for design and construction in the amount of \$1,091,800. Funding for design-build services was approved by the IA Board at the September 20, 2018 meeting.

## **RECOMMENDED ACTION:**

Option 1: Approve the Capital Cascades Trail Segment 3 Skateable Art Design Plan.



## **SUPPLEMENTAL INFORMATION:**

### **EXECUTIVE SUMMARY**

The Skateable Art Project concept along Capital Cascades Trail Segment 3 was approved by the IA Board in February 29, 2016. The concept from 2016 is included as Attachment #2. In September 2018, the IA Board authorized \$1.5 million for the design and construction of the Skateable Art as an amenity. In spring 2020, Team Pain Enterprises Inc. was selected as the highest ranked, design-build firm through a competitive RFQ/RFP process. A contract was executed on August 26, 2020 for an amount not to exceed \$1,091,800. As this is a design-build project, if the Design Plan is approved by the IA Board, Blueprint will continue to advance the project into construction which is scheduled to begin in spring of 2021.

The original proposal to develop a skate park along Capital Cascades Trail came out of an effort to dissuade skateboarding on park features in Cascades Park including the Korean War Memorial. Through conversations with the skate community, Blueprint staff determined that the 3D shape of the broken circle of life from the Korean War Memorial was the perfect shape for doing a skateboard trick, and that if the shape was somewhere else, then the skateboarders would stop using the Memorial. As the project concept developed, a needs assessment showed that there was no formal skate area in the downtown area and that by developing a “street-course” style skate park along Cascades Trail would meet this growing recreational need and complement the “bowl” style of the Mike Blakenship Skate Park off Jackson Bluff Road.

Public outreach for the project began on July 3, 2018, whereby Blueprint staff facilitated a community meeting with the local skating community to begin the collection of ideas for the skateable art project. More intensive community engagement and input occurred on November 18, 2020 and on January 20, 2021, details of which are provided in the Public Engagement Section of this agenda item. Since contract execution, the project team has performed a significant amount of coordination with the City of Tallahassee Electric Department, Underground Utilities and Public Infrastructure, and Community Beautification & Waste Management Services who will be the managing entity.

As described thoroughly in this agenda item, the design plan provides a world class skate park that embraces artistic elements that meet the goals of the project as well as Blueprint’s mission to create a sense of place. The feature once constructed, will be a signature skate park that enhances the local community skate opportunities, complements the surrounding landscape, and will serve as a landmark symbolizing creativity and innovation in Tallahassee. Approaching 500 feet in length, the size and shape of the Skateable Art Park itself is unique, and it includes the longest snake run feature in Florida stretching roughly 225 feet. The park includes a custom sculptural shade structure and has nine main obstacles that double as iconic art as presented below in Figure 1. The design plan is also included as Attachment #1 in larger size.



Figure 1: Skateable Art Design Plan



## LOCATION

The Skateable Art Park will be constructed adjacent to Cascade Trail and along FAMU Way, which transformed an open stormwater ditch into a linear park and trail with a number of amenities. The location is shown in Figure 2.

Figure 2: Location Map





## **DESIGN-BUILD PROCESS & CONTRACTOR SELECTION**

Staff reached out to the Tony Hawk Foundation, a well-respected skateboard sporting advocacy organization, to develop a procurement strategy for the implementation of the project. Through this coordination and analysis of the project needs, it was determined that using a design-build contract approach would be the optimal process for creating a public skate park. The term, “design-build”, describes a hiring scenario in which one company is selected through a competitive process to perform both design and construction services. It is the simplest approach to skate park design and construction and tends to produce the highest quality facilities in the least amount of time. A primary benefit of design-build when building skate parks is that the same company that meets with the community to assess their skate park desires and needs are the same people in the field building that park. Design-build projects are typically implemented faster than design-bid-build projects, and administrative costs are also reduced with this process.

A Request for Qualifications (RFQ) was advertised on October 20, 2019 for design-build Services for the Capital Cascades Trail (CCT) Segment 3D Skateable Art Project and a subsequent Request for Proposals (RFP) was advertised on February 23, 2020. Presentations were held on April 20<sup>th</sup>, 2020 and Team Pain Enterprises Inc. (Team Pain) was the highest ranked firm. As a result the contract was executed on August 26, 2020 for an amount not to exceed \$1,091,800.

Team Pain is a Florida based skate park design-build specialist with over 35 years of skate park development. Working both nationally and internationally, the company is recognized as one of the industry leaders in custom poured in place concrete skate parks. To date, they have designed and constructed 33 custom municipal concrete skate parks in the state of Florida and provided over 350 skate structures and skate parks worldwide. The team consists of Team Pain Enterprises Inc., Skate Park Design-Build Specialist, Vickstrom Engineering, Flores Construction S&ME Landscape Architecture and the Tallahassee artist Kaiser/Von Roenn Studio Group.

Team Pain is a design-build company, and the company’s entire site crew consists of life long skaters or bmx riders. This ensures that the project is built to the exact specifications of the design. The Team Pain method is to constantly test parts of the park as they are being built to ensure that it is built to specification. Team Pain has shared that they find it very important that skateparks be built by individuals that use skateparks regularly so the builder understands, without a doubt, how every inch of the park should feel.

## **SKATEABLE ART DESIGN PLAN**

The design functionality not only creates a local recreation asset to the community but delivers a well-recognized facility that will attract riders from around the world with competition level experience. This design provides not only an optimal riding experience for the park users, but also provides a visually stimulating space for spectators. The design draws inspiration from FAMU and the history and innovation of the surrounding area. The skate park design presents multiple lines of travel throughout the amenity, creating



a series of runs to keep skaters interested, engaged, challenged, and to allow for users of all skill levels. Multiple skaters will be able to use the amenity simultaneously.

What makes this park particularly unique is the size and shape. The majority of skate parks are more of a square or rectangle shape, making the distance one can travel in a straight line fairly minimal. Within Blueprint's new Skateable Art Park, if a park user wanted to, they could ride in a straight line for almost 500 feet without having to stop or turn around. According to Team Pain, this is absolutely unheard of and will attract people from faraway places.

### *Snake Run*

The Skateable Art Park includes an incredible snake run feature. This snake run stretches roughly 225 feet, making it the longest snake run in Florida. The project team has made it a goal to make this snake run accommodating to all skill levels and park users. At the entrance of the park is the most mellow and accommodating part of the snake run. It is shallow with easy going transitions and rolled top edges. This section of the snake run also features the iconic, 3-d snake sculpture standing above the park users. Around its midpoint, the snake run becomes more advanced with taller transitions, hips, quarter pipes, and grind-able surfaces. The main entrance of the Skateable Art Park will be home to a skate friendly arc-shaped structure, inspired by Korean War memorial at Cascades Park. This feature will offer an alternative to the use of the memorial by skaters and will serve to preserve the memorial over time. This entrance area also features a sculptural shade structure designed by artist Kenneth Von Roenn.

Figure 3. Snake Run

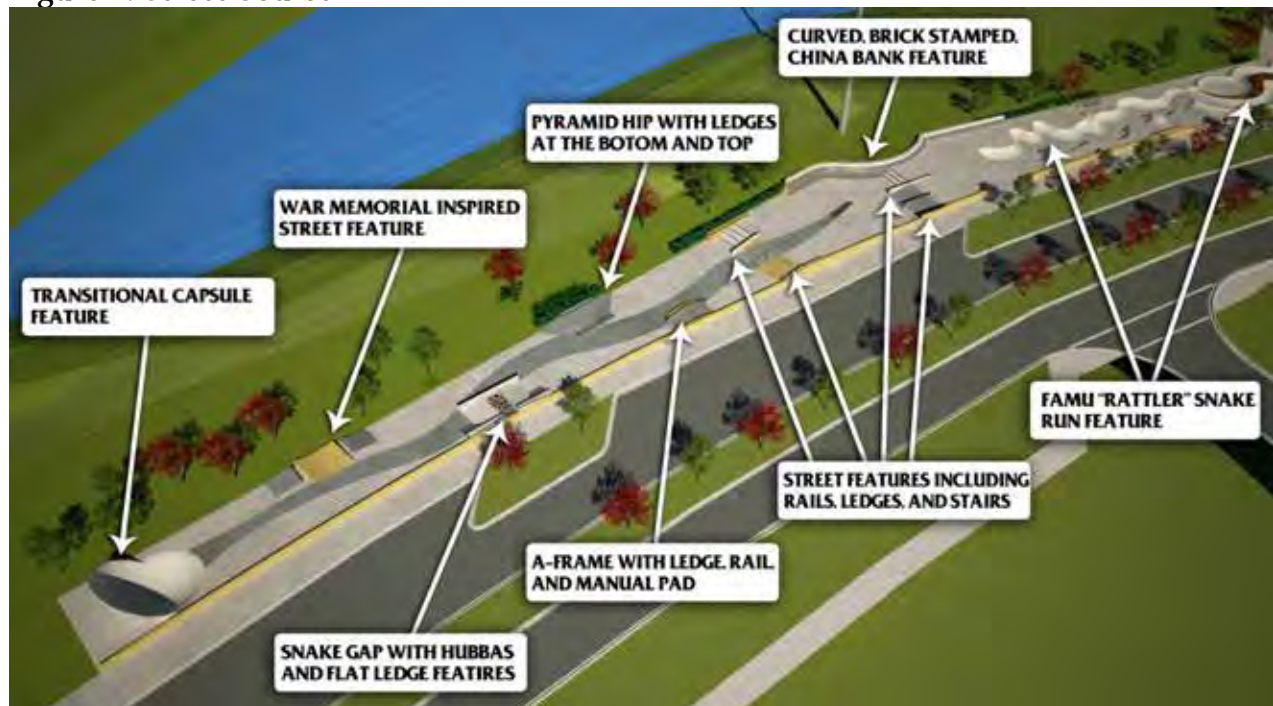




### *Street Course*

As the park transitions from the snake run portion to the street section, the park turns slightly and creates a 300 foot long and linear street course featuring many obstacles. Users can interact with nine different obstacles in one continuous run. Each of these obstacles can be used in a plethora of ways, by all skill levels, providing countless options for visitors to the park. The street course section begins with an opening featuring a granite ledge, bank with down rail, flat bar, three stair set, and a custom brick stamped china bank wall. Beyond the china bank wall, users are greeted by a flat ledge with metal edges alongside a mellow, long, three stair. Adjacent to the three stair feature is a wide bank with a large round rail on one side and flat to down rail on the other side. Completing this area is a euro gap and hubba ledge with metal edges. The next four main features are staggered to create the correct amount of spaces between obstacles to set up for and recover from performing tricks. The first of the four obstacles is an A-frame with A-frame ledge, A-frame rail, and low flat ledge/manual pad. This obstacle features acid stained/colored concrete. Beyond the A-frame obstacle is a pyramid shaped wedge hip. The flat ledge on top has been angled on both sides making this obstacle more usable than most ledges. Just past the pyramid hip is a creative piece featuring a jumpable gap. The last feature before turning around is second feature inspired by Tallahassee's Korean War Memorial. This is a reimagined version of the original and is wider, mellower, and turned more onto its side. At the west end of the park, we have a feature known as a "capsule." This semi sphere shaped transitional element can be hit from almost any direction and can be used to carve or air out of. This particular capsule was inspired by a famous piece of art in Paris.

Figure 4. Street Course





## **COST ESTIMATE**

The project is within the original cost estimate per the design-build contract of \$1,091,800. Blueprint has issued the first letter of authorization for this contract in the amount of \$161,600 for conceptual design work and construction documents. A second letter of authorization will be issued for construction in the amount of \$970,200.

## **SITE COORDINATION**

This design integrates into the adjacent Capital Cascades Trail, with equal emphasis and intentional consideration being given to the landscape design of the park as well as the skateable features. Using similar materials and styles, the landscape and hardscape at the skateable art park will visually integrate into the existing Capital Cascades Trail, FAMU Way, and the trail around Coal Chute Pond.

The project site is located adjacent to high voltage transmission lines. Coordination with the City Electric Department began prior to releasing the RFP and has continued in earnest since the contract was signed. The design will not include features that would result in any persons entering the required clearance distance of the overhead transmission lines as defined in the National Electrical Safety Code (NESC). Coordination with the City of Tallahassee Electric Department will continue throughout. Electrical hazard signage for overhead line awareness will be installed as will grounding of conductive materials. Due to the proximity of this area to vehicular and pedestrian traffic, special consideration will be given to safety of the adjacent multi-use trail users. A few of the skateable features will be moveable and not permanently fixed features to allow for maintenance of the overhead transmission lines.

Coordination with City of Tallahassee Community Beautification & Waste Management Services, the maintaining entity for the park, is an integral part of this project. Key issues for maintenance include reducing opportunities for unwanted graffiti and reducing impacts to the horticulture staff through landscape choices. Coordination with City Underground Utility and Public Infrastructure department is ongoing through the project to collaborate with the adjacent FAMU Way project and to identify and resolve conflicts related to existing utilities, stormwater treatment, identification of construction staging areas, and to provide construction inspection services.

## **PUBLIC ENGAGEMENT**

Community engagement began in 2018 prior to issuing the RFQ for the design-build contract. Over thirty skaters attended a meeting in July 2018 in ages ranging from elementary school to seasoned adult skaters. Ultimately, the group proposed a mix of features for a range of skill levels, multiple runs, and features different from those at the City of Tallahassee's Blankenship Skate Park, to provide variety. Staff also heard requests for additional amenities including a water fountain with a bottle filling station, a skateboard repair station, shading, non-skateable seating, lighting, drainage, and a charging station. Staff went on site to the Blankenship Skate Park to meet local skaters and began collecting feedback. In the fall of 2018, staff conducted the first community meeting which was attended by 40+ community members.



Since 2018, the project design process has continued to be highly collaborative in an effort to ensure the design incorporates the specific needs of the community. The design process has involved many skaters both nationally known and local community stakeholders to shape an artistic vision for the skateable art features. Alec Beck, Programs Manager, The Skatepark Project (Formerly the Tony Hawk Foundation) and Orly Vasquez with Phaze One skate shop have offered meaningful feedback and have assisted in efforts to seek grant funding.

Because of COVID-19, in 2020 Blueprint transitioned from the traditional open-house public engagement to a virtual format that enabled citizens to participate and see the proposed design concepts and converse with the design team. The pandemic slightly delayed the community engagement process, but through virtual resources, public feedback and ideas for the park were shared. The first community meeting was held November 18<sup>th</sup>, 2020. In all, 117 people logged into the virtual meeting. Participants were shown the conceptual site plan, were able to engage in multiple live chat sessions, and participate in an interactive survey. The survey was open from November 18<sup>th</sup> thru November 27, 2020 and 226 questionnaires were completed. The survey data is included as Attachment #3.

The second community engagement meeting was held January 20, 2021 and the park concept was shared with the thirty-one participants. Based on the conversation and chat session, the design was well received and no changes were suggested.

Both meetings were preceded by business outreach and robust traditional and social media outreach conducted by Blueprint, Team Pain, and City and County partners.

### **NEXT STEPS**

Upon approval of the Design Plan (Option 1) by the IA Board, the project will continue on schedule to environmental permitting activities. As the project moves through design and the project team will continue to receive feedback from stakeholders and update the IA Board at critical milestones. Groundbreaking is scheduled for spring 2021, with construction completion anticipated in September 2021.

### **OPTIONS:**

Option 1: Approve the Capital Cascades Trail Segment 3 Skateable Art Design Plan.

Option 2: IA Board Direction.

### **RECOMMENDED ACTION:**

Option 1: Approve the Capital Cascades Trail Segment 3 Skateable Art Design Plan.

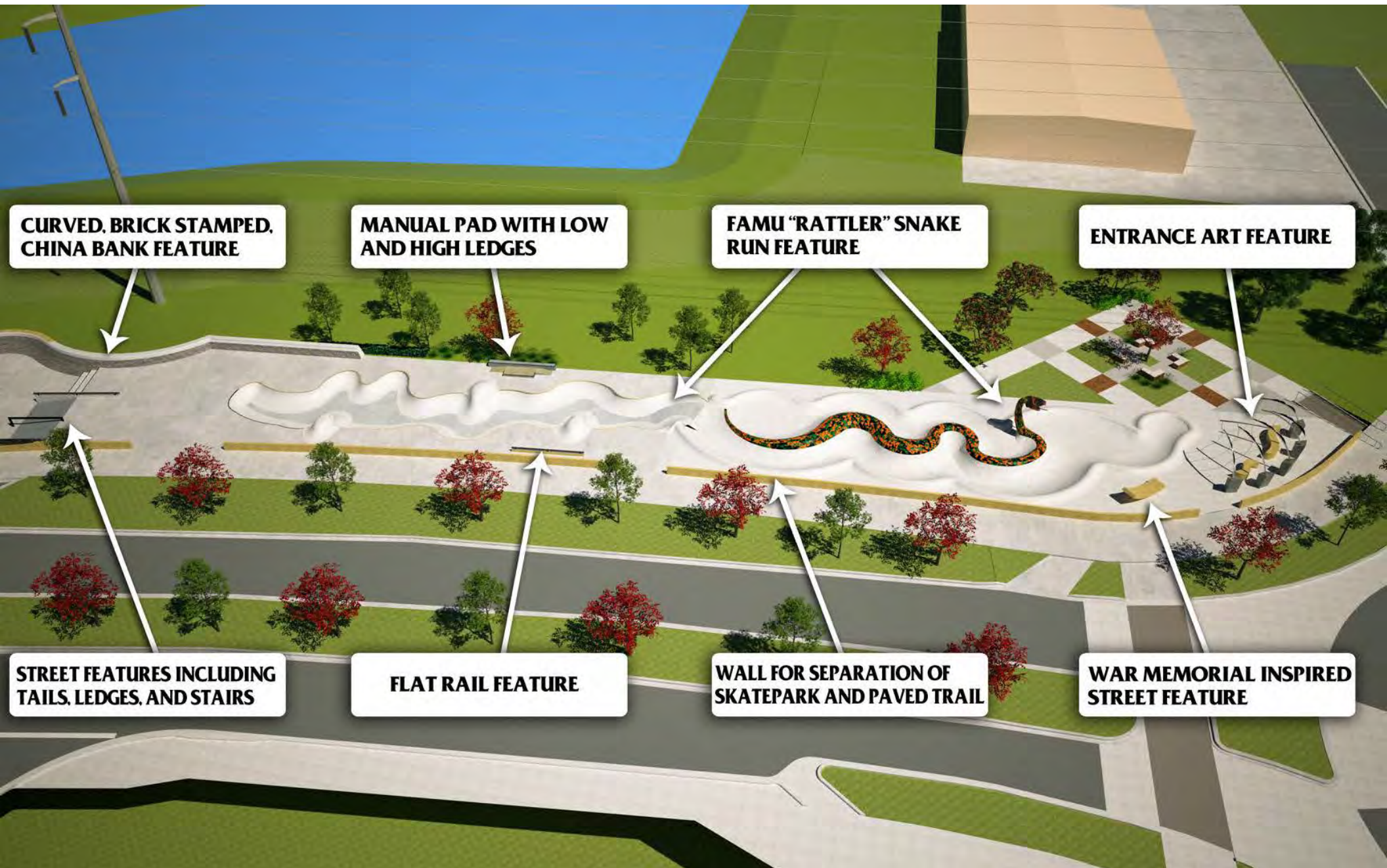
#### Attachments:

1. Skateable Art Design Plan
2. 2016 Skateable Art Concept
3. Community Outreach – Survey Data Summary

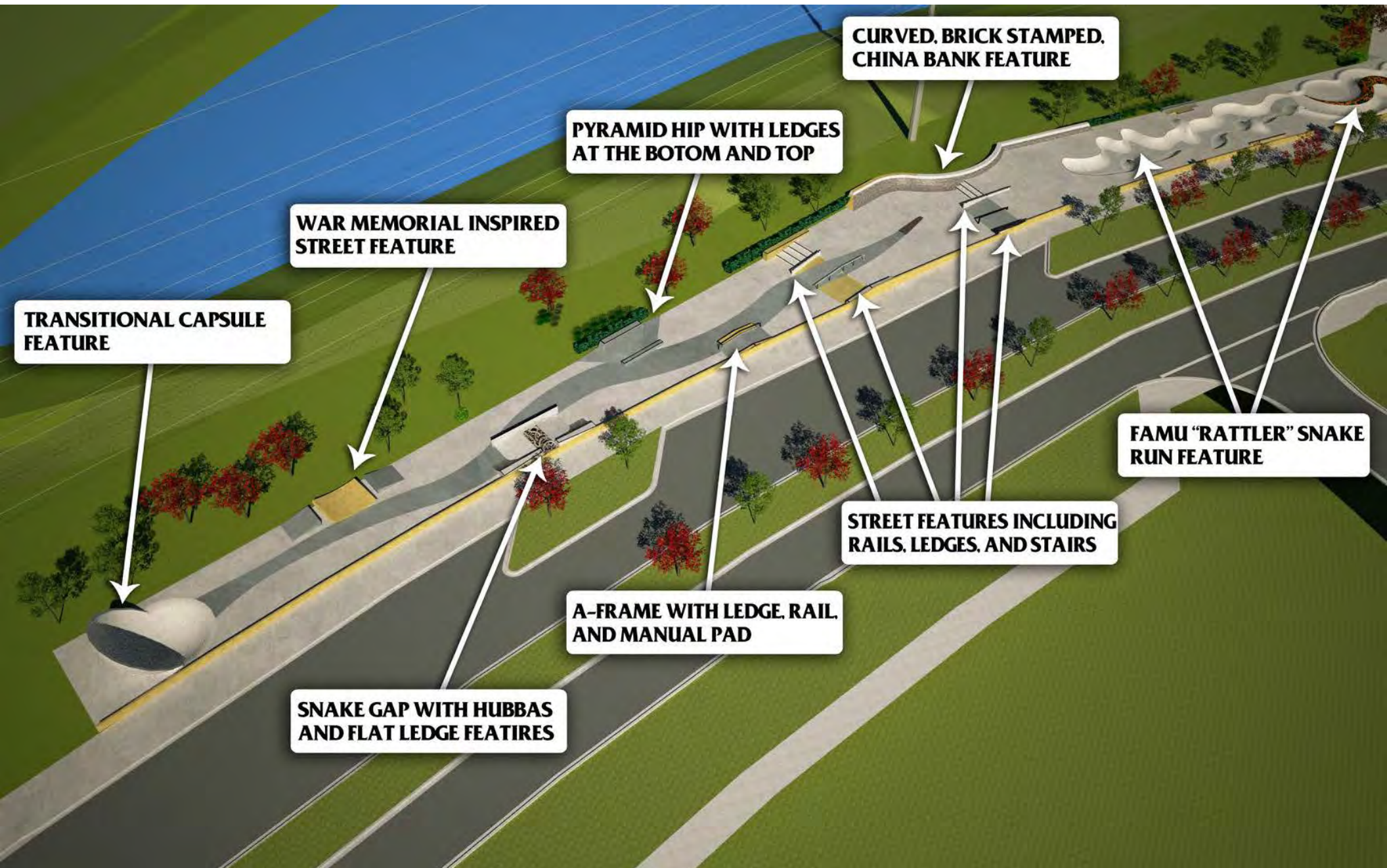
















VICKSTROM ENGINEERING SERVICES, INC.  
505 20th Avenue NE  
St. Petersburg, FL 33704  
Telephone No. (727) 894-0404  
CA No. 30184

SKATE PARK SITE PLAN

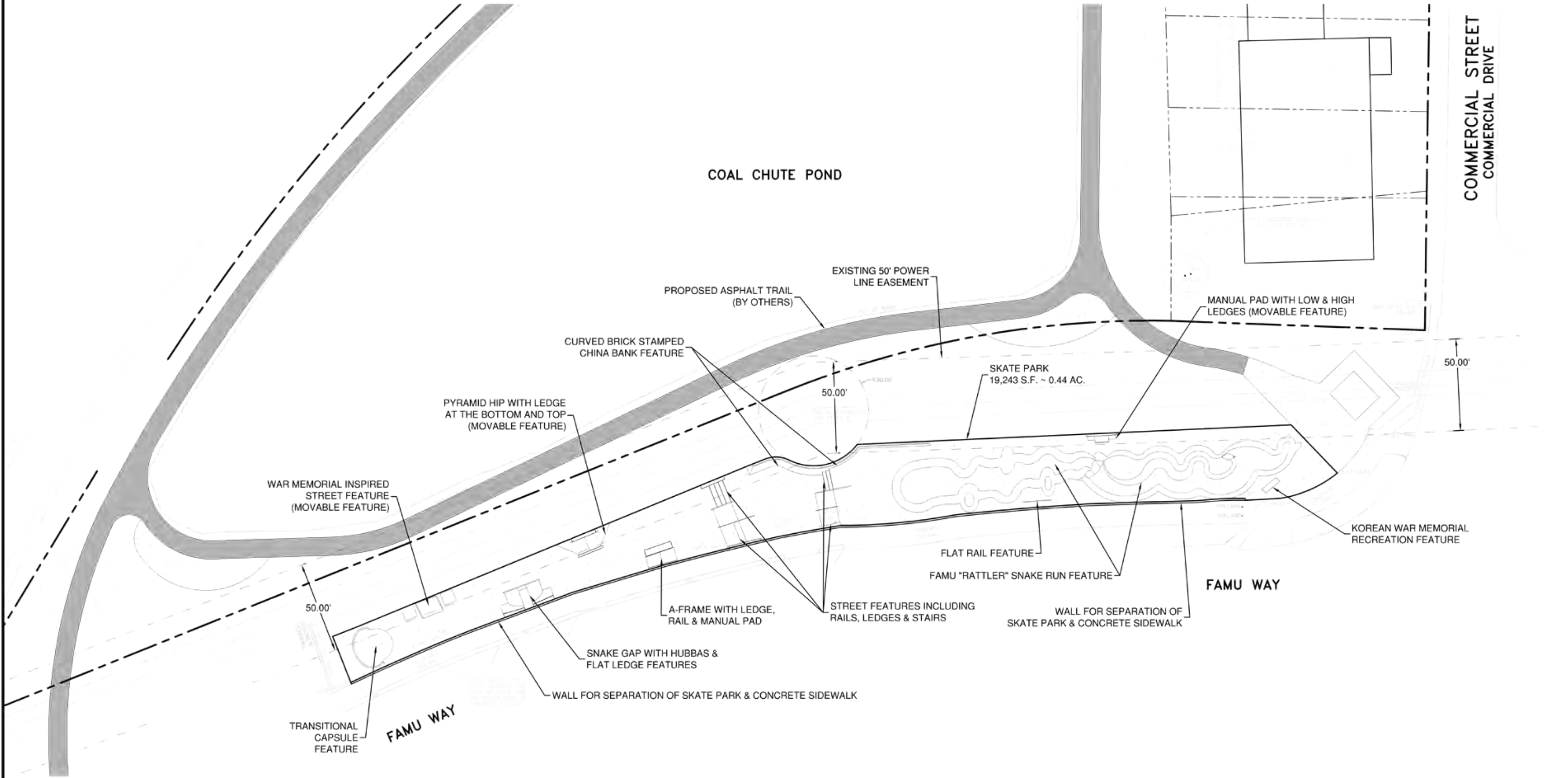
CAPITAL CASCADES TRAIL SEGMENT  
3D SKATEABLE ART PROJECT

CLIENT  
Blueprint Intergovernmental Agency

315 S. Calhoun St., Suite 450  
Tallahassee, Florida 32301  
Telephone No. (850) 219-1071

REVISIONS:		
30% PLAN	12.23.2020	

Daniel M. Vickstrom, P.E. P.E. No. 46090 State of Florida	
DATE:	12.23.20
SCALE:	1"=30'
DRN. BY:	KES
CHK'D. BY:	DMV
PROJ. No.	13432
Sheet	C1

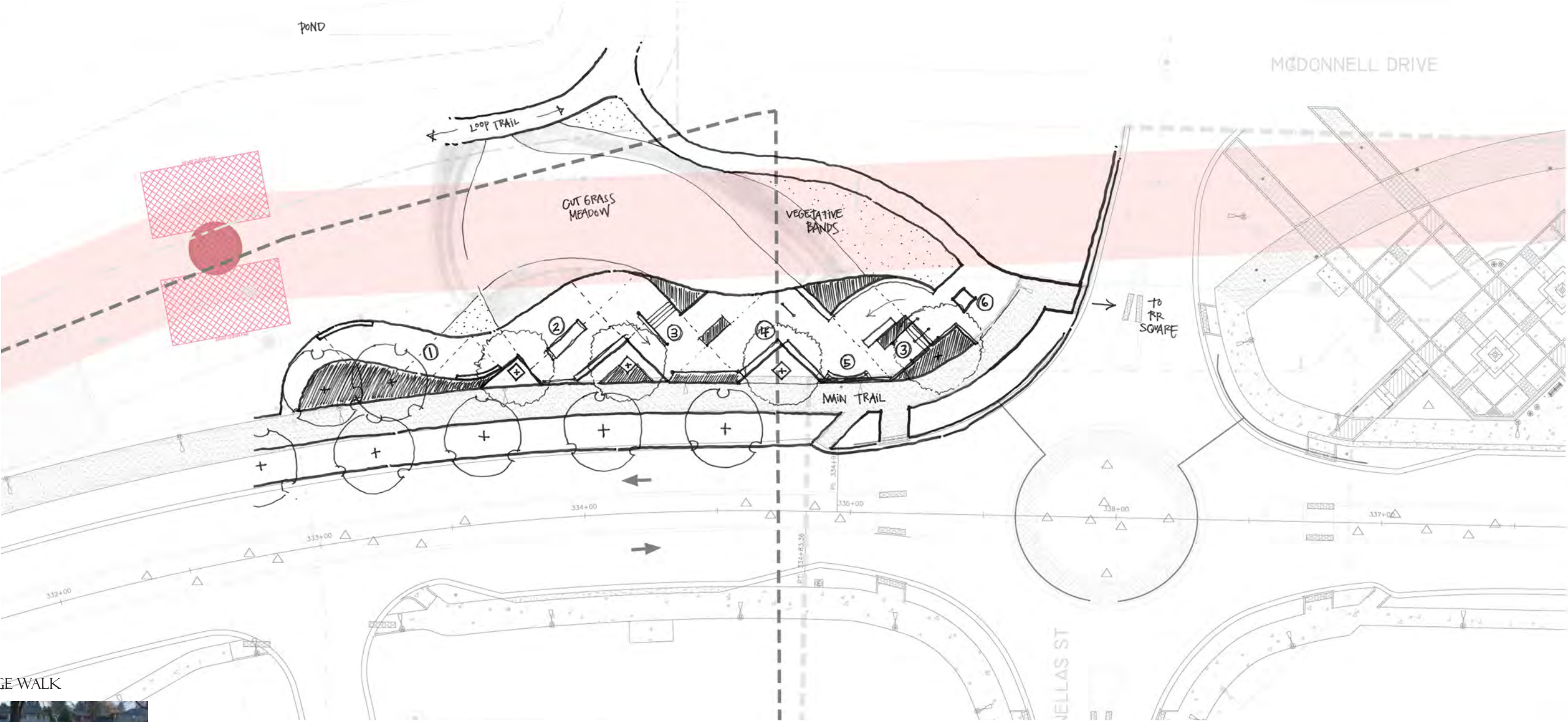


SKATE PARK LEGEND

DENOTES EXISTING ASPHALT PAVEMENT

 DENOTES EXISTING CONCRETE WALKS





① WAVE-EDGE WALK



② SKATEABLE SCULPTURE



③ STEPS



④ PLATFORMS



⑤ SKATE FEATURE



⑥ ETCHED HISTORY PANELS



SYMBOL LEGEND

- RAILS
- VEGETATED AREAS
- CONCRETE PATTERNING (GROUND PLANE)
- SLOPE (ARROW DOWN)



# TALLAHASSEE SKATEABLE ART PARK DESIGN INPUT QUESTIONNAIRE QUESTION RESULTS



**BLUEPRINT**  
INTERGOVERNMENTAL AGENCY  
TALLAHASSEE, FL  
SKATEABLE ART PARK  
DESIGN INPUT MEETING  
PRESENTED BY:  
**TEAM PAIN**  
SKATE PARKS  
**WEDNESDAY**  
**NOVEMBER 18TH**  
**6:00 PM**  
THIS MEETING WILL BE AN  
INTERACTIVE BROADCAST VIA  
GOTOMEETING. PLEASE VISIT THE  
LINK TO CONNECT TO THE  
MEETING.  
**ACCESS CODE:**  
**670-795-789**  
QUESTIONS? REACH US AT:  
SKATEABLEART@BLUEPRINTIA.COM  
NO INTERNET, NO PROBLEM! CALL  
(850)219-1060 FOR PROJECT INFO.  
**WWW.GOTOMEET.ME/TEAMPAIN/TALLAHASSEE**

117 OVERALL MEETING PARTICIPANTS



Hello everyone, thank you for joining! We want to remind everyone of the site restrictions due to the power line setback, the skate park will need to stay within the boundaries shown in the dark blue area. The site also contains "box culverts" buried in the ground, so the skatepark cannot be deeper than 5 feet below grade.

Email

required

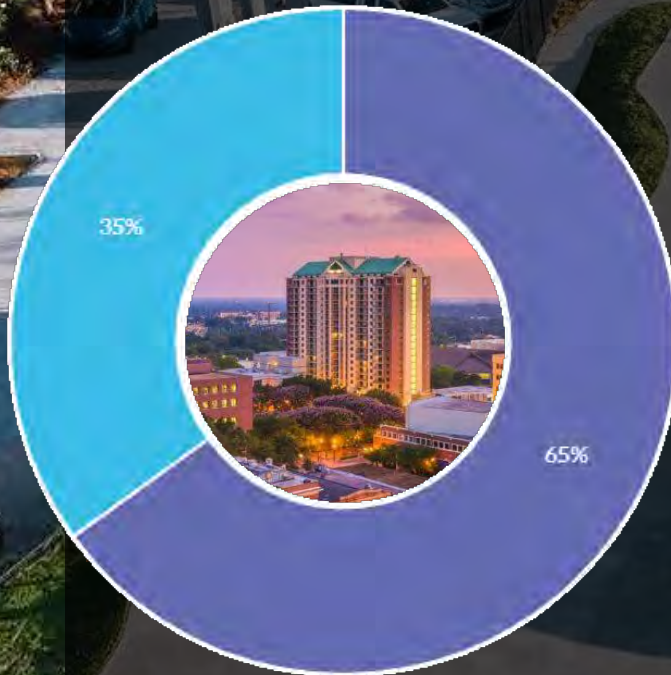
Begin

226 OVERALL QUESTIONNAIRE PARTICIPANTS

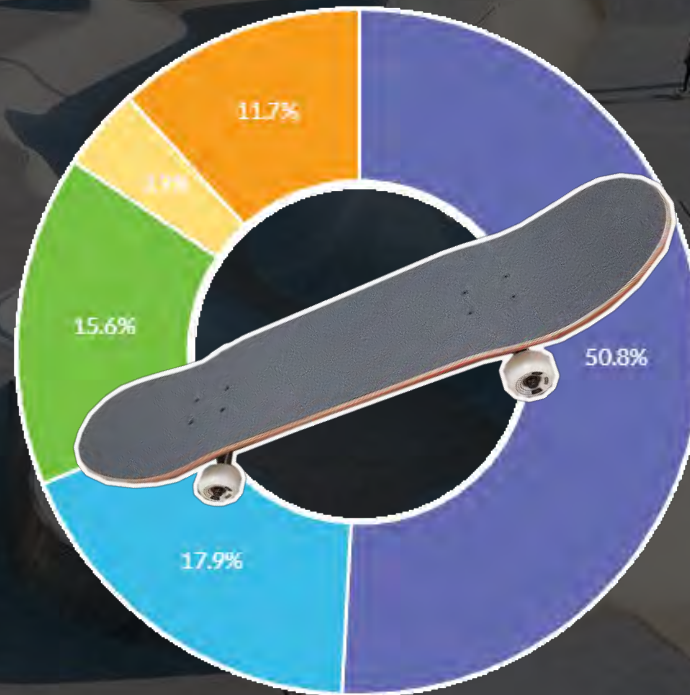


# GENERAL QUESTIONS

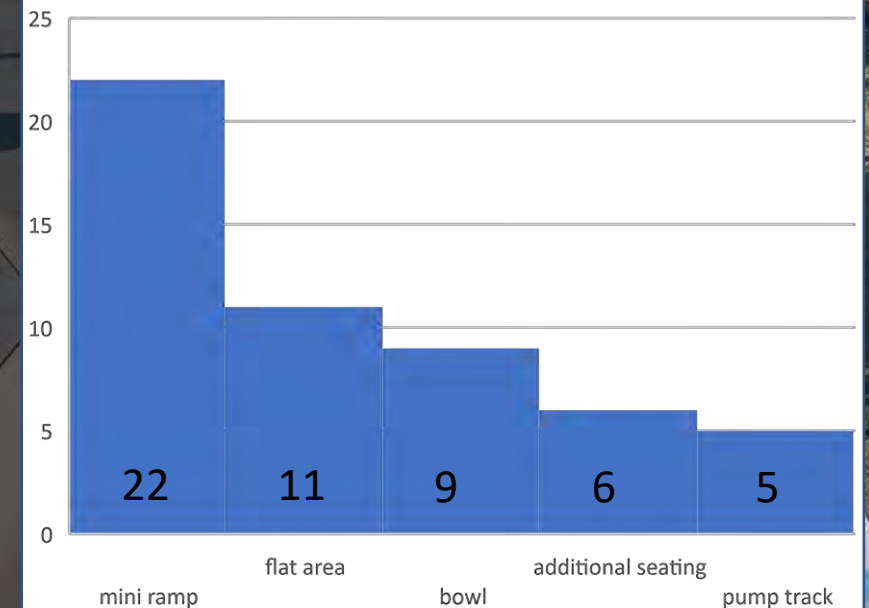
ARE YOU FROM TALLAHASSEE?



HOW WILL YOU BE USING THE PARK?



What would you add to enhance the design?



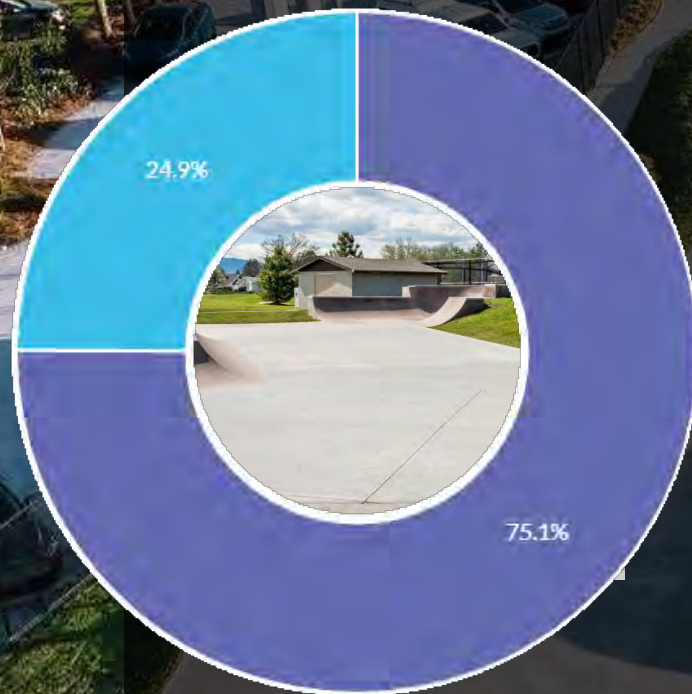
yes	147
no	79

skateboard	156
bicycle	55
quads(rollerskates)	48
scooter	12
other	36
	339

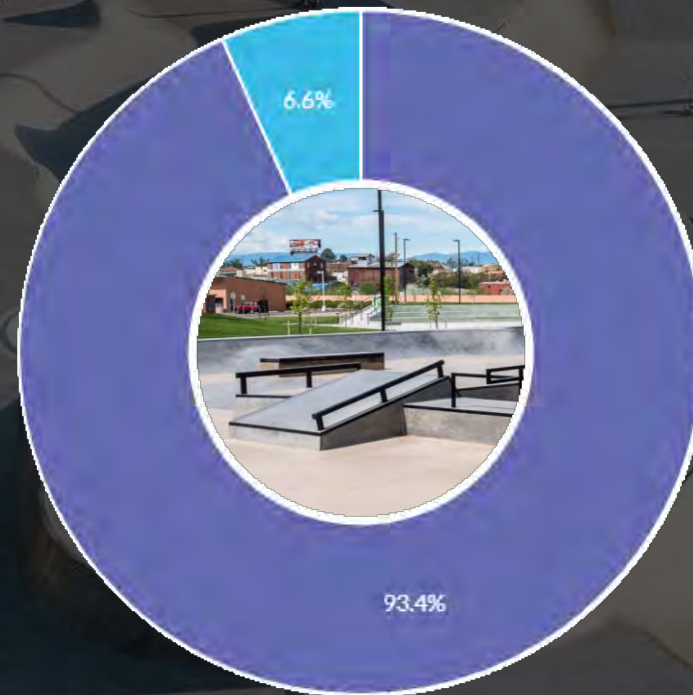


# GENERAL QUESTIONS

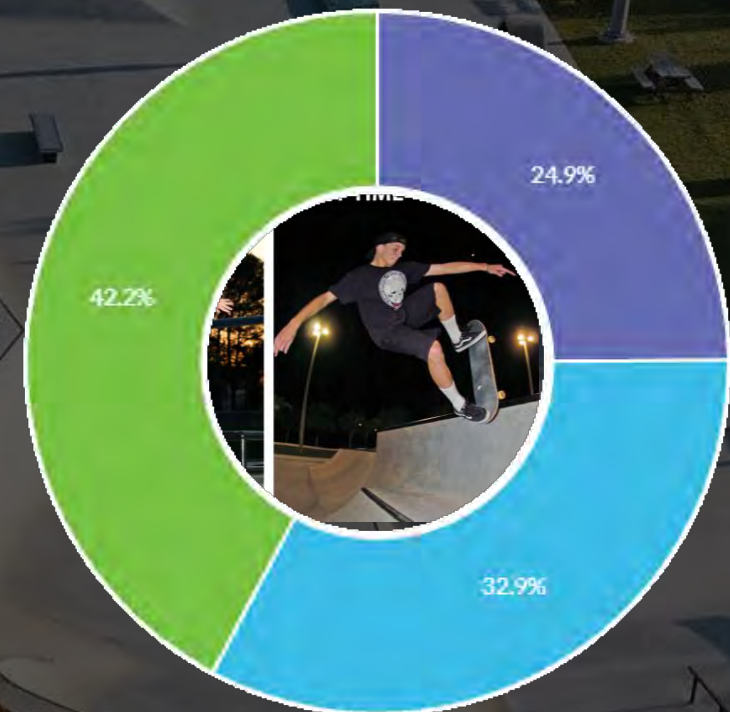
IS FLAT GROUND AREA WITHIN A SKATEPARK'S DESIGN IMPORTANT?



DO YOU LIKE THE STREET FEATHRES IN A SKATEPARK?



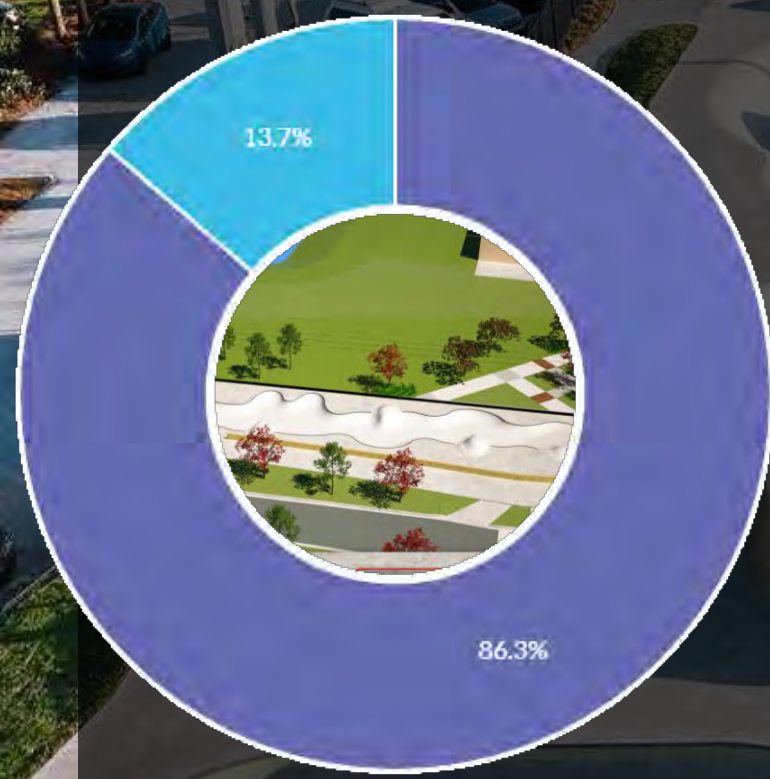
WHAT TIME OF DAY DO YOU USE A SKATEPARK MOST?



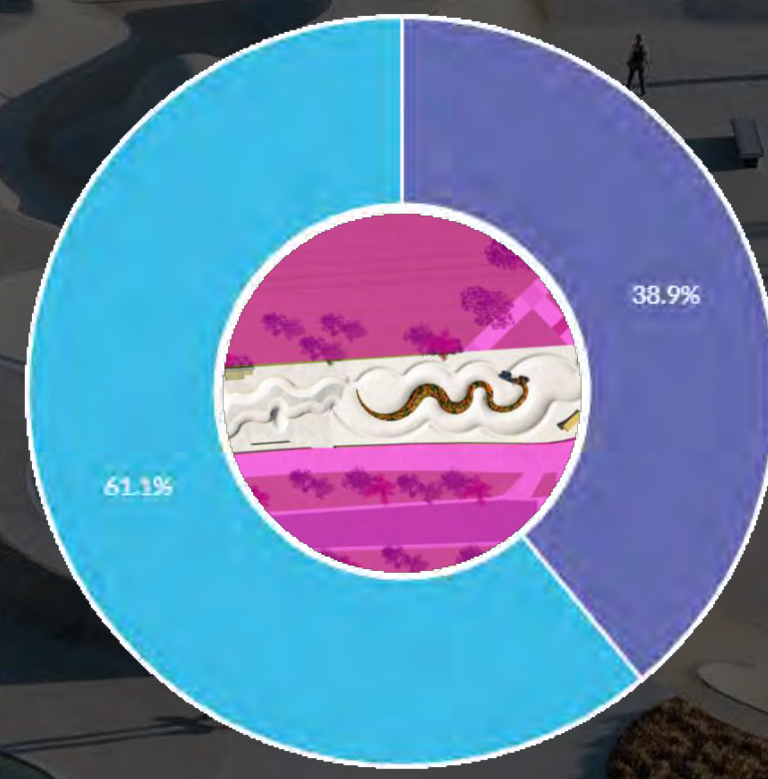


# SNAKE RUN QUESTIONS

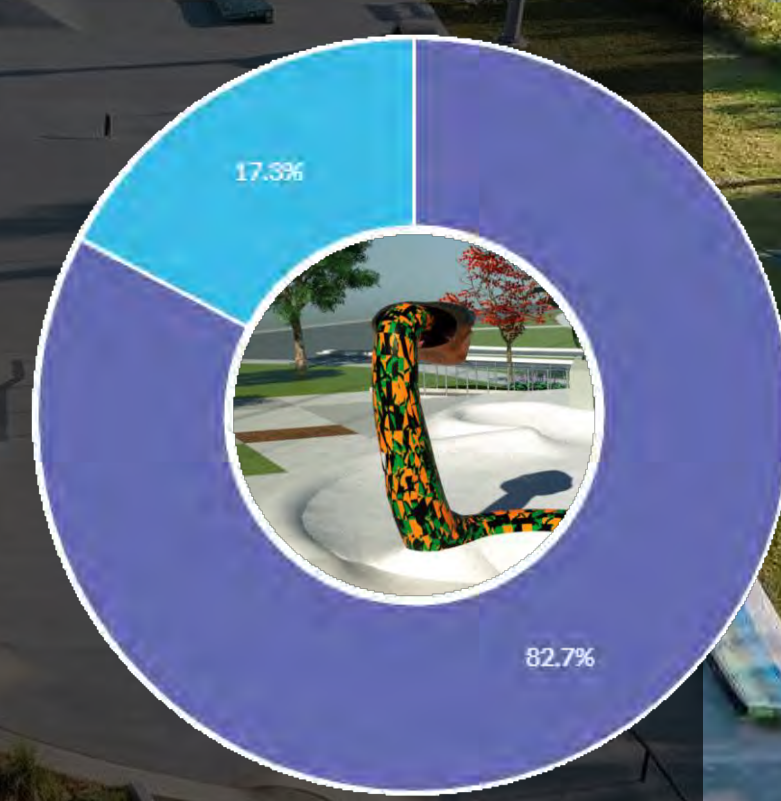
DO YOU LIKE RIDING SNAKE RUN TYPE OBSTACLES?



WOULD YOU LIKE TO SEE A SHORTER SNAKE RUN TO ACCOMMODATE FOR MORE STREET FEATURES?



DO YOU LIKE THE IDEA OF THE PHYSICAL "FAMU RATTLER" STICKING OUT OF THE SNAKE RUN OBSTACLE?



yes 195  
no 31

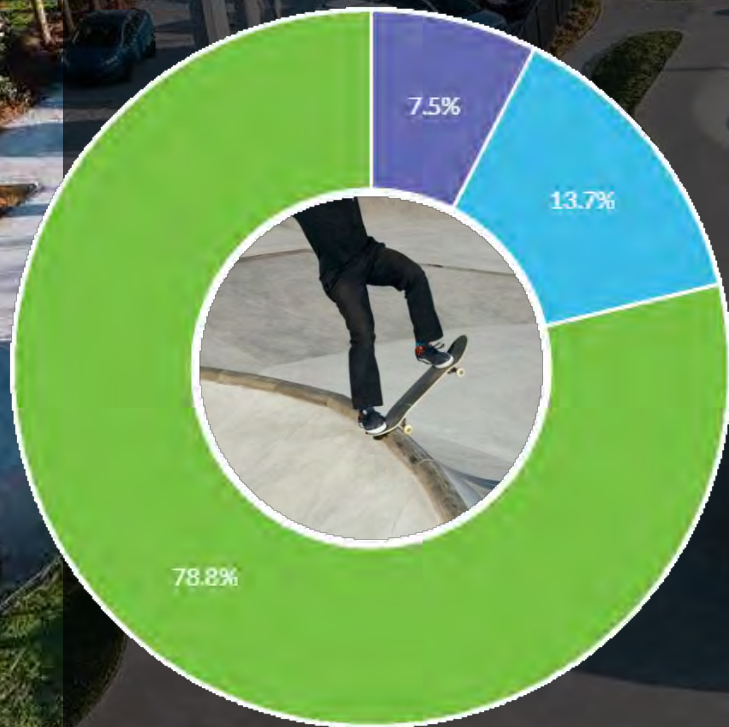
yes, shorter snake run 88  
no, keep a longer snake run 138

yes 187  
no 39



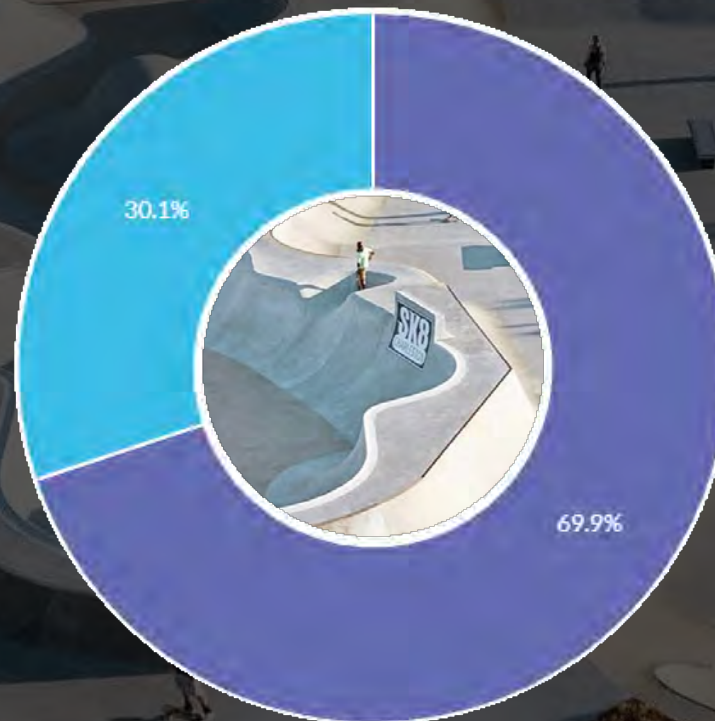
# SNAKE RUN QUESTIONS

WOULD YOU RATHER SEE THE EDGES OF THE SNAKE RUN ROLLED, OR MADE LIKE A CURB FOR GRINDING?



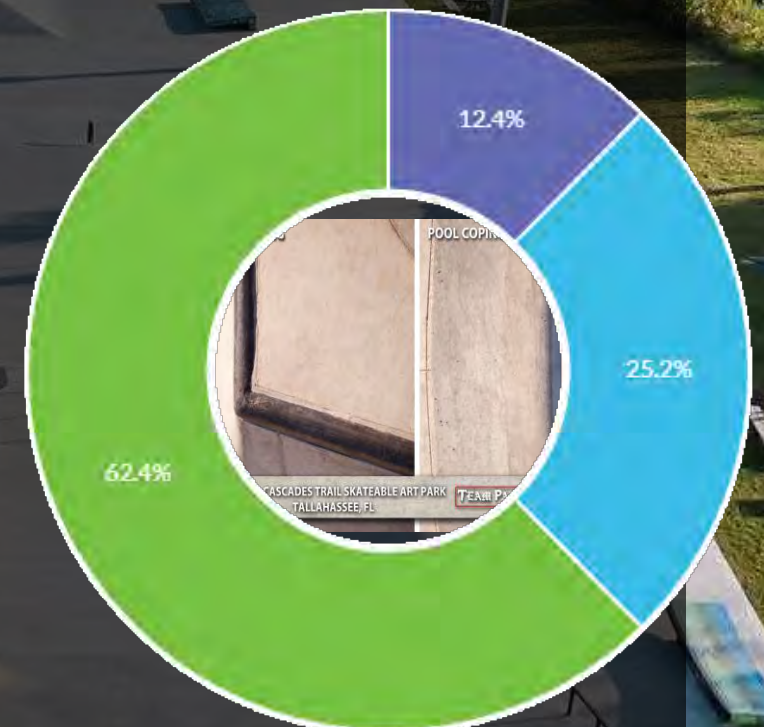
rolled	17
curbed	31
mix of both	178

WOULD YOU LIKE TO SEE EXTENSIONS ADDED TO THE SNAKE RUN FEATURE?



yes	158
no	68

DO YOU PREFER METAL COPING, POOL COPING, OR A MIXTURE OF BOTH?



pool coping	28
metal coping	57
a mix of both	141

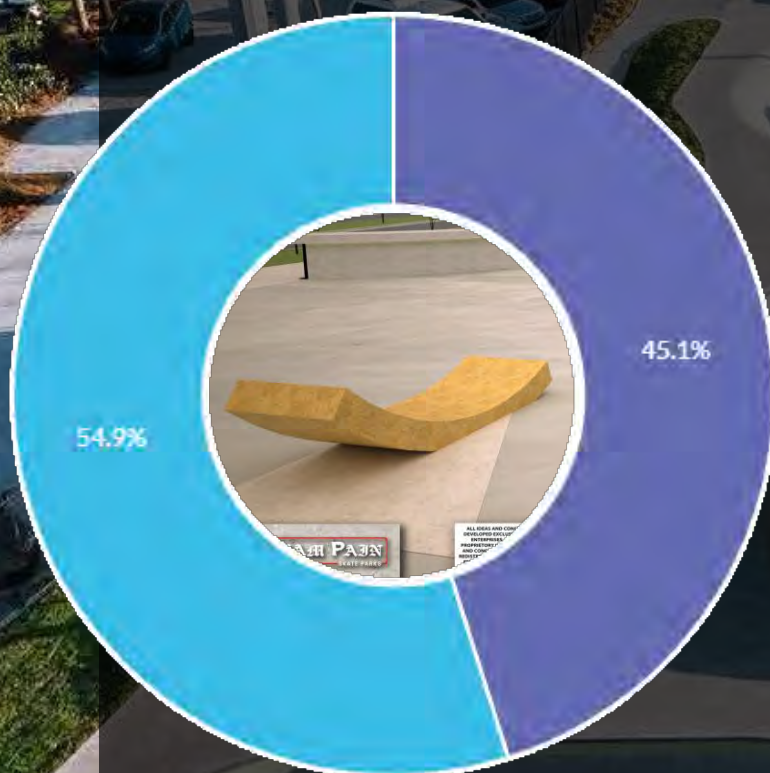


## Community Outreach – Survey Data Summary

# WAR MEMORIAL INSPIRED FEATURES

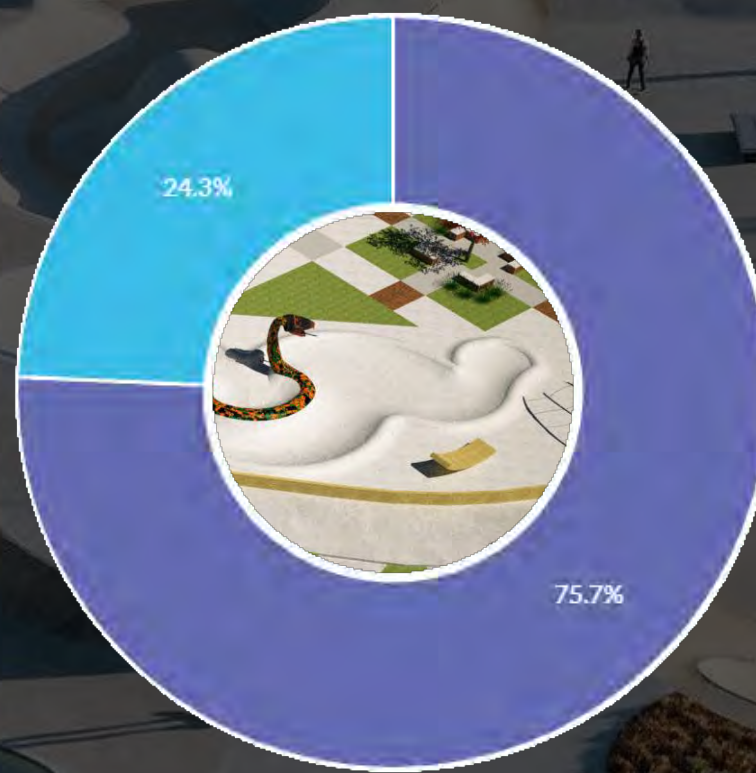
WE ARE CREATING A FEATURE THAT LOOKS AND FEELS LIKE TALLAHASSEE'S CURRENT WAR MEMORIAL WITHIN THE PARK'S DESIGN TO DISCOURAGE SKATERS AND BIKE RIDERS FROM RIDING THE CURRENT MEMORIAL

WOULD YOU LIKE TO SEE AN EXACT REPLICA OF THE WAR MEMORIAL, OR A SLIGHTLY DIFFERENT VERSION OF THE PIECE?



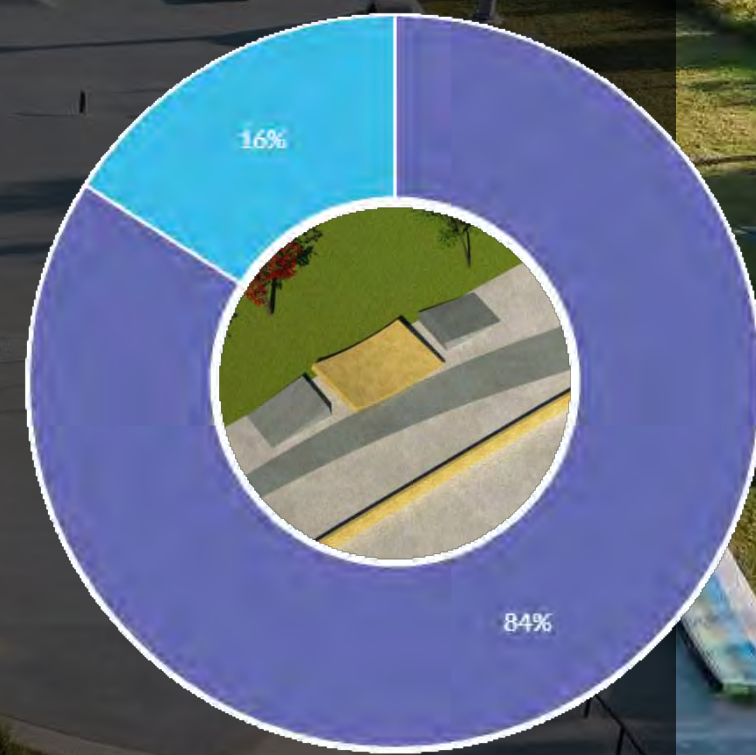
same	102
changed	124

DO YOU LIKE THE PLACEMENT OF THE WAR MEMORIAL REPLICA?



yes	171
no	55

DO YOU LIKE THE WAR MEMORIAL INSPIRED STREET OBSTACLE LOCATED AT THE WEST END OF THE PARK'S DESIGN?

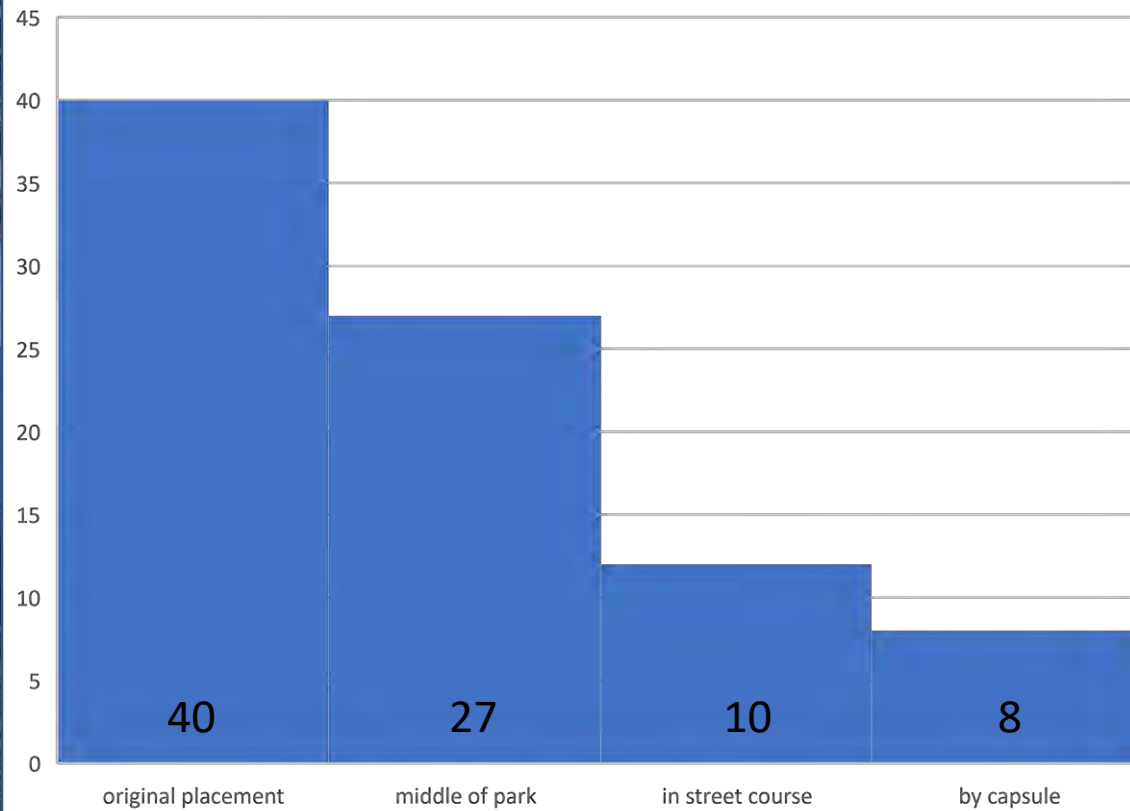


yes	189
no	36



# WAR MEMORIAL REPLICA QUESTIONS

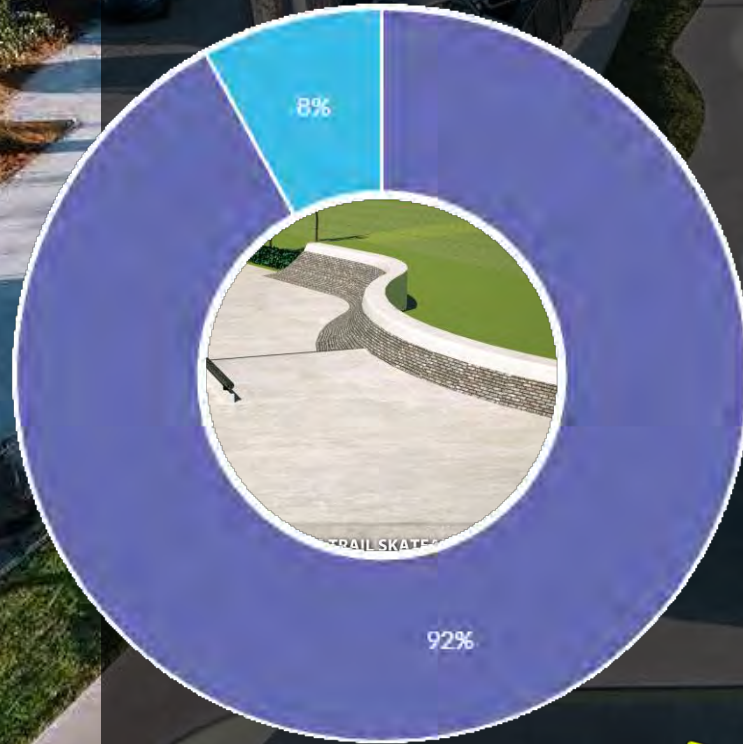
Where would you place the war memorial?



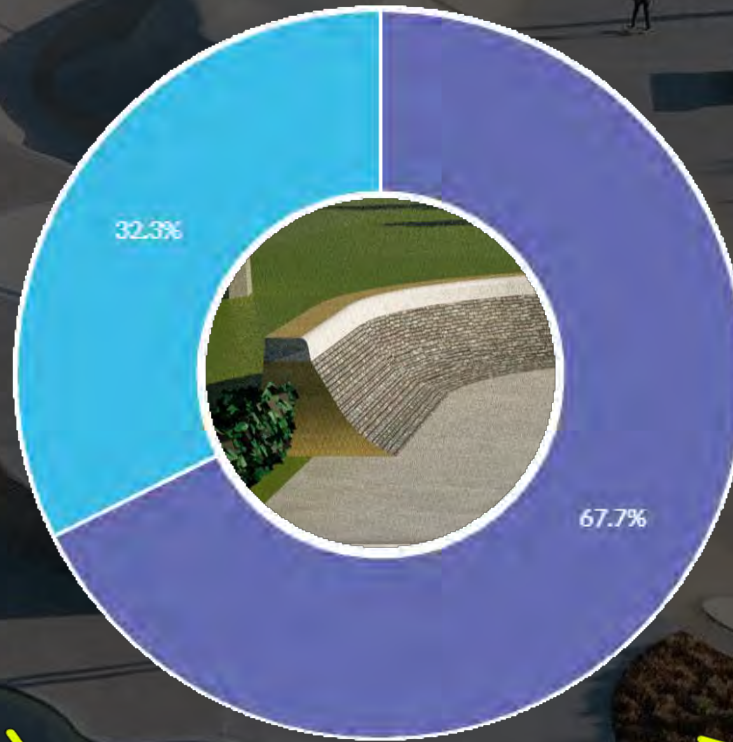


# STREET COURSE QUESTIONS

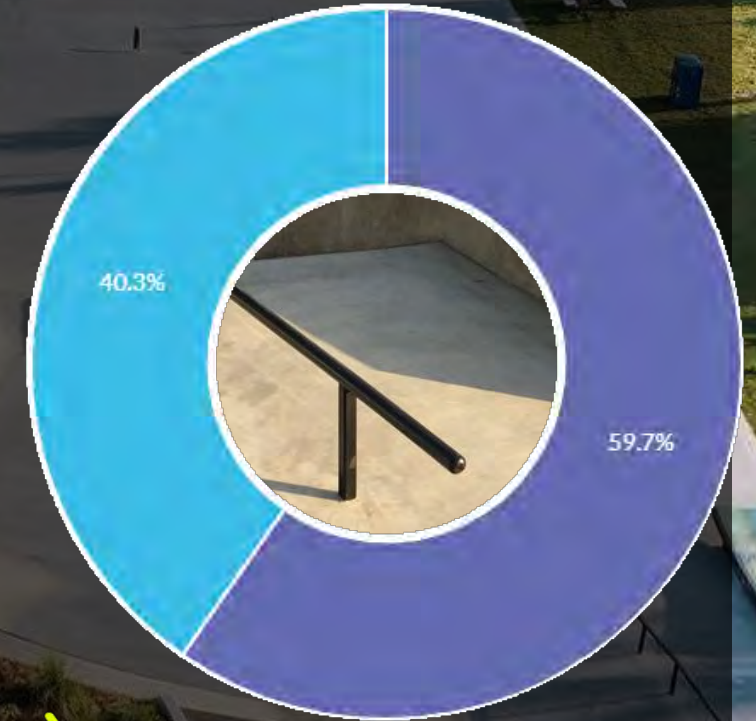
DO YOU LIKE THE CHINA BANK  
FEATURE IN THE CENTER OF THE PARK?



DO YOU LIKE THE CHINA BANK AS A  
BANK TO WALL OR ALL TRANSITION?



DO YOU PREFER ROUND RAILS, OR  
SQUARE RAILS?



yes 208  
no 18

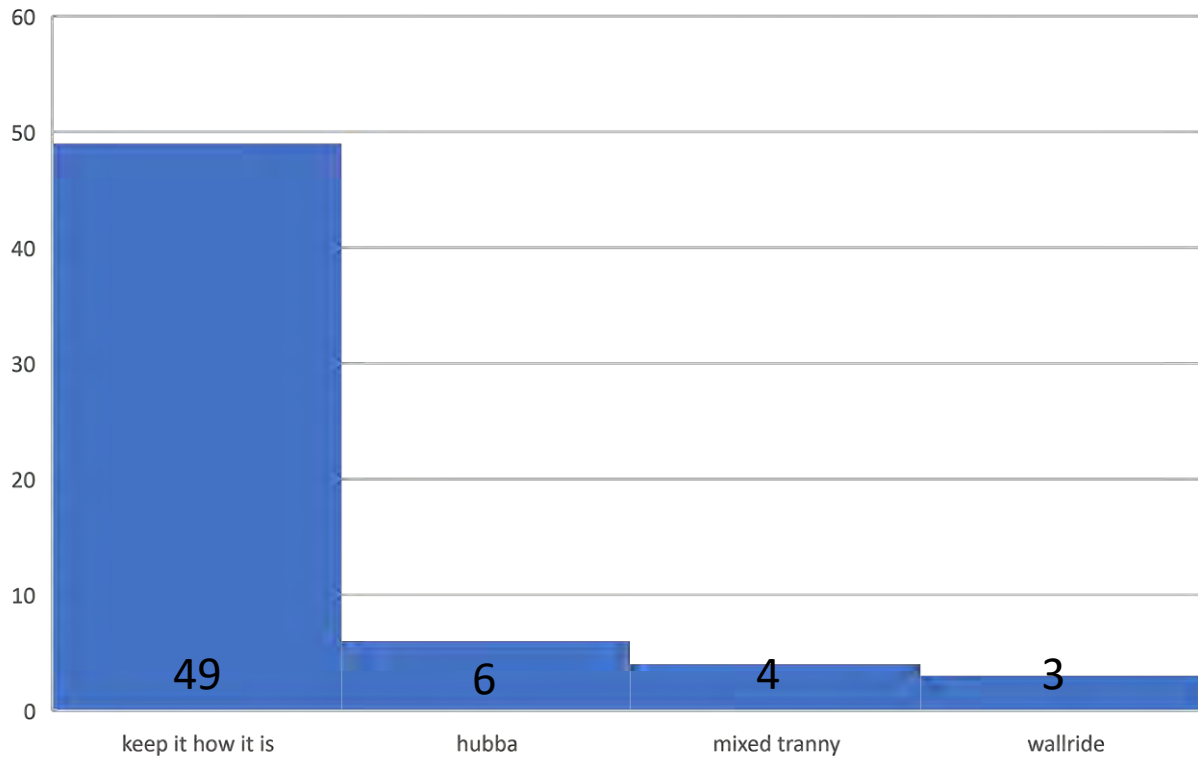
transition to wall 153  
all transition 73

round rails 135  
square rails 91



# STREET COURSE QUESTIONS

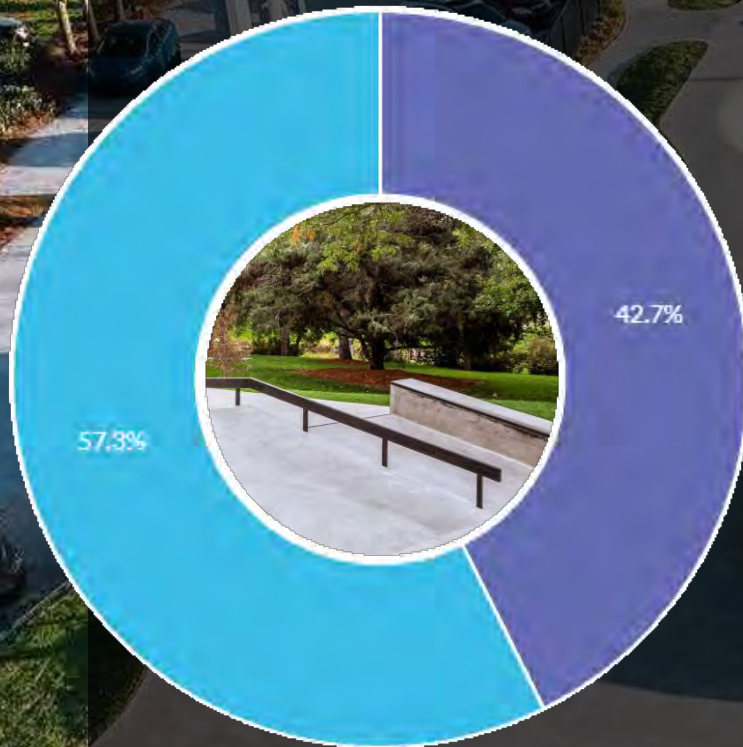
What would you like to see other than a china bank?





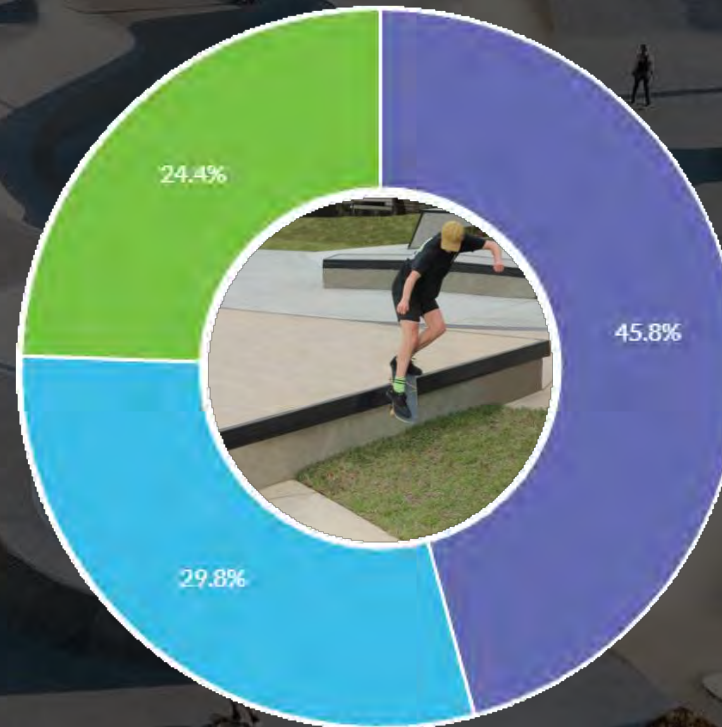
# STREET COURSE QUESTIONS

DO YOU PREFER FLAT RAILS, OR  
DOWN RAILS?



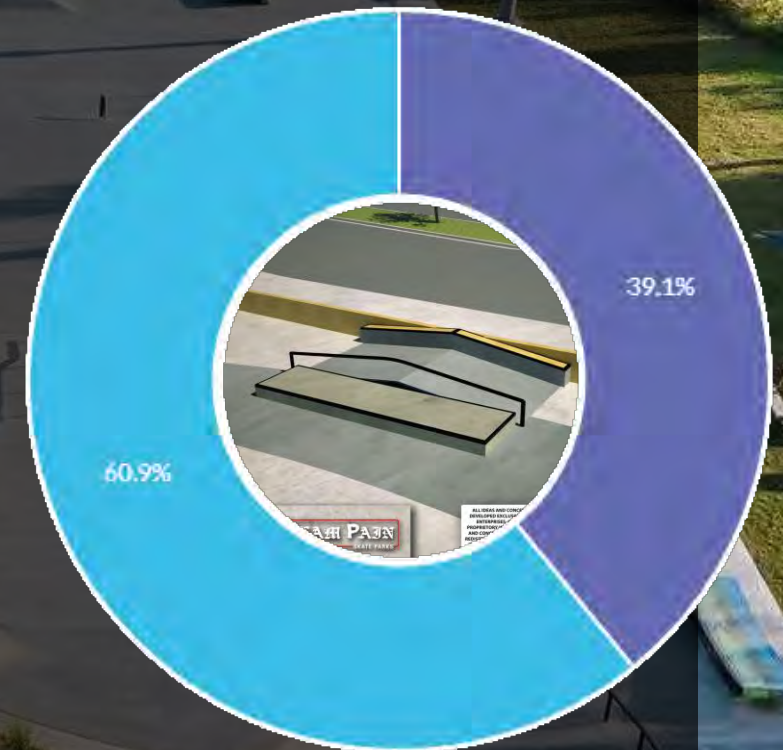
flat rails	96
down rails	129

DO YOU PREFER FLAT LEDGES, A-  
FRAME LEDGES, OR DOWN LEDGES?



flat ledges	103
a-frame ledges	67
down ledges	55

WOULD YOU PREFER AN A-FRAME  
LEDGE OR A FLAT MANUAL PAD?

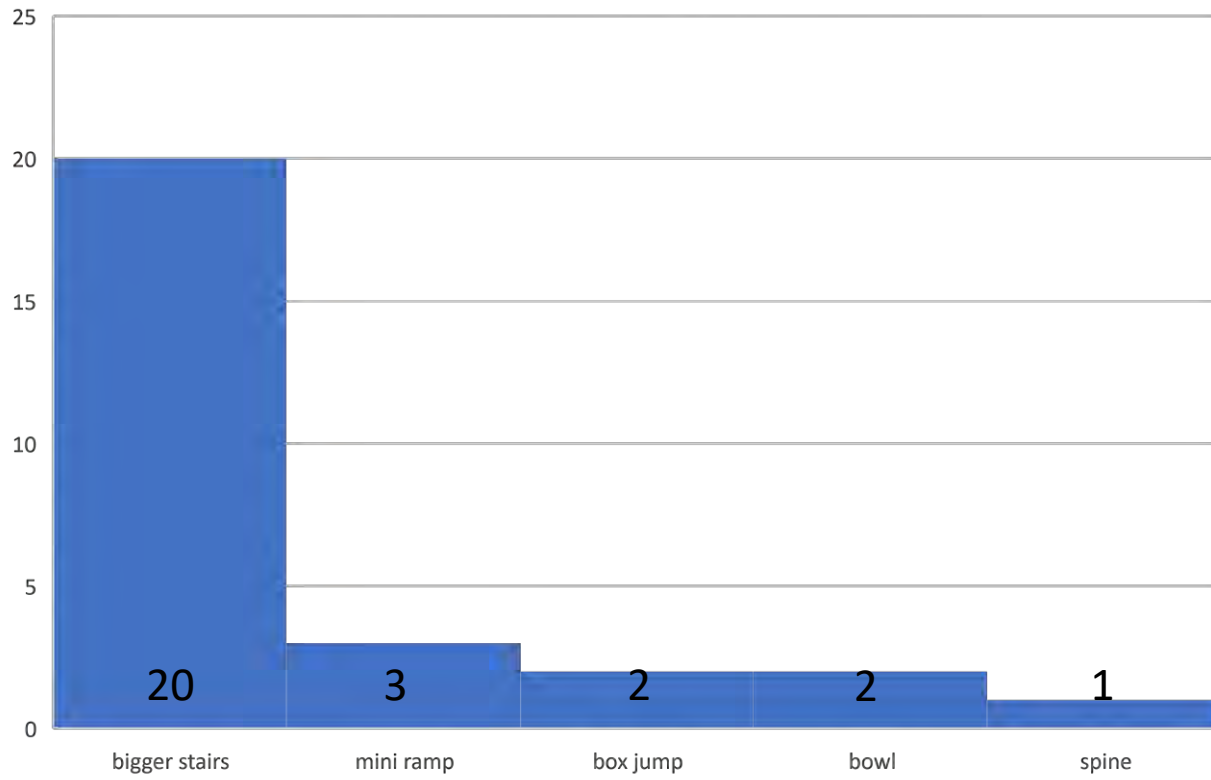


a-frame ledge	88
flat manual pad	137



# STREET COURSE QUESTIONS

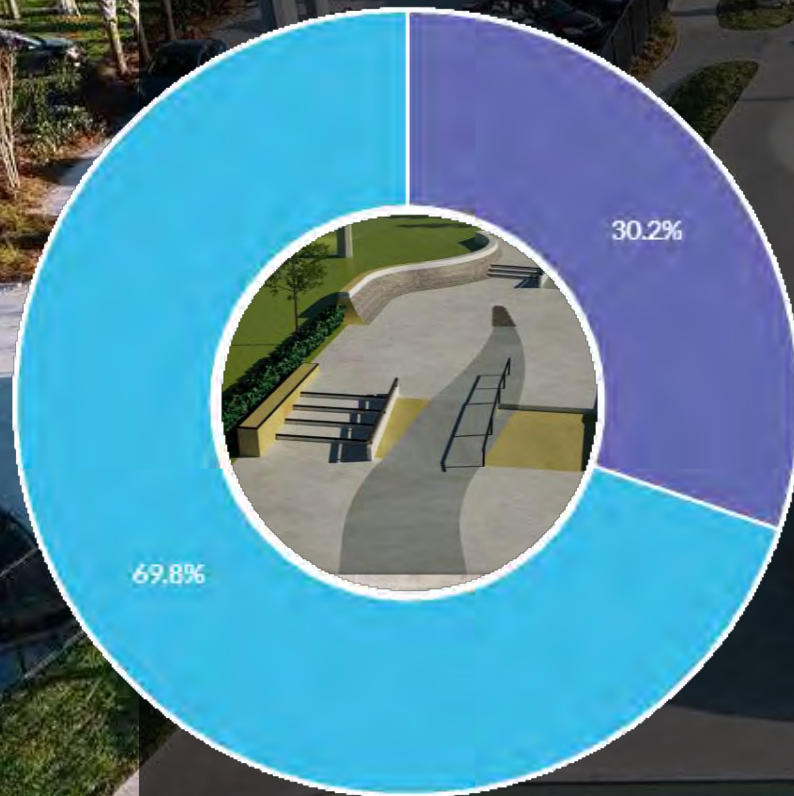
suggestions for bigger gaps or features





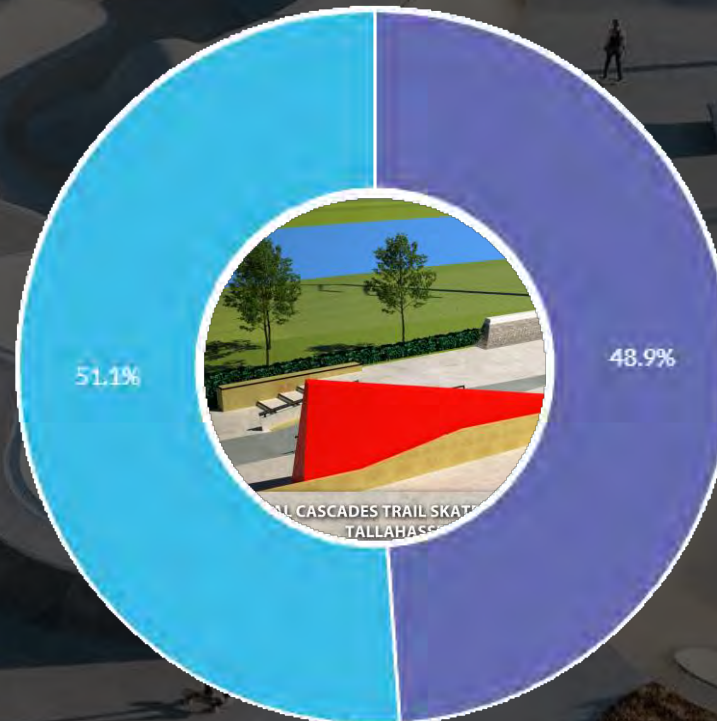
# STREET COURSE QUESTIONS

WOULD YOU LIKE TO SEE BIGGER GAPS OR STAIR SETS?



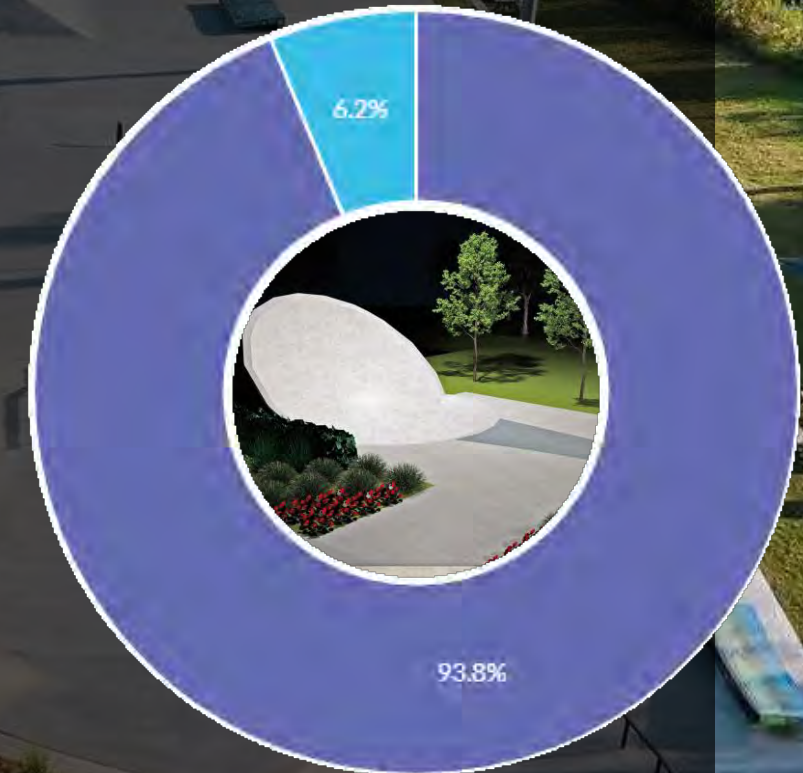
yes	68
no	157

WOULD YOU RATHER SEE THE RED BANKS OR REGULAR LEDGES ADDED TO THIS DESIGN?



red walls	110
regular ledges	115

DO YOU LIKE THE CAPSULE FEATURE AT THE WEST END OF THE PARK?

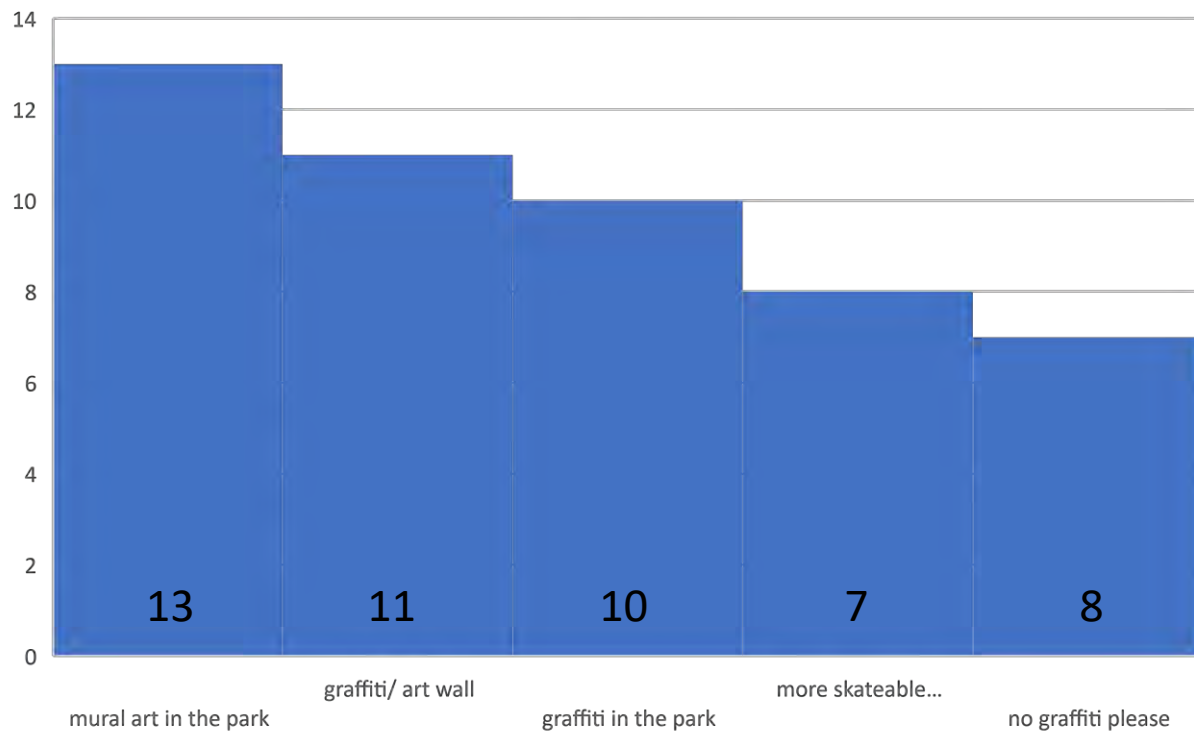


yes	212
no	14



# ART QUESTIONS

What are other ways you would like to include more art into the park's design?





# Blueprint Intergovernmental Agency Board of Directors

## Agenda Item #8

February 18, 2021

**Title:** Approval to Initiate the Substantial Amendment  
Process for the Northeast Park Project and  
Consideration of Advance Funding Options

**Category:** General Business

**Intergovernmental  
Management  
Committee** Vincent S. Long, Leon County Administrator  
Reese Goad, City of Tallahassee Manager

**Lead Staff /  
Project Team:** Benjamin H. Pingree, Director, Department of  
PLACE Autumn Calder, Director, Blueprint  
Megan Doherty, Planning Manager, Blueprint

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### STATEMENT OF ISSUE:

Consistent with direction provided at the December 10, 2020 meeting, this agenda item presents the Blueprint Intergovernmental Agency Board of Directors (IA Board) new information pertaining to the Northeast Park project as well as funding options for advancing this project's implementation. Consistent with Leon County Board actions at their January 26, 2021 meeting, this agenda item recommends initiating the substantial amendment process to recognize the new planned location for the Northeast Park and allow for the expenditure of sales tax funds for improvements at this new site. This agenda item also recommends expanding planned bond issuance(s) to fully fund the Northeast Park project at \$10 million within the FY 2022 – 2026 Capital Improvement Plan.

### FISCAL IMPACT:

This item does have a fiscal impact as advancing the implementation of the Northeast Park will impact previously approved project allocations and anticipated debt service payments through FY 2040.



## **RECOMMENDED ACTION:**

- Option 1: Initiate the process to significantly amend the Northeast Park project consistent with the new location planned for purchase by Leon County. Direct staff to schedule the first public hearing for the Blueprint Citizens Advisory Committee (CAC) meeting on March 31, 2021 and the second and final public hearing for the Blueprint IA Board meeting on April 8, 2021, at which time a supermajority vote is needed to modify the project.
- Option 2: Advance Northeast Park with bond funding: Direct Blueprint to bring back through the annual budget workshop the full funding of the Northeast Park through planned bond issuance(s) at \$10 million within the FY 2022 – 2026 Capital Improvement Plan.

## **SUPPLEMENTAL INFORMATION:**

Consistent with direction provided at the December 10, 2020 meeting, this agenda item presents for IA Board consideration new information pertaining to the Northeast Park project as well as funding options for advancing the project's implementation. This agenda item also recommends initiating the substantial amendment process (Option 1) to recognize the new planned location for the Northeast Park and allow for the expenditure of sales tax funds for improvements at this new site. This amendment is necessary to allow for the expenditure of sales tax funds for improvements at the new site whether or not advance funding this project is approved by the IA Board. Pursuant to Blueprint's 2015 Second Amended and Restated Interlocal Agreement any substantial amendment to a Blueprint 2020 project's description requires two public hearings prior to the project modification being approved. If directed by the IA Board, the first public hearing to consider a substantial amendment to the Northeast Park project could be publicly advertised and conducted at the next Blueprint Citizens Advisory Committee (CAC) meeting, scheduled for March 31, 2021. The second public hearing can be held in conjunction with the April 8, 2021 IA Board meeting.

The current project description (Attachment #1) specifically shows the park being located at the Thomasville Road and Proctor Road site, purchased by the County in 2012. A new location serving a greater population of Leon County residents has been identified on Centerville Road adjacent to the Montford Middle and Roberts Elementary Schools. Consistent with Board of County Commissioners direction and if the substantial amendment process is initiated by the IA Board, Leon County would commence the selling and buying of the associated parcels which would brought back to the County Commission for final approvals.



Consistent with direction provided at the IA Board December 10, 2020 meeting, this agenda item also presents funding options for advancing the project's implementation, and based on the analyses contained herein, recommends Option 2, expanding planned bond issuance(s) to fully fund the Northeast Park project at \$10 million within the FY 2022 – 2026 Capital Improvement Program (CIP). As approved in 2014, the project total is \$10 million.

## **BACKGROUND:**

### **BLUEPRINT 2020 PROJECT PRIORITIZATION**

Since voter approval of the sales tax extension in November 2014, the IA Board has taken significant action to prioritize all 27 projects. For prioritization purposes, the IA Board's adopted list of 27 Blueprint 2020 infrastructure projects were divided into five categories: Regional Mobility and Gateway projects, and Community Enhancement, Connectivity, and Quality of Life (CCQ) projects. At the February 21, 2017 meeting, the IA Board discussed a dual approach to funding the Blueprint 2020 projects. Based on IA Board action at that meeting, the larger, holistic roadway reconstruction projects will be prioritized consistent with the CRTPA Regional Mobility Plan. As a result, these projects are beginning to be funded in the Five-Year Florida Department of Transportation (FDOT) Work Program. This strategy maintained progress on projects where the IA Board has provided direction and continues the collaborative approach to completing projects through FDOT and Federal Highway Administration partnerships.

The Northeast Park project is within the CCQ project category. The IA Board approved the prioritization for the CCQ projects at its September 19, 2017 meeting, included below in Table #1. The Northeast Park project is the next CCQ project scheduled to receive funding based on the currently approved CCQ project prioritization. Based on the approved project prioritization of all 27 Blueprint 2020 projects, as well as updated revenue projections reflecting impacts of COVID-19, funding for the Northeast Park is currently anticipated for FY 2035.



Table 1. Blueprint 2020 Approved Prioritization for CCQ projects, tied projects listed in alphabetical order

Priority	Project Name	2014 Project Estimate
1	Market District (80 pts.)	\$9,400,000
1	Orange Avenue/Meridian Road Placemaking (80 pts.)	\$4,100,000
2	Lake Lafayette and St. Marks Regional Linear Park (75 pts.)	\$15,816,640
3	Monroe-Adams Corridor Placemaking (55 pts.)	\$7,000,000
4	Midtown Placemaking (50 pts.)	\$22,000,000
5	Beautification and Improvements to the Fairgrounds (45 pts.)	\$12,000,000
5	Northeast Park (45 pts.)	\$10,000,000
6	College Avenue Placemaking (40 pts.)	\$7,000,000
7	Florida A&M Entry Points (25 pts.)	\$1,500,000
8	Tallahassee-Leon County Animal Service Center (10 pts.)	\$7,000,000

#### PROJECT DESCRIPTION & CURRENT STATUS:

##### *Northeast Park*

The Northeast Park project will provide a new public park in northeast Leon County. At its May 22, 2012 meeting, the Leon County Board of County Commissioners approved the acquisition of 100 acres of land at the intersection of Thomasville Road and Proctor Road at a cost of \$786,000, to serve as the location for a Northeast Park. Subsequently, the Northeast Park project was submitted by Leon County to the Sales Tax Extension Citizens Committee and the project was included as one of the 27 infrastructure projects comprising the Blueprint 2020 infrastructure program. At the time of the sales tax extension approval in November 2014, the project was estimated to cost \$10 million.

Since 2012, Leon County had completed the following activities for the Northeast Park:

- Phase 1 Environmental Audit
- Natural Features Inventory survey
- Cultural Resources Assessment Survey
- Evaluation of topographical characteristics
- Conceptual Site Plan
- Conceptual Costs to Construction Schedule

At their January 26, 2021 meeting, the Leon County Commission authorized the County Administrator to initiate selling the parcel of property at Proctor Road and Thomasville Road and negotiate for the purchase of the parcel on Centerville Road adjacent to the



Montford Middle and Roberts Elementary Schools in accordance with the Board's Real Estate Policy for the purpose of developing a Northeast Park (Attachment #2). The property owners adjacent to the County-owned land at Proctor Road have expressed an interest in acquiring this parcel. The owners of the property adjacent to Montford Middle and Roberts Elementary Schools have indicated their willingness to sell a parcel to the County for the development of a park. Based on preliminary discussions with all parties, it is anticipated that there will be no net cost to the County to acquire the new parcel.

In order to expend sales tax funds for park and recreational improvements at this new location, this agenda item recommends initiating the substantial amendment process as required by the 2015 Second Amended and Restated Interlocal Agreement governing the Blueprint program. Once the project is initiated, the Northeast Park design and amenities will be developed through a future community engagement process. Possible improvements could include baseball and multi-purpose fields, a playground, and concession/restroom facilities. While the original location is 100 acres, given the environmental features of the property, approximately half was anticipated to be used for active recreation with the balance set aside for passive uses. The proposed new location is estimated to be 50 acres and could be designed to include the active recreation component of the project.

Per the analysis provided in the January 26, 2021 County agenda item, the new location will be accessible by a larger number of Leon County families. Approximately 22,518 more individuals live within a 5-mile radius of the Centerville Road site than the current location. In addition to the increased population served, the alternative site's proximity to two Leon County Schools provides possible future benefits. These opportunities include possible partnerships for joint usage of recreational amenities, stormwater facilities, parking and traffic circulation. Collaboration with Leon County Division of Parks and Recreation will be undertaken when programming the park facilities and amenities. However, there may also be an opportunity to partner with the City on the park itself. The City has had previous discussions regarding the development of a City park in the Northeast, although specific plans for the creation or the operation of the City's park have not been finalized.

In order to take the next step toward moving the Northeast Park to capture the opportunity to expanded recreational facilities and accessibility to a larger number of Leon County families, staff is recommending Option 1, which initiates the process to substantially amend the Northeast Park project consistent with the new location planned for purchase by Leon County.



## **SUBSTANTIAL AMENDMENT PROCESS:**

Option 1 of this item initiates the substantial amendment process to relocate the park consistent with Leon County Board direction to sell the existing project site identified in the Second Amended and Restated Interlocal Agreement. In order to expend sales tax funds on improvements at the new location to be acquired by Leon County, a substantial amendment is necessary.

The Second Amended and Restated Interlocal Agreement dated December 9, 2015 specifies that Blueprint must hold two public hearings to consider proposed substantial changes to a Blueprint project. The first public hearing could be publicly advertised and conducted at the next Blueprint Citizens Advisory Committee (CAC) meeting, scheduled for March 31, 2021. The second public hearing can be held in conjunction with the April 8, 2021 IA Board meeting. The IA Board must also receive recommendations from the Technical Coordinating Committee (TCC), CAC, and the Intergovernmental Management Committee (IMC). Absent IA Board direction regarding advance funding this project, presented as Options 2 and 3, the Northeast Park would be constructed at the new location with funding anticipated in FY 2035, consistent with the existing project prioritization and related funding schedule.

## **FUNDING OPTIONS:**

Consistent with prior IA Board action regarding prioritization and project funding, the Northeast Park project is currently anticipated to receive funding in 2035. The following section provides two funding options for IA Board consideration regarding the advanced implementation of the Northeast Park project at a cost of \$10 million in the current five-year capital budget: expand planned bond issuance(s) (Option 2), or use sales tax revenues to fully fund this project (Option 3). Based on the analyses contained herein, staff recommends Option 2, expanding planned bond issuance(s) to fully fund the Northeast Park project at \$10 million within the FY 2022 – 2026 CIP.

As of September 19, 2017, the IA Board had prioritized, initiated, or provided direction on all 27 infrastructure projects. Building on this prioritization, at the June 21, 2018 meeting the IA Board approved the FY 2019 – 2024 Implementation Plan, providing project implementation direction for the first five years of the Blueprint 2020 program. The Implementation Plan was the starting point for the subsequent Five Year Capital Improvement Plan. The approved Implementation Plan includes a \$100 million bond to fund large scale Regional Mobility and Gateway projects, including the Bannerman Road and Airport Gateway projects. Bond funding is also utilized for several CCQ projects, including Market District and Monroe-Adams Placemaking. The Implementation Plan for CCQ projects is included in Table #2, below.



Table 2. FY 2021-2025 CIP for CCQ Projects (Approved September 17, 2020)

CCQ Projects	FY2021	FY2022	FY2023	FY2024	FY2025	Total FY 21 - 25
Orange Ave/Meridian Placemaking	1,459,611	750,000	-	-	-	2,209,611
Market District Placemaking	2,035,263	5,423,716	1,054,619	-	-	8,513,598
Lake Lafayette and St. Marks Regional Park	500,000	750,000	-	1,771,145	1,374,492	4,395,637
Monroe-Adams Placemaking	1,500,000	2,500,000	2,378,365	1,654,596	-	8,032,961
Midtown Placemaking	1,000,000	4,000,000	-	-	500,000	5,500,000
Fairgrounds Beautification and Improvement	100,000	-	-	12,000,000	-	12,100,000
Northeast Park	-	-	-	-	-	-
College Avenue Placemaking	-	-	-	-	-	-
Florida A&M Entry Points	-	-	-	-	-	-
Alternative Sewer Solutions	-	-	-	-	-	-
Tallahassee-Leon County Animal Service Center	-	-	-	-	-	-
DeSoto Winter Encampment	500,000	-	-	-	-	500,000

*\* Indicates project fully funded by FY 2025 or earlier*

As approved by the IA Board at the September 17, 2020 meeting, the FY 2021 – 2025 CIP fully funds the following CCQ projects: Orange-Meridian Placemaking, Market District, Monroe-Adams Placemaking, and Fairgrounds Beautification and Improvement. The full \$500,000 repayment to the City for advance funding the DeSoto Winter Encampment is also completed. Specific to CCQ projects, the approved CIP also provides funding to initiate the Lake Lafayette & St. Marks Regional Linear Park and complete design and construction of Phase 1 of the Midtown Placemaking project.

Based on the approved project prioritization, as well as updated revenue projections reflecting impacts of COVID-19, funding for the Northeast Park is currently anticipated for FY 2035. The two advance funding options may impact the implementation schedules for other Blueprint projects, as detailed below:

**Option 2: Increase Planned Bond Issuance(s):** Option 2 increases the planned bond issuance(s) to provide full funding for the Northeast Park project within the proposed FY2022-2026 CIP. There are two upcoming bond issuances planned in the five-year capital budget: one in FY 2022, and a second issuance in FY 2024. Based on current project timelines, the initial phases of the Northeast Park project, including planning, community engagement, design, and permitting, are anticipated to take approximately 24 months to complete. The estimated cost of planning is \$750,000, and the estimated cost of design is \$1.25 million, and it is estimated these phases can be completed by FY 2024, if initiated in FY 2022 (Fall 2021). This option would allow in progress projects to maintain forward momentum without disruption to project funding or implementation schedules. However, bonding will increase debt service, which will reduce the funding available each year to implement Blueprint 2020 projects. This funding reduction will mean that some projects, such as projects not yet in progress including the lowest ranked CCQ projects (Tallahassee-Leon County Animal Service Center, Florida A&M Entry



Points, and Alternative Sewer Solutions Study) will be implemented at a later date than currently estimated.

Option 2, advance Northeast Park with bond funding, could be accomplished through IA Board direction corresponding with approval of Option 2 at the end of this item.

**Option 3: Sales Tax Revenue Funding:** Option 3 would fully fund the Northeast Park project using sales tax revenues within the FY 2022-2026 CIP, which would delay funding for higher ranked CCQ projects. Using existing sales tax revenues would necessitate delaying other projects currently in progress to fully fund the Northeast Park at the approved project funding of \$10 million. If directed to use sales tax revenues to fully fund this project within the FY 2022 -2026 CIP, Blueprint will need direction from the IA Board regarding which active projects should be delayed. Provided this direction, Blueprint would develop budget scenarios which could be evaluated by the IA Board for final direction through the FY 2022 budget workshop, scheduled for May 27, 2021. The budget workshop item would provide the IA Board options and a cost analysis of advance funding the Northeast Park project, including revised implementation schedules for the higher ranked CCQ projects as may be applicable.

Option 3, advance Northeast Park with sales tax funding, could be accomplished through IA Board direction corresponding with approval of Option 3 at the end of this item. For review and direction by the IA Board, Blueprint would develop budget scenarios regarding which active projects should be delayed through the FY 2022 budget workshop, scheduled for May 27, 2021.

## SUMMARY:

Consistent with direction provided at the December 10, 2020 meeting, this agenda item presented the IA Board new information pertaining to the Northeast Park project as well as funding options for advancing this project's implementation. Based on Leon County Board actions at their January 26, 2021 meeting, this agenda item recommends initiating the substantial amendment process (Option 1) to recognize the new planned location for the Northeast Park and allow for the expenditure of sales tax funds for improvements at this new site. This amendment is necessary whether or not advance funding options for this project are approved by the IA Board to allow for the expenditure of sales tax funds for improvements at this new site. If directed by the IA Board, the first public hearing to consider a substantial amendment to the Northeast Park project could be publicly advertised and conducted at the next Blueprint Citizens Advisory Committee (CAC) meeting, scheduled for March 31, 2021. The second public hearing can be held in conjunction with the April 8, 2021 IA Board meeting.



This agenda item also recommends Option 2, expanding planned bond issuance(s) to fully fund the Northeast Park project at \$10 million within the FY 2022 – 2026 CIP. Option 2 would allow in progress projects to maintain forward momentum without disruption to project funding or implementation schedules. An additional funding scenario, using only sales tax revenues (Option 3), was also detailed for IA Board consideration.

**Action by the TCC and CAC:** This item was not presented to the TCC, and the CAC received an update on IA Board direction provided at the December 10, 2020 meeting during a presentation at their February 4, 2021 meeting.

## OPTIONS:

- Option 1: Initiate the process to significantly amend the Northeast Park project consistent with the new location planned for purchase by Leon County. Direct staff to schedule the first public hearing for the Blueprint Citizens Advisory Committee (CAC) meeting on March 31, 2021 and the second and final public hearing for the Blueprint IA Board meeting on April 8, 2021, at which time a supermajority vote will take place to modify the project.
- Option 2: Advance Northeast Park with bond funding: Direct Blueprint to bring back through the annual budget workshop the full funding of the Northeast Park through planned bond issuance(s) at \$10 million within the FY 2022 – 2026 Capital Improvement Plan.
- Option 3: Advance Northeast Park with sales tax funding: Direct Blueprint to bring back options through the annual budget workshop scheduled for May 27, 2021 for advance funding of the Northeast Park project within the five-year capital budget using sales tax revenues.
- Option 4: IA Board direction.

## RECOMMENDED ACTION:

- Option 1: Initiate the process to significantly amend the Northeast Park project consistent with the new location planned for purchase by Leon County. Direct staff to schedule the first public hearing for the Blueprint Citizens Advisory Committee (CAC) meeting on March 31, 2021 and the second and final public hearing for the Blueprint IA Board meeting on April 8, 2021, at which time a supermajority vote will take place to modify the project.
- Option 2: Advance Northeast Park with bond funding: Direct Blueprint to bring back through the annual budget workshop the full funding of the Northeast Park



through planned bond issuance(s) at \$10 million within the FY 2022 – 2026  
Capital Improvement Plan.

Attachments:

1. Blueprint 2020 Project Description and Map – Northeast Park
2. January 26, 2021 Leon County Commission Agenda Item – *Sale and Purchase of  
Land to Relocate Proposed Northeast Park*



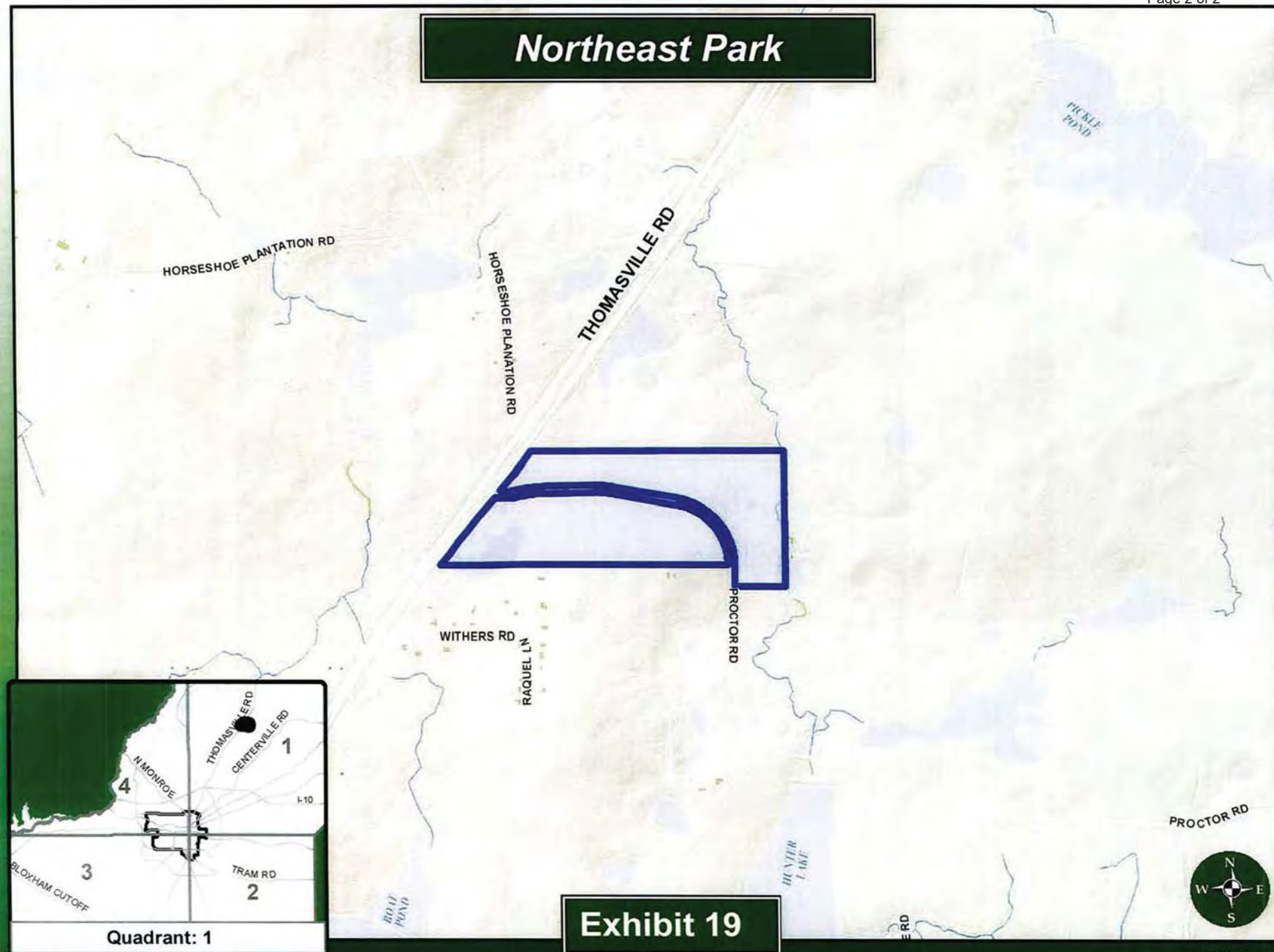


SECOND AMENDED AND RESTATED  
INTERLOCAL AGREEMENT  
between  
LEON COUNTY, FLORIDA  
and  
CITY OF TALLAHASSEE, FLORIDA  
DATED as of December 9, 2015

Project 19. Northeast Park: Funding to develop a Northeast Park (Exhibit 19).



## Northeast Park





# Leon County Board of County Commissioners

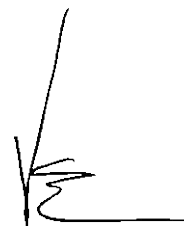
## Agenda Item #23

January 26, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Sale and Purchase of Land to Relocate Proposed Northeast Park



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
<b>Lead Staff/ Project Team:</b>	Leigh Davis, Director, Parks and Recreation Heather Peeples, Special Projects Coordinator Ben Pingree, Director, PLACE Maggie Theriot, Director, Resource Stewardship

### **Statement of Issue:**

This item seeks Board consideration to relocate the proposed Northeast Park from the existing County-owned land at the intersection of Thomasville and Proctor Roads to a site between Centerville Road and the planned Welaunee Boulevard, adjacent to Montford Middle and Roberts Elementary Schools. To accomplish this relocation with no net cost to the County, this item recommends selling the County-owned site and utilizing the proceeds of the sale to purchase the new site.

### **Fiscal Impact:**

This item has a fiscal impact. The property owners adjacent to the County-owned land at Proctor Road have expressed an interest in acquiring this parcel. The owners of the property adjacent to Montford Middle and Roberts Elementary Schools have indicated their willingness to sell a parcel to the County for the development of a park. Based on preliminary discussions with all parties, it is anticipated that there will be no net cost to the County to acquire the new parcel.

### **Staff Recommendation:**

Option #1: Authorize the County Administrator to initiate selling the parcel of property at Proctor Road and Thomasville Road and negotiate for the purchase of the parcel on Centerville Road adjacent to the Montford Middle and Roberts Elementary Schools in accordance with the Board's Real Estate Policy, for the purpose of developing a Northeast Park to be brought back to the Board for final approval, subject to the Blueprint Intergovernmental Agency Board's approval to modify the location of the Northeast Park project description.



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## **Report and Discussion**

### **Background:**

For over a decade, Leon County has been actively working to site and develop the Northeast Park. In FY 2007, funding for the Northeast Park was included in the County's five-year Capital Improvement Program (CIP). However, in preparation for the FY 2008 budget the recession had caused a significant decline in projected revenues and to avoid a property tax increase the Board implemented a 120-day freeze on capital projects, including the proposed Northeast Park. The purpose of this freeze was to provide the Board with flexibility in the prioritization of projects as part of the FY 2008 budget cycle. Subsequently, the Northeast Park project, as well as many other capital projects, was not funded in FY 2008.

During its December 13, 2010 Annual Retreat, the Board included funding for the proposed Northeast Park as one of the top priorities for the 2011 calendar year. On March 24, 2011, staff issued a request for proposals (RFP) for the acquisition of land to develop the proposed Northeast Park. The RFP identified requirements for the site, including acreage, general area for the site to be located, opportunities for donations, general slope requirements, and other general conditions. Responses to the RFP were due on April 27, 2011; however, the County did not receive any responses.

After exhaustive efforts to identify parcels of adequate size in the northeast part of the County, during the June 27, 2011 Budget Workshop, staff provided a status report on the Northeast Park, including the estimated cost and funding options. On August 23, 2011, the Board was informed that Celebration Baptist Church had expressed interest in selling a 100-acre parcel at Proctor and Thomasville Roads to the County in the amount of \$1.5 million. The Board directed staff to bring back an agenda item for its consideration for the purchase of property. On September 13, 2011, the Board directed staff to proceed with the acquisition of the property, subject to appraisals. At that time, the agenda materials indicated that funding for the development of the Northeast Park could be considered as part of a future sales tax extension. While the appraisal indicated the value of the land at \$1.0 million, at the May 22, 2012 the Board approved the acquisition of the parcel at a total cost of \$786,000 with the intention of land banking the site until funding for the construction could be identified.

In November 2014, Leon County residents approved the extension of the Blueprint Sales Tax for twenty years, beginning January 1, 2020. Included in the approved funded project list is \$10 million for the Northeast Park Project

At the December 2015 Annual Retreat, the Board requested information be provided as part of the budget process on establishing trails on the Northeast Park property until the active recreation could be developed. Following a review of the property, staff recommended creating a multi-use trail of approximately 2 miles and 10 to 12 feet wide to provide for a variety of users including hikers, bikers, and runners. As part of the April 2017 Budget Workshop, the Board subsequently authorized the inclusion of \$250,000 in the FY 2017 – FY 2021 preliminary capital improvement program for the development and construction of a temporary trail and trail head at the intersection



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of Thomasville Road and Proctor Road. The trail was constructed during the following year and was opened to the public on January 4, 2018.

At the September 19, 2017 Blueprint Intergovernmental Agency (IA) Board meeting, the IA Board prioritized the 10 Community Enhancement Districts, Connectivity, and Quality of Life projects (CCQ) (Attachment #1). Based on the prioritization criteria, the Northeast Park and the Fairgrounds tied as the sixth highest ranked projects. At the June 27, 2019 meeting, the IA requested Blueprint staff to develop options for the IA Board to consider advance funding and implementation of the Fairgrounds and Northeast Park projects. An agenda item was presented to the IA Board at its December 11, 2019 providing options to advance fund both projects; the IA Board accepted the report and took no additional action at that time. Subsequently, at the July 9, 2020 Budget Workshop, the IA Board directed staff to fund the Fairgrounds project in the five-year Capital Improvement Program (CIP). The Northeast Park's funding is currently programmed for FY 2035.

Most recently, in February 2020, the property owner's adjacent to the Proctor Road parcel reached out to the County to discuss possibly purchasing the property. Horseshoe Plantation, working with Tall Timbers, owns and manages thousands of acres in the surrounding area of the Proctor Road site. Horseshoe Plantation and Tall Timbers regularly perform prescribed burns on their property which can cause air quality issues when the burning is occurring. Being sensitive to future Northeast Park users, they expressed their concern in trying to conduct these burnings adjacent to a park facility.

In response to this outreach by Horseshoe Plantation and Tall Timbers, and to mitigate future issues related to air quality and smoke at the Proctor Road site, an evaluation was conducted on possible alternative locations for the Northeast Park. Based on an analysis of parcels available in the northeast, it was determined that there was land available within Welaunee (bounded by Centerville Road and the future Welaunee Boulevard), and adjacent to the Montford Middle and Roberts Elementary Schools, that met the criteria for the Northeast Park.

As detailed in the analysis, in addition to obtaining a preferable location for the Northeast Park, this location presents a synergistic opportunity to develop the Northeast Park project in conjunction with the Northeast Gateway project. Synergies include improved traffic outcomes by integrating the ingress/egress to the Northeast Park as part of the Welaunee Boulevard extension, possible reduced costs by aligning construction schedules and sharing stormwater facilities, and designing the Northeast Park and greenway and trail connections concurrently. Most significantly, the Northeast Park construction timeline can be accelerated in conjunction with the design and construction of the Northeast Gateway project, thereby advancing the construction of the Northeast Park by over a decade. The Northeast Gateway project is currently undergoing preliminary design and engineering and is scheduled to start construction next fiscal year. In addition, the total unincorporated area population (as well as the total population) to be served at the new location is greater than the existing site. Given the proximity to the schools, the new location also allows for future collaboration with Leon County Schools on field usage, stormwater and parking. It is projected that this site acquisition can be paid for with the proceeds through the sale of the Proctor Road site.



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At the December 10, 2020 Blueprint IA meeting, Commissioner Welch discussed the possible new site for the Northeast Park and requested the IA consider accelerating the funding of the Northeast Park project to align with the Northeast Gateway Project. The IA Board directed an agenda item be prepared providing options for advance funding the Blueprint Northeast Park Project into the current five-year Capital Improvement Program. That agenda item is scheduled to be presented at the February 18, 2021 IA Board meeting.

Should the Board wish to proceed with the sale and purchase of these lands, the next step will be to seek approval from the Blueprint Intergovernmental Agency Board to amend the Northeast Park project description. The current project description specifically shows the Northeast Park being located at the Proctor Road site. Pursuant to Blueprint's 2015 Second Amended and Restated Interlocal Agreement, any substantial amendment to a Blueprint 2020 project's description requires two public hearings prior to the project modification being approved. Blueprint staff will seek IA Board authority to begin the modification process to move the Northeast Park's project location at the February 18, 2021 Blueprint IA Board meeting. Following the February 18, 2021 meeting, the County Administrator would commence the sale and purchase of the associated parcels which would be brought back to the Board for final approvals.

As discussed in detail in the analysis, this item therefore seeks Board authorization for the County Administrator to sell the parcel of property at Proctor Road and Thomasville Road and to negotiate for the purchase of the parcel on Centerville Road adjacent to the Montford Middle and Roberts Elementary Schools for the development of a Northeast Park at the newly acquired site, subject to the Blueprint IA Board approval to modify the location of the Northeast Park project description. The development of the Northeast Park will be paid for through Blueprint revenues. The Blueprint IA will be considering advancing the funding of the Northeast Park development at the February 18, 2021 meeting.

#### **Analysis:**

As noted in the background, the County has been actively pursuing the development of a Northeast Park since at least 2008. During this time, the County purchased the parcel at Proctor and Thomasville Roads and "land banked" it as a possible location for the future site of the Northeast Park. While this site could be developed with active recreation amenities, an alternative location has been identified that provides an opportunity to advance the development of the Northeast Park project in conjunction with the design of Blueprint's Northeast Gateway project.

As reflected in the original project description (Attachment #2), the Northeast Park would be designed to include active recreation amenities. Northeast Park amenities may include baseball and multi-purpose fields, a playground, and concession/restroom facilities. Community engagement will occur in developing the final Northeast Park design and amenities. While the original location is 100 acres, given the environmental features of the property, approximately half was anticipated to be used for active recreation with the balance set aside for passive uses. The proposed new location is estimated to be 50 acres and would be designed to include the active recreation component of the Northeast Park project. The Northeast Park design and amenities are to take into consideration a future community engagement process.



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### *Proposed New Site*

The proposed alternative site is located just south of Montford Middle and Roberts Elementary Schools and would be bounded by Centerville Road and the future Welaunee Boulevard extension. Locating the Northeast Park at the proposed site would allow the project to be designed in conjunction with the Welaunee Boulevard extension portion of the Northeast Gateway project in a holistic manner. Synergies between the two projects include improved traffic outcomes by integrating the ingress/egress to the Northeast Park as part of the Welaunee Boulevard extension, possible reduced costs by aligning construction schedules and sharing stormwater facilities, and designing the Northeast Park and greenway and trail connections concurrently. Based on the accelerated timeline for the Northeast Gateway project, planning and pre-engineering has already commenced with design and right-of-way acquisition planned for the current fiscal year. Construction of Welaunee Boulevard extension is planned to commence next fiscal year (FY 2022) and be completed by FY 2026, while the current funding for the Northeast Park is not scheduled until FY 2035. Accelerating the funding for the Northeast Park and moving forward with the relocation allows for the Northeast Park and the Northeast Gateway project to be designed and constructed concurrently.

In addition to the design opportunities and synergy that can be created with the Northeast Gateway project, the new location will be accessible by a larger number of Leon County families. As shown in Tables 1 and 2, an analysis was done of the population served at 1, 3, and 5-mile increments. The analysis looked at total population (incorporated and unincorporated areas) and population served for only the unincorporated area. In all scenarios, a greater population is served by the proposed new location.

*Table 1: Total Population Served by Distance to Possible Northeast Park Sites*

<b>Miles</b>	<b>Current Location: Proctor Road</b>	<b>Proposed Relocation: Centerville Road</b>	<b>Difference</b>	<b>% Difference</b>
1	83	1,380	1,297	1,563%
3	6,164	19,482	13,318	216%
5	31,364	53,882	22,518	72%

*Table 2: Unincorporated Area Population Served by Distance to Possible Northeast Park Sites*

<b>Miles</b>	<b>Current Location: Proctor Road</b>	<b>Proposed Relocation: Centerville Road</b>	<b>Difference</b>	<b>% Difference</b>
1	83	401	318	383%
3	6,164	7,747	1,583	26%
5	21,943	25,549	3,606	16%

Approximately 22,518 more individuals live within a 5-mile radius of the alternative site than the current location. Although the alternative site is located within the City limits, more residents of unincorporated Leon County will benefit from the relocation of the Northeast Park. Within the 5-



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mile radius of the alternative site there are approximately 3,606 more residents living in the unincorporated area.

In addition to the increased population served, the alternative site's proximity to two Leon County Schools provides possible future benefits. These opportunities include the potential for partnerships for joint usage of recreational amenities, stormwater facilities, parking and traffic circulation. There may also be an opportunity to partner with the City on the Northeast Park itself. In addition to the County's Northeast Park project, the City has also had previous discussions regarding the development of a City park in the Northeast. The City has not finalized plans for the creation or the operation of the City's park. Therefore, there may be an opportunity for collaboration on the new Northeast Park which could be further discussed at the IA Board meeting.

#### *Purchase and Sale of Land*

If the Board approves moving forward with the proposed relocation, the sale and purchase of lands by the County is governed by Policy No. 16.5 "Real Estate Policy." As required by Article 12 of the County's Real Estate Policy, if the County Administrator deems that a sale or lease of County-owned real estate may be in the best interest of the County, the matter shall be presented to the Board for consideration. Should the Board authorize the sale, staff will then prepare a notice calling for competitive bids in accordance with the Policy and Section 125.35(1)(c), Florida Statutes. Pursuant to the Policy, two independent appraisals are also required to determine the estimated Fair Market Value of the real estate. With the Board's authority, the County Administrator would then accept the offer from the highest responsive bidder by executing the sale and purchase agreement contingent upon the Board's review and approval at a scheduled meeting. Tall Timbers, on behalf of the owners of Horseshoe Plantation, have already expressed an interest in purchasing the County property which is encompassed by Horseshoe Plantation lands. Currently, much of surrounding Horseshoe Plantation lands are managed by Tall Timbers as part of its conservation and research efforts. As part of the transaction, Horseshoe Plantation has indicated a willingness to negotiate the continued use of the trail for a year. In addition to the value of the land, the sale price would also cover the County's investment in the trail and associated parking.

Utilizing the proceeds of the sale, the County would concurrently purchase the new parcel for future development of a Northeast Park. Pursuant to the County's Real Estate Policy, the purchase of real estate likewise requires that the County Administrator present a proposal to the Board and obtain the authority to negotiate the purchase. As part of the process, the County is also required to obtain two independent appraisals of the property to ensure the estimated value of the property is in line with market conditions. If the negotiations and appraisals are successful, a negotiated purchase would be presented to the Board for review and approval. While the purchase of the new parcel will be contingent upon the sale of existing County owned land, the negotiations for both transactions would be concurrent.

#### *Next Steps*

Should the Board wish to proceed with the sale and purchase of these lands, the next step will be to seek approval from the IA Board to amend the Northeast Park project description. The current project description specifically shows the Northeast Park being located at the Proctor Road site. Pursuant to Blueprint's 2015 Second Amended and Restated Interlocal Agreement, any substantial



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amendment to a Blueprint 2020 project's description requires two public hearings prior to the project modification being approved.

The IA Board will consider the modification process to move the Northeast Park's project location at the February 18, 2021 Blueprint IA meeting. Once approved by the IA Board, the first public hearing would be conducted by the Blueprint Citizens Advisory Committee and the second and final public hearing would be conducted by the IA Board at the April 8, 2021 meeting. Following the public hearing, the IA Board could then approve the modifications by a super-majority vote of the individual County and City Commissioners. The funding for the development of the Northeast Park is included as a Blueprint project with funding planned for 2035. At the February 18, 2021 meeting the Blueprint IA will be considering advancing the funding for the development of the Northeast Park to align with the Northeast Gateway project implementation. The Blueprint IA will be considering options to accelerate the Northeast Park project funding as part of the upcoming debt financing that Blueprint is considering.

The land sale and purchase would be scheduled to close following the April 8, 2021 IA Board meeting and subject to the approval of the project modification occurring. The negotiated sale and purchase agreements would then be brought back to the Board for final approval.

**Options:**

1. Authorize the County Administrator to initiate selling the parcel of property at Proctor Road and Thomasville Road and negotiate for the purchase of the parcel on Centerville Road adjacent to the Montford Middle and Roberts Elementary Schools in accordance with the Board's Real Estate Policy, for the purpose of developing a Northeast Park to be brought back to the Board for final approval, subject to the Blueprint Intergovernmental Agency Board's approval to modify the location of the Northeast Park project description.
2. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Prioritization Process by Project – Blueprint 2020 Infrastructure Program
2. Northeast Park project description



Prioritization Process by Project – Blueprint 2020 Infrastructure Program (27 Projects, listed in alphabetical order by category, except for the CCQ projects which are presented in priority order)

IA Board Action	Project Name	2014 Project Estimate
<b>#1 Project</b> (April 2015)	Capital Circle Southwest	\$70,000,000
<b>Funded via Annual Allocation</b> (April 2015)	Bike Route System	\$15,000,000
	Greenways Master Plan	\$15,800,000
	Operating Costs for Parks Built with Sales Tax Funds	\$20,000,000
	Sidewalks	\$50,000,000
	StarMetro Enhancements	\$12,500,000
	Water Quality and Stormwater Improvements	\$85,000,000
<b>In Progress Per IA Direction</b> (Varies by project)	Alternative Sewer Solutions Study (Phase 1 - June 2017)	\$2,800,000
	Northeast Gateway Welaunee Critical Area Plan Regional Infrastructure (February 2016)	\$47,300,000
	Orange Avenue: Widening from Adams Street to Springhill Road (September 2016)	\$33,100,000
	Southside Gateway Enrichment: Widening of Woodville Highway (June 2016)	\$29,700,000
<b>Prioritization Coordinated with CRTPA</b> (Feb. 2017)	Airport Gateway: Springhill Road and Lake Bradford Road	\$58,698,138
	North Monroe Gateway	\$9,400,000
	Northeast Connector Corridor: Widening of Bannerman Road	\$33,300,000
	Northwest Connector Corridor: Widening of Tharpe Street	\$53,184,800
	Westside Student Corridor Gateway: Widening of Pensacola Street	\$29,936,800
<b>Complete</b> (Jan. 2015)	De Soto Winter Encampment	\$500,000
<b>Community Enhancement Districts, Connectivity, &amp; Quality of Life (CCQ)</b>		
<b>Prioritized via Blueprint Promise Criteria</b> (Sept. 2017)	Market District (80 pts.)	\$9,400,000
	Orange Avenue/Meridian Road Placemaking (80 pts.)	\$4,100,000
	Lake Lafayette and St. Marks Regional Linear Park (75 pts.)	\$15,816,640
	Monroe-Adams Corridor Placemaking (55 pts.)	\$7,000,000
	Midtown Placemaking (50 pts.)	\$22,000,000
	Beautification and Improvements to the Fairgrounds (45 pts.)	\$12,000,000
	Northeast Park (45 pts.)	\$10,000,000
	College Avenue Placemaking (40 pts.)	\$7,000,000
	Florida A&M Entry Points (25 pts.)	\$1,500,000
	Tallahassee-Leon County Animal Service Center (10 pts.)	\$7,000,000





## Northeast Park

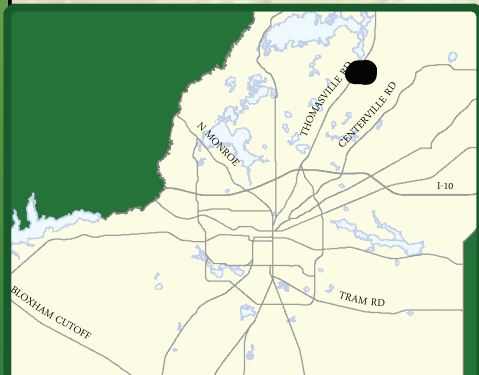


### Project Highlights

- Park design and amenities to be determined through community input.
- Possible improvements may include:
  - Active Park (55 acres):
    - Baseball and multi-purpose fields
    - Playground
    - Amenities such as concession/restroom facilities, sidewalks, lighting, etc.
  - Passive Park (45 acres):
    - Greenways
    - Hiking and biking trails.
- Estimated Cost: \$10 million

The Northeast Park is 100-acre parcel located at the corner of Proctor Road and Thomasville Road, of which 55 acres are anticipated to hold activity-based facilities (playground and activity fields). The remaining 45 acres of the park are anticipated to be set aside as a passive park (trails and greenspace). This project could also include the realignment and paving of Proctor Road within the confines of the park site. Additionally, a northbound turn lane would need to be added on Thomasville Road to facilitate traffic flow into the park.





General Location Map

# Northeast Park



# **Blueprint Intergovernmental Agency Board of Directors Agenda Item #9**

**February 18, 2021**

**Title:** Consideration of Blueprint Informational Meetings

**Category:** General Business

**Intergovernmental  
Management  
Committee:** Vincent S. Long, Leon County Administrator  
Reese Goad, City of Tallahassee Manager

**Lead Staff /  
Project Team:** Benjamin H. Pingree, Director, Department of PLACE  
Susan Dawson, Blueprint Attorney  
Autumn Calder, Director, Blueprint  
Cristina Paredes, Director, Office of Economic Vitality

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## **STATEMENT OF ISSUE:**

This agenda item provides for Blueprint Intergovernmental Agency Board of Directors (IA Board) consideration of an option to expand the IA Board meeting schedule to provide for informational meetings. These informational meetings would be scheduled prior to IA Board meetings and provide for staff presentations on agenda items scheduled for the IA Board meeting later that week. It is anticipated this shift will reduce exposure while COVID-19 is still a concern and expand overall public engagement with Blueprint in 2021. In addition, this agenda item also provides for IA Board consideration of an option to amend the policy concerning Blueprint meeting agendas to add a 'Comments/Discussion' section at the end of the meeting for Directors sharing of ideas.

## **FISCAL IMPACT**

There is a fiscal impact for adding the Blueprint informational meetings to the 2021 schedule. Currently, Blueprint is charged \$275 per hour for WCOT coordination and broadcasting. Based on an estimated meeting time of two hours per meeting for five meetings, the estimated fiscal impact is \$2,750.



## **RECOMMENDED ACTION:**

- Option 1: Direct staff to schedule the informational meetings for 2021.
- Option 2: Direct staff to bring back an agenda item with a draft amendment to the Blueprint Meeting Schedule and Agenda Development Policy to add a 'Comments/Discussion' section at the end of the IA Board meeting agenda.

## **SUPPLEMENTAL INFORMATION:**

### **EXECUTIVE SUMMARY**

This agenda item provides for Blueprint Intergovernmental Agency Board of Directors (IA Board) consideration of an option (presented as Option #1) to expand the IA Board meeting schedule to provide for informational meetings. These informational meetings would be scheduled prior to IA Board meetings and provide an opportunity for staff presentations on agenda items scheduled for the IA Board meeting later that week. Presentations would be broadcast via WCOT and recorded for later viewing. This format would allow for expanded presentations providing greater detail on active and upcoming Blueprint and Office of Economic Vitality (OEV) programs and projects, with Directors discussion reserved for the IA Board meeting that same week. It is anticipated this shift will reduce exposure during this time period in which COVID-19 is still a concern, while also expanding the use of the Consent agenda for Agency business and overall public engagement with Blueprint in 2021.

This agenda item also provides for IA Board consideration the option to amend the Blueprint Meeting Schedule and Agenda Development Policy to allow the addition of a 'Comments/Discussion' section at the end of the meeting for Directors exchange of ideas. Attachment #1 includes the existing Blueprint Policy. Adding this section to the agenda would provide the opportunity for IA Board Directors to initiate discussion on items that are not on the agenda in the same way as the "City Commission Information and Sharing of Ideas" and the "Comments/Discussion Items" from the City Commission and Board of County Commissioners meetings, respectively. IA Board approval of Option #2 would direct staff to bring back an agenda item with a draft amendment to the Blueprint Meeting Schedule and Agenda Development Policy to add a 'Comments/Discussion' section at the end of the IA Board meeting agenda.

### **BLUEPRINT INFORMATIONAL MEETINGS**

This agenda item provides for IA Board consideration of an option to expand the IA Board meeting schedule to provide for informational meetings. These informational meetings would be scheduled prior to IA Board meetings and would provide an opportunity for staff presentations on agenda items scheduled for the IA Board meeting later that week.



This format would allow for expanded presentations providing greater detail on active and upcoming Blueprint and OEV programs and projects, with Directors discussion, but decisions and voting on the agenda items would be reserved for the IA Board meeting that same week. Particularly during the COVID-19 pandemic, it is anticipated this shift would reduce exposure to airborne disease in public meetings while also providing additional opportunity for public engagement.

Staff is aware of similar type public meetings that the Leon County School Board (LCSB) has held called *Agenda Review/Workshop* meetings, ahead of LCSB's regular Board Meetings.

The Blueprint informational meetings would provide five (5) additional public meetings in 2021 to present information ongoing and major Blueprint and OEV initiatives, projects and related topics. The agenda for the upcoming IA Board meeting later that week will be reviewed, which will provide additional detail and context to the public regarding the focus of those discussions and pending decisions by the IA Board. The informational meetings may allow for expanded presentations, including Blueprint Project Update and OEV Status Report presentations covering more projects and programs. Following the presentations, citizens will be provided the opportunity to speak for up to three minutes consistent with current public comment proceedings or could provide written comments that would be included in the agenda materials for the upcoming regular meeting. IA Board Directors will have the opportunity to ask questions of staff during the informational meetings, but will not make decisions or vote on the agenda items. These meetings may include discussion between IA Board Directors. To provide the greatest accessibility to presentations while limiting exposure during the COVID-19 pandemic, it is anticipated these meetings could occur in City Hall Chambers, televised on WCOT, using WebEx to encourage maximum citizen participation and engagement. The informational meetings, which are subject to Florida's Government in the Sunshine laws, will be noticed, open to the public, and minutes of the meetings will be taken.

To reflect the additional information provided at the Blueprint informational meetings the Consent section of the regularly scheduled IA Board meeting agenda will be expanded to include a summary status update of the content provided. Directors also have the option to view presentations prior to the meeting, therefore increasing information available on current initiatives in addition to agenda items.

In accordance with the "Blueprint Schedule and Agenda Development Policy," on September 17, 2020, Blueprint presented, and the IA Board approved, their 2021 Meeting Schedule. That approved schedule is included below with options identified for the proposed informational meetings the same week as scheduled IA Board meetings:



Blueprint Intergovernmental Agency Board (Tallahassee City Commission Chambers, 3:00 to 6:00 PM, unless otherwise noted)

- Thursday, February 18, 2021\*  
*\*Includes Economic Development Strategic Plan Workshop, 1:00 to 3:00 PM*
- Thursday, April 8, 2021
- Thursday, May 27, 2021\*  
*\*Includes Intergovernmental Agency Budget Workshop, 1:00 to 3:00 PM*
- Thursday, July 15, 2021
- Thursday, September 23, 2021, 5:00 to 8:00 PM\*  
*\*Includes IA Budget Public Hearing 6:00 PM*
- Thursday, December 9, 2021

**Suggested Dates for Proposed Blueprint Informational Meetings** (Tallahassee City Commission Chambers, Time TBD)

- Monday, April 5, 2021
- Monday, May 24, 2021
- Monday, July 12, 2021
- Monday, September 20, 2021
- Monday, December 6, 2021

Should the IA Board direct Blueprint to implement the informational meetings for 2021, presented at Option #1, staff will immediately begin scheduling the future meetings consistent with the dates identified above. The IA Board can also provide direction regarding other preferential dates ahead of the regularly scheduled IA Board meetings. The proposed 2022 meeting calendar will be brought to the IA Board for approval at the September 23, 2021 meeting, and at that time the IA Board can provide additional direction regarding either the future scheduling or discontinuation of Blueprint informational meetings.

#### *Modification to IA Board Meeting Agendas*

This agenda item also provides for IA Board consideration to amend the Blueprint Schedule and Agenda Development Policy to allow the addition of a 'Comments/Discussion' section at the end of the meeting for Directors exchange of ideas. Adding this section to the agenda would provide the opportunity for IA Board Directors to initiate discussion on items that are not on the agenda in the same way as the "City Commission Information and Sharing of Ideas" and the "Discussion Items by Commissioners" from the City Commission and Board of County Commissioners' meetings, respectively. Attachment #2 and #3 include the City and County policies. If desired, the PLACE Director may also have the opportunity to bring up topics under this



section of the agenda for IA Board consideration. IA Board direction to move forward on this matter, presented as Option #2, includes direction for staff to bring back a draft amendment to the Policy for IA Board consideration.

**TCC and CAC:** This item was not presented to the TCC or CAC.

## **OPTIONS:**

- Option 1: Direct staff to schedule the informational meetings for 2021.
- Option 2: Direct staff to bring back an agenda item with a draft amendment to the Blueprint Meeting Schedule and Agenda Development Policy to add a 'Comments/Discussion' section at the end of the IA Board meeting agenda.
- Option 3: IA Board Direction.

## **RECOMMENDED ACTION:**

- Option 1: Direct staff to schedule the informational meetings for 2021.
- Option 2: Direct staff to bring back an agenda item with a draft amendment to the Blueprint Meeting Schedule and Agenda Development Policy to add a 'Comments/Discussion' section at the end of the IA Board meeting agenda.

### *Attachments:*

1. Blueprint Meeting Schedule and Agenda Development Policy
2. City of Tallahassee Policy on Internal Agenda Review Procedures, Regulation #201, Administrative Policies and Procedures Manual
3. Leon County Policy #01-05, Rules of Procedure for Meetings of the Leon County Board of County Commissioners



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<b>DATE</b>
October 20,2003
<b>NO.</b>
103
<b>ORG. AGENCY</b>
Blueprint Intergovernmental Agency
<b>APPROVED</b>

**TITLE**

**Meeting Schedule and Agenda  
Development Policy**

103.01 STATEMENT OF POLICY

It is the intent of the Blueprint Intergovernmental Agency (hereinafter the “Agency”) to establish a clear and consistent process for the development of meeting agendas, prescribe a process for modifying said agendas, and prescribe a process and procedures for establishing and modifying meeting schedules.

103.02 AUTHORITY

This policy was adopted by the Blueprint Intergovernmental Agency Board of Directors on October 20, 2003.

103.03 OBJECTIVE

To establish a policy for the development and modification of agendas and scheduling of meetings of the Agency.

103.04 SCOPE AND APPLICABILITY

The policy outlined herein shall apply to the Agency Board, Intergovernmental Management Committee (IMC) and all employees referenced in the joint project management structure involved in any activities associated with the Blueprint Intergovernmental Agency program, and shall also apply to employees of the Office of Economic Vitality.

103.05 DEFINITIONS

Draft Agenda: An agenda that has been prepared by the Director of PLACE in consultation with the Blueprint Director and the Director of OEV, but has not been approved by the Intergovernmental Management Committee.

Draft Agenda Modifications: Changes, including deletions, additions, or supplemental material to existing agenda items on the Draft Agenda. (Does not include editorial or administrative modifications.)

Approved Agenda: An agenda with or without supporting documentation that has been approved by the IMC.



## Meeting Schedule and Agenda Development Policy

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Agenda Modifications: Changes made to the Approved Agenda as described above, generally announced at the beginning of each Agency Board of Directors meeting. Depending on the timing of the modification(s), material supporting the changes may or may not be distributed prior to the scheduled meeting.

Intergovernmental Agency Board of Directors: Governing body, consisting of the City and County Commissions, of the joint project management structure, as provided for in the Interlocal Agreement, and generally referred to as the “Agency Board of Directors” or the “Agency Board”.

Intergovernmental Management Committee (IMC): The City Manager and County Administrator.

Chairperson: Duly elected member of the Board of Directors charged with the conduct of all Meetings of the Agency Board of Directors.

Vice Chairperson: Duly elected Member of the Board of Directors who acts as the Chairperson in the absence of the Chairperson.

Electronic Agenda Distribution: Approved or Draft Agendas that are distributed via e-mail or posted on the Blueprint Intergovernmental Agency web page, [www.blueprintia.org](http://www.blueprintia.org).

Approved Agency Schedule: The Draft Agency Schedule that has been presented to the Agency at a regular meeting and approved.

Draft Agency Schedule: An annual schedule developed jointly by the City, County and Blueprint staff that recommends specific dates and locations for Agency meetings.

Director of PLACE: The individual responsible for managing and directing the Leon County – City of Tallahassee Planning Department, Blueprint Intergovernmental Agency and the Office of Economic Vitality, reporting directly to the Intergovernmental Management Committee or their Designees.

Blueprint Director: The individual responsible for carrying out the implementation of the Blueprint 2000 projects and the Blueprint 2020 Infrastructure projects, reporting directly to the Director of PLACE.

OEV Director: The individual responsible for carrying out the implementation of the Blueprint 2020 Economic Development Programs and the OEV programs, reporting directly to the Director of PLACE.

### 103.06 ROLES AND RESPONSIBILITIES

- A. The Director of PLACE , in consultation with the Blueprint Director and the OEV Director, shall be responsible for :



Meeting Schedule and Agenda Development Policy	<table> <tr> <td data-bbox="1352 100 1554 163">NO.</td><td data-bbox="1352 163 1554 243">103</td></tr> <tr> <td data-bbox="1352 163 1554 243">PAGE</td><td data-bbox="1352 243 1554 243">3 of 5</td></tr> </table>	NO.	103	PAGE	3 of 5
NO.	103				
PAGE	3 of 5				
<ol style="list-style-type: none"> <li>1. Developing the Draft Agenda and supporting documentation based upon input from members of the Board of Directors, direction from previous Agency meetings, staff, IMC, Citizen's Advisory Committee, Technical Coordinating Committee, Finance Committee or operational or administrative requirements.</li> <li>2. The Director of PLACE may accept or reject agenda items presented by staff for inclusion in the Draft Agenda based on agenda length, time sensitivity of the agenda item or applicability of the agenda item to the Agency. It is the intent that all requested items be included in the agenda. Rejection of an items will be considered as an exception.</li> <li>3. Presenting the Draft Agenda to the Intergovernmental Management Committee (IMC) for approval.</li> <li>4. Presenting the Approved Agenda to the Chairperson or the Vice Chairperson, in the absence of the Chair, for review.</li> <li>5. When requested by other than Directors, presenting the IMC with requests to modify the Approved Agenda (Directors are requested to contact the City Manager or the County Administrator directly).</li> <li>6. Producing and distributing to Directors, IMC, Director Aides and others as required, electronic and/or hard copies of the Approved Agenda.</li> <li>7. Developing the Draft Agency Meeting Schedule, reviewing it with the IMC, and presenting it to the Board of Directors for approval.</li> <li>8. Presenting to the Chairperson, staff requests to modify the Approved Agency Schedule.</li> </ol> <p>B. Intergovernmental Management Committee shall be responsible for:</p> <ol style="list-style-type: none"> <li>1. Providing guidance to the Director of PLACE for the development of the Draft Agenda.</li> <li>2. Reviewing and Approving the Draft Agency Agenda.</li> <li>3. Providing guidance for Draft Agency Meeting Schedule.</li> <li>4. Reviewing and commenting on the Draft Agency Meeting Schedule.</li> </ol> <p>C. <u>Vice Chairperson shall be responsible for:</u> Acting as the Chairperson in the absence of the Chairperson.</p> <p>D. <u>Chairperson of the Board of Directors shall be responsible for:</u></p> <ol style="list-style-type: none"> <li>1. Approving the Draft Agency Meeting Schedule for presentation to the Board at a regular meeting.</li> <li>2. Resolving issues regarding rescheduled meetings.</li> <li>3. Approving rescheduled meetings.</li> </ol>					



## Meeting Schedule and Agenda Development Policy

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### 103.07 ADDITIONAL PROVISIONS AND EXCEPTIONS

#### **General Provisions:**

- A. The Agenda for Intergovernmental Agency meetings will be prepared in Draft by the Blueprint Director. This Draft Agenda will contain items that require Agency Board action as determined by the Director of PLACE --consent, discussion and informational items. The City and County staffs will provide and coordinate with the Director of PLACE any City or County items for inclusion into the Agenda and will provide input for Blueprint Intergovernmental Agency agenda items that may involve or impact either entity. This Draft Agenda will be forwarded to the Intergovernmental Management Committee for their approval.
- B. The IMC must approve all modifications to the Approved Agenda.
- C. Either member of the IMC may unilaterally exclude an item from the agenda, however any agenda item specifically requested by a member of the Board is not subject to exclusion by either member of the IMC.
- D. The Blueprint staff will distribute Approved Agendas electronically (e-mail), on the Blueprint Intergovernmental Agency web site and in hard copy. E-mail copies will be provided seven (7) days in advance of the meeting. Hard copies will be limited to each Director, the IMC, and selected others as deemed necessary and distributed at least five (5) days prior to the scheduled Agency meeting.
- E. Directors who desire the addition of an agenda item or the deletion of an agenda item from the Approved Agenda will contact the City Manager or the County Administrator directly. Staff desiring to add or delete an agenda item from the Approved Agenda will first approach the Director of PLACE who may then forward the staff request to the IMC for consideration. The IMC may deny the late addition or deletion of any agenda item if in his/her opinion the item has not been properly developed, can be deferred until a subsequent meeting without detriment, or in the event of a request to delete, believes that the items needs to be considered by the Board. Late agenda items will only be added if deemed time sensitive and critical by the IMC.
- F. Agendas will be posted to the Blueprint Intergovernmental Agency Web site [www.blueprintia.org](http://www.blueprintia.org). Limited copies of the agendas will be available at the Agency meeting. Agency Board will be provided Blueprint Intergovernmental Agency binders that contain reference information to include the Interlocal Agreement and the Agency by-laws. Director aides are requested to post to these binders the Approved Agendas that are provided.
- G. Format for the Agenda will be as attached, see attachment 1.

#### **Agency Meeting Schedule**

Annually the Director of PLACE in consultation with the Blueprint Director and the OEV Director, and in conjunction with the City and County staffs will prepare a Draft Agency



## Meeting Schedule and Agenda Development Policy

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Meeting Schedule. This schedule will specify, times, dates and locations for Agency Board of Director meetings for a period of not less than one year. Meeting locations will generally be held in the City Commission Chamber. Other locations may be used as approved by the Chairperson. Times for meetings will generally be 3:00 p.m. to 5:00 p.m., however, meetings may be scheduled for 5:00 p.m. to 7:00 p.m. if approved by the Agency. The Draft Agency Meeting Schedule may include meeting dates for the TCC and the CAC. CRTPA meetings and Agency Board meetings will not be on the same day except as approved by the Chairperson in extreme cases.

Once reviewed by the IMC and the Agency Chairperson, the Draft Agency Meeting Schedule will be distributed to each member of the board for their review prior to the Agency meeting. Distribution will be as above for agenda distribution.

The Draft Agency Meeting Schedule will be presented to the Agency Board as an agenda item. Once passed by the Agency Board of Directors the Approved Schedule will not be altered except in extreme cases. Requests to alter the Approved Schedule must be presented to the Agency Board Chairperson who will task staff to query the Directors for their availability and agreement to modify the approved schedule. Based upon input from the Directors the Chairman will make the decision considering the following:

- i. The number of members available for the originally scheduled meeting.
- ii. The number of members indicating agreement to a new specified meeting date.
- iii. The number of members available on the rescheduled meeting date.

After considering the above information the Chairperson will determine which alternative, the original date or the rescheduled meeting date satisfies the needs and desires of the greatest number of the Directors.

The Chairperson may direct meeting cancellations only after a query of the Directors is made and the Chairperson considers the desires of the Directors. If the majority of the total Board members desire not to cancel a meeting then the meeting will be held as scheduled minus those Directors who are not available to attend. If sufficient City or County Commissioners are not available to form a quorum the Chairperson may elect to hold the meeting yet defer any agenda items requiring a vote.

Any items not specifically addressed in this policy will be presented to the Director of PLACE and the Intergovernmental Management Committee for resolution.

Sunset Provision: December 2019

### 103.08 EFFECTIVE DATE


This policy will become effective on October 20, 2003, pending approval by the Blueprint Intergovernmental Agency Board.

Revised: February 21, 2017



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	<p align="center"><b>Administrative Policies and Procedures Manual</b></p>	<p>Date: 11/29/17</p> <p><b>No.: 201</b></p>
<p align="center"><b>CITY OF TALLAHASSEE POLICY ON INTERNAL AGENDA REVIEW PROCEDURES</b></p>		<p>Department:  Executive</p>

#### **201.01 AUTHORITY**

City Manager

#### **201.02 PURPOSE**

The purpose of this administrative regulation is to establish procedures for the City Commission agenda submission process.

#### **201.03 SCOPE AND APPLICABILITY**

The regulation applies to all City departments under the direction of the City Manager. Other appointed officials may elect to comply on a voluntary basis.

#### **201.04 MANAGEMENT POLICY STATEMENT**

It is Management's policy to provide to the City Commission facts and advice on matters of policy as a basis for making decisions and setting community goals, and to uphold and implement policies adopted by the City Commission.

#### **201.05 DEFINITIONS**

- A. Regular Meeting – Refers to the regularly scheduled City Commission meetings which begin at 4:00 p.m. on the second and fourth Wednesday of the month. Variations occur during June, July, August, November and December due to summer break and holidays.
- B. Consent Items - Consent agenda items are those items which are routine in nature and not expected to require City Commission discussion. These items are scheduled for Commission consideration on the second and fourth Wednesday of each month. Examples include: purchases, contracts, plat approvals, budget transfers and supplemental appropriations with no major policy implications, advisory committee bylaws and minutes.
- C. Policy Formation Agenda items related to those issues which have been identified as priority items or target issues by the City Commission in their team-building workshop (March/April of each year) and/or represent issues affected by major policy.
- D. Scheduled Citizen Appearances -- A citizen shall submit a written request to appear on the City Commission agenda for a regular meeting regarding an issue of special interest to the citizen. Written requests must be submitted to the City Manager's Office not less than seven days prior to the City Commission meeting. Individual speakers shall adhere to a three-minute time limit and groups to five minutes.



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- E. Public Hearing - Citizens have the opportunity to speak on issues scheduled for public hearing. Individual speakers are encouraged to adhere to a three-minute time limit and groups to five minutes.
- F. Unagendaed Business - Any citizen desiring to address the City Commission at the conclusion of the regularly scheduled meeting, must provide a written notice to the Treasurer-Clerk during the meeting. Individual speakers shall adhere to a three-minute time limit and groups to five minutes. Speaker slips are available outside the City Commission Chambers. The Commission may allow citizens additional time to address an issue.
- G. Commission Information and Sharing of Ideas - Commissioners have the opportunity to share items of interest with other Commissioners. A City Commissioner may address other issues upon consensus of the Commission.

## **201.06 RESPONSIBILITIES**

- A. City Manager's Office - It shall be the responsibility of the City Manager's Office to coordinate and schedule agenda items as expeditiously as possible. This responsibility shall include rapid feedback on those agenda items determined to need revisions.

The City Manager's Office will deliver the agenda material to the City Commission no later than 9:00 a.m. Friday prior to the Commission meeting. The City Commission office shall be notified of delays in the agenda distribution process.

- B. City Departments shall have the responsibility to:
  - 1. Provide factual, concise written presentations and timely submit agenda items for City Commission consideration. This responsibility shall include submission of agenda items that delineate a statement of issue, recommended action, fiscal impact and issue analysis.
  - 2. Coordinate the review of agenda items with affected departments affording them the opportunity to review and communicate their concerns regarding the item. Affected departments shall provide rapid feedback to allow for revisions if necessary.
- C. The Department of Resource Management – It shall be the responsibility of Resource Management to review those items which require an adjustment to the approved budget. RM will assess the impact of the items on the current or future budgets of the city and its compliance with the City Manager's financial plans. This responsibility shall include rapid feedback to the appropriate Assistant City Manager for revisions in the agenda item, if necessary.



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- D. Procurement Services – It shall be the responsibility of Procurement Services to review for compliance with Purchasing policies and procedures those agenda items that involve purchases, award of bids or award of contracts. This responsibility shall include rapid feedback to allow for revisions in the agenda item if necessary.
- E. Appointed Officials – It shall be the responsibility of all appointed officials to provide information regarding the scheduling of their tentative agenda items to the City Manager’s Office fourteen (14) days (Wednesday) in advance of the meeting. The agenda item(s) shall be submitted to the City Manager’s Office no later than 12:00 noon, Thursday (six days prior to the meeting) for reproduction and distribution.
- F. City Commission – It shall be the responsibility of each member of the City Commission and/or his/her designees to provide the City Manager’s Office with agenda items scheduled for the Commission’s consideration in a timely manner prior to the Thursday agenda distribution (six days before the meeting).

## **201.07 FORMAT FOR CITY COMMISSION MEETING AGENDA OUTLINE**

### **CITY COMMISSION AGENDA**

**month, day, year**  
**(2<sup>nd</sup> and 4<sup>th</sup> Wednesdays)**

**4:00 PM**

#### **I. CALL TO ORDER**

*Conducted by Mayor*

#### **II. INVOCATION**

*Led by the City Manager*

#### **III. PLEDGE OF ALLEGIANCE**

*Led by the City Treasurer-Clerk*

#### **IV. AGENDA MODIFICATIONS**

*Agenda modifications are presented by the City Manager at this time.*

#### **V. PRESENTATIONS**



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*The Mayor and/or City Commissioners may present proclamations, make special presentations, and adopt resolutions. Presentations by other organizations, groups or individuals can also be done at this time.*

#### **VI. ANNOUNCEMENTS**

*This may include employee introductions or special recognition. The Commission may address an event that has already occurred, i.e. an award which has been presented by another organization to the City.*

#### **VII. CITIZEN INPUT ON AGENDA ITEMS**

#### **VIII. APPEARANCE BY CITY COMMISSION APPOINTED BOARDS AND COMMITTEES, AND OTHER GOVERNMENTS**

#### **IX. CONSENT**

*Consent agenda items are those items which are routine in nature and are not expected to require City Commission discussion. These items are scheduled for Commission consideration on the second and fourth Wednesday of each month.*

#### **X. CONSENT ITEMS PULLED FOR DISCUSSION**

*These are consent items that have been pulled or deleted by a City Commissioner or by the City Manager with a request for additional information, discussion or request for a separate vote in the agenda modifications.*

#### **XI. CITY COMMISSION**

*These are agenda items requested by city commissioners (either verbally or written) for discussion, staff reports, and/or briefings.*

#### **XII. INTRODUCTION OF ORDINANCES**

*These are agenda items which introduce proposed ordinances which will usually require one or more public hearings once the introduction of the ordinance is approved.*



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### **XIII. POLICY FORMATION AND DIRECTION**

*This would be agenda items related to issues that have been identified as priority items or target issues set forth by the City Commission at their annual team-building retreat and/or represent issues affected by major policy.*

### **XIV. BREAK**

*The City Commission will take a 30-minute break. The Commission will begin and end the break as close to the time specified as possible.*

### **XV. PUBLIC HEARINGS**

*Agenda items requiring a public hearing are listed in this section. Public Hearings are generally scheduled for the second regular Commission meeting. This will provide citizens an opportunity to express their opinion on specific issues that may have a direct impact on their community. Individuals are allotted a three-minute time limit, and groups are allotted a five-minute time limit to address the Commission.*

### **XVI. UNAGENDAED BUSINESS /SPEAKERS**

*This section allows citizens or Commissioners an opportunity to voice concerns regarding any issue of interest that is not on the agenda.*

### **XVII. CITY COMMISSION INFORMATION AND SHARING OF IDEAS**

*This section provides an opportunity for the City Commission to share information or ideas that might be of interest to other Commissioners.*

## **201.08 INTERNAL AGENDA PROCESS PROCEDURES**

These procedures apply to Regular City Commission meetings.

### **Agenda Item Preparation and Submission**

1. Agenda Items originate from the City Commission, Executive Team, departments or citizens.



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2. The department with responsibility for the item submit the agenda item in Board Docs via an appropriate approval tree form. If more than one department is involved in or affected by an agenda item, they shall communicate through the approval tree. Depending on the complexity of the item, a preliminary draft of the agenda item may require earlier review.
3. Twenty-one (21) days (Wednesday) prior to City Commission meeting, the department routes "draft" agenda item(s) in BoardDocs via an appropriate approval tree to other affected departments for review. Routine bid and contract items requiring purchasing approval may be submitted on an alternate schedule as determined by the appropriate Executive Team Member.
4. Sixteen (16) days (Monday) prior to City Commission meeting, the affected departments' agenda items are to be submitted into BoardDocs for the City Manager to review.
5. Fourteen (14) days (Wednesday) prior to City Commission meeting, the Appointed Officials and City Commission Office submits their "final" agenda items into BoardDocs by noon for the City Manager to review.
6. Nine (9) days prior to the City Commission meeting, the Agenda will be released as a live document.
7. A final review and discussion of the agenda will be held on the day prior to the City Commission meeting, at 11:00 a.m. in conference room 4-B. Any department director or manager that has an agenda item scheduled must attend this meeting.

## **201.09 AGENDA ITEM MODIFICATIONS**

- A. Only in extenuating circumstances (usually time sensitive issues) will items received after the deadline be listed as "materials to be provided" by the appropriate Executive Team Member and/or Appointed Official and included in the agenda modifications.
  1. Two (2) days (Monday, 5:00 p.m.) prior to City Commission meeting, departments must submit modifications to appropriate Executive Team Member. The City Manager determines if the item shall be included in the current agenda or select a date for which the item shall be rescheduled.
  2. Up to one (1) day (Tuesday, 10:00 a.m.) prior to City Commission meeting, modifications are submitted by the Executive Assistant from their respective



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Executive Team Member to the AA/CMO for reproduction, assembly and inclusion in the two notebooks.

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- B. Agenda Modifications – CMO support personnel will compile and distribute the agenda modifications for the two reference notebooks (one for City Manager and one for General Public) in the same manner as the regular agenda.

**201.10 DATE OF LAST REVISION**

April 14, 2000

November 29, 2017



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## **Board of County Commissioners Leon County, Florida**

### **Policy No. 01-05**

Title: Rules of Procedure for Meetings of the Leon County Board of County Commissioners

Date Adopted: June 16, 2020

Effective Date: June 16, 2020

Reference: *Robert's Rules of Order Revised*

Policy Superseded: Policy No. 92-11, "Citizen Inquiry Processing" adopted September 8, 1992; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners" adopted May 29, 2001; revised September 17, 2002; revised January 13, 2004; revised December 14, 2004; revised March 28, 2006; revised January 9, 2007; revised December 8, 2009; revised March 13, 2012

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 01-05 "Rules of Procedure for Meetings of Leon County Board of County Commissioners" amended on March 13, 2012, is hereby further amended, and a revised policy is hereby adopted in its place, to wit:

It is the policy of the Leon County Board of County Commissioners that these Rules of Procedure shall govern all meetings of the Board of County Commissioners. The members of the Board, County Administrator, County Attorney, staff, and the public shall adhere to these rules.

#### **I. Rules of Parliamentary Procedure.**

The Leon County Board of County Commissioners, otherwise known as the Board, shall determine its own procedures, rules, and order of business, so long as they do not conflict with any provision of law that applies to the Board. In promulgating the procedures, rules, and order of business, the Board shall follow simplified parliamentary procedures and be guided by *Robert's Rules of Order Revised*. No action taken by the Board shall be deemed void or invalid because of a failure to adhere to *Robert's Rules of Order Revised*.

#### **II. Open to the Public.**

- A. Meetings Open to Public. All meetings of the Board shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.



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- B. Exempt Meetings. The exception to the opening meeting requirement shall be those meetings statutorily exempt, such as executive collective bargaining sessions, Section 447.605(1), F.S., meetings regarding risk management claims, Section 768.28(16)(c), F.S., and litigation meetings pursuant to Section 286.011(8) Florida Statutes. The Board shall comply with all statutory requirements for exempt meetings.
- C. Seating Capacity. Due to the need to comply with seating capacity requirements of the Fire Code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be limited. When the seating capacity in Commission Chambers or other meeting room has been met, the County shall endeavor to accommodate overflow seating elsewhere in the meeting vicinity.
- D. Accessibility. All Board meetings will be conducted in a publicly accessible building.
- E. Signs, Placards, Banners. For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures shall be allowed in Commission Chambers or other meeting rooms. Other signs, placards and banners shall not disrupt meetings or interfere with others' visual rights.

**III. Quorum.**

- A. Quorum. A majority, meaning more than half, of the entire Board shall constitute a quorum.
- B. Remaining in Chambers. During a Board meeting, Commissioners should remain in the Commission Chambers or other meeting room at all times unless an emergency or illness occurs. Commissioners present in the meeting should not absent themselves for a particular item.
- C. Participation by Absent Commissioner. Upon the determination by a majority of the Commissioners present in the Commission Chambers or other meeting room and voting, that extraordinary circumstances exist to justify the absence of any Commissioner from said meeting, and assuming a quorum of the Board is otherwise present, the Board may allow the participation of the physically absent Commissioner. The decision of the Board shall take place before the subject meeting and shall be based upon the facts and circumstances of each request. The physically absent Commissioner may not vote on any motion authorizing such participation. The physically absent Commissioner must take all steps necessary to provide an interactive communication between the meeting location and the location of the physically absent Commissioner, and at a minimum must provide interactive voice communication, but should also endeavor to provide interactive video communication whenever possible. In instances in which the physically absent Commissioner participates in the meeting, this Commissioner shall also be allowed to cast his/her vote, but only to the extent that the physically absent Commissioner's vote does not break a tie vote of those Commissioner present in Commissioner Chambers or other meeting room and voting.



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- D. Conflict of Interest. Any Commissioner who announces a conflict of interest on a particular matter pursuant to Section 112.3143 or Section 286.012, Florida Statutes, and refrains from voting or otherwise participating in the proceedings related to that matter, shall be deemed present for the purpose of constituting a quorum.
- E. Loss of Quorum. In the event that quorum is lost after a meeting has commenced because a Commissioner leaves the Commission Chambers or other meeting room temporarily, or a Commissioner is required to depart a Board meeting prior to adjournment that causes a loss of quorum, no further official action may be taken until or unless a quorum is restored, other than adjournment.
- F. No Quorum. If the Board is unable to constitute a quorum within 30 minutes after the hour appointed for the meeting the Chair, the Vice Chair, or in their absence, another Commissioner, in order of seniority, shall adjourn the meeting. The Clerk shall record in the minutes the names of the members present and their action at such meeting.

**IV. Presiding Officer.**

- A. Chair. The Presiding Officer is the Chair of the Board. The Chair presides at all meetings. The Chair's responsibilities shall include, but not be solely limited to:
  - 1. Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.
  - 2. Announce the business to come before the Board, in accordance with the prescribed order of business.
  - 3. Recognize all Commissioners, the County Administrator, and the County Attorney, who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by him or her, and he or she declares all votes. The Chair shall repeat every motion and state every question coming before the Board and announce the decision of the Board on all matters coming before it.
  - 4. Preserve decorum and order, and in case of disturbance or disorderly conduct in the Commission Chambers or other meeting room, may cause the same to be cleared or cause any disruptive individual to be removed.
  - 5. Call to order any Commissioner who violates any of these rules and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.
  - 6. Expedite business in every way compatible with the rights of the Commissioners.
  - 7. The Presiding Officer is required to remain objective. For the Chair to make a motion, the gavel must be relinquished. The gavel shall be relinquished in the following order:



- (a) to the Vice Chair;
- (b) to other Commissioners based upon seniority.

The Presiding Officer who relinquishes the chair should not return to it until the pending main question has been disposed of, since he or she has shown himself or herself to be partisan about the particular item. The Presiding Officer may otherwise second a motion and engage in debate and shall not be deprived of any of the rights and privileges of a Commissioner by reason of being the Presiding Officer.

- 8. Declare the Board meeting adjourned when all agenda items have been introduced and disposed of by the Board, or at any time in the event of an emergency affecting the safety of those present.
- B. Vice Chair. In the absence of the Chair or in the event of the Chair's inability to serve by reason of illness or accident, the Vice Chair shall perform the duties and functions of the Chair until the Chair is available and able to resume the responsibilities of the Presiding Officer.

## **V. Order of Business.**

- A. Official Agenda. There shall be an official agenda for every Board meeting, which shall determine the order of business conducted at the meeting. All proceedings and the order of business at all meetings shall be conducted in accordance with the official agenda.
- B. Agenda Form; Availability; Support Information. The agenda shall be prepared by the County Administrator in appropriate form approved by the Board. The County Administrator shall make available to the Commissioners a copy of the agenda before the meeting. All support information for agenda items shall be available no later than the morning of the business day before the meeting. If the support information is not available by the morning of the business day before the meeting, the agenda item shall be removed from the agenda and considered at a later meeting.
- C. Agenda Format for Regular Meeting. The agenda format for a regular Commission meeting shall be in substantially the form as set forth below:
  - 1. Call to Order, Invocation and Pledge of Allegiance
  - 2. Awards and Presentations
  - 3. Consent
  - 4. Consent Agenda Items Pulled for Discussion
  - 5. Citizens to be Heard on Non-Agendaed Items (first)
  - 6. General Business
  - 7. Scheduled Public Hearings, 6:00 p.m.
  - 8. Citizens to be Heard on Non-Agendaed Items (second)
  - 9. County Attorney
  - 10. County Administrator
  - 11. Discussion Items by Commissioners
  - 12. Adjourn



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- D. Invocation Procedures. The following procedures are not intended and shall not be implemented or construed in any way, to affiliate the Board with, nor express the Board's preference for, any particular faith or religious denomination, and shall be utilized for the scheduling and offering of invocations at Board meetings.
1. The County Administrator, or designee, shall compile a list of religious congregations and assemblies in Leon County. The list shall be compiled from information reasonably available from a variety of sources, such as the Internet, and the local chamber of commerce. The list should be updated on an annual basis.
  2. Each Commissioner, on a rotational basis, shall offer the invocation or extend an invitation to a leader of a religious congregation or assembly on the list or otherwise choose a person to offer the invocation, making every reasonable effort to ensure that individuals from a variety of faiths and beliefs are scheduled.
  3. Should the individual scheduled to offer the invocation not be present at the meeting, the invocation may be offered pursuant to the Chair's invitation.
  4. The invocation should be limited to not more than 3 minutes.
  5. Invocations shall be nonsectarian and shall avoid advancing one faith or belief.
  6. Participation in the invocation by persons in attendance at meetings is voluntary.
- E. Consent Agenda. All items in the portion of the agenda designated as "Consent" may be voted on with one motion. Consent items are considered to be routine in nature, are typically non-controversial and do not deviate from past Board direction or policy. However, any Commissioner, the County Administrator, or the County Attorney may withdraw an item from the consent agenda, provided that such request is made in writing 24 hours (excluding holidays) before the subject meeting, and it shall then be voted on individually.
- F. Citizens to be Heard on Non-Agendaed Items (first). On the portion of the agenda designated as the first "Citizens to be Heard on Non-Agendaed Items" (3-minute limit; non-discussion by the Board), there shall be no debate and no action by the Board.
- G. General Business. General business items are items of a general nature that require Board direction or pertain to Board policy.



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- H. Scheduled Public Hearings, 6:00 p.m. Prior to placing a matter on the agenda that requires a public hearing, the consent of the Board is required pursuant to Section V, Subsection L. (Placing Items on Agenda) of this policy. Public hearings shall be held as required to receive public comments on matters of special importance or as prescribed by law. For regular Board meetings, public hearings shall be heard at 6:00 p.m., or as soon thereafter as is possible. This time designation is intended to indicate that an item will not be addressed prior to the listed time. Individual speakers are encouraged to adhere to a three (3) minute time limit when speaking on issues scheduled for public hearing. The Chair has the discretion to either extend or reduce time limits, based on the number of speakers.
- I. Citizens to be Heard on Non-Agendaed Items (second). On the portion of the agenda designated near the end of the meeting as the “Citizens to be Heard on Non-Agendaed Items” (3-minute limit), there may be debate by the Board, but the Board shall take no policy action except to agenda the topic for a later date or by a unanimous vote of the Commissioners present and eligible to vote.
- J. Discussion Items by Commissioners. On the portion of the agenda designated as “Discussion Items by Commissioners,” no assignments shall be given to the County Administrator or County Attorney except by the affirmative vote of a majority of the Commissioners present and eligible to vote. The Board shall take no policy action without an agenda item unless the policy action is taken by a unanimous vote of the Commissioners present and eligible to vote. The remarks of each Commissioner during his or her “discussions items” time shall be limited to no more than three (3) minutes, unless the Chair extends the time.
- K. Departure from Order of Business. Any departure from the order of business set forth in the official agenda shall be made only upon majority vote of the Commissioners present and eligible to vote.
- L. Placing Items on Agenda. With the consent of the majority Commissioners present and eligible to vote, matters may be placed on the agenda by any Commissioner. When a Commissioner wishes to place a matter on the agenda, the Commissioner shall raise the matter at a regular Board meeting and seek the Board’s consent for inclusion of the matter on the next available regular agenda. A Commissioner may not unilaterally add a matter to an agenda without the Board’s prior approval.

The Administrator and County Attorney may place an item on the agenda at any time for Board consideration.

Prior to placing a matter on the agenda that requires a public hearing, the consent of the Board is required. A request to schedule the public hearing shall be placed on the Consent Agenda for consideration by the Board. Upon the Board’s approval of the request to schedule a public hearing, the public hearing shall then be scheduled for inclusion on the next available regular agenda. In addition, the Commission may direct the scheduling of a matter that requires a public hearing by a majority vote. This rule of procedure does not apply to zoning and site and development plan approvals, which are placed on the agenda by staff pursuant to County Code and general law.



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- M. Additions, Deletions, or Corrections to Agenda. Deletions or corrections to the agenda may be considered by the Board and adopted by the passage of a single motion. Non-agendaed matters shall be confined to items that are informational only.

“Add On” agenda items (items that missed the deadline for agenda preparation for the meeting) should be considered by the Board only in exigent circumstances, for issues that are time critical or cost sensitive to the County. For such matters, the Chair, County Administrator and County Attorney will be consulted in advance of the meeting to approve the “Add On” agenda item. If the “Add On” agenda item is approved, the Agenda Coordinator will modify and reprint the agenda table of contents for redistribution to all persons who received the initial agendas. Furthermore, the County’s web site will be updated to reflect the new agenda. For matters of extreme emergency, a special Board meeting may be called by the Chair upon adequate notice being provided under Section 286.011, Florida Statutes.

- N. Announcing Agenda Items. The Chair shall announce each item on the agenda. The County Administrator or County Attorney shall then present the item to the Board.

**VI. Parliamentarian.**

The County Attorney shall act as parliamentarian and shall advise and assist the Chair in matters of parliamentary law. In the absence of a Rule of Procedure as provided for by these Rules, the parliamentarian shall refer to *Robert’s Rules of Order Revised* for guidance on all rulings.

**VII. Rules of Debate.**

- A. Decorum.
1. Every Commissioner desiring to speak will address the Chair, and once recognized by the Chair, confine discussion to the question under debate, avoiding all personalities and indecorous language.
  2. Commissioners shall refrain from: attacking a Commissioner’s motives; speaking adversely on a prior motion not pending; speaking while the Chair or other Commissioners are speaking; speaking against their own motions; and disturbing the Board.
  3. A Commissioner once recognized cannot be interrupted when speaking unless the Commissioner is being called to order. The Commissioner is required to then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said Commissioner shall be at liberty to proceed.
  4. A Commissioner will be deemed to have yielded the floor when he or she has finished speaking. A Commissioner may claim the floor only when recognized by the Chair.



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**B. Motions.**

1. A motion and a second to the motion is to precede any action on an agenda item unless there are speakers to be heard on the agenda item.
2. All motions shall be made and seconded before debate.
3. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except: to adjourn, to lay on the table, to postpone, to substitute, or to amend until the question is decided. These motions shall have preference in the order in which they are listed.
4. Any Commissioner may move to close debate and call the question on the motion being considered which shall be nondebatable. A successful vote on the motion to close debate will end discussion of the item.
5. If the Chair wishes to put forth a motion, he or she shall relinquish the gavel to the Vice Chair until the main motion, on which he or she spoke, has been disposed. The Chair may second any main motion made by another Commissioner.
6. The following motions are not debatable: to adjourn; to lay on the table; to take from the table; to call the question.

**C. Motions to Amend.** An amendment to a motion must be germane, that is, the amendment must relate to the substance of the main motion. An amendment may not introduce an independent question, and an amendment may not serve as the equivalent of rejecting the original motion. A Commissioner may amend the main motion in either of the following two ways:

1. **By Consent of the Commissioners.** The Chair, or another Commissioner through the Chair, may ask for certain changes to be made to the main motion. If there are no objections from the maker of the motion, the motion shall stand as amended.
2. **Formal Amendment.** An amendment may be presented formally by moving to amend the motion in some way. If it is in the form of a formal motion to amend, a second shall be required and discussion shall follow on the amendment. If an amendment passes, the main motion shall be the motion as amended. If an amendment fails, the motion shall be the motion as it was before the amendment was presented.

**VIII. Voting.**

- A. **Voice Vote.** Unless otherwise directed by the Chair, all votes shall be taken by voice.
- B. **Tabulating the Vote.** The Chair shall tabulate the votes and announce the results. Upon any roll call, there shall be no discussion by any Commissioner prior to voting, and each Commissioner shall vote “yes” or “no.”



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- C. Voting. Every Commissioner who is in the Commission Chambers or other meeting room when the question is put must give his or her vote, unless the Commissioner has publicly stated that he or she is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, Florida Statutes. If any Commissioner declines to vote “yes” or “no” by voice, his or her silence shall be counted as an “yes” vote.
- D. Absent for Vote; Changing Vote. Any Commissioner momentarily absent for a vote on a particular item may record his or her vote, and any Commissioner may change his or her vote before the next item is called for consideration, or before a recess or adjournment is called, whichever occurs first, but not thereafter, except with the consent of all the Commissioners who voted on the item.
- E. Voting Conflict. No Commissioner shall vote on an item when the Commissioner has a voting conflict of interest as specified in Section 112.3143 or Section 286.011, Florida Statutes. A Commissioner abstaining from voting due to a conflict shall announce the conflict prior to discussion on the matter. Within fifteen (15) days following that Board meeting, the Commissioner shall file with the Clerk a Form 8B “Memorandum of Voting Conflict” which describes the nature of the interest in the item. Each Form 8B shall be received by the Clerk and incorporated into the meeting minutes as an exhibit.
- F. Majority Vote; Extraordinary Vote; Tie Vote. The passage of any motion, policy, ordinance or resolution shall require the affirmative vote of a majority of the Commissioners present and eligible to vote unless an affirmative vote of more than a majority vote of the Commissioners present and eligible to vote is required by this policy or law. If a vote greater than a majority is required by the Florida Statutes or this policy, the parliamentarian will identify the basis for the voting requirement and the number of affirmative votes required. In the case of a tie in votes on any item, the item fails.

**IX. Citizen Input: Addressing the Board of County Commissioners.**

- A. Citizen Input. The Board recognizes the importance of protecting the right of all citizens to express their opinions on the operation of County government and encourages citizen participation in the local government process. The Board also recognizes the necessity for conducting orderly and efficient meetings in order to complete County business in a timely manner.
- B. Non-Agendaed Inquiries.  
  
At regularly scheduled meetings, the Board provides two comment periods for citizens to speak on non-agendaed items. These public comment periods are denoted on the agenda as “Citizens to be Heard on Non-Agendaed Items.” The remarks of each citizen at the initial comment period shall be limited to no more than three (3) minutes, unless the Chair extends the time.



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Any citizen who did not speak during the first citizen comment period shall have the opportunity to speak during the second comment period. The remarks of each citizen at the second comment period shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce time limits, based on the number of speakers.

- C. Citizen Input on a Matter Pending Before the Board. Each citizen who addresses the Board on an agenda item pending before the Board shall complete an input card and submit the card to the Chair. The remarks of each citizen shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce the time limits, based on the number of speakers.
- D. Citizen Input at Workshops. Citizen input at Board workshops is not permitted unless an individual is called upon by the Chair. In such case, each person who addresses the Board shall complete an input card and submit the card to the Chair. The remarks of each speaker shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce the time limits, based on the number of speakers. The Board itself may also vote to allow public input on an item during the Board workshop.
- E. Addressing the Board.
  - 1. When the citizen's name is called, the citizen shall step up to the speaker's lectern and shall give the following information in an audible tone of voice for the minutes:
    - (a) name;
    - (b) place of residence or business address;
    - (c) if requested by the Chair, the citizen may be required to state whether the citizen speaks for a group or a third party, if the citizen represents an organization, whether the view expressed by the citizen represents an established policy or position approved by the organization, and whether the citizen is being compensated by the organization.
  - 2. All remarks shall be addressed to the Board as a body and not to any Commissioner specifically.
  - 3. No citizen, other than a Commissioner, and the citizen having the floor, may be permitted to enter into any discussion, either directly or through a Commissioner, without permission of the Chair. No question may be asked except through the Chair.
  - 4. Speakers should make their comments concise and to the point and present any data or evidence they wish the Board to consider. No citizen may speak more than once on the same subject unless specifically granted permission by the Chair.



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**F. Decorum.**

1. Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceedings or the peace of the Board, or disturb any person having the floor. No person shall refuse to obey the orders of the Chair or the Board. Any person making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the Board shall not be considered orderly or decorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chair and given the opportunity to conclude remarks in a decorous manner and within the designated time limit. Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the Chair, unless permission to continue or again address the Board is granted by a majority vote of the Commissioners present and eligible to vote.
2. If the Chair or the Board declares an individual out of order, he or she will be requested to relinquish the podium. If the person does not do so, he or she is subject to removal from the Commission Chambers or other meeting room and may be arrested by the Sheriff subject to Section 810.08(1), Florida Statutes.
3. Any person who becomes disruptive or interferes with the orderly business of the Board may be removed from the Commission Chambers or other meeting room for the remainder of the meeting.

**X. Adjournment.**

No meeting should be permitted to continue beyond 11:00 p.m. without the approval of a majority of the Board. A new time limit must be established before taking a vote to extend the meeting. In the event that a meeting has not been closed or continued by a majority vote of the Board prior to 11:00 p.m., the items not acted on are to be continued to 9:00 a.m. on the following day, unless state law requires taking up the items at a different time, or the Board, by a majority vote of Commissioners present and eligible to vote, determines otherwise.

*Revised 6/16/2020*