



# Town of Belleair

901 Ponce de Leon Blvd.  
Belleair, FL 33756

## Meeting Agenda Town Commission

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Wednesday, November 8, 2017

6:00 PM

Town Hall

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**Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.**

### **PLEDGE OF ALLEGIANCE**

### **COMMISSIONER ROLL CALL**

### **SCHEDULED PUBLIC HEARINGS**

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

[17-0187](#) Variance request for 8 South Pine Circle(dock)

**Attachments:** [8 South Pine Circle.pdf](#)  
[8 S.Pine - Applicant Handout](#)

[17-0229](#) First Reading of Ordinance 516 - Amending the Police Pension

**Attachments:** [Christiansen Letter](#)  
[516 - Amending the Police Pension Plan](#)  
[Actuarial Impact Statement](#)

### **CITIZENS COMMENTS**

(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)

### **CONSENT AGENDA**

[17-0234](#) Approval of October 17, 2017 Regular Meeting Minutes

**Attachments:** [RM 10-17-2017](#)

### **GENERAL AGENDA**

[17-0217](#) Best of Belleair Community Award and Proclamation: Belleair Country Club

Attachments: [Official Proclamation\\_Best of Belleair\\_BCC](#)

[17-0218](#) Best of Belleair Community Award and Proclamation: Belleair Market

Attachments: [Official Proclamation\\_Best of Belleair\\_Belleair Market](#)

[17-0233](#) Award of RFP ADM17-1: Architectural/Historical Inventory Update

Attachments: [ADM17-1 Final RFP with Addendum](#)  
[ADM17-1\\_JMT](#)

[17-0220](#) Resolution 2017-29 - Calling for Regular Municipal Election

Attachments: [2017-29 Calling for Municipal Election](#)

### **TOWN MANAGER'S REPORT**

### **TOWN ATTORNEY'S REPORT**

### **MAYOR AND COMMISSIONERS' REPORT/BOARD AND COMMITTEE REPORTS**

### **OTHER BUSINESS**

### **ADJOURNMENT**

ANY PERSON WITH A DISABILITY REQUIRING REASONABLE ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING, SHOULD CALL (727) 588-3769 OR FAX A WRITTEN REQUEST TO (727) 588-3767.



## Legislation Details (With Text)

**File #:** 17-0187      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Public Hearing  
**File created:** 8/28/2017      **In control:** Town Commission  
**On agenda:** 11/8/2017      **Final action:**  
**Title:** Variance request for 8 South Pine Circle(dock)  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [8 South Pine Circle.pdf](#)  
[8 S.Pine - Applicant Handout](#)

Date	Ver.	Action By	Action	Result
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### Summary

To: Town Commision  
From: Gregg Lauda  
Date: 11/1/2017

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#### Subject:

Variance request for 8 South Pine Circle(dock)

#### Summary:

The applicant is requesting a variance, which would allow the construction of a proposed boatlift to encroach outside the center 1/3 of the property line by 12'.4"ft resulting in a 29'.8" ft side yard setback. Please see attached letter & boatlift rendering for details.

The Planning and Zoning Board heard the request on 10/9/2017 and recommended approval by a vote of 5-1.

**Previous Commission Action:** N/A

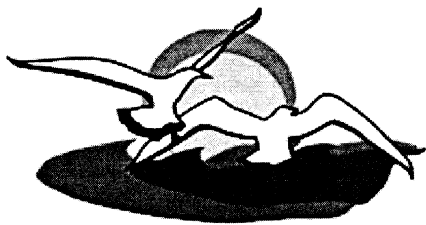
**Background/Problem Discussion:** N/A

**Expenditure Challenges** N/A

**Financial Implications:** N/A

**Recommendation:** N/A

**Proposed Motion :** N/A



**TOWN OF BELLEAIR**  
**BUILDING DEPARTMENT**  
901 Ponce de Leon Blvd.  
Belleair, Florida 33756-1096  
Phone: (727) 588-3769 ext. 215  
Fax: (727) 588-3768

## **MEMORANDUM**

**DATE:** July 27, 2017  
**TO:** Mayor and Commissioners  
**FROM:** JP Murphy, Town Manager  
**SUBJECT:** Request for Variance –Belleair Estates  
Parcel No. 29/29/15/23742/000/0010

**Property Owner:** Doug and Janice Birch  
8 South Pine Circle  
Belleair, Florida 33756

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The following information is regarding the above referenced variance request.

- I. Existing conditions of land and structure(s):
- A. Zoning designation: R-1 (Single Family Residential)
  - B. Original Construction date: 1995
  - C. Structural and other improvements to date:
    - Dock-2017
    - Shutters -2015
    - Generator -2013
    - Roof - 2012
  - D. Existing Easements: None Shown on survey

II. Proposed request:

The applicant is requesting a variance, which would allow the construction of a proposed boatlift to encroach outside the center 1/3 of the property line by 12'.4"ft resulting in a 29'.8" ft side yard setback. Please see attached letter & boatlift rendering for details.



## Sec. 74-288. - Docks and piers.

- (a) *Generally.* The construction, installation, or structural alteration of any dock, pier, boat lift, or dock-related structure, which shall include the structural alteration, building, moving, projection, or prolongation of a dock, pier, boat lift or dock-related structure, or any part thereof (collectively referred to herein as dock or pier "construction") shall be regulated by the provisions of this section and must comply with all specifications prescribed by the town. All multi-use private docks shared by more than ten property owners, managed collectively, and not governed by and contained within RPD zoning districts shall be exempt from the provisions of subsections (d)(1) and (2).
- (b) *Permits.* No person or party may construct any type of planned or existing dock or pier located within the jurisdiction of the town without first having obtained a permit.
- (1) The owner of record of the riparian upland property upon which a dock or pier may be constructed as set forth herein, or its agent, must submit to the town building department an application for a building permit, which shall include, but shall not be limited to: plans and specifications; a survey showing precise location of the structure or structures relative to the property lines and in conjunction with adjoining lands, waters, and channels; construction contracts reflecting the cost of the proposed work and the address of the contractor authorized by the applicant to perform the proposed work; and other pertinent information which the town building department may deem necessary for review and consideration of the application.
  - (2) The town building department shall review all applications and notify applicant of the building department's approval or disapproval of the dock. If the building department approves the dock, the building department shall issue a dock permit that is contingent upon the applicant securing all permits or approvals as may be required by other governmental agencies having regulatory jurisdiction over such dock or pier, including without limitation, approval from the Pinellas County Water and Navigation Control Authority ("authority").
  - (3) Repairs to a private dock, together with associated mooring piles, shall require a repair permit from the town if the construction is done in the same configuration as the originally issued permit. The owner of record of the riparian upland property upon which a dock or pier is located must submit to the town building department an application for a repair permit which shall include any and all such documentation as may be required by the town building department for review and consideration of the application. Repair permits shall be effective from the date of issuance for six months and may be renewable for one additional term of one month upon the written request of the applicant at least two weeks prior to the expiration date of the permit and for justifiable cause. If no original permit can be identified, a new permit shall be required which shall be issued based upon the requirements set forth herein for new or planned docks or piers. Repairs or replacement of deck boards only do not require a permit from the town. This exemption does not apply to any support structure such as stringers, caps or floaters and all deck boards must meet the Minimum Construction Criteria required by the Pinellas County Water and Navigation Control Authority.
  - (4) Prior to commencing construction or replacement of any dock or pier, any and all parties performing such work shall present to the town building department evidence that such party holds a class A general contractor's license or marine contractor's license issued by the Pinellas County Construction and Licensing Board.
  - (5) Permits for dock and pier construction from the town shall be effective for six months from the date of issuance. Such permits may be renewable for one additional term of 90 days upon the written request of the applicant at least 30 days prior to the expiration date of the permit and for justifiable cause. All permits must be posted prominently and openly, in close proximity to the work for the duration of the permit or until the work is completed.
  - (6) After-the-fact dock permits. Any person who undertakes to construct or structurally alter a dock without obtaining the required permit from the town shall have ten days from the date of written notice from town to file an application for an after-the-fact permit, or to remove the unpermitted structured. After-the-fact dock applications shall be subject to an application fee which is three times the amount of the standard application fee. Such after-the-fact applications and construction must comply with all the terms and conditions of this Code. If such construction does not comply with the Code, it must either be removed or repaired so as to comply with all such requirements. The town shall copy the written

notice of violation to the Pinellas County Construction and Licensing Board which notice shall constitute a complaint against the contractor who performed the unpermitted work. The town's authority to enforce unpermitted construction as set forth in this Code shall apply to enforcement of this section.

- (c) *Location; types of facilities.* Building permits for docks and piers shall only be issued for construction of docks or piers on riparian properties zoned and used for single-family, residential dwellings (RE, R-1, R-2, RN-15, and RPD), for hotels (H), for country clubs (GC), and for public land (P). Any dock to be owned in common or used by the residents of a homeowner's association or condominium shall be referred to as "multi-use private dock." Permits for commercially zoned properties and for commercial docks, piers, and wharfs where the primary use of such structure is the collection of revenue for profit, including, but not limited to, commercial marinas, boat yards and commercial boat docking facilities, shall not be permitted. Live-aboard facilities accommodating the use of a boat as a residence shall not be permitted. The foregoing prohibition, however, shall not be construed to prohibit the use of a private dock or pier to accommodate temporary living arrangements for up to seven days within a 30-day period.
- (d) *Design criteria.*
- (1) a. All docks must be constructed within the center one-third of the applicant's waterfront property. This requirement may be waived by the building official provided that the applicant submits a signed, notarized statement of no objection, from the owner of the adjacent waterfront property that the dock encroaches upon.
  - b. Private docks shall be constructed so that the length of the structure shall not extend more than 50 feet measured from the waterfront.
  - c. Catwalks shall have a maximum width of three feet and shall be contained entirely between the two side setbacks of the property. Mooring piles shall be constructed within the side property lines and shall be contained entirely within the dock area and the extended property line.
  - (2) No single-family use dock shall be constructed to permit more than two boats to permanently dock, moor, park, store or in any other manner attach to or be placed upon the dock. For purposes of this paragraph, the term boat shall include boats, vessels or any other item which floats and is constructed to be propelled by oars, paddles, sail or motorized power. In addition to the foregoing, each dock shall be allowed to also store or have placed upon it a total of not more than two of the following boats: canoes, kayaks, non-motorized boats less than 12 feet in length, or motorized boats less than eight feet in length (this provision shall not exempt the structure from being designed and constructed for only two boats).
  - (3) No roof structure will be allowed.
- (e) *Construction.* The construction of all docks and piers shall comply with the state building code and the minimum construction specifications required by the authority.
- (f) *Disrepaired or dilapidated docks.* If any dock constructed under this Code or continued in existence under this Code falls into disrepair so as to become a dangerous structure involving risks to the safety and well-being of the community or individual members thereof, such structure must either be removed or repaired so as to conform with the requirements of this Code. Upon determination by the town building department that any dock or pier has become a dangerous structure, written notice thereof shall be given by registered/certified, return receipt requested, mail or personal service to the owner of record of the riparian upland property. Such party shall have seven days from the date of service within which to secure the area and respond to the town building department indicating the intent regarding the dilapidated structure. Such party shall have an additional 60 days to remove the structure or obtain the required permits and repair such structure to conform with the requirements of this Code; the entire structure shall be brought into conformance with the requirements of this Code.
- (Ord. No. 395, § 1, 8-23-00; Ord. No. 399, § 1, 11-20-01; Ord. No. 412, § 1, 3-18-03)



# Previous Dock Permit

## TOWN OF BELLEAIR BUILDING DEPARTMENT

Building Permit Issued Under – FLORIDA BUILDING CODES, 2014 EDITION

### PERMIT INFORMATION

**Permit #:** 3522

**Issued:** 1/13/2017

**Address:** 8 S PINE CIR

**Permit Type:** REPAIR/REPLACE/BLDG PERMIT  
FEE, DCKS/SEAW/PIERS, FL

**Proposed Use:**

Sq. Ft: 0 Valuation: \$ \$22,189.00

**Total Fees:** \$ \$508.59

**Amount Paid:** \$ \$508.59

**Date Paid:**

### LOCATION INFORMATION

**Subdivision:** EAGLES NEST GARDEN ESTATES  
UNI

**Block:** 000

**Lot(s):** 0010

### CONTRACTOR INFORMATION

**Name:** SPEELER FOUNDATIONS

6111 142nd Ave N

Clearwater FL 33760

**Phone:** (727)535-5735

**Lic:** C-8853

### OWNER INFORMATION

**Name:** DOUGLAS R BIRCH

8 S PINE CIR

BELLEAIR

FL 33756-1642

**Phone:** ( ) -

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### WORK DESCRIPTION:

REMOVE EXISTING DOCK AND BOATLIFT. SET PILING AND CONSTRUCT NEW 8'X 32' DOCK

### APPLICATION FEES:

BLDG PERMIT FEE, DCKS/SEAW/PIERS, FL RADON FEE

### INSPECTIONS REQUIRED:

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CONTRACTORS MUST CALL FOR INSPECTIONS (727)588-3769 ext.215 BY 2:00 PM FOR FOLLOWING WORK DAY.

AUTHORIZED HOURS OF CONSTRUCTION 7:30 AM to 6:00 PM MONDAY THROUGH SATURDAY INCLUDING HOLIDAYS  
- NO WORK PERMITTED ON SUNDAY -

Construction Site must conform with specifications of Belleair Code Sec. 46-66 which requires suitable size dumpster for each site.

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FAILURE TO PROVIDE A TIE-IN SURVEY WHEN REQUIRED WILL RESULT IN STOP WORK ORDER

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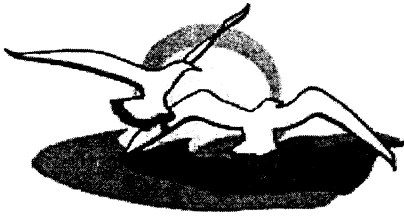
**“WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT FOR CONSTRUCTION EXCEEDING \$2,500.00 MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT”**

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Applicant/Owner/Agent

Gregg Lauda, Building and Zoning Tech

THIS CARD MUST BE POSTED CONSPICUOUSLY



TOWN OF BELLEAIR  
901 Ponce de Leon Blvd.  
Belleair, Florida 33756-1096  
Phone: (727) 588-8769  
Fax: (727) 588-3768  
RECEIVED  
BELLEAIR BLDG. DEPT.

JUL 21 2017

VARIANCE APPLICATION CHECK OFF SHEET

Application shall be fully completed and must include the following information:

OWNERS NAME DOUG - JANICE BIRCH  
OWNERS MAILING ADDRESS 8 SOUTH PINE CIRCLE, BELLEAIR FL 33756  
PROPERTY ADDRESS SAME  
PHONE NUMBER 727-481-5164  
REPRESENTATIVE NAME AND ADDRESS (if any) N/A

PHONE NUMBER N/A

DATE OF ORIGINAL CONSTRUCTION 1995

IMPERVIOUS COVER \_\_\_\_\_

FLOOD ZONE AND ELEVATION \_\_\_\_\_

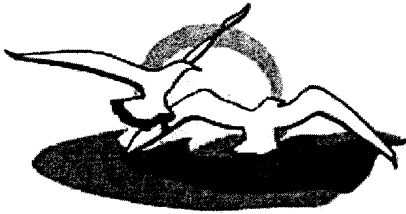
REQUIRED INFORMATION:

<u>REQUIRED</u>	<u>RECEIVED</u>	PROVIDE (18) COPIES EACH..
<u>___X___</u>	_____	PLANS/SPECS/PRODUCT BROCHURE
<u>___X___</u>	_____	PHOTOS OF AREA (straight/right angle/left angle)
<u>___X___</u>	_____	SURVEY W/ SETBACKS SHOWN
<u>___X___</u>	_____	SITE PLAN W/ SETBACKS SHOWN

REVIEWED BY: ZONING PUB.WK FIRE BLDG. MRG.

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

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



**TOWN OF BELLEAIR**

901 Ponce de Leon Blvd.  
Belleair, Florida 33756-1096  
Phone: (727) 588-3769 ext. 215  
Fax: (727) 588-3768

DATE 7/21/17

To the Town Commission of the Town of Belleair, Florida

1. The undersigned, DOUG & JANICE BIRCH, owner of Lot See attached  
Block \_\_\_\_\_, Subdivision \_\_\_\_\_, property  
Commission of the Town of Belleair for a variance on the above-described property.
2. The property is presently zoned RESIDENTIAL.
3. The present land use on the property is PRIVATE RESIDENCE.
4. The decision involves Article IV Section 74-288 of the Belleair Land  
Development Code.
5. The Commissions power arises under Article V, Section 66.253 of the Belleair Land Development  
Code.
6. The Relief prayed by the applicant is: A Variance of 12'4" to the right  
of the existing dock to install owners boat lift.
7. The Justification for the request is (requests for the variances must demonstrate the practical  
difficulty or unnecessary hardship which justifies the variance): See attached form
8. Attached is a non-refundable fee to defray expenses incurred by the Town of Belleair in processing  
this application. (\*\* Note: All costs incurred by the Town of Belleair, above and beyond the  
variance application fee, will be the responsibility of the applicant regardless of approval or denial  
of the request\*\*)
9. I am aware that this request will be voided should I or my representative fail to appear at the public  
hearings scheduled to consider this request.
10. I am aware that any variance that may be granted will automatically expire twelve months after  
approval by the Town Commission unless a building permit is produced from the Town with  
respect to the improvements contemplated by this application for variance within said twelve  
month period unless the construction of said improvements is promptly commenced pursuant to  
the building permit and diligently pursued to completion thereafter.

FEE: \$300.00

Paid: \_\_\_\_\_

DOUG & JANICE BIRCH  
Owner  
8 SOUTH PINE CIRCLE  
Address  
727-481-5164  
Telephone Number

## LEGAL DESCRIPTION FOR 8 S. PINE CIRCLE, BELLEAIR

EAGLES NEST GARDENS ESTATES UNIT 2 LOT 1 AND PART OF LOT 8 OF EAGLES  
NEST GARDEN ESTATES UNIT 4 DESC BEG SE COR OF SD LOT TH CUR LT RAD  
50FT ARC 26.33FT CB S69D53'13"W 26.03FT TH N34D19'53"W 67.41FT TH S53D12'21"E  
78 FT TO POB

Attached form :

7. The Justification for the request is :

Due to the angle of the seawall to the left of our property we were unable to move our dock any further to such side in order to accommodate the existing lift as there is not sufficient depth nor space for the use of the same, even though such adjacent property owner has no issue with the same. The requested variance will allow for the placement of the new lift on the other side of the existing dock, to which the adjacent property neither has a dock nor has the ability to put in the same, due to the depth and space adjacent to the little bridge on North Pine Circle. The requested variance does not constitute an unreasonable encroachment upon the adjacent property owner and the location of the same is the only portion of our waterfront which has sufficient depth and space to accommodate the dock/boat lift(s).

Furthermore, such requested variance will be consistent and conform based on the average "dock to dock" or "dock to property line" distances/separations in the area.

## DISCLOSURE FORM

In order to alleviate any potential conflicts of interest with Pinellas County staff, it is required the Authority be provided with a listing of PERSONS being party to a trust, corporation, or partnership, as well as anyone who may have beneficial interest in the application which would be affected by any decision rendered by the Authority. (Attach additional sheets if necessary.)

### A. PROPERTY OWNERS:

Name: Douglas R. &/or Janice L. Birch  
Address: 8 S. Pine Cir.  
Belleair, FL. 33756

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

### B. REPRESENTATIVES:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

### C. OTHER PERSONS HAVING OWNERSHIP INTEREST IN THE SUBJECT PROPERTY:

Interest is: contingent ☐ absolute ☐

Name: N/A Specific interest held \_\_\_\_\_  
\_\_\_\_\_

### D. DOES A CONTRACT FOR SALE EXIST FOR THE SUBJECT PROPERTY? YES ☐ NO ☒

If so, the contract is: contingent ☐ absolute ☐

Name of parties to the contract: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### E. DOES AN OPTION TO PURCHASE EXIST FOR THE SUBJECT PROPERTY? YES ☐ NO ☒

Name of parties to the option: \_\_\_\_\_

### F. OWNERS SIGNATURE:

I hereby certify that the information stated above is complete, accurate, and true to the best of my knowledge.

X  Date 6/13/17



**A. Nature and Size of Project:** Set piling and install owner's boatlift to the right of an existing dock.

**Square Feet:** 0' New

Amount in variance: Length: \_\_\_\_\_ Width: \_\_\_\_\_

Setbacks: Left: \_\_\_\_\_ Right: 12'-4"

Other: \_\_\_\_\_

**V. CONTRACTOR INFORMATION:**

Signed: \_\_\_\_\_ Cert. No: C-8853

Company Name: Speeler Foundations, Inc. Telephone No: 727-535-5735

City: Clearwater State: FL Zip: 33760

I hereby apply for a permit to do the above work and state that the same will be done according to the map or plan attached hereto and made a part hereof, and agree to abide by the criteria of the Pinellas County Code for such construction and, if said construction is within the corporate limits of a municipality, to first secure approval from said municipality. I further state that said construction will be maintained in a safe condition at all times, should this application be approved, that I am the legal owner of the upland from which I herein propose to construct the improvements, and that the above stated agent/contractor may act as my representative. I understand that I, not Pinellas County, am responsible for the accuracy of the information provided as part of this application and that it is my responsibility to obtain any necessary permits and approvals applicable for the proposed activities on either private or sovereign owned submerged land.

x 6/13/17

x 120 cm

Date \_\_\_\_\_

**Legal Owner's Signature**

PRIVATE DOCK

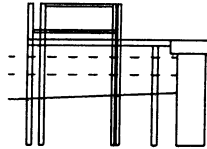
Application # P46540-17REV

(OFFICIAL USE ONLY)

NAME: Birch, Doug

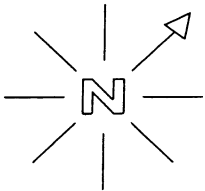
8 S. Pine Cir. Belleair, FL. 33756

MHW  
MLW  
BOTTOM



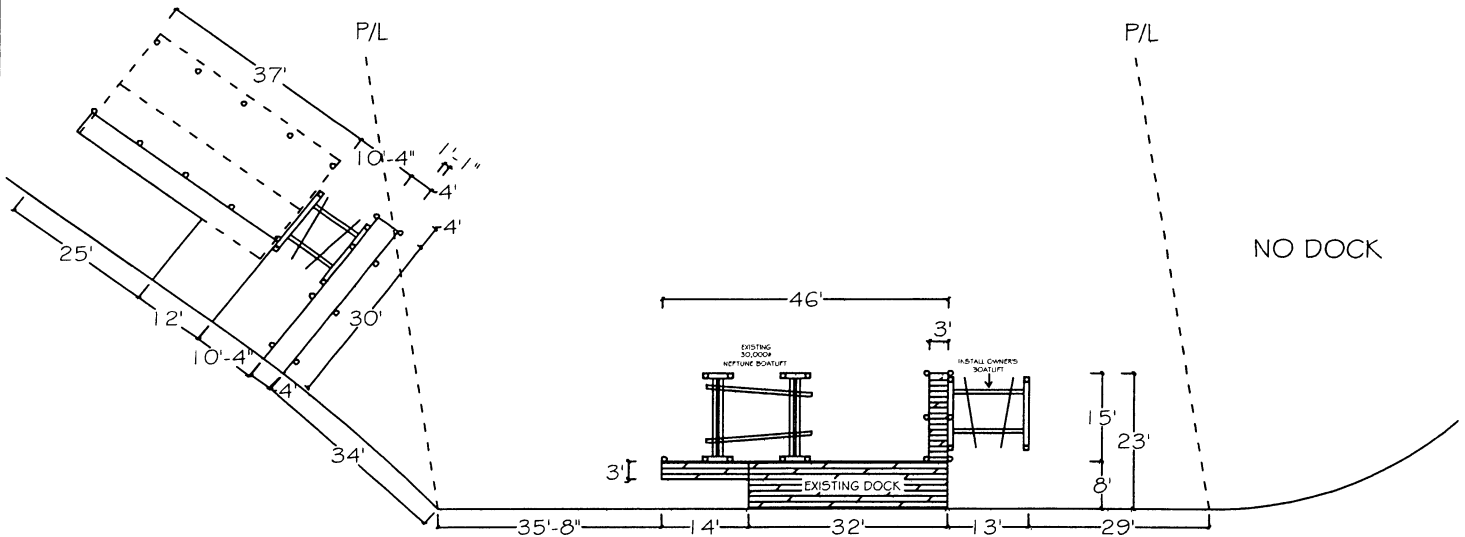
Profile View

ENG. SCALE: 1" = 30'



Plan View  
(applicant and adjacent docks)

TOTAL SQUARE FEET	<u>343'</u>
NEW SQUARE FEET	<u>0'</u>
WATERWAY WIDTH	<u>93' - 105'</u>
WATERFRONT WIDTH	<u>123.7'</u>



The undersigned does not object to the proposed dock and requested variances as drawn in the space provided above.

Left Owner: N/A

Right Owner: Ruth S. Hovey Rev. Trust-Ruth S. Hovey, TRE

Signature

Date

Signature

Date

Municipality Approval

Water and Navigation Approval

**VARIANCE REQUEST FORM**

Application # \_\_\_\_\_

Left Lot Owners Name: N/A  
Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_

I Certify that I am the owner of Lot \_\_\_\_\_ which adjoins the property owned by the applicant who proposes to construct a Commercial ☐ Multi-use ☐ Private ☒ dock at the following address:

I have seen the plans of the proposed structure(s) with any requested variances (see Section IVB of Application) and therefore: **DO OBJECT** ☐ **DO NOT OBJECT** ☒ to the construction.

**OWNERS SIGNATURE:**

X \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY:** STATE OF FLORIDA, PINELLAS COUNTY, BEFORE ME the undersigned authority, personally appeared \_\_\_\_\_, well known to me, or who provided a valid Florida Driver's License to be the person who executed the foregoing instrument and that he/she acknowledged to me, under oath, that he/she signed the same freely and voluntarily for the purposes expressed therein.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

Right Lot Owners Name: Ruth S. Hovey Revocable Trust – Ruth S. Hovey, TRE.  
Mailing Address: 9 N. Pine Cir. Belleair, FL. Zip: 33756

I Certify that I am the owner of Lot 2 which adjoins the property owned by the applicant who proposes to construct a : Commercial ☐ Multi-use ☐ Private ☒ dock at the following address:

8 S. Pine Cir. Belleair, FL. 33756

I have seen the plans of the proposed structure(s) with any requested variances (see Section IVB of Application) and therefore: **DO OBJECT** ☐ **DO NOT OBJECT** ☒ to the construction.

**OWNERS SIGNATURE:**

X \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY:** STATE OF FLORIDA, PINELLAS COUNTY, BEFORE ME the undersigned authority, personally appeared \_\_\_\_\_, well known to me, or who provided a valid Florida Driver's License to be the person who executed the foregoing instrument and that he/she acknowledged to me, under oath, that he/she signed the same freely and voluntarily for the purposes expressed therein.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

TOWN OF BELLEAIR  
REFERENCE : VARIANCE REQUEST FORM  
8 SOUTH PINE CIRCLE  
BELLEAIR, FLORIDA

We are requesting a variance to install our boat lift to the right of our existing dock. We attempted on several occasions to contact our neighbor Ms. Ruth Hovey to discuss our request. After having tried to reach her at her residence (she was home but would not answer the door) we wrote her a letter and left it at her door. We were subsequently contacted by a friend of Ms. Hovey that stops by to check on her. Our understanding is Ms. Hovey is 102 years old. Her friend very nicely explained that Ms. Hovey has no interest in signing anything. We did follow up with a person that identified themselves as a representative for Ms. Hovey. Again this individual was very nice, but repeated that Ms. Hovey is 102, and she doesn't want to sign anything .

We have enclosed a notarized letter from our neighbor directly across from our home (and the proposed lift). These neighbors have looked at the drawing of the proposed lift and have stated they have no objection to the construction.

Respectively Submitted,

A handwritten signature in black ink, appearing to read "Doug and Janice Birch", written over a horizontal line.

Doug and Janice Birch  
8 South Pine Circle  
Belleair, Florida 33756

LOT OWNER DIRECTLY ACROSS CANAL FROM 8 SOUTH PINE CIRCLE:  
MICHAEL SHEASLEY AND KRISTINI LOW

MAILING ADDRESS:

15 NORTH PINE CIRCLE, BELLEAIR FL 33756

WE CERTIFY THAT WE ARE THE LOT OWNER OF 15 NORTH PINE CIRCLE WHICH IS DIRECTLY ACROSS FROM THE PROPERTY OWNED BY THE APPLICANT WHO PROPOSES TO CONSTRUCT A LIFT AT THE FOLLOWING ADDRESS:

8 SOUTH PINE CIRCLE  
BELLEAIR, FLORIDA 33756

WE HAVE SEEN THE PLANS OF THE PROPOSED LIFT AND WE HAVE NO OBJECTION TO THE CONSTRUCTION.

OWNERS SIGNATURE:

DATE:

Kristini Sheasley

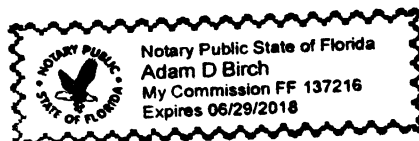
7/15/2017

NOTARY: State Of Florida, Pinellas County, Before Me the undersigned authority, personally appeared KRISTINA SHEASLEY (LOW), well known to me, or who provided a valid Florida Driver's License to be the person who executed the foregoing instrument and that he/she acknowledged to me, under oath, that he/she signed the same freely and voluntarily for the purposes expressed therein.

Witness my hand and official seal this 15<sup>TH</sup> day of  
July, 2017

[Signature]  
Notary Public

My commission expires: \_\_\_\_\_





MIKE TWITTY, MAI  
Miami, FL

- Property Appraiser HOME
- Search Our Database
- Appraisal Info
- Forms / Change of Address
- Exemption / Save Our Homes / Homestead
- How to Estimate Taxes
- Tangible Personal Property
- Downloads / Reports / Maps
- Truth in Mortgage
- For Rent / Budget / Legal
- GlueSoy / FRAGS
- Links
- About Us
- Contact Us

# Pinellas County Address Query

Click on the 18 digit parcel number to see General Information.  
Click on the "X" to view the map or short legal description

Records 1 through 1 of 1 [2:24 pm Thursday July 27]					
New Search:	Owner	Address	Parcel Number	Sub or Condo/PUD	Plat Book/Page
Property Address	Parcel Info	Ownership	Property Use	Map	Subdivision/Condo Name
8 S PINE CIR	29-29-15-23742-000-0010	BIRCH, DOUGLAS R / BIRCH, JANICE L	Single Family Home	X	EAGLES NEST GARDEN ESTATES U
New Search:	Owner	Address	Parcel Number	Sub or Condo / PUD	
				Change address of selected parcels	
				Question/Comment about this page	



# ELEVATION CERTIFICATE

OMB No. 1660-0008  
Expires March 31, 2012

Important: Read the instructions on pages 1-9.

## SECTION A - PROPERTY INFORMATION

A1. Building Owner's Name Douglas R. Birch & Janice L. Birch

For Insurance Company Use:

Policy Number

A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.  
8 South Pine Circle

Company NAIC Number

City Belleair State FL ZIP Code 33756

A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.)  
Parcel ID #: 29-29-15-23742-000-0010

A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) Residential

A5. Latitude/Longitude: Lat. 227.926462 Long. -82.820318

Horizontal Datum: ☐ NAD 1927 ☒ NAD 1983

A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.

A7. Building Diagram Number 1B

A8. For a building with a crawlspace or enclosure(s):

- a) Square footage of crawlspace or enclosure(s) N/A sq ft  
b) No. of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade 0  
c) Total net area of flood openings in A8.b 0 sq in  
d) Engineered flood openings? ☐ Yes ☒ No

A9. For a building with an attached garage:

- a) Square footage of attached garage 798 sq ft  
b) No. of permanent flood openings in the attached garage within 1.0 foot above adjacent grade 0  
c) Total net area of flood openings in A9.b 0 sq in  
d) Engineered flood openings? ☐ Yes ☒ No

## SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP Community Name & Community Number  
Town of Belleair 125088

B2. County Name  
Pinellas

B3. State  
FL

B4. Map/Panel Number  
12103C00112

B5. Suffix  
G

B6. FIRM Index  
Date  
8-18-09

B7. FIRM Panel  
Effective/Revised Date  
9-3-03

B8. Flood  
Zone(s)  
AE

B9. Base Flood Elevation(s) (Zone  
AO, use base flood depth)  
11'

B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9.

☐ FIS Profile ☒ FIRM ☐ Community Determined ☐ Other (Describe) \_\_\_\_\_

B11. Indicate elevation datum used for BFE in Item B9: ☐ NGVD 1929 ☒ NAVD 1988 ☐ Other (Describe) \_\_\_\_\_

B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? ☐ Yes ☒ No  
Designation Date N/A ☐ CBRS ☐ OPA

## SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: ☐ Construction Drawings\* ☐ Building Under Construction\* ☒ Finished Construction

\*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO. Complete Items C2.a-h below according to the building diagram specified in Item A7. Use the same datum as the BFE.

Benchmark Utilized HALL "N" MAP#755 Vertical Datum ELEV= 44.43' (N.A.V.D.)

Conversion/Comments N/A

Check the measurement used.

- a) Top of bottom floor (including basement, crawlspace, or enclosure floor) 12.61 ☒ feet ☐ meters (Puerto Rico only)  
b) Top of the next higher floor N/A ☒ feet ☐ meters (Puerto Rico only)  
c) Bottom of the lowest horizontal structural member (V Zones only) N/A ☒ feet ☐ meters (Puerto Rico only)  
d) Attached garage (top of slab) 10.92 ☒ feet ☐ meters (Puerto Rico only)  
e) Lowest elevation of machinery or equipment servicing the building 10.1 ☒ feet ☐ meters (Puerto Rico only)  
(Describe type of equipment and location in Comments)  
f) Lowest adjacent (finished) grade next to building (LAG) 9.4 ☒ feet ☐ meters (Puerto Rico only)  
g) Highest adjacent (finished) grade next to building (HAG) 10.9 ☒ feet ☐ meters (Puerto Rico only)  
h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support N/A ☒ feet ☐ meters (Puerto Rico only)

## SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

☒ Check here if comments are provided on back of form.

Were latitude and longitude in Section A provided by a licensed land surveyor? ☒ Yes ☐ No

Certifier's Name Philip C. Stock

License Number RLS#3035

Title President

Company Name Target Land Surveying, Inc.

Address 516 Lakeside Place

City Largo

State FL

ZIP Code 33771

Signature

Date 8-24-11

Telephone (727) 784-0573

PLACE  
SEAL  
HERE

LS#3035  
8/24/2011

*Philip C. Stock*



**IMPORTANT: In these spaces, copy the corresponding information from Section A.**

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.  
8 South Pine Circle

City Belleair State FL ZIP Code 33756

For Insurance Company Use:

Policy Number

Company NAIC Number

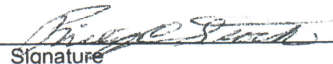
**SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION (CONTINUED)**

Copy both sides of this Elevation Certificate for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments

Job # 110817.03

C.2.e) = A/C Unit

  
Signature

Date 8-24-11

☐ Check here if attachments

**SECTION E - BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)**

For Zones AO and A (without BFE), complete Items E1-E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1-E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).

a) Top of bottom floor (including basement, crawlspace, or enclosure) is \_\_\_\_\_ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

b) Top of bottom floor (including basement, crawlspace, or enclosure) is \_\_\_\_\_ ☐ feet ☐ meters ☐ above or ☐ below the LAG.

E2. For Building Diagrams 6-9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 8-9 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is \_\_\_\_\_ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E3. Attached garage (top of slab) is \_\_\_\_\_ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E4. Top of platform of machinery and/or equipment servicing the building is \_\_\_\_\_ ☐ feet ☐ meters ☐ above or ☐ below the HAG.

E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? ☐ Yes ☐ No ☐ Unknown. The local official must certify this information in Section G.

**SECTION F - PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION**

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. *The statements in Sections A, B, and E are correct to the best of my knowledge.*

Property Owner's or Owner's Authorized Representative's Name

Address City State ZIP Code

Signature Date Telephone

Comments

☐ Check here if attachments

**SECTION G - COMMUNITY INFORMATION (OPTIONAL)**

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8 and G9.

G1. ☐ The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)

G2. ☐ A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.

G3. ☐ The following information (Items G4-G9) is provided for community floodplain management purposes.

G4. Permit Number

G5. Date Permit Issued

G6. Date Certificate Of Compliance/Occupancy Issued

G7. This permit has been issued for: ☐ New Construction ☐ Substantial Improvement

G8. Elevation of as-built lowest floor (including basement) of the building: \_\_\_\_\_ ☐ feet ☐ meters (PR) Datum \_\_\_\_\_

G9. BFE or (in Zone AO) depth of flooding at the building site: \_\_\_\_\_ ☐ feet ☐ meters (PR) Datum \_\_\_\_\_

G10. Community's design flood elevation \_\_\_\_\_ ☐ feet ☐ meters (PR) Datum \_\_\_\_\_

Local Official's Name Title

Community Name Telephone

Signature Date

Comments

☐ Check here if attachments



# Building Photographs

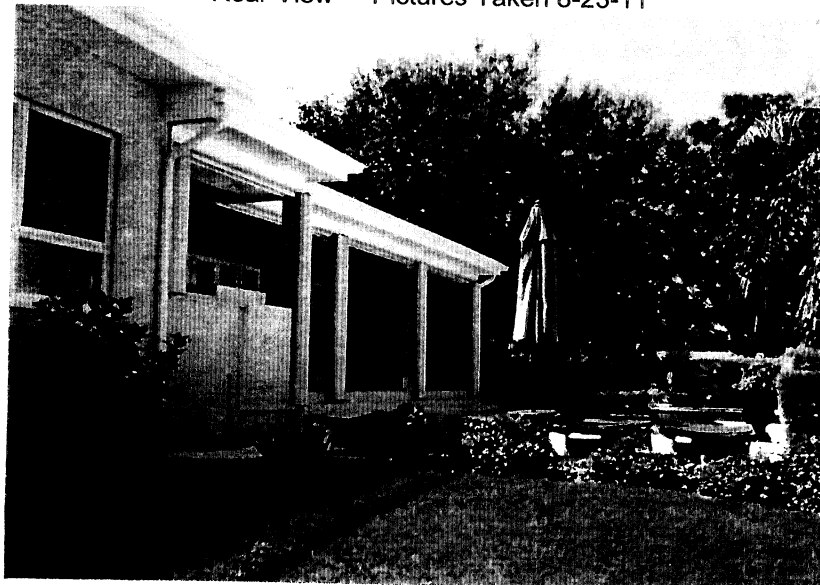
See Instructions for Item A6.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 8 South Pine Circle	For Insurance Company Use:
City Belleair State FL ZIP Code 33756	Policy Number
If using the Elevation Certificate to obtain NFIP flood insurance, affix at least two building photographs below according to the instructions for Item A6. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." If submitting more photographs than will fit on this page, use the Continuation Page on the reverse.	
Company NAIC Number	

"Front View" – Pictures Taken 8-23-11



"Rear View" – Pictures Taken 8-23-11



# Building Photographs

Continuation Page

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.  
8 South Pine Circle

City Belleair State FL ZIP Code 33756

For Insurance Company Use:

Policy Number

Company NAIC Number

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken: "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View."

"Right Side View" – Pictures Taken 8-23-11



"Left Side View" – Pictures Taken 8-23-11



LOT OWNER DIRECTLY ACROSS CANAL FROM 8 SOUTH PINE CIRCLE:  
MICHAEL SHEASLEY AND KRISTINI LOW

MAILING ADDRESS:

15 NORTH PINE CIRCLE, BELLEAIR FL 33756

WE CERTIFY THAT WE ARE THE LOT OWNER OF 15 NORTH PINE  
CIRCLE WHICH IS DIRECTLY ACROSS FROM THE PROPERTY OWNED  
BY THE APPLICANT WHO PROPOSES TO CONSTRUCT A LIFT AT THE  
FOLLOWING ADDRESS:

8 SOUTH PINE CIRCLE  
BELLEAIR, FLORIDA 33756

WE HAVE SEEN THE PLANS OF THE PROPOSED LIFT AND WE HAVE NO  
OBJECTION TO THE CONSTRUCTION.

OWNERS SIGNATURE:

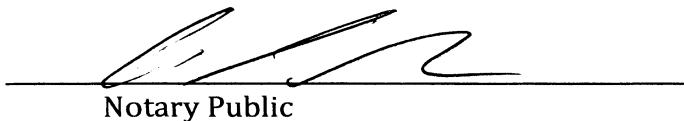


DATE:

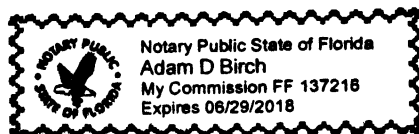
7/15/2017

NOTARY: State Of Florida, Pinellas County, Before Me the undersigned  
authority, personally appeared MICHAEL SHEASLEY, well known to  
me, or who provided a valid Florida Driver's License to be the person  
who executed the foregoing instrument and that he/she acknowledged  
to me, under oath, that he/she signed the same freely and voluntarily  
for the purposes expressed therein.

Witness my hand and official seal this 15<sup>TH</sup> day of  
July, 2017

  
Notary Public

My commission expires: \_\_\_\_\_



Permit Number \_\_\_\_\_  
Parcel ID Number 29-29-15-23742-000-0010

## NOTICE OF COMMENCEMENT

State of Florida  
County of Pinellas

THIS AREA IS RESERVED FOR CLERK OF THE COURT CERTIFICATION

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this NOTICE OF COMMENCEMENT.

**1. Description of property (legal description):** Please See Attached.

a) Street (Job) Address: 8 S. Pine Cir. Belleair, FL. 33756

**2. General description of improvements:** Install owner's boatlift to the right of an existing dock.

**3. Owner Information or Lessee Information if the Lessee contracted for the improvement:**

a) Name and address: Douglas R. &/or Janice L. Birch - 8 S. Pine Cir. Belleair, FL. 33756

b) Name and address of fee simple titleholder (if different than Owner listed above) \_\_\_\_\_

c) Interest in property: \_\_\_\_\_

**4. Contractor Information**

a) Name and address: Speeler Foundations, Inc. - 6111 142nd Ave. N. Clearwater, FL. 33760

b) Telephone No.: 727-535-5735

Fax No.: (optional) 727-535-6041

**5. Surety** (If applicable, a copy of the payment bond is attached)

a) Name and address: \_\_\_\_\_

b) Telephone No.: \_\_\_\_\_

c) Amount of Bond: \$ \_\_\_\_\_

**6. Lender**

a) Name and address: \_\_\_\_\_

b) Telephone No.: \_\_\_\_\_

**7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:**

a) Name and address: \_\_\_\_\_

b) Telephone No.: \_\_\_\_\_

Fax No.: (optional) \_\_\_\_\_

**8.a. In addition to himself or herself, Owner designates** \_\_\_\_\_ **of** \_\_\_\_\_

to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

b) Phone Number of Person or entity designated by Owner: \_\_\_\_\_

**9. Expiration date of notice of commencement** (the expiration date may not be before the completion of construction and final payment to the contractor, but will be 1 year from the date of recording unless a different date is specified): \_\_\_\_\_, 20

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

Under penalty of perjury, I declare that I have read the foregoing notice of commencement and that the facts stated therein are true to the best of my knowledge and belief.

☒

(Signature of Owner or Lessee, or Owner's or Lessee's (Authorized Officer/Director/Partner/Manager)

☒

(Print Name and Provide Signatory's Title/Office)

The foregoing instrument was acknowledged before me this 15 day of

by

as

for

(Name of Person)

, as

(type of authority, ...e.g. officer, trustee, attorney in fact)

for ☒

(name of party on behalf of whom instrument was executed).

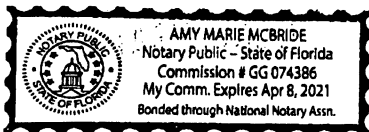
Personally Known ☒

Produced ID ☐

Type of ID

Notary Signature ☒

Print name ☒



*Amy Marie McBride*  
Amy Marie McBride

LEGAL DESCRIPTION FOR 8 S. PINE CIRCLE, BELLEAIR

EAGLES NEST GARDENS ESTATES UNIT 2 LOT 1 AND PART OF LOT 8 OF EAGLES  
NEST GARDEN ESTATES UNIT 4 DESC BEG SE COR OF SD LOT TH CUR LT RAD  
50FT ARC 26.33FT CB S69D53'13"W 26.03FT TH N34D19'53"W 67.41FT TH S53D12'21"E  
78 FT TO POB



STATE OF FLORIDA-PINELLAS COUNTY

I hereby certify that the foregoing is a true  
copy as recorded in the official records of  
Pinellas County.

This 15 day of July, 2017

KEN CURKE  
Clerk of Circuit Court & Comptroller

By: Yolanda Carter  
Deputy Clerk









## Legislation Details (With Text)

**File #:** 17-0229      **Version:** 1      **Name:**  
**Type:** Ordinance      **Status:** Public Hearing  
**File created:** 10/13/2017      **In control:** Town Commission  
**On agenda:** 11/8/2017      **Final action:**  
**Title:** First Reading of Ordinance 516 - Amending the Police Pension  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Christiansen Letter](#)  
[516 - Amending the Police Pension Plan](#)  
[Actuarial Impact Statement](#)

Date	Ver.	Action By	Action	Result
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### Summary

To: Mayor and Commissioners  
From: Christine Torok, Town Clerk  
Date: 11/1/2017

**Subject:**  
Ordinance 516

**Summary:**  
Ordinance 516 pertains to the Town of Belleair Municipal Police Officers' Retirement Plan. This ordinance amends the definition of "Salary" in accordance with Chapter 2011-216, Laws of Florida. Section 42-151, Conditions of Eligibility, is being amended to limit those individuals eligible to opt-out of the system, to comply with IRC Treasury Regulation requirements.

These changes more correctly clarify the amendment made in Ordinance 507 to now reflect the requirements of the Treasury Regulations.

**Previous Commission Action:** None

**Background/Problem Discussion:** None

**Expenditure Challenges** None

**Financial Implications:** None

**Recommendation:** Approval of Ordinance 516

**Proposed Motion** Move to approve Ordinance 516 on First Reading





Law Offices

**Christiansen & Dehner, P.A.**

63 Sarasota Center Blvd. Suite 107 Sarasota, Florida 34240 • 941-377-2200 • Fax 941-377-4848

---

July 10, 2017

Ms. Donna Carlen  
Plan Administrator  
Belleair Municipal Police Officers' Retirement Plan  
901 Ponce de Leon Blvd.  
Belleair, Florida 33756

Re: Town of Belleair Municipal Police Officers' Retirement Plan

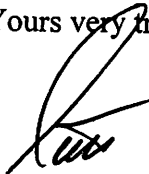
Dear Ms. Carlen:

As directed by the Board of Trustees, please find enclosed a proposed ordinance amending the Town of Belleair Municipal Police Officers' Retirement Plan. This ordinance is amended by amending the definition of "Salary" in accordance with Chapter 2011-216, Laws of Florida. Section 42-151, Conditions of Eligibility, is being amended to limit those individuals eligible to opt-out of the system, to comply with recent IRC Treasury Regulation requirements. These changes more correctly clarify the amendment made in Ordinance 507 to now reflect the requirements of the Treasury Regulations. This document should be copied and distributed to each member of the Board for review and discussion at the next board meeting

By copy of this letter we are requesting that the plan's actuary, Foster & Foster, Inc., prepare and forward to you the appropriate actuarial analysis.

If you have any questions or comments, please do not hesitate to contact this office.

Yours very truly,



Scott R. Christiansen

SRC/ksh  
enclosure

cc: Patrick Donlan, with enclosure

## ORDINANCE NO. 516

**AN ORDINANCE OF THE TOWN OF BELLEAIR AMENDING CHAPTER 42, ARTICLE III, MUNICIPAL POLICE OFFICERS' RETIREMENT SYSTEM, DIVISION 1, GENERALLY, DIVISION 4, MEMBERSHIP AND DIVISION 6, BENEFITS AND ELIGIBILITY, OF THE CODE OF ORDINANCES OF THE TOWN OF BELLEAIR; AMENDING SECTION 42-66, DEFINITIONS BY AMENDING THE DEFINITION OF SALARY; AMENDING SECTION 42-151, CONDITIONS OF ELIGIBILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY OF PROVISIONS AND PROVIDING AN EFFECTIVE DATE.**

**BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF BELLEAIR, FLORIDA;**

**SECTION 1:** That Chapter 42, Article III, Municipal Police Officers' Retirement System, Division 1, Generally, of the Code of Ordinances of the Town of Belleair, is hereby amended by amending Section 42-66, Definitions, by amending the definition of *Salary*, read as follows:

\* \* \*

*Salary* means the total compensation for services rendered to the town reportable on the members officers' W-2 form, plus all tax deferred, tax sheltered and tax-exempt items of income derived from elective employee payroll deductions or salary reductions. For service earned on or after October 1, 2013, salary shall not include more than three hundred (300) hours of overtime per calendar year. Provided however, in any event, payments for overtime in excess of three hundred (300) hours per year accrued as of October 1, 2013 and attributable to service earned prior to October 1, 2013, may still be included in salary for pension purposes even if the payment is not actually made until on or after October 1, 2013. In any event, with respect to unused sick leave and unused annual leave accrued prior to October 1, 2013, salary will include the lesser of the amount of sick or annual leave time accrued on October 1, 2013 or the actual amount of sick or annual leave time for which the retiree receives payment at the time of retirement, regardless of whether the amount of sick or annual leave was, at some time prior to retirement, reduced below the amount on October 1, 2013.

Compensation in excess of the limitations set forth in section 401(a)(17) of the Code as of the first day of the plan year shall be disregarded for any purpose, including employee contributions or any benefit calculations. The annual compensation of each member taken into account in determining benefits or employee contributions for any plan year beginning on or after January 1, 2002, may not exceed \$200,000, as adjusted for cost-of-living increases in accordance with Code Section 401(a)(17)(B). Compensation means compensation during the fiscal year. The cost-of-living adjustment in effect for a calendar year applies to annual compensation for the determination period that begins with or within such calendar year. If the determination period consists of fewer than 12 months, the annual compensation limit is an amount equal to the otherwise applicable annual compensation limit multiplied by a fraction, the numerator of which is the number of months in the short determination period, and the denominator of which is 12. If the compensation for any prior determination period is taken into account in determining a member's contributions or benefits for the current plan year, the

compensation for such prior determination period is subject to the applicable annual compensation limit in effect for that prior period. The limitation on compensation for an "eligible employee" shall not be less than the amount which was allowed to be taken into account hereunder as in effect on July 1, 1993. "Eligible employee" is an individual who was a member before the first plan year beginning after December 31, 1995.

\* \* \*

**SECTION 2:** That Chapter 42, Article III, Municipal Police Officers' Retirement System, Division 4, Membership, of the Code of Ordinances of the Town of Belleair, is hereby amended by amending Section 42-151, Conditions of eligibility, to read as follows:

**Sec. 42-151. Conditions of eligibility.**

(a) All police officers and all future new police officers shall become members of this system as a condition of employment. Notwithstanding the previous sentence, a new employee who is hired as police chief may, upon employment as police chief, notify the board and the town, in writing, of his election to not be a member of the system. Current employees of the town who are selected to become police chief are not eligible for the opt-out provided for herein. In the event of any such election, the chief shall be barred from future membership in the system. Thereafter, contributions to the plan in accordance with Section 42-176 shall not be required, he shall not be eligible to be elected as a member trustee on the board or vote for a member trustee, and he shall not be eligible for any other benefits from the plan.

~~(b) The police chief may not be a member of the system, except as provided below;~~

~~————— (1) Current employees of the town who are selected to become police chief may remain in the system.~~

~~————— (2) Current employees of the town who are selected to become police chief may elect, within 90 days of the date of upon his employment as police chief, to opt out of the system by notifying the board, in writing, of his election to do so. Thereupon it shall be the duty of the board to refund, from the fund, the full amount of his accumulated contributions. Thenceforward, no withholding shall be made from his salary and he shall be barred from participating in the system and shall not be eligible to be elected as a member trustee on the board or vote for a member trustee."~~

(e b) All future new police officers and current police officers opting to become a member of this system after December 17, 1992 shall be required to complete a medical examination as prescribed by the town.

~~(d c)~~ The town shall not contribute, on behalf of a member, to a retirement plan other than this system.

**SECTION 3:** If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

**SECTION 4:** Specific authority is hereby granted to codify and incorporate this Ordinance in the existing Code of Ordinances of the Town of Belleair.

**SECTION 5:** All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

**SECTION 6:** That this Ordinance shall become effective thirty days after adoption.

**PASSED ON FIRST READING:** *\*November 8, 2017*

**PASSED ON SECOND AND FINAL READING:** *\*November 21, 2017*

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
Town Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Town Attorney

**TOWN OF BELLEAIR  
MUNICIPAL POLICE OFFICERS' RETIREMENT SYSTEM  
ACTUARIAL IMPACT STATEMENT**

October 17, 2017

Attached hereto is a comparison of the impact on the Total Required Contribution (per Chapter 112, Florida Statutes), and the Required Town Contributions, resulting from implementation of the following changes:

- 1.) For service earned on or after October 1, 2013, pensionable salary shall not include more than three hundred (300) hours of overtime per calendar year. For the purpose of this impact statement, it is assumed that this will not affect the current Plan Members.
- 2.) For service earned on or after October 1, 2013, salary will include the lesser of the amount of sick or annual leave time accrued on October 1, 2013 or the actual amount of sick or annual leave time for which the retiree receives payment at the time of retirement. To value this provision we were provided the amount of sick and annual leave time each member had on October 1, 2013 and we assumed that is what would be pensionable at retirement.
- 3.) Provide that only future new employees hired as police chief may opt out of the plan. Current employees who are selected to become police chief are not eligible to opt out of the plan.

The cost impact, determined as of October 1, 2016, (as applicable to the fiscal year ending September 30, 2018), is as follows:

	<u>Current</u>	<u>Proposed</u>
Town and State Required Contribution	\$230,311	\$221,881
State Contribution (est.) <sup>1</sup>	48,560	48,560
Balance from Town	181,751	173,321


<sup>1</sup> Represents the amount received in fiscal 2016.

TOWN OF BELLEAIR  
MUNICIPAL POLICE OFFICERS' RETIREMENT SYSTEM

ACTUARIAL IMPACT STATEMENT

October 17, 2017  
(Page 2)

The changes presented herein are in compliance with Part VII, Chapter 112, Florida Statutes and Section 14, Article X of the State Constitution. The liabilities were computed based on the data used for the October 1, 2016 actuarial valuation utilizing the assumptions and methods stated in the October 1, 2016 actuarial valuation report. This impact statement and the October 1, 2016 valuation report are considered an integral part of the actuarial opinions. The undersigned is familiar with the immediate and long-term aspects of pension valuations, and meets the Qualification Standards of the American Academy of Actuaries necessary to render the actuarial opinions contained herein.

  
\_\_\_\_\_  
Patrick T. Donlan, ASA, EA, MAAA  
Enrolled Actuary #17-6595

STATEMENT OF PLAN ADMINISTRATOR

The prepared information presented herein reflects the estimated cost of the proposed improvement.

\_\_\_\_\_  
Chairman, Board of Trustees

# COMPARATIVE SUMMARY OF PRINCIPAL VALUATION RESULTS

	New Benefits <u>10/1/2016</u>	Old Benefits <u>10/1/2016</u>
<b>A. Participant Data</b>		
Actives	12	12
Service Retirees	8	8
Beneficiaries	0	0
Disability Retirees	0	0
Terminated Vested	<u>6</u>	<u>6</u>
Total	26	26
Total Annual Payroll	\$776,203	\$776,203
Payroll Under Assumed Ret. Age	776,203	776,203
Annual Rate of Payments to:		
Service Retirees	174,352	174,352
Beneficiaries	0	0
Disability Retirees	0	0
Terminated Vested	0	0
<b>B. Assets</b>		
Actuarial Value (AVA)	3,378,040	3,378,040
Market Value (MVA)	3,254,679	3,254,679
<b>C. Liabilities</b>		
Present Value of Benefits		
Actives		
Retirement Benefits	2,481,876	2,530,730
Disability Benefits	53,398	53,509
Death Benefits	22,694	23,027
Vested Benefits	48,725	48,820
Refund of Contributions	2,878	2,878
Service Retirees	1,847,840	1,847,840
Beneficiaries	0	0
Disability Retirees	0	0
Terminated Vested	28,334	28,334
Excess State Monies Reserve	<u>0</u>	<u>0</u>
Total	4,485,745	4,535,138

<b>C. Liabilities - (Continued)</b>	<b>New Benefits <u>10/1/2016</u></b>	<b>Old Benefits <u>10/1/2016</u></b>
<b>Present Value of Future Salaries</b>	<b>2,587,059</b>	<b>2,587,059</b>
<b>Present Value of Future Member Contributions</b>	<b>155,224</b>	<b>155,224</b>
<b>Total Normal Cost</b>	<b>162,593</b>	<b>168,433</b>
<b>Present Value of Future Normal Costs (EAN)</b>	<b>712,261</b>	<b>731,726</b>
<b>Total Actuarial Accrued Liability (AL)</b>	<b>3,943,827</b>	<b>3,973,756</b>
<b>Unfunded Actuarial Accrued Liability (UAAL)</b>	<b>565,787</b>	<b>595,716</b>
<b>Funded Ratio (AVA / AL)</b>	<b>85.7%</b>	<b>85.0%</b>



D. Actuarial Present Value of Accrued Benefits	New Benefits <u>10/1/2016</u>	Old Benefits <u>10/1/2016</u>
<b>Vested Accrued Benefits</b>		
Inactives	1,876,174	1,876,174
Actives	1,062,892	1,082,013
Member Contributions	<u>332,515</u>	<u>332,515</u>
Total	3,271,581	3,290,702
<b>Non-vested Accrued Benefits</b>	<u>237,272</u>	<u>245,672</u>
<b>Total Present Value</b>		
Accrued Benefits (PVAB)	3,508,853	3,536,374
<b>Funded Ratio (MVA / PVAB)</b>	92.8%	92.0%
<b>Increase (Decrease) in Present Value of Accrued Benefits Attributable to:</b>		
Plan Amendments	(27,521)	
Assumption Changes	0	
New Accrued Benefits	0	
Benefits Paid	0	
Interest	0	
Other	<u>0</u>	
Total	(27,521)	

	New Benefits	Old Benefits
Valuation Date	10/1/2016	10/1/2016
Applicable to Fiscal Year Ending	<u>9/30/2018</u>	<u>9/30/2018</u>
<b>E. Pension Cost</b>		
Normal Cost <sup>1</sup>	\$179,872	\$186,332
Administrative Expenses <sup>1</sup>	29,962	29,962
Payment Required to Amortize Unfunded Actuarial Accrued Liability over 30 years (as of 10/1/2016) <sup>1</sup>	63,568	65,538
Total Required Contribution	273,402	281,832
Expected Member Contributions <sup>1</sup>	51,521	51,521
Expected Town and State Contribution	221,881	230,311

<sup>1</sup> Contributions developed as of 10/1/2016 displayed above have been adjusted to account for assumed salary increase and interest components.

## ACTUARIAL ASSUMPTIONS AND METHODS

### Mortality Rate

#### *Healthy Lives:*

**Female:** RP2000 Generational, 100% Annuitant White Collar, Scale BB

**Male:** RP2000 Generational, 10% Annuitant White Collar / 90% Annuitant Blue Collar, Scale BB

#### *Disabled Lives:*

**Female:** 60% RP2000 Disabled Female set forward two years / 40% Annuitant White Collar with no setback, no projection scale

**Male:** 60% RP2000 Disabled Male setback four years / 40% Annuitant White Collar with no setback, no projection scale

The assumed rates of mortality were mandated by Chapter 2015-157, Laws of Florida. This law mandates the use of the assumptions used in either of the two most recent valuations of the Florida Retirement System (FRS). The above rates are those outlined in the July 1, 2015 FRS actuarial valuation report for special risk employees. We feel this assumption sufficiently accommodates future mortality improvements.

Previously, the RP 2000 Combined Healthy – Sex Distinct with disabled lives set forward 5 years was utilized.

### Interest Rate

7.75% per year compounded annually, net of investment related expenses. This is supported by the target asset class allocation of the trust and the expected long-term return by asset class.

### Retirement Age

Earlier of Age 55 with 5 years of credited service or 25 years of credited service, regardless of age. Also, any member who has reached Normal Retirement is assumed to continue employment for one additional year. We feel that this assumption is reasonable based on Plan provisions.

### Early Retirement

Commencing with the earliest Early Retirement (Age 50 with 10 years of Credited Service), members are assumed to retire with an immediate subsidized benefit at the rate of 5% per year. We feel that this assumption is reasonable based on Plan provisions.

Disability Rate

See table on the following page (65% of which are assumed to be regular in-line of duty, 10% catastrophic, and 25% not-in-line of duty). This assumption was developed from those used by other plans containing Florida municipal Police Officers.

Termination Rate

See table on the following page. This is based on the results of an experience study for the period 2002 to 2010.

Salary Increases

6.5% per year until the assumed retirement age; see table below. Projected salary at retirement is increased 20% to account for final non-regular compensation (individually calculated for the Proposed Benefits). This is supported by the results of an experience study for the period 1987 to 2010.

Payroll Growth

3.0% per year. This is in compliance with Part VII of Chapter 112, Florida Statutes.

Funding Method

Frozen Entry Age Actuarial Cost Method.

Actuarial Asset Method

Each year, the prior Actuarial Value of Assets is brought forward utilizing the historical geometric four-year average Market Value return (net of fees). It is possible that over time this technique will produce an insignificant bias above or below Market Value of Assets.

Administrative Expenses

\$27,084 annually. This is equal to the actual non-investment-related expenses paid out of the trust during the year.

<u>Age</u>	<u>% Terminating During the Year</u>	<u>% Becoming Disabled During the Year</u>	<u>Current Salary as % of Salary at age 55</u>
20	12.0%	0.03%	11.0%
30	10.0	0.04	20.7
40	5.2	0.07	38.9
50	1.6	0.18	73.0

## SUMMARY OF CURRENT PLAN

### EFFECTIVE DATE

July 1, 1968.

### AMENDED

September 18, 2013.

### CREDITED SERVICE

Years and fractional parts of years of service as a Full-time Police Officer.

### SALARY

W-2 earnings plus tax deferred, tax sheltered and tax exempt income.

### AVERAGE FINAL COMPENSATION

Average of Salary during the best 5 years of the last 10.

### NORMAL RETIREMENT

#### Eligibility

Age 55 and the completion of 5 years of Credited Service or the completion of 25 years of Credited Service, regardless of age.

#### Benefit Amount

3.50% of Average Final Compensation times Credited Service.

#### Form of Benefit

10 year certain and life thereafter (Options available).

### EARLY RETIREMENT

#### Eligibility

Age 50 and 10 years of Credited Service.

#### Benefit Amount

Accrued benefit, reduced 3% for each year that benefit commencement precedes normal retirement.

### DISABILITY

#### Eligibility

Total and permanent disability prior to Normal Retirement Date. 10 years of Creditable Service required for non-service related disability.

#### Benefit Amount

##### (Service)

Unreduced accrued benefit, but not less than 42% of Average Final Compensation.

##### (Non-service)

Unreduced accrued benefit.

## DEATH

Vested or On-Duty

Member's accrued benefit payable at what would have been the Member's Normal or Early (reduced) Retirement Date for 10 years.

Non-vested, Off-Duty

Refund of Member contributions.

## VESTING (TERMINATION)

Less than 10 years of  
Credited Service

Refund of member contributions.

10 or more years of  
Service

Accrued benefit payable at age 50 or later, on Credited an actuarially reduced basis if to commence prior to Normal Retirement Date, or a refund of member contributions with interest.

## CONTRIBUTIONS

Employee

6% of Salary.

Town and State

Remaining amount necessary for payment of Normal (current year's) Cost and amortization of the accrued past service liability as provided in Part VII, Florida Statutes, Chapter 112.

## BOARD OF TRUSTEES

- a) Two Town Commission appointees,
- b) Two Members of the System elected by a majority of the other covered Police Officers, and
- c) A fifth Member elected by the other 4 and appointed by Commission.



## Legislation Details (With Text)

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**File #:** 17-0234      **Version:** 1      **Name:**  
**Type:** Minutes      **Status:** Minutes Approval  
**File created:** 10/31/2017      **In control:** Town Commission  
**On agenda:** 11/8/2017      **Final action:**  
**Title:** Approval of October 17, 2017 Regular Meeting Minutes  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [RM 10-17-2017](#)

Date	Ver.	Action By	Action	Result
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# Town of Belleair

901 Ponce de Leon Blvd.  
Belleair, FL 33756

## Meeting Minutes Town Commission

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Tuesday, October 17, 2017

6:00 PM

Town Hall

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**Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.**

Meeting called to order at 6:00 PM with Mayor Gary H. Katica presiding.

### **PLEDGE OF ALLEGIANCE**

Pledge led by Gunner Williams.

### **COMMISSIONER ROLL CALL**

**Present:** 5 - Mayor Gary H. Katica  
Deputy Mayor Karla Rettstatt  
Commissioner Michael Wilkinson  
Commissioner Tom Shelly  
Commissioner Tom Kurey

### **SCHEDULED PUBLIC HEARINGS**

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

### **CITIZENS COMMENTS**

(Discussion of items not on the agenda. Each speaker will be allowed 3 minutes to speak.)

Deborah Glatfelter-Resident-Commented on concerns regarding construction on adjacent property; Mr. Murphy-Town Manager-will follow up with resident.

### **CONSENT AGENDA**

[17-0225](#)

Approval of October 3, 2017 Regular Meeting Minutes

**Deputy Mayor Rettstatt moved approval of October 3, 2017 regular meeting minutes; seconded by Commissioner Wilkinson.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey



**GENERAL AGENDA**[17-0215](#)**Best of Belleair Community Award and Proclamation: The Doyle Family**

Commissioner Kurey spoke briefly about the Town's appreciation for the Doyle Family's donation of temporary land use.

Mr. Murphy discussed use of golf course property as the temporary debris storage and reduction site (TDSRS) during Hurricane Irma response; expressed thanks to the Doyle Family; read proclamation for the record.

[17-0216](#)**Best of Belleair Community Award and Proclamation: Publix Store #867**

Mr. Murphy detailed the quick initiative Publix took to serve the Town.

Officer Rick Doyle-Belleair Police Department-Briefly spoke on the donations Suzanne Robbins and Mike Maxtern provided to help sustain Town staff throughout the time of Hurricane Irma.

Mr. Murphy again expressed his thanks; proclamation read for the record.

[17-0227](#)**Discussion of a playground and/or community garden as an allowed use in Magnolia & Wall Park.**

Mr. Murphy provided a brief summary of prior meeting discussions regarding request for a playground and community garden; requesting commentary from residents on the potential park additions.

Ramona Williams-Resident-Spoke on support for current park plan, but does not wish for any additions.

Mary Lerch-Resident-Spoke in support of a playground.

Malerie Daigneault-Resident-Spoke in support of a community garden.

John Lerch-Resident-Spoke in support of a small-scale playground equipment.

Mayor Katica and Deputy Mayor Rettstatt expressed concerns with parking.

Mr. Murphy noted that a sense of scale and options are important to making any decisions regarding approved park use.

Nancy Hartshorne-Resident-Spoke against the addition of the playground and garden.

Petey Henning-Resident-Spoke against the addition of items to park.

Julie Pace-Resident-Spoke against addition of items to park.

Ken Roberts-Resident Spoke against addition of items to park.

Deputy Mayor Rettstatt commented on emails received against adding a playground or garden; park designed with open space for activities; supports moving forward with current plan.

Mr. Murphy seeking direction; approval of use needed if items are to be installed.

Eric Wahlbeck-Parks and Recreation Director-Commented on previous meeting with neighbors in area; current park plan received positively; spoke on concept of a small natural playground design and crosswalks.

Ms. Pace spoke on maintaining open space in the park.

Commissioner Kurey expressed concerns with safety; suggests moving forward with design as is and evaluate any additions once park is complete.

**Commissioner Shelly moved to go forward with this design and come back to this issue after the park is completed; seconded by Commissioner Kurey.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[17-0211](#)

Proclamation Recognizing Florida City Government Week

Commissioner Shelly spoke in support of recognizing Florida City Government Week; Mr. Murphy read proclamation for the record.

**Commissioner Shelly moved approval of ;Proclamation Recognizing Florida City Government Week; seconded by Deputy Mayor Rettstatt.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[17-0206](#)

Resolution 2017-24: Town of Belleair Communications Policy

Cathy DeKarz-Management Analyst-Spoke briefly on policy; open to suggestions or modifications the Commission may have.

**Commissioner Shelly made a motion to approve Resolution 2017-24, Town of Belleair Communications Policy; seconded by Deputy Mayor Rettstatt.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[17-0212](#)

Resolution 2017-25: Town of Belleair Social Media Policy

Ms. DeKarz discussed on importance of social media use and need for a policy; provided high-level overview.

**Commissioner Shelly moved approval of Resolution 2017-25, Town of Belleair Social Media Policy; seconded by Commissioner Wilkinson.**

Deputy Mayor Rettstatt requested Town Commission having ability to share official communications through their personal accounts; language amended.

**Commissioner Shelly amended his motion to include that commissioners can share the official communications of the town.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[17-0213](#) Resolution 2017-26: Town of Belleair SeeClickFix Policy

Ms. DeKarz discussed creation of policy being a collaboration amongst staff.

**Commissioner Shelly moved approval of Resolution 2017-26, Town of Belleair SeeClickFix Policy; seconded by Commissioner Wilkinson.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[17-0221](#) Resolution 2017-27 - Appointing Member to Finance Board

Tom Olson-Resident, Finance Board Chairman-Recommends appointing James Ingersoll Jr.

**Commissioner Shelly moved approval of Resolution 2017-27 to appoint James Ingersoll Jr. to a two year term expiring May 31, 2019 to the Finance Board; seconded by Commissioner Wilkinson.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[17-0228](#) Resolution 2017-28 - Appointing Member to Planning and Zoning Board

Mr. Murphy stated Gene Wrihtenberry expressed interest in serving on board.

**Commissioner Shelly moved approval of Gene Wrihtenberry to a two year term on the Planning and Zoning Board with an expiration date of May 31, 2019, Resolution 2017-28; seconded by Deputy Mayor Rettstatt.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

[17-0214](#) Proclaiming October 23rd-31st as Red Ribbon Week

Mr. Murphy briefly discussed a request received from the Young Marines; commented on importance of Red Ribbon Week.

**Commissioner Shelly moved approval of the Red Ribbon Week Proclamation; seconded by Commissioner Wilkinson.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

## **TOWN MANAGER'S REPORT**

Mr. Murphy discussed 5G pole installed in Belleair Beach; will be out of the office attending ICMA conference; vacancy on Recreation Board.

## **TOWN ATTORNEY'S REPORT**

David Ottinger-Town Attorney-Nothing to report; will work with JP in evaluating

construction issue brought up in citizens comments.

### **MAYOR AND COMMISSIONERS' REPORT/BOARD AND COMMITTEE REPORTS**

Mayor Katica-Nothing to report.

Commissioner Wilkinson-Suggested proclamation for retiring Recreation Board member Pat Ryan retiring; recognized Pinch-a-Penny for donation to recreation center; new officers on teen council; haunted house coming up.

Deputy Mayor Rettstatt-Nothing to report.

Commissioner Shelly-New fire station is open.

Commissioner Kurey-Commented on upcoming meeting do discuss Pinellas Ponce landscaping.

### **OTHER BUSINESS**

No other business.

### **ADJOURNMENT**

No further business; meeting adjourned in due form at 7:24 PM.

**Deputy Mayor Rettstatt moved to adjourn; seconded by Commissioner Wilkinson.**

**Aye:** 5 - Mayor Katica, Deputy Mayor Rettstatt, Commissioner Wilkinson, Commissioner Shelly, and Commissioner Kurey

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**TOWN CLERK**

**APPROVED:**

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**MAYOR**



## Legislation Details (With Text)

**File #:** 17-0217      **Version:** 1      **Name:**  
**Type:** Discussion Items      **Status:** General Agenda  
**File created:** 10/4/2017      **In control:** Town Commission  
**On agenda:** 11/8/2017      **Final action:**  
**Title:** Best of Belleair Community Award and Proclamation: Belleair Country Club  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Official Proclamation\\_Best of Belleair\\_BCC](#)

Date	Ver.	Action By	Action	Result
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### Summary

To: Town Commission

From: Town Staff

Date: 11/8/2017

### Subject:

Best of Belleair Community Award and Proclamation: Belleair Country Club

### Summary:

With Hurricane Irma approaching the Tampa Bay area in September of 2017, several members of our community stepped up to help prepare, bolster, and support our town in ways that deserve recognition. For this, Belleair has created the “Best of Belleair Community Award” to honor those individuals and groups.

One of these awards, with respect to the Hurricane Irma response, goes to the Belleair Country Club.

**Previous Commission Action:** At its October 3 meeting, the Town Commission expressed its intent and readiness to honor parties that went above-and-beyond during Hurricane Irma.

**Background/Problem Discussion:** As Hurricane Irma prepared to make landfall in the Tampa Bay area, the Belleair Country Club made a concerted effort to support and aid Town of Belleair emergency responders. At several points before and during the storm, the Country Club provided free, hot meals to the Town’s Police Department, along with shelter and service in its dining room.

Belleair residents, employees, and elected officials alike are extremely grateful for this act by the Belleair Country Club and for the encouragement and comfort it brought to the Town’s emergency responders. As a thank you, staff has attached a proclamation thanking the Belleair Country Club for its efforts, and is ready to present a framed copy of it, along with a personalized “Best of Belleair Community Award” to a representative from the organization.

**Expenditure Challenges** None.

**Financial Implications:** None.

**Recommendation:** None.

**Proposed Motion** None.

***AWARDING THE BELLEAIR COUNTRY CLUB THE “BEST OF  
BELLEAIR COMMUNITY AWARD”***

*WHEREAS, Hurricane Irma hit the Town of Belleair as a category two hurricane on the 10<sup>th</sup> of September, A.D., Two Thousand and Seventeen; and*

*WHEREAS, the Belleair Country Club recognized the need to assist its community prior to the arrival of Hurricane Irma; and*

*WHEREAS, the Club decided to serve free meals for its members and to provide a safe shelter for them prior to the storm; and*

*WHEREAS, Belleair’s first responders were additionally welcomed to receive free meals and shelter at the Country Club during their breaks leading up to Hurricane Irma;*

*NOW, THEREFORE, I, GARY H. KATICA, Mayor of the Town of Belleair, Florida, on behalf of the Commission, do hereby award the Belleair Country Club with the “Best of Belleair Community Award” for their service and loyalty to the Town of Belleair during Hurricane Irma.*

*GIVEN under our hand and the seal of  
the TOWN OF BELLEAIR, FLORIDA,  
this 8th day of NOVEMBER, A.D., 2017.*

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**GARY H. KATICA, MAYOR**





## Legislation Details (With Text)

**File #:** 17-0218      **Version:** 1      **Name:**  
**Type:** Discussion Items      **Status:** General Agenda  
**File created:** 10/4/2017      **In control:** Town Commission  
**On agenda:** 11/8/2017      **Final action:**  
**Title:** Best of Belleair Community Award and Proclamation: Belleair Market  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Official Proclamation\\_Best of Belleair\\_Belleair Market](#)

Date	Ver.	Action By	Action	Result
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### Summary

To: Town Commission  
From: Town Staff  
Date: 11/8/2017

#### Subject:

Best of Belleair Community Award and Proclamation: Belleair Market

#### Summary:

With Hurricane Irma approaching the Tampa Bay area in September of 2017, several members of our community stepped up to help prepare, bolster, and support our town in ways that deserve recognition. For this, Belleair has created the “Best of Belleair Community Award” to honor those individuals and groups.

One of these awards, with respect to the Hurricane Irma response, goes to Belleair Market.

**Previous Commission Action:** At its previous meeting, the Town Commission expressed its intent and readiness to honor parties that went above-and-beyond during Hurricane Irma.

**Background/Problem Discussion:** As Hurricane Irma prepared to make landfall in the Tampa Bay area, residents and members of the local community were understandably strained for resources and under a large amount of stress. To ease that burden, local café-meets-convenience-store, Belleair Market, rose to the occasion by providing supplies and a neighborly attitude before and after the storm.

Namely, Belleair Market remained open, selling water, propane, and other necessities as long as possible, and even after boarding up. On top of this, the market hosted several evening “tailgates” in their parking lot, which brought community members together in a time of need, opening as soon as possible after the storm. Belleair Market also provided free meals to Duke Energy employees who were working to restore our community, and generally proved to be a neighborly, empathetic, and diligent community partner to the Town of Belleair.

Belleair residents, employees, and elected officials alike are extremely grateful for these acts by Belleair Market, and for the comfort and fun distraction it brought to our community. As a thank you, staff has attached

a proclamation thanking Belleair Market for such efforts, and is ready to present a framed copy of it, along with a personalized “Best of Belleair Community Award” to representatives from the store.

**Expenditure Challenges** None.

**Financial Implications:** None.

**Recommendation:** None.

**Proposed Motion** None.

***AWARDING BELLEAIR MARKET THE “BEST OF BELLEAIR  
COMMUNITY AWARD”***

*WHEREAS, Hurricane Irma hit the Town of Belleair as a category two hurricane on the 10<sup>th</sup> of September, A.D., Two Thousand and Seventeen; and*

*WHEREAS, Belleair Market and its employees rose to the occasion of assisting its community prior to the arrival of Hurricane Irma; and*

*WHEREAS, the store remained open as long as possible leading up to the storm, providing hurricane supplies at a local level; and*

*WHEREAS, following Hurricane Irma, Belleair Market opened as soon as possible after the storm and hosted community events to boost morale and bring its neighbors together in a time of need; and*

*WHEREAS, Belleair Market additionally fed Duke Energy employees working to restore our community at no charge, as a sign of the store’s appreciation; and*

*WHEREAS, the Town of Belleair is incredibly grateful and proud to have such a neighborly, empathetic, and diligent community partner, especially during an emergency event;*

*NOW, THEREFORE, I, GARY H. KATICA, Mayor of the Town of Belleair, Florida, on behalf of the Commission, do hereby award Belleair Market with the “Best of Belleair Community Award” for their service and loyalty to the Town of Belleair during Hurricane Irma.*

*GIVEN under our hand and the seal of  
the TOWN OF BELLEAIR, FLORIDA,  
this 8th day of NOVEMBER, A.D., 2017.*

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**GARY H. KATICA, MAYOR**



## Legislation Details (With Text)

**File #:** 17-0233      **Version:** 1      **Name:**  
**Type:** Discussion Items      **Status:** General Agenda  
**File created:** 10/30/2017      **In control:** Town Commission  
**On agenda:** 11/8/2017      **Final action:**  
**Title:** Award of RFP ADM17-1: Architectural/Historical Inventory Update  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [ADM17-1 Final RFP with Addendum](#)  
[ADM17-1 JMT](#)

Date	Ver.	Action By	Action	Result
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### Summary

To: Town Commission  
From: Cathy DeKarz, Management Analyst  
Date: 11/8/2017

#### Subject:

Intent to Award RFP ADM17-1: Architectural/Historical Inventory Update

#### Summary:

After completing a request for proposal (RFP), and reviewing and interviewing applicants, the selection committee for ADM17-1 recommends awarding the project to Johnson, Mirmiran, and Thompson, Inc. (JMT). Attached to this summary for Commission review is the RFP for the project and JMT's submittal.

**Previous Commission Action:** Near the end of the previous fiscal year, the Commission approved staff to issue an RFP for ADM17-1: Architectural/Historical Inventory Update.

**Background/Problem Discussion:** In July of this year, staff was informed by the State of Florida Division of Historical Resources that Belleair had been awarded a \$50,000 grant to update the Town's historic survey and inventory report (which was first completed in 1997). However, since a project of this scope requires expertise in the field of historic preservation, architecture, and planning, the Town decided to generate an RFP in order to select a highly-qualified contractor to complete the work.

After thirty days of being out to bid, the RFP returned five applications. A committee of four staff members and one Historic Preservation Board member then interviewed three of these applicants and finally selected architectural/engineering firm, Johnson, Mirmiran & Thompson, Inc. (JMT) for the project.

JMT's historic preservation section has completed historic inventory studies and reports nationwide for cities and counties of all sizes, perhaps most notably for the City of Savannah, Georgia earlier this year. The selection committee collectively believes that JMT is the best candidate for this project, and, upon Commission approval, looks to execute a contract with the company within the next week and to begin work in mid-to-late November.

**Expenditure Challenges** This project is fully funded by the State of Florida Division of Historical Resources, which will reimburse the Town of Belleair quarterly for all expenses incurred.

**Financial Implications:** None.

**Recommendation:** Staff recommends awarding ADM17-1: Architectural/Historical Inventory Update to JMT.

**Proposed Motion** I make a motion to award ADM17-1: Architectural/Historical Inventory Update to Johnson, Mirmiran & Thompson.

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# TOWN OF BELLEAIR REQUEST FOR PROPOSALS

SEPTEMBER 20, 2017

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Solicitation Number: ADM17-1

Department Issuing Solicitation: Administration Department

Summary Item(s) of Request for Proposal (RFP): Town of Belleair  
Architectural/Historical Inventory Update

Number of Addenda as of above date:

Date and Time Due: 10/20/2017 at 10:30 AM EST

Company Name:		
Federal Tax Identification Number:		
Legal Street Address:		
City:	State:	Zip:
Respondent:	Title:	
Authorized Signature:		
Phone:		
Email:		

## Section 1. Introduction and General Information

### 1.1 Introduction

The Town of Belleair, FL (hereinafter referred to as the “Town”), invites you to serve as an independent contractor for the Town of Belleair Architectural/Historical Inventory Update.

### 1.2 General Contract Conditions

Any errors, omissions or contradictions in this solicitation shall be liberally construed to favor the town and the intents expressed in section 1.1.

### 1.3 Question and Answer Period

The Town will accept and answer all questions related to this solicitation from 09/20/2017 9:00 AM EST. to 10/03/2017 4:00 PM EST. All questions and answers will be posted in compliance with Section 2 of this solicitation document. All answers will be posted by 10/10/2017 4:00 PM EST. After which time, no further questions or answers will be posted.

### 1.4 Pre-RFP meetings, Q&A session, Other mandatory variables

There is no pre-RFP meeting, Q&A session, etcetera, for this solicitation.

### 1.5 General Instructions to Respondents

It is expected that the Town Commission will award the contract at the 11/07/2017 Town Commission meeting. Work should be expected to begin no later than 11/13/2017.

### 1.6 Cost Structure

Total contract price shall be shown as a lump sum. Contractor shall be solely responsible for determining the quantities of each lump sum pay item necessary to complete the Work as required by the Contract Documents. When lump sum items are broken into components, the sum of the components shall be the total Contract Price for the Work. The lump sum price stated on the Contractor's Proposal shall constitute full compensation for each lump sum pay item completed in accordance with the drawings and specifications. No other payments will be made to the Contractor except as specifically authorized by change order.

## Section 2. Special Conditions

### 2.1 Calendar of Events

The process of soliciting and selecting replies will follow the general schedule given below:

DATE	EVENT
09/20/17 AT 9:00 AM EST	RFP solicitation opens
10/03/17 AT 4:00 PM EST	Deadline for applicants to submit questions regarding the RFP
10/10/17 AT 4:00 PM EST	Deadline for staff to answer questions regarding the RFP
10/20/17 AT 10:30 AM EST	RFP solicitation closes (Section 1.3) <b>NO EXCEPTIONS OR LATE SUBMITTALS WILL BE ACCEPTED</b>
<b>10/26/17 - 10/27/17</b>	<b>Interviews of finalists conducted in-person at Belleair Town Hall (will be notified if finalist by October 24)</b>
11/07/17	Expected date for Town Commission action on award



## 2.2 Procurement Officer

The Procurement Officer, acting on the behalf of the Town, is the sole point of contact outside of official conferences and meetings, concerning all procurement matters relating to this solicitation, from the date of release of the solicitation until the Town's Notice of Intended Award or Decision is posted. All questions and requests for clarification outside the above-referenced meetings are to be directed to:

Cathy DeKarz  
Management Analyst  
Administration Department  
Town of Belleair  
901 Ponce de Leon Boulevard  
Belleair, FL 33756

727-588-3769  
cdekarz@townofbelleair.net

Florida Statute Section 287.057(23) requires that respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

**Any questions arising from this solicitation must be forwarded, in writing, to the Procurement Officer identified above.** Email is acceptable. The Town's written response to those inquiries will be posted on the Town of Belleair's website (<http://www.townofbelleair.com/Bids.aspx>) under the above-referenced solicitation number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting their proposal.

## 2.3 RFP Information

All questions pertaining to this RFP document, RFP requirements or technical requirements should be addressed to the Procurement Officer. It shall be the responsibility of each contractor to raise any questions prior to RFP opening concerning the specifications or RFP procedures as written and submit questions to the Town in accordance with the Calendar of Events. The written interpretation of the appropriate representative of the Town of Belleair shall prevail.

## 2.4 Code of Silence, Anti-Lobbying & Discussions

A Code of Silence shall be in effect during the solicitation process. The Code of Silence is designed to protect the integrity of the procurement process by shielding it from undue influences prior to the recommendation of contract award. The Code of Silence prohibits any communication regarding each RFP between a) a potential vendor, service provider, or lobbyist

and the staff of Belleair, including a potential vendor, service provider, contractor, or lobbyist and anyone or more of the Town Commission members.

Unless specifically provided otherwise in the RFP document, the Code of Silence does not apply to communications at duly noticed pre-RFP meetings and site visits prior to the RFP opening if deemed necessary. The Code of Silence terminates at the time the Town acts on a contract award; provided, however, that communications are permitted when Belleair receives public comment at the meeting when the recommendation is presented to the Town Commission.

Violation of this policy by a potential vendor, service provider, contractor, or lobbyist may, in the discretion of the Town, may result in rejection of said contractor, proposer, respondent and/or representative's proposal or offer and may render any contract award to said contractor, proposer or respondent voidable.

No negotiations, decisions or actions shall be initiated or executed by the contractor as a result of any discussions with any town employee prior to the opening of the RFP. Prior to the opening of the RFP, contractors are not to divulge proposal costs to any town or representative of the town. Further, proposals submitted to the Town will remain unopened until the time for RFP opening at the Town's Administration Department Offices. During this period, any discussion by the contractor with any employee or authorized representative of the Town involving cost information will result in rejection of said contractor's response.

Only those communications, which are in writing or electronically submitted from the Town's Procurement Officer, may be considered as a duly authorized expression on behalf of the Town. Only communications from contractors, which are in writing and signed or electronically submitted, will be recognized by the Town as duly authorized expressions on behalf of the contractor.

## 2.5 Addenda

The Town reserves the right to modify this solicitation. All addenda to this solicitation will be in writing with content and number of pages described to all contractors. Any addenda or answers to written questions supplied by the Town to participating contractors shall include an Addenda Acknowledgement Form. This form shall be signed by an authorized representative of the contractor, dated, and returned with the contractor's response to this solicitation. **All addenda will be provided via the Town of Belleair's website at <http://www.townofbelleair.com/Bids.aspx>. It is the sole responsibility of the contractor to monitor the website for any addenda issued in reference to this solicitation**

## 2.6 Special Accommodations

Any person with a qualified disability shall not be denied equal access and effective communication regarding any solicitation documents or the attendance at any related meeting or solicitation opening. If accommodations are needed because of a disability, please contact the Procurement Officer.

## 2.7 Mandatory Requirement

The Town has established certain requirements with respect to RFPs to be submitted by contractors. The use of "shall", "must" or "will" (except to indicate simple futurity) in this solicitation indicates a requirement or condition from which a material deviation may not be

waived by the town. A deviation is material if, in the town's sole discretion, the deficient response is not in substantial accord with the solicitation requirements, provides an advantage to one contractor over other contractors, has a potentially significant effect on the quantity or quality of items proposed, or on the cost to the town. Material deviations cannot be waived. The words "should" or "may" in this solicitation indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature, will not in itself cause rejection of a proposal.

## 2.8 Contractually Mandatory

A Contractor's response to this solicitation shall be considered as the Contractor's formal offer. The issuance of Purchase Order(s) and/or Contract(s) for the purchase of the commodities and/or services shall constitute the Town's written acceptance of the successful proposal and the signed Purchase Order(s) and/or Contract(s) will be forwarded to the successful contractor.

## 2.9 Notice to Contractor

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 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 Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The Town of Belleair does not award publicly funded contracts to those who knowingly employ unauthorized alien workers. The Town shall consider this a violation of Section 274A(e) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of this contract.

As required by Section 287.134, Florida Statutes (2000) [Chapter 2000-286, Section 6, Laws of Florida], an entity or affiliate which has been placed on the discriminatory vendor list 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 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 contract with any public entity, and may not transact business with any public entity.

## 2.10 Subcontractors

The Contractor is fully responsible for all work performed under the contract and/or Direct Order resulting from this solicitation. If applicable, the Contractor may, with the consent of the Town, enter into written subcontract(s) for the performance of certain function under the contract and/or purchase order. The subcontractors and the amount of the subcontract shall be identified in Contractor's response to this RFP. Any subsequent subcontracts entered into by the Contractor after award of contract and/or purchase order resulting from this RFP shall be approved in writing by the Town Purchasing Officer, listed in section 2.2, prior to the effective date of any subcontract. No subcontract, which the Contractor enters into with respect to performance under

the contract and/or purchase order resulting from this RFP, shall in any way relieve the Contractor of any responsibility for the performance of its duties.

## **2.11 Submission Requirements**

Contractors shall submit hard copy written proposals that address each of the requirements specified in this solicitation. Contractors shall provide sufficient information the Town to make a fully informed decision.

The solicitation package must be clearly marked “ADM17-1” and addressed as follows.

**ATTN: Cathy DeKarz  
Management Analyst  
Administration Department  
Town of Belleair  
901 Ponce de Leon Boulevard  
Belleair, FL 33756**

**ADM17-1, ARCHITECTURAL/HISTORICAL INVENTORY UPDATE,  
10/20/2017 10:30 AM**

**ALL RESPONSES MUST CLEARLY IDENTIFY THE RFP NUMBER,  
TITLE AND OPENING DATE OF THE RFP TRANSMITTED BY  
FACSIMILE OR EMAIL WILL NOT BE CONSIDERED.**

## **2.12 Submission of Mandatory Forms**

The Rate Proposal Form (Attachment A) shall be completed and signed by a representative who is authorized to bind contractually the Contractor for submission to this solicitation.

A Solicitation Questionnaire (Attachment B) shall be completed by each applicant and submitted accordingly. A Scoring Methodology (Attachment C) is also included in this RFP as a reference to applicants.

The Drug-Free Workplace Certificate (Attachment D) shall be completed and signed by a representative who is authorized to bind the Contractor contractually and returned with the Contractor’s proposal.

A copy of the respondent(s) Certificate of Insurance (Attachment E) shall be submitted and must conform to Section 3.7.

The Town has provided a solicitation Checklist (Attachment F) which guides the Contractor in assuring that all mandatory information and documents are included.

Any addenda supplied by the Town to participating contractors shall include an Addenda Acknowledgment Form. The form(s) shall be signed by an authorized representative, dated, and returned with the Contractor’s proposal.

**FAILURE TO INCLUDE ANY INFORMATION OR DOCUMENTATION REQUESTED  
WITHIN THIS RFP MAY LEAD TO REJECTION OF THE RFP FOR NON-**

**RESPONSIVENESS. IF YOU ARE UNSURE OF THE REQUIRED INFORMATION OR DOCUMENTATION, ASK THE PROCUREMENT OFFICER LISTED IN SECTION 2.3. DO NOT MAKE ASSUMPTIONS.**

## **2.13 Basis of Award**

The award shall be made to the responsive and responsible Contractor meeting all of the requirements as specified in this solicitation and who was awarded the most points according to the scoring methodology enumerated in "Attachment C - Scoring Methodology." Proposals will remain firm for a period of 60 days after RFP opening.

## **2.14 RFP Evaluation**

The Contractor must propose all items as specified in the specifications and as listed on "Attachment B - Solicitation Questionnaire." Proposals which do not meet the requirements specified in the solicitation will not be considered for selection. Materially incomplete questionnaires may, at the discretion of the Procurement Officer, not be considered for selection.

## **2.15 Certification of a Drug-Free Workplace**

In accordance with the requirements of Section 287.087 Florida Statutes regarding a Vendor Drug-Free Workplace, in the event of identical tie proposals, preference shall be given to contractors with drug-free workplace programs. The applicant shall complete and submit the Drug-Free Workplace Certification form included as "Attachment D" in this solicitation.

## **2.16 Posting of Tabulations**

RFP tabulations will be posted electronically to <http://www.townofbelleair.com/Bids.aspx>, as a public notice. The selection decisions and Notice of the Recommendation of Contract Award may be viewed and will remain posted for a period of 72 hours.

## **2.17 Protest**

Any actual or prospective Contractor or Respondent who is aggrieved in connection with the solicitation of proposals may seek resolution of his/her complaints by contacting the Procurement Officer. The deadline for filing a protest is not later than three (3) business days after the date the Notice of the Recommendation of Contract Award has been publicly posted. Should the matter not be resolved to the satisfaction of the Contractor or Respondent, the appeal shall be heard by the Town Commission. The Procurement Officer shall act as the Town's representative, in the issuance and administration of all contracts, and shall issue and receive all documents, notices, and all correspondence relating to the proposal process. All costs accruing from a protest shall be assumed by the challenger. The decision of the Town Commission shall be final and conclusive. The Town Commission's decision shall be binding on all parties concerned, subject to review only on the grounds that it constitutes an arbitrary action, in a court of competent jurisdiction in Pinellas County in accordance with laws of the State of Florida.

## **2.18 Discretion of the Town**

The Town reserves the right to accept any proposal, to reject any or all proposals, to waive any technical errors or omissions, and to request resubmission or clarification from any or all applicants. The Town reserves the right to select any applicant submitting a proposal that meets the requirements of this solicitation, and shall have sole discretion to determine which proposal

is in the best interests of the Town. Following selection, the successful applicant shall negotiate an agreement with the Town to carry out the terms of its proposal.

## **2.19 No Corrections**

Once competitive proposals are submitted, the Town shall not accept any request to correct errors or omissions in any submitted information.

## **2.20 Openness of Procurement Process**

Written competitive responses, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFP, shall be handled in compliance with Chapters 119 and 286 of the Florida Statutes. The Town gives no assurance as to the confidentiality of any portion of any response once submitted.

The Contractor understands that upon receipt of the proposal by the Town, the proposal documents become a “public record,” as defined in Chapter 119, Florida Statutes, and those documents are subject to public disclosure in accordance with Chapter 119.

## **2.21 Appropriation Clause**

The Town, as an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow any continuation of its performance in accordance with the terms and conditions of a contract resulting from this solicitation, for each and every fiscal year following the fiscal year in which the contract shall remain in effect. Upon notice that sufficient funds are not available in subsequent fiscal years, the Town shall thereafter be released of all terms and conditions.

## **2.22 Discrimination**

Minority/Women's' Business Enterprises (MBE) (WBE) are encouraged to submit bids. The Town does not discriminate against any Proposer or Respondent because of race, creed, color, national origin, sex or age in the selection of successful Proposer or Respondent. Vendors doing business with Belleair are prohibited from discriminating against any person because of race, creed, color, national origin, sex or age with regard, but not limited to the following: employment practices, rates of pay or other compensation methods and training selections.

## **2.23 Compliance with Laws**

Each Contractor or Respondent is responsible for full and complete compliance with all Federal, State, and local laws, rules, and regulations. Failure or inability on the part of the Proposer or Respondent to comply with such laws, rules and regulations shall not relieve any Proposer or Respondent from its obligations to honor its proposal and to perform completely in accordance with its proposal

## **2.24 Indemnification**

The Proposer or Respondent agrees to indemnify, hold harmless, and save and defend the Town from and against all claims, liens, liability, loss or damage, including, but not limited to, costs, expenses, and attorney's fees whether or not caused by actual or claimed negligence (active or passive) of the Town, its agents or employees, either as the sole or contributing cause of damage to property, wherever situated or owned or leased by the Town or any other person, bodily or personal injuries, including death at any time resulting there from, sustained by any person or

persons including, but not limited to; any employees or representatives of any subcontractor, which damage or injuries arise out of or in connection with, directly or indirectly, performance of duties or the execution of the contract between the Town and any amendments, thereto, by the Proposer or Respondent, his agents or representatives, thereto, by the Proposer or Respondent, his agents, or representatives.

## 2.25 Non-Performance Clause

The Town may terminate this contract upon written notice for the breach by the Contractor of any material term, condition or provision of this contract if such breach is not cured within the period specified in the Town's notice of breach or any subsequent notice or correspondence delivered by the Town to Contractor.

## 2.26 Provision for Other Agencies

Unless otherwise stipulated by the Contractor, the Contractor agrees to make available to all Government agencies, departments, and municipalities the proposal prices submitted in accordance with said RFP terms and conditions therein, should any said government entity desire to purchase under this proposal. Eligible Users shall mean all state of Florida agencies, the legislative and judicial branches, political subdivisions (counties, local district school boards, community colleges, municipalities, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the agreement.

## Section 3. Technical Specifications

### 3.1 Scope of Work

Funds will be used to contract a historic preservation specialist to conduct a historic property survey of buildings constructed before 1967; create a minimum of fifty (50) Florida Master Site File forms; and document the historic buildings with photographs; interview a minimum of five (5) individual local residents. Funds will also be used to present the project and survey report at one (1) public meeting. All tasks associated with the project will be completed by July 30, 2018.

### 3.2 Specifications

This project consists of six (6) main requirements:

(1) **Secondary Research:** The contractor shall conduct a review of existing documents and published sources relating to the historic significance of the Town of Belleair, its structures therein, their original context and functions, and their current significance/status in the Town. Secondary research sources shall include, but are not limited to, the Belleair Archives, historic Sanborn Maps, and Belleair's 1997 Architectural/Historical Inventory report. This information shall be collected and included as a part of the final report of findings in a way that adds value to the field inventories.

(2) **Interviews:** A minimum of five (5) interviews of Belleair residents shall be completed in order to uncover additional information about life in the Town prior to 1967. All interviewees shall be approved by Town staff; however, the contractor shall be responsible for submitting the interviewee's names to the State. It is the intent for these interviews to bridge together secondary, archival research of Belleair and the primary experiences and memories of its citizens. Transcripts and video/audio files of each interview shall be kept and submitted to the Town and to the State of Florida Division of Historical Resources.



(3) **Field Inventories:** All districts, properties, and structures within the Town of Belleair constructed prior to 1967 shall be reviewed and considered for their historic value in accordance to the criteria established by the Town of Belleair Historic Preservation Ordinance, Chapter 1A-46 of the Florida Administrative Code, and the United States Secretary of the Interior's Guidelines for Historic Preservation. In order for a property to be considered historic within Belleair, it must be recognized for at least one (1) of the following criteria:

1. Its character, interest, and value as part of the development, heritage, or cultural characteristics of the town, county, state, or nation
2. Its location as a site of significant local, county, state, or national event
3. Its identification with a person or persons who significantly contributed to the development of the town, county, state, or nation
4. Its embodiment of distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous materials
5. Its identification as the work of a master builder, craftsman, designer, architect, landscape architect, or planner whose individual work has influenced the development of the town, county, state, or nation
6. Its embodiment of elements of design, detailing, materials, or craftsmanship that render it architecturally significant
7. Its embodiment of design elements that make it architecturally or structurally innovative
8. Its unique location or singular physical characteristics that make it an established or visual feature
9. Its suitability for preservation or restoration

Any district, property, or structure identified by the contractor as historic (per the specified regulations) shall be specifically noted in the final report of findings, and shall require the completion of a Florida Master Site File form. The field inventory portion of this project can be broken down into four (4) main categories.

- a. Districts: Grouped plats, subdivisions, and/or neighborhoods shall be generally assessed in accordance to their historic value via secondary and primary research in order to consider the potential for the creation of any historic district(s) within Belleair. Any recommendation on this matter shall be included in the final survey report.
- b. Residential Properties: Though many residential homes were constructed within Belleair before 1967, many have been altered or added onto since their original construction. Thus, the contractor shall carefully abide by the regulations set forth by the United States Secretary of the Interior's Guidelines for Historic Preservation and Chapter 1A-46 of the Florida Administrative Code Structures when considering a recommendation for designation.

The first step of reviewing residential properties for historical significance shall consist of a reconnaissance level survey to determine the locations/groupings of likely sites. Print outs from the Pinellas County Property Appraiser's office shall then be used as the basis for this preliminary assessment. Subsequently, all residential properties/structures that meet the 1967 cutoff, and that are have not been altered beyond their original historic integrity since then, shall be reviewed individually. The next step shall then consist of the identification of potential sites based on characteristics gathered by exterior visual

inspections. Any site identified as potentially historic/significant shall be noted, documented, and photographed according to the requirements set forth for the completion of Florida Master Site File forms.

- c. **Commercial/Municipal Properties:** The vast majority of properties within the Town of Belleair are residential; however, there are several which fall under the commercial or municipal category. The most notable of these properties is what remains of the original Belleview Biltmore hotel. The Town believes that the remaining section of the Biltmore (which is currently being restored to its original state) is still registered as a historic property; however, the Town also wishes for this project to include information on the current historic state and use of the structure. Other notable commercial/municipal properties may include Belleair's Town Hall and the Belleair Garden Club.
- d. **Structures:** Aside from residential and commercial properties, this project shall also consider the historic significance of structures within Belleair and identify any preservation potential therein. This primarily relates to the Town's decorative street lights, but may also include high-level overviews of street signs, landscape elements, or additional monuments, which shall be noted accordingly in the final survey report.

(4) **Florida Master Site File forms:** A minimum of fifty (50) new Florida Master Site File forms shall be completed and submitted to the State of Florida Division of Historical Resources per the regulations set forth by the State. These forms shall include at least two (2) photos of the exterior of each property (street view).

(5) **Survey Report:** A final "Architectural/Historical Inventory" survey report shall be compiled, completed, and submitted to the Town. This report shall be accompanied by an updated map of the Town of Belleair that is graphically illustrated to indicate all contributing historic structures on local, state, and/or national registries, along with those identified in this project. This survey report shall follow the template and guidelines set forth by Chapter 1A-46 of the State of Florida Administrative Code.

(6) **Presentation of Findings:** The contractor shall make an in-person presentation of the final survey report to the Town's Historic Preservation Board. This presentation shall include a slideshow of the project's process and findings, and shall include the contractor's recommendations to the Board regarding the historic preservation of districts, properties, and/or structures within Belleair. Additionally, the following files and documents shall be delivered to the Town at this meeting:

- Forty (40) bound, hard copies of the final survey report in full color
- Five (5) high-resolution, colored copies of the historic map (approximately poster size: 24" x 36")
- A USB drive that contains the following documents:
  - A PDF copy of the final survey report
  - A PDF copy of the historic map
  - Electronic copies of all interview video and audio files and transcripts
  - Electronic copies of all other photographs and materials incorporated into the final report
  - Electronic copies of all final Florida Master Site File forms

*All work completed for this project shall fully comply with Belleair's Code of Ordinances, Chapter 1A-46 of the Florida Administrative Code and with the United States Secretary of the Interior's Guidelines for Historic Preservation.*

### 3.3 Time-Sensitive Requirements

Work is to commence on November 13, 2017 and must be completed in-full by July 30, 2018. Per Belleair's contract with the State of Florida's Department of State, the completion of this project shall be split into four deliverables and their corresponding tasks:

#### **Project Begins: November 13, 2017**

##### **Deliverable 1: Due February 1, 2017 at 4:00 PM EST**

- The contractor shall complete ten (10) Florida Master Site File forms and submit them to the State of Florida Division of Historical Resources for review and approval
- The contractor shall submit a list of interviewees along with biographical sketches to the State of Florida Division of Historical Resources for review and approval

##### **Deliverable 2: Due April 1, 2018 at 4:00 PM EST**

- The contractor shall provide interviewee consent forms and transcripts for a minimum of five (5) interviewees to the State of Florida Division of Historical Resources for review and approval
- The contractor shall also provide audio/visual files of the five (5) completed interviews to the State of Florida Division of Historical Resources for review and approval

##### **Deliverable 3: Due June 1, 2018 at 4:00 PM EST**

- The contractor shall provide one (1) copy of the draft survey report to the State of Florida Division of Historical Resources, which shall conform to Chapter 1A-46 of the Florida Administrative Code

##### **Deliverable 4: All due July 30, 2018 at 4:00 PM EST**

- By July 1, 2018 at 4:00 PM EST: The State (to its discretion) shall approve of the draft report
- By July 17, 2018 at 9:00 AM EST: The contractor shall provide electronic versions of all items necessary for the Historic Preservation Board meeting to the Town
- On July 24, 2018 at 4:00 PM EST: The contractor shall make an in-person presentation of the final survey report to the Town's Historic Preservation Board. There, an attendee sign-in list of this meeting shall be kept to provide to the State of Florida Division of Historical Resources. At this meeting, the contractor shall also provide to the Town the electronic and hard-copy items mentioned in specification item six (6)
- By July 27, 2018 at 4:00 PM EST: The contractor shall send a send one (1) electronic copy and one (1) hard copy of the fifty (50) Florida Master Site File forms, including photographs and maps; PDF version of the presentation; presentation attendee sign-in list; and one (1) electronic and one (1) hard copy of the final survey report (conforming to Chapter 1A-46 of the State of Florida Administrative Code) to the State of Florida Division of Historical Resources

- On July 30, 2018 at 4:00 PM EST: The project is finalized and terminated - all required documents and files shall be in-hand of the Town and the State of Florida Division of Historical Resources

### 3.4 Acceptance Period

Following installation, there shall be a 30-day acceptance period. A project shall be considered to have completed the acceptance period if there have been no contractor-related problems for thirty days. A project that experiences a contractor-related problem will be considered to have failed the acceptance period. In the event the project fails the acceptance period, the acceptance period shall begin anew when the contractor notifies the Town that the project has been repaired and is ready to begin the acceptance period. In the event the project has not passed the acceptance period within three months from the date that the Town has been notified that the project is "Ready For Use", the contractor must replace the entire project at the failed site.

### 3.5 Invoicing and Payment

Upon acceptance by the Town of Belleair, invoices will reference an issued Purchase Order Number and be submitted to:

Town of Belleair  
Administration Department  
ATTN: Cathy DeKarz  
901 Ponce de Leon Blvd.  
Belleair FL, 33756  
(727) 588-3769x242  
cdekarz@townofbelleair.net

Accepted invoices will be paid within 30 days of the invoice date. Any dispute or protest to an invoice will be provided in writing to the selected vendor. The time period for payment of a disputed invoice shall be tolled until such time both parties agree to the correct form of the disputed invoice. Late payment penalties shall not exceed 1.5% of the amount past due.

### 3.6 Insurance

The successful respondent(s) agrees to maintain such insurance as will fully protect both the contractor and the town from any and all claims pursuant to the Workers Compensation Act or Employers Liability Laws, and from any and all other claims whatsoever, made by anyone whomsoever, that may arise from operations carried on under this Agreement, either by the contractor, any subcontractor or by anyone directly or indirectly engaged or employed by either of them.

Please see the attached insurance guide - "Attachment E," for further insurance requirements.

### 3.7 Emergency Service Provider

The awarded Contractor and the Town shall draft a separate schedule of services for priority provision of services during a town declared state of emergency. The Town shall receive priority service over other clients including private businesses and citizens. Any emergency service provision may occur after servicing clients who have a direct life-safety mission. Such vendors include hospitals, fire departments, police departments, other critical first response resources and public utility infrastructure.

### 3.8 Contract Amount

The Town agrees to pay for contracted services according to the conditions of this contract document in an amount not to exceed \$47,500.00 subject to the availability of funds as established by Section 2.21.

### 3.9 Term of Contract

The initial term of this Agreement shall expire July 30, 2018, and it may not be extended or renewed unless expressly approved by the State of Florida Division of Historical Resources.



# ATTACHMENT A

## RATE PROPOSAL FORM

PROJECT: TOWN OF BELLEAIR ARCHITECTURAL/HISTORICAL INVENTORY UPDATE

CONTRACTOR: \_\_\_\_\_

Contractor hereby proposes and agrees to complete Architectural/Historical Inventory Update requirements at the following price, to-wit:

ITEM #	DESCRIPTION OF ITEM	UNIT	UNIT COST
1	Secondary research	1	\$
2	Oral history interview	1	\$
3	Field inventories	1	\$
4	Florida Master Site File forms	1	\$
5	Survey report	1	\$
6	Presentation of findings	1	\$

**GRAND TOTAL COST:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

## **ATTACHMENT B**

### **SOLICITATION QUESTIONNAIRE**

**1. Complete the below contact information**

Firm's Name: \_\_\_\_\_

Contact/Project Manager's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**2. Which most accurately describes your company?**

☐ Individual consultant   ☐ Consulting firm   ☐ Engineering firm   ☐ Architectural firm

☐ Other: \_\_\_\_\_

**3. Describe, in one to two sentences, the unique mission and purpose of your firm. \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Has your firm every completed an Architectural/Historic Inventory for a city or county?**

☐ Yes   ☐ No

**5. If interviewed, can your firm provide a portfolio of historic studies and reports completed within the past five years?   ☐ Yes   ☐ No**

**6. How many years has your firm been working with historic properties/preservation? \_\_\_\_\_**

**7. Has your firm ever worked in Pinellas County?   ☐ Yes   ☐ No**

**8. Has your firm ever worked in Belleair?   ☐ Yes   ☐ No**

**9. If selected, approximately how many individuals would be working on this project? \_\_\_\_\_**

**10. List below information regarding the individuals from your firm that would be working on this project. Additional pages may be attached if more employees are to be included.**

a. Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Education: \_\_\_\_\_

Relevant Work Experience: \_\_\_\_\_

\_\_\_\_\_

Additional Certifications/Qualifications: \_\_\_\_\_

\_\_\_\_\_

b. Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Education: \_\_\_\_\_

Relevant Work Experience: \_\_\_\_\_

\_\_\_\_\_

Additional Certifications/Qualifications: \_\_\_\_\_

\_\_\_\_\_

c. Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Education: \_\_\_\_\_

Relevant Work Experience: \_\_\_\_\_

\_\_\_\_\_

Additional Certifications/Qualifications: \_\_\_\_\_

\_\_\_\_\_



**11. Provide at least three references for recent clients (work completed within the past five years)**

Client	Contact	Contact #	Summary of Work

## ATTACHMENT C

### SCORING METHODOLOGY

Assuming that an applicant's proposed grand total cost on "Attachment A - Rate Proposal Form" falls within the scope of this project, the following scoring matrix will be used in order (1) to select RFP applicants to be interviewed as finalists, and (2) to select a final recipient for the RFP. Specifically, each member of the RFP selection committee shall rate each applicant on a scale of 1 to 5 (1 being the lowest possible award option and 5 the highest) for each category listed below. Following each evaluation, a total score shall be added for the applicant. This total shall then be added to the totals of each other committee member to offer a total possible score of 150 points per applicant.

Regarding the first round of scoring (in order to determine finalists), the three (3) applicants with the highest total scores shall be invited to interview before the committee. If an applicant cannot or chooses not to interview, the applicant with the next highest score shall be selected instead. Failure to respond to an invitation to interview within two (2) business days shall result in an applicant's removal from the interview list.

After interviews with each of the finalists, each member of the RFP committee shall again rate each applicant using the same scoring matrix and categories. These scores shall be adjusted accordingly based off interview responses and any additional information provided at that time. The applicant with the highest total score (again, out of 150) shall be tentatively awarded the RFP, pending the approval of the Town Commission.

<b><u>APPLICANT:</u></b>					
<b>CATEGORY</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Firm's relevant work experience					
Relevant background and work experience of firm's employees					
Firm's experience working with U.S. and Florida historic preservation laws and regulations					
Firm's familiarity with architectural styles and preservation movements pre-1967					
Firm's familiarity with local history (of Pinellas County and the Tampa Bay area)					
<b><u>TOTAL SCORE:</u></b>					

## **ATTACHMENT D**

### **DRUG-FREE WORKPLACE CERTIFICATION**

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations 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 response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, 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 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

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

---

BUSINESS'S NAME

---

PROVIDER'S SIGNATURE

## **ATTACHMENT E**

### **INSURANCE GUIDE II – AVERAGE CONTRACTS FOR SERVICE**

#### **Insurance.**

- 1) The CONTRACTOR agrees to maintain such insurance as will fully protect both the CONTRACTOR and the TOWN from any and all claims under any Workers Compensation Act or Employers Liability Laws, and from any and all other claims of whatsoever kind or nature, made by anyone whomsoever, that may arise from operations carried on under this Agreement, either by the CONTRACTOR, any subcontractor, or by anyone directly or indirectly engaged or employed by either of them.

- 2) The insurance required by the terms of this Agreement shall in no event be less than:  
(a) WORKERS' COMPENSATION:

Coverage is to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease.

- (b) COMMERCIAL GENERAL LIABILITY - OCCURRENCE FORM  
REQUIRED:

CONTRACTOR shall maintain commercial general liability (CGL) insurance with a limit of not less than \$500,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of \$1,000,000. Products and completed operations aggregate shall be \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Damage to rented premises shall be included at \$100,000 if applicable.

- (c) COMMERCIAL AUTOMOBILE LIABILITY INSURANCE:

CONTRACTOR shall maintain automobile liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired and non-- owned autos). The policy shall be endorsed to provide contractual liability coverage.

- 3) EVIDENCE OF INSURANCE:

The CONTRACTOR shall furnish the TOWN with Certificates of Insurance. The Certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. The

TOWN is to be specifically included as an additional insured on all policies except Workers' Compensation. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the TOWN before the commencement of any work activities.

4) INDEMNIFICATION:

To the fullest extent permitted by applicable law, Contractor shall protect, defend, indemnify, save and hold the TOWN, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the CONTRACTOR resulting from the CONTRACTOR's work as further described in this contract, which may arise in favor of any person or persons resulting from the CONTRACTOR's performance or non-performance of its obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the TOWN, its officials, commissions, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended. Further, CONTRACTOR hereby agrees to indemnify the TOWN for all reasonable expenses and attorney's fees incurred by or imposed upon the TOWN in connection therewith for any loss, damage, injury or other casualty. CONTRACTOR additionally agrees that the TOWN may employ an attorney of the TOWN's own selection to appear and defend any such action on behalf of the TOWN, at the expense of the CONTRACTOR. The CONTRACTOR further agrees to pay all reasonable expenses and attorney's fees incurred by the TOWN in establishing the right to indemnity.

5) NOTIFICATION OF CLAIMS

In the event CONTRACTOR decides to file any claim related to this project against any party, the TOWN shall be notified no later than five days following the filing of said claim. The TOWN will be notified in writing, by mail, to be sent to 901 Ponce de Leon Blvd, Belleair, FL 33756.

I, the undersigned, do hereby understand, acknowledge and consent to the requirements prescribed above. I shall provide proof of insurance providing coverage comparable to or greater than the minimum levels specified above.

_____	_____	____/____/____
Signature	Print Name	Date

## **ATTACHMENT F**

### **SUBMITTAL CHECKLIST**

Package due by 10/20/2017 10:30 AM EST

- ( ) Completed Coversheet
- ( ) Completed Rate Proposal Form (Attachment A)
- ( ) Completed Solicitation Questionnaire (Attachment B)
- ( ) Reviewed Scoring Methodology (Attachment C)
- ( ) Completed Drug-Free Workplace Certification (Attachment D)
- ( ) Attached Certificate of Insurance as Required by Section 3.6 (Attachment E)
  
- ( ) Package labeled as required by Section 2.11
- ( ) Reviewed the Town website before submitting proposal
- ( ) Attached any addendum forms as posted on [www.townofbelleair.com/bids](http://www.townofbelleair.com/bids)

# ADDENDUM 1

October 10, 2017

## ADM17-1: TOWN OF BELLEAIR ARCHITECTURAL/HISTORICAL INVENTORY UPDATE

- Listed below are the questions received and answers provided regarding ADM17-1.

**Q1:** Florida Statue 287.055 in paragraph 4.B, copy attached and highlighted, prohibits using fees as a selection criteria for professional services. Will the fee proposal requirement be deleted from the required documents for Solicitation Number ADM17-1?

**A1:** In consultation with the State of Florida, this project calls for the services of a historic preservation specialist. The definition of "professional services" in Florida Statute 287.055 does not include historic preservation specialists and therefore does not apply to this contract.

- A revised schedule of the date for Town Commission action on award is outlined below. This meeting will be held during a regular Commission meeting at the Belleair Town Hall Auditorium (901 Ponce de Leon Blvd.)

ACTION	PREVIOUS DATE	CURRENT DATE
Expected date for Town Commission action on award	Tuesday, November 7, 2017 at 6:00 pm	Wednesday, November 8, 2017 at 6:00 pm

- A detailed schedule of all publicly-held meetings for this project has been outlined below.

ACTION	TIME	LOCATION
Bid opening/reading	Friday, October 20, 2017 at 10:30 am	Belleair Town Hall Auditorium (901 Ponce de Leon Blvd.)
Applications reviewed by committee to determine RFP finalists	Monday, October 23, 2017, 10:00 am - 12:00 pm	Belleair Town Hall Auditorium (901 Ponce de Leon Blvd.)
Interview of finalist #1 by committee	Thursday, October 26, 2017, 9:00 - 9:45 am	Belleair Town Hall Auditorium (901 Ponce de Leon Blvd.)
Interview of finalist #2 by committee	Thursday, October 26, 2017 at 10:00 - 10:45 am	Belleair Town Hall Auditorium (901 Ponce de Leon Blvd.)
Interview of finalist #3 by committee	Thursday, October 26, 2017 at 11:00 - 11:45 am	Belleair Town Hall Auditorium (901 Ponce de Leon Blvd.)

Interview scores tallied	Thursday, October 26, 2017, 12:30 - 1:00 pm	Belleair Town Hall Auditorium (901 Ponce de Leon Blvd.)
Notice of intent to award posted	Thursday, October 26, 2017, 4:30 pm	<a href="http://www.townofbelleair.com/bids">www.townofbelleair.com/bids</a>
Expected date for Town Commission action on award	Wednesday, November 8, 2017 at 6:00 pm	Belleair Town Hall Auditorium (901 Ponce de Leon Blvd.)
Final presentation to Historic Preservation Board	Tuesday, July 24, 2018 at 4:00 pm	Belleair Town Hall Auditorium (901 Ponce de Leon Blvd.)

- A revision of Section 3.8 of the RFP has been included below.

### 3.8 Contract Amount

The Town agrees to pay for contracted services according to the conditions of this contract document, subject to the availability of funds as established by Section 2.21. \$47,500.00 has been budgeted for this project.

- A revised version of “Attachment C - Scoring Methodology” is included on the next page.



## **ATTACHMENT C (UPDATED FOR ADDENDUM)**

### **SCORING METHODOLOGY**

The following scoring matrices will be used in order (1) to select RFP applicants to be interviewed as finalists, and (2) to select a final recipient for the RFP. Specifically, each member of the RFP selection committee shall rate each applicant on a scale of 1 to 5 (1 being the lowest possible award option and 5 the highest) for each category listed. Following each evaluation, a total score shall be added for the applicant. This total shall then be added to the totals of each other committee member to offer a total possible composite score of 150 points per applicant.

In addition to this, each applicant will be evaluated for their estimated proposal cost. The applicant with the lowest rate proposal shall be awarded with twenty-five (25) points, the second lowest with twenty (20) points, and all others with fifteen (15) points. Hence, the highest possible score for an applicant shall be 150 points.

Regarding the first round of scoring (in order to determine finalists), the three (3) applicants with the highest total scores shall be invited to interview before the committee. If an applicant cannot or chooses not to interview, the applicant with the next highest score shall be selected instead. Failure to respond to an invitation to interview within two (2) business days shall result in an applicant's removal from the interview list.

After interviews with each of the finalists, each member of the RFP committee shall again rate each applicant using the same scoring matrix and categories. These scores shall be adjusted accordingly based off interview responses and any additional information provided at that time. The applicant with the highest total score (again, out of 150) shall be tentatively awarded the RFP, pending the approval of the Town Commission.

**RFP COMMITTEE MEMBER NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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

**APPLICANT 1:** \_\_\_\_\_

<b><u>OCTOBER 23: ROUND 1 SCORING</u></b>					
<b>CATEGORY</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Firm's relevant work experience					
Relevant background and work experience of firm's employees					
Firm's experience working with U.S. and Florida historic preservation laws and regulations					
Firm's familiarity with architectural styles and preservation movements pre-1967					
Firm's familiarity with local history (of Pinellas County and the Tampa Bay area)					
<b><u>REVIEWER INITIALS:</u></b>	<b><u>TOTAL SCORE:</u></b>				

<b><u>OCTOBER 26: ROUND 2 SCORING (IF APPLICABLE)</u></b>					
<b>CATEGORY</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Firm's relevant work experience					
Relevant background and work experience of firm's employees					
Firm's experience working with U.S. and Florida historic preservation laws and regulations					
Firm's familiarity with architectural styles and preservation movements pre-1967					
Firm's familiarity with local history (of Pinellas County and the Tampa Bay area)					
<b><u>REVIEWER INITIALS:</u></b>	<b><u>TOTAL SCORE:</u></b>				

# ACKNOWLEDGEMENT OF ADDENDUM

## ADDENDUM 1

### FOR REQUEST FOR PROPOSAL PACKAGE ADM17-01: TOWN OF BELLEAIR HISTORICAL/ARCHITECTURAL INVENTORY UPDATE

ADDENDUM 1 is issued by the Town of Belleair through the Town's website. The ADDENDUM SHALL BE MADE A PART OF THE BID DOCUMENTS AND SPECIFICATIONS. BIDDERS SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND SUBMITTING THIS ADDENDUM ACKNOWLEDGEMENT FORM. FAILURE TO ACKNOWLEDGE RECEIPT OF AN ADDENDUM MAY BE CAUSE FOR REJECTION OF THE BID.

When submitting all bid proposals this Addendum Acknowledgement Form must be included in the bid submittal.

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_ FAX: (    ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



October 20, 2017

## Request for Proposal



# TOWN OF BELLEAIR ARCHITECTURAL/HISTORICAL INVENTORY UPDATE

**Submitted to:**  
Town of Belleair, FL

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October 20, 2017

Ms. Cathy DeKarz, Management Analyst  
Administration Department  
Town of Belleair  
901 Ponce de Leon Boulevard  
Belleair, FL 33756

RE: ADM17-1, Town of Belleair Architectural/Historical Inventory Update  
JMT Job No. 17-12044

Dear Ms. DeKarz:

Johnson, Mirmiran & Thompson, Inc. (JMT) is pleased to submit our qualifications and price proposal for the Architectural/Historical Inventory Update of the Town of Belleair.

JMT is a 100% employee-owned multi-disciplinary engineering, architecture, and construction management consulting firm with a robust Cultural Resources practice. Established in 1971, JMT currently employs more than 1,500 professionals: cultural resources professionals, landscape architects, planners, architects, environmental scientists, engineers, construction managers, and more. We work with all levels of government, including federal, state, and local agencies.

JMT provides cultural resource services nationwide, with skilled discipline leads qualified in architectural history, historic preservation, archaeology, public history, and public participation. We offer our clients a thorough, well-rounded approach, drawing on a wealth of internal knowledge and staff experience to address all aspects of your cultural resources requirements. Our Cultural Resources staff have demonstrated success in the identification of historic and archaeological resources, and have applied innovative solutions to managing the risks to cultural resources while considering project schedules and budgets.

If you have any questions or need further information, please do not hesitate to contact me at 984-269-4910 or by email at [malfson@jmt.com](mailto:malfson@jmt.com).

Very truly yours,

JOHNSON, MIRMIRAN & THOMPSON, INC.

A handwritten signature in cursive script, appearing to read "Mary Alfson", written in dark ink.

Mary Alfson Tinman  
Vice President

MAT/sah

Enclosures



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# TOWN OF BELLEAIR

## REQUEST FOR PROPOSALS

SEPTEMBER 20, 2017

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Solicitation Number: ADM17-1

Department Issuing Solicitation: Administration Department

Summary Item(s) of Request for Proposal (RFP): Town of Belleair  
Architectural/Historical Inventory Update

Number of Addenda as of above date:

Date and Time Due: 10/20/2017 at 10:30 AM EST

Company Name: Johnson, Mirmiran & Thompson

Federal Tax Identification Number: 52-0963531

Legal Street Address: 2000 E 11th Avenue, Suite 300


City: Tampa

State: FL

Zip: 33605

Respondent: Mary Alfson Tinsman

Title: Vice President

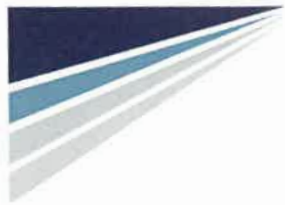
Authorized Signature: 

Phone: 813-314-0314 Ext 4728

Email: malfson@jmt.com

A large decorative graphic in the top left corner of the page. It consists of several parallel diagonal lines that originate from the left edge and extend towards the top right. The lines are colored in a gradient: dark blue, medium blue, and light grey, with white spaces between them.

# 1. FIRM QUALIFICATIONS



## JMT QUALIFICATIONS

Johnson, Mirmiran & Thompson (JMT) is a 100% employee-owned multi-disciplined planning, design, engineering, and construction consulting firm. Established in 1971, JMT currently employs over 1,400 professionals: architects, environmental scientists, cultural resource professionals, landscape architects, planners, engineers, construction managers, and more. We work with all levels of government including federal, state, and local agencies for more than 45 years. JMT is ranked #67 on the current *Engineering News-Record (ENR)* list of Top 500 national engineering design firms for 2016.

## CORPORATE EXPERIENCE

We offer a full-service staff including cultural resource professionals; surveyors; civil, water/wastewater, roadway, drainage, traffic, structure and bridge engineers; technology specialists; and other support staff. JMT provides related services to a variety of public and private clients throughout the United States. Our reputation as a first-class consulting firm was earned by providing innovative, user friendly, and cost-effective solutions to assist clients in meeting their regulatory commitments and improving service to customers.

### JMT's Mission Statement & Business Philosophy is:

"To provide quality professional services that produce positive impacts and exceed expectations through imagination, innovation, involvement, and sound technical and business practices."

## STRENGTHS IN THE INDUSTRY

**Accuracy – Communication – Responsiveness – Creativity:** These qualities can be found throughout the life cycle of every JMT project. The following is a list of the major services provided by the JMT Cultural Resource team to our clients in Florida and other locations throughout the United States. These services can be provided, without limitation, as needed for the Town of Belleair:

- Reconnaissance and Intensive-Level Surveys
- National Register Determinations of Eligibility
- National Register Nominations
- National Historic Landmark Nominations
- Technology – GIS and Mobile Applications
- Cultural Resource Management Plans
- Cultural Landscape Assessments
- Condition Assessments for Historic Structures and Archaeological Sites
- Historic Structures Surveys, Documentation, and Evaluation
- Archaeological Surveys (Phase I, II, and III)
- Archaeological Site Documentation, Evaluation, and Monitoring
- Archaeological Testing, Evacuation, and Data Recovery
- Public Involvement
- Section 106 Coordination

Cultural Resources are identified through the presence of nonrenewable resources that provide unique information or evidence of past human activity.

**Our team includes archaeologists, conservationists, historic architects, historians and architectural historians, each qualified for the positions that they hold as outlined in the Secretary of the Interior's Professional Qualifications Standards (36 CFR 61).**



## ABILITY, CAPACITY, & SKILL TO PROVIDE THE REQUESTED SERVICES

**As a 100% employee-owned company, each of our employees has a vested interest in our success and is committed to providing clients with professional services of exceptional quality.** This has resulted in continued success throughout our history and demonstrates that we meet our commitments not only in terms of budgets and schedules, but also in quality, innovation, and in providing experienced staff that takes pride in what they do. We also have earned a reputation as a first-class consulting firm providing innovative, user-friendly, and cost effective solutions to assist our clients in meeting their project requirements and budget constraints.

### Compliance with Laws & Ordinances Regarding Prior Contracts, Purchases, or Services

Nearly all JMT's projects are public or government projects (local, municipal, State, County or Federal). JMT has only limited involvement in private development projects assuring minimal conflicts with public projects. We have assisted our clients with obtaining funding and grants through the State and Federal government.

Our Cultural Resources team is familiar with federal, state and local laws and regulations pertaining to historic preservation, planning, and Certified Local Governments, including zoning and ordinances. We maintain records on the submittal requirements by state and stay current on changes to submittal processes within the region.

## SUCCESSFUL EXPERIENCE PROVIDING THE REQUESTED SERVICES

JMT's Cultural Resource team is keenly aware of how individual elements need to come together to successfully complete a project. Pulling from previous experience, we fully understand the steps needed to complete the architectural/historical inventory update project for the Town.

Our experience and expertise makes the JMT Cultural Resource team a valuable partner for the Town's project managers. We can easily comprehend your records and data, your management goals, and your service expectations.

### Quality & Timeliness of Performance of Previous Contracts

We anticipate that under normal circumstances the schedule and budget established and agreed to during contract negotiations and at the kickoff of the contract will be adequate to complete the project; however, on those occasions where there is a change that requires the schedule to be accelerated, the JMT Team can respond with resources to meet the Town's needs. For those items that are in our control, we will provide adequate staff and resources to meet any schedule. **JMT assures the Town that we can complete this project(s) within the timeframe established and will have ample staff to ensure these assignments are completed on time and within budget.**

Perhaps the simplest way of showcasing JMT's extensive experience is by highlighting the satisfaction levels we attain through our high quality of work. One measure of our success is the willingness of clients to re-hire us as well as to provide strong recommendations on our behalf, we are proud that over 80% of our business is performed for repeat clients. Additionally, our list of award-winning projects grows longer every year (<http://jmt.com/about-jmt/awards-honors/>), and we consistently receive written commendations complementing our outstanding quality of work.

JMT has completed numerous historic resource surveys for a wide variety of clients including the Virginia Department of Historic Resources (VDHR), the City of Savannah, Georgia, South Dakota State Historic Preservation Office (SD SHPO), the City of Rock Hill, SC, the West Virginia Historic Preservation Office (WV HPO). This wide range of experience allows us to easily adapt to specific client requirements and to provide a quality service to clients throughout the United States.

## PROJECT PERSONNEL

For JMT, the quality assurance process has already started for this contract with the selection of our well-qualified, professional staff proposed for this contract. We have carefully designated our project manager and key staff members who can be dedicated to the Department. **Our Project Manager, Ms. Sara McLaughlin, will serve as the liaison and point-of-contact for the Department.** She will maintain contact with the Department to sustain an understanding their overall goals and expectations, and communicate them to the JMT Team. Ms. McLaughlin will be responsible for all contractual matters and will ensure that the project team is adequately staffed for this contract to guarantee that each task assignment is completed on time. Ms. McLaughlin will be the single point-of-contact for the Department's Project Manager, simplifying the management process.

**Ms. Mary Alfson Tinsman is the Quality Control Coordinator for this contract.** Ms. Alfson Tinsman leads JMT's Cultural Resource discipline throughout the company. Ms. Alfson Tinsman has successfully managed projects in 48 states involving all levels of cultural resource efforts. Her experience includes historic resource surveys, National Register nominations, National Historic Landmark nominations, HABS/HAER documents, eligibility determinations, effects findings, memorandums of agreement, programmatic agreements, NEPA, and Phase I-III archaeological surveys. She has studied and documented a wide variety of resources including farmsteads, urban and rural historic districts, commercial properties, industrial properties, historic landscapes, cultural landscapes, residential properties, and transportation resources. Ms. Alfson Tinsman has extensive experience in public involvement as it relates to cultural resources with a focus on public education and public insight into projects.

**Ms. Sara McLaughlin is the Project Manager and Senior Architectural Historian for this contract.** Ms. McLaughlin has more than 8 years of experience in cultural resource management and preservation architecture. She exceeds the qualifications for Architectural Historian under the standards set forth by the Secretary of the Interior. Ms. McLaughlin has extensive experience working on historic preservation and cultural resources projects for a variety of Federal, state and local clients. Her work focuses primarily on the research, survey, and documentation of historic above ground resources with an extensive understanding of Section 106, and state and federal documenting regulations. Ms. McLaughlin's architectural experience spans the gamut from conservation to adaptive reuse. For this project, she will be the liaison and point-of-contact for City. She will be consistently available to provide the City with any personnel and services needed.

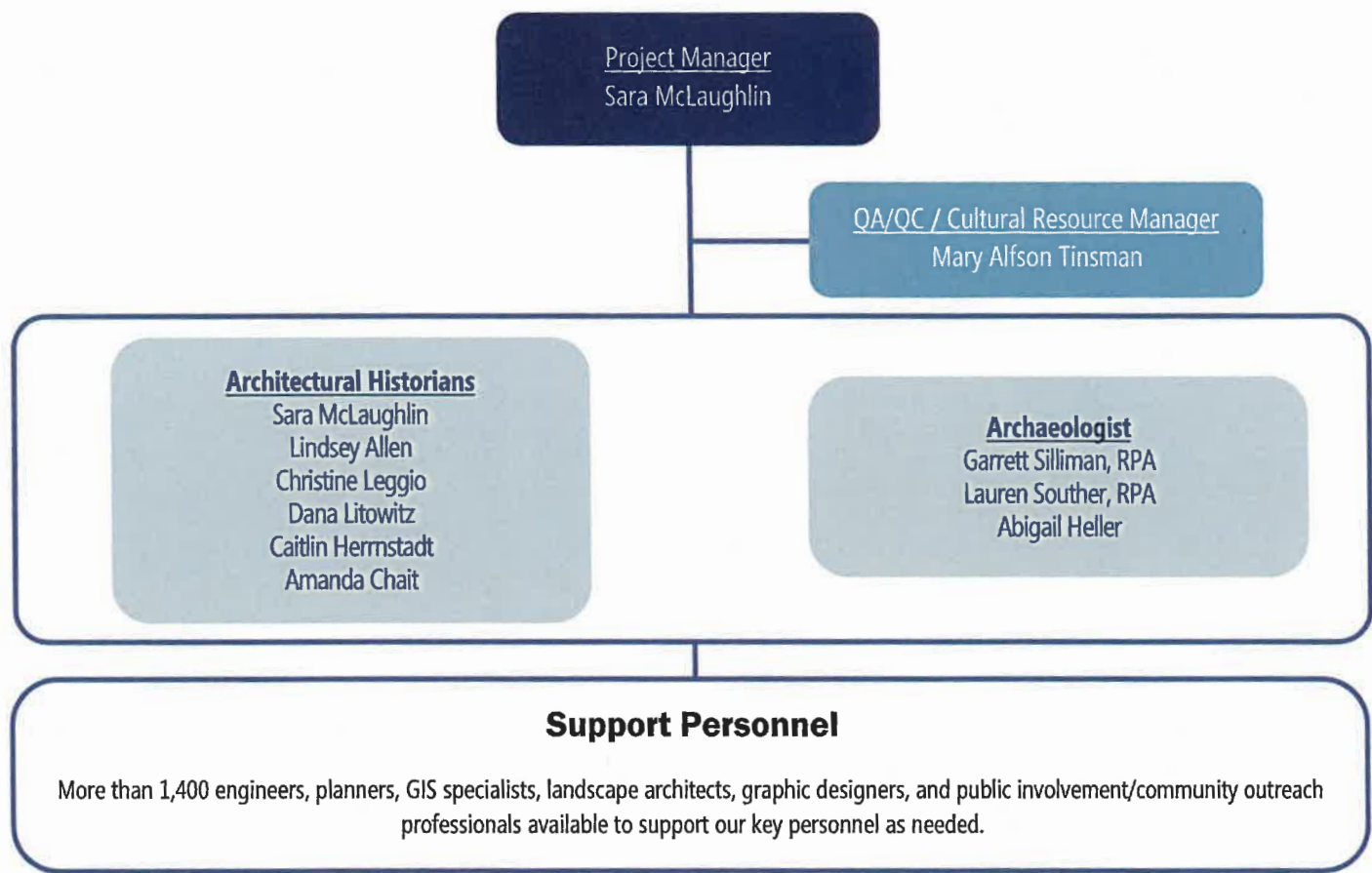
**Ms. Christine Leggio is an Architectural Historian for this contract.** She has a wide range of professional and academic experience relating to architectural history and documentation of historic structures. She has conducted numerous architectural studies, ranging from reconnaissance-level surveys through large-scale assessment studies throughout the United States. Surveys range from projects of one or two historic properties to large multi-property surveys. Her responsibilities include historical research, analysis, and report writing.



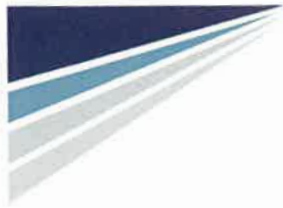
## Organizational Chart & Key Staff Resumes

The JMT Team is well positioned to handle the requirements and commitments associated with this contract; the real value of JMT is in the quality of staff that we employ. **Our more than 1,400 experienced and qualified staff company-wide will provide exceptional service to the City.**

### Organizational Chart







## JMT REFERENCES AND PROJECT EXPERIENCE

The following pages exemplify JMT's experience with Architectural/Historical Inventory Update contract. All projects described below exceeded expectations and were completed on time and within budget. **The following projects illustrate some of our recent experience with large architectural survey projects.**

### References

1. **Historic Resources Survey, Preston & Taylor Counties, West Virginia**

Jeffrey Smith, Structural Historian, West Virginia State Historic Preservation Office  
304-558-0240 x 121

2. **County Wide Surveys, Clarke County, SD**

Jennifer Brosz, Historic Preservation Specialist, South Dakota Historic Preservation Office  
605-773-2906

3. **Savannah Victorian Historic District, Savannah, Georgia**

Leah Michalak, Senior Historic Preservation Planner, Chatham County – Savannah Metropolitan Planning Commission  
912-651-1453

4. **Arcade Mill Village Historic District Survey, Rock Hill, South Carolina**

Dawn Byers, Neighborhood Development Coordinator, City of Rock Hill  
803-326-3793

5. **2015 Historic Architectural and Landscape Analyses LSC, Statewide, North Carolina**

Mary Pope Furr, Historic Architecture Supervisor, NCDOT Human Environment  
919-707-6068

6. **Lycoming County Historic Preservation Consultant, Lycoming County, Pennsylvania**

Jenny Picciano, Community & Economic Development Planner, Lycoming County Planning & Community Development  
570-320-2136

7. **Bloomfield Historic Resources Survey, Bloomfield Township, New Jersey**

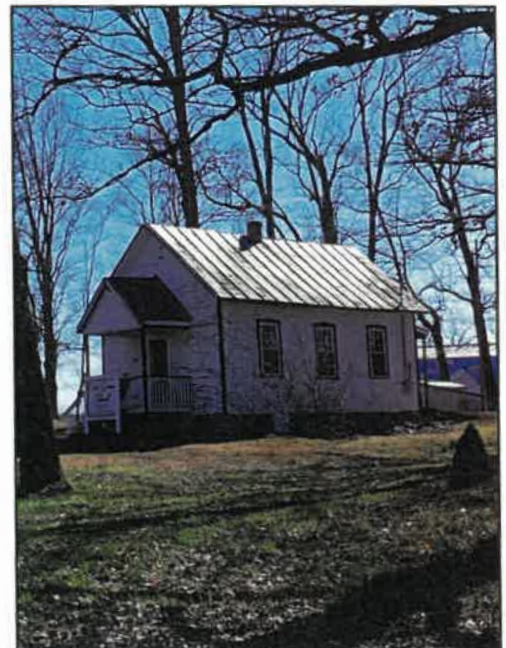
Matt Watkins, Township Administrator, Bloomfield Township  
973-680-4006

## HISTORIC RESOURCES SURVEY OF PRESTON & TAYLOR COUNTIES

### West Virginia

JMT was contracted by the West Virginia Division of Culture and History to complete a reconnaissance level survey of up to 750 resources located within the unincorporated areas of Preston County. Because an adequate number of resources could not be documented in Preston County, survey work continued in the unincorporated areas of neighboring Taylor County then onto the incorporated areas of Preston County.

The purpose of this survey was to identify and document properties that are at least 50-years old and that retain historic architectural integrity. In total, 713 properties were surveyed and 81 have been determined to be potentially eligible for listing in the National Register of Historic Places. A West Virginia Historic Property Inventory Form was completed for each property surveyed. A final report was compiled describing our methodology, and findings as well as providing a detailed history of Preston County.

**Owner:**

West Virginia State Historic  
Preservation Office  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0300

**Contact:**

Jeffrey Smith  
Structural Historian

304-558-0240 x 121

Jeffrey.s.smith@wv.gov

**Project Information:**

Fee:  
\$34,808

**Completed:**  
11/2016



## COUNTY WIDE SURVEYS

### Clark County, South Dakota

This project consists of a comprehensive architectural survey of Clark County, located in eastern South Dakota. The project is being carried out for the South Dakota State Historic Preservation Office as the next step in a series of County Surveys being completed by the South Dakota State Historic Preservation Office. Survey work was coordinated among a team of two Architectural Historians. Consistent survey



methods, developed prior to the fieldwork, were critical to the successful completion of the project. The survey required two weeks of fieldwork, traversing public roads in order to record those properties older than forty years of age that retain a sufficient amount of physical integrity for consideration to the National Register of Historic Places.

Historic properties recorded more than five years prior to the fieldwork were re-examined to confirm National Register eligibility. Research conducted at the State Archives and at local repositories was used to develop a regional and local context with which the historic properties were evaluated for National Register eligibility.

Fieldwork has been completed and the culminated with a final report which included project methodology; the regional and local context; and descriptions, site plans and photographs of the recorded historic properties. The report further analyzed architecture by trends and provided recommendations for additional work in the area. Ms. Allen coordinated and conducted the survey, background research, and National Register eligibility evaluations of the surveyed properties. She coordinated and reviewed all fieldwork, document preparation and managed client correspondence. Ms. Alfson Tinsman was responsible for the proposal efforts and contractual matters.



Challenges of the project included the intemperate weather conditions that can be present in South Dakota during fall months when the survey work were completed. Other challenges involved the rural road conditions that were encountered requiring the use of 4-wheel drive vehicles.

This survey was similar to previous work conducted by Ms. Alfson Tinsman and Ms. Allen for Edmund, Sanborn, and Jerauld Counties in South Dakota.

#### **Owner:**

South Dakota Historic Preservation  
Office  
900 Governor's Drive  
Pierre, SD 57501

#### **Contact:**

Jennifer Brosz  
Historic Preservation Specialist  
Division of Historical Resources, North  
Carolina Department of Natural and  
Cultural Resources  
605-773-2906  
Jennifer.Brosz@state.sd.us

#### **Project Information:**

Fee:  
\$18,994 (lump sum)

**Completed:**  
2016



## CITY OF SAVANNAH CITY-WIDE HISTORIC RESOURCES SURVEY PHASE II- SAVANNAH VICTORIAN HISTORIC DISTRICT

Savannah, Georgia

JMT was selected by the City of Savannah Metropolitan Planning Commission to complete an update to the 1980 historic resources survey of the Savannah Victorian Historic District. Under this contract, JMT was required to survey as many resources as possible constructed before 1976 (40 years old or older) located within the boundaries of the National Register-listed Savannah Victorian Historic District and enter and edit survey information in the Georgia Department of Natural Resources, Historic Preservation Division's Natural, Archaeological, and Historic Resources Geographical Information Systems (GNAHRGIS). Additionally, a survey report was completed and submitted which included but was not limited to: an executive summary, project description, methodology, developmental history, recommendations and survey results and architectural analysis.

**Owner:**

Savannah Metropolitan Planning  
Commission  
110 E. State Street  
Savannah, GA 31401

**Contact:**

Leah G. Michalak  
Senior Historic Preservation Planner  
Chatham County- Savannah  
Metropolitan Planning Commission  
912.651.1453  
michalakl@thempc.org

**Project Information:**

Fee:  
\$21,982.00

**Completed:**  
2017







## REVISION OF HISTORIC PRESERVATION COMMISSION DESIGN GUIDELINES

Oxford, North Carolina

JMT was selected by the City of Oxford to provide an update of current guidelines created in 2007. JMT Architectural Historians completed an in-depth review of the existing Oxford HPC Design Guidelines and related COA documents, as well as the HPC Charter and Rules of Procedure, the Oxford Historic Preservation Ordinances and Demolition by Neglect Ordinance in order to establish a solid frame of reference and understanding of the current resources governing historic preservation in the City of Oxford. JMT Architectural Historians worked with the Oxford HPC and the State Historic Preservation Commission to create new guidelines that reflect the changes to the historic fabric of the community as well as changing technological advances in preservation.



### **Owner:**

Division of Historical Resources  
109 E. Jones St.  
Raleigh, NC 27601

### **Contact:**

Michele Patterson McCabe  
Grants Coordinator, State Historic  
Preservation Office  
Division of Historical Resources, North  
Carolina Department of Natural and  
Cultural Resources  
919-807-6582  
[michele.patterson.mccabe@ncdcr.gov](mailto:michele.patterson.mccabe@ncdcr.gov)

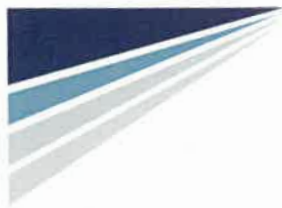
### **Project Information:**

Fee:  
\$19,961

Completed:  
2016







## 2015 HISTORIC ARCHITECTURAL AND LANDSCAPE ANALYSES LSC

Statewide, North Carolina

JMT was selected by the North Carolina Department of Transportation to provide all phases of architectural history and historic preservation work, particularly as it relates to Section 106 compliance. JMT anticipates projects ranging from small scale projects requiring documentation of a single resource (buildings, structures [including bridges], historic districts and linear resources) to large scale projects requiring the documentation of more than one hundred resources. Task orders issued to date include the following:



### **Eligibility Evaluation for McCormick Bridge Road Farmstead, Cumberland County, NC.**

Project included an intensive-level field survey, photography and documentation of extant structures. A comprehensive report including a history of the property, architectural description and context, and National Register of Historic Places Evaluation was created and submitted to the North Carolina Department of Transportation.

#### **Owner:**

NCDOT

#### **Contact:**

Mary Pope Furr  
Historic Architecture Supervisor  
NCDOT Human Environment

919-707-6068 office

mfurr@ncdot.gov

#### **Project Information:**

##### **Fee:**

\$17,671

##### **Completed:**

On-going

### **Replace Bridge No. 81 over John's Creek on SR 1737 (Caney Fork Road)**

The project will include an intensive-level field survey, photography and documentation of the extant John's Creek Methodist Church. A comprehensive report including a history of the property, architectural description and context will be submitted to the North Carolina Department of Transportation. The report will also include an evaluation of the property's potential eligibility for listing in the National Register of Historic Places. Churches – or any other religious property – provide an additional challenge when being evaluated for the National Register. The property must not only be eligible under one of the four National Register Criteria it must also meet Criteria Consideration A (Religious Properties).



### **Replace Bridge No. 144 over National Creek on SR 1397 (Thomas Valley Road)**



The project will include an intensive-level field survey, photography and documentation of the extant Wilmot Wesleyan Church. A comprehensive report including a history of the property, architectural description, context, and evaluation of the property's potential eligibility for listing in the National Register of Historic Places will be submitted to the North Carolina Department of Transportation. Churches – or any other religious property – provide an additional challenge when being evaluated for the National Register. The property must not only be eligible under one of the four National Register Criteria it must also meet Criteria Consideration A (Religious Properties).



## ARCADE MILL VILLAGE HISTORIC DISTRICT SURVEY

Rock Hill, South Carolina

The Arcade Mill Village in Rock Hill, South Carolina is a neighborhood comprised of three to five room homes constructed c.1900 for the workers of the adjacent Arcade Mill. After World War II, there were as many as 135 homes surrounding the mill. The mill was destroyed by fire in 2007 and subsequently demolished. Many of the homes remain with a high level of integrity.

JMT was contracted through the Housing and Neighborhood Services of the City of Rock Hill to complete an intensive level survey of the Arcade Mill Village Historic District area. Using previous surveys, archival research, and field work, JMT is working to document the history of the village, the existing conditions of select dwellings and their changes over time. All work being done is in consultation with and in accordance with South Carolina Department of Archives and History, State Historic Preservation Office's Survey Manual in the context of identifying and re-evaluating historic properties within the boundary of the previously identified Arcade Mill Village Historic District area for eligibility for listing in the National Register.

Additionally, South Carolina Intensive Documentation Forms were completed for contributing properties within the district. These were populated using the state's Access database and include printed photographs developed to strict archival standards.

**Owner:**

Housing & Neighborhood Services  
City of Rock Hill  
150 Johnson Street  
Rock Hill, South Carolina 29731

**Contact:**

Dawn Byers  
Neighborhood Development  
Coordinator

803-326-3793

[dbyers@cityofrockhill.com](mailto:dbyers@cityofrockhill.com)

**Project Information:**

Fee:  
\$22,000

**Completed:**  
2015







## LYCOMING COUNTY HISTORIC PRESERVATION CONSULTANT

Lycoming County, PA

JMT worked with Lycoming County and the City of Williamsport, Pennsylvania to update their existing historic resource inventory and to provide guidance for future historic preservation activities as part of the County's ongoing Master Plan efforts.

JMT Architectural Historians conducted background research in order to establish a brief historical context of each of the three settlements targeted for survey: Williamsport, Jersey Shore, and Muncy. This phase included research through the PHMC, county repositories, libraries and local museums and historical societies. From this research, historic contexts were developed for each survey area.

JMT's Architectural Historians used their adaptable, portable survey application to complete reconnaissance level surveys of three communities in Lycoming County: Williamsport, Jersey Shore, and Muncy. After completing these surveys, JMT provided Lycoming County with a list of resources that warrant further study and documentation as the next part of their planning efforts. Additionally, our Architectural Historians assessed existing historic preservation regulations and provide recommendations to the county based on their specific goals, while prioritizing the preservation of the best examples of surveyed historic resources.

**Owner:**

Lycoming County Planning & Community  
Development

**Contact:**

Jenny Picciano  
Community & Economic Development  
Planner

(570) 320-2136

[jpicciano@lyco.org](mailto:jpicciano@lyco.org)

**Project Information:**

Fee:  
\$31,500

**Completed:**  
2016





## **CONSULTANTS**

JMT does not anticipate the need to sub contract out any work required for this contract. If an appropriate opportunity arises JMT will assemble an excellent MBE support team including highly qualified Belleair County Approved1z M/WBE subconsultants. Although the project advertisement does not set a specific MBE Goal, the JMT Team has committed to a good faith effort to engage these consultants when the opportunity allows.

## **LICENSES, PERMIT AND PROFESSIONAL QUALIFICATIONS**

JMT's staff includes archaeologists, conservationists, historical architects, historians and architectural historians. Each of our professional cultural resources staff meet or exceed the qualifications required for positions that they hold as outlined in the Secretary of the Interior's Professional Qualifications Standards (36 CFR 61).

## **LIABILITY INSURANCE POLICY & FIRM FINANCIAL STABILITY**

JMT currently carries a \$10,000,000 professional liability insurance policy to protect the Belleair County against errors and omissions. If requested, we will provide an insurance certificate indicating the Carrier, the four (4) types of required insurance, the amounts of coverage (including deductibles), periods covered by insurance, and any exclusions. Furthermore, JMT has shown consistent and steady growth in revenue throughout its history. This success is due to our consistent ability to deliver high quality services to our clients meeting their infrastructure needs. We have the financial capacity, working capital and resources to perform the services required under this contract as well as ample financial resources to complete this contract. Additional financial statements for all team members can be provided upon request.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/12/2017

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

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

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 11311 McCormick Road, Ste 450 Hunt Valley MD 21031-8622		<b>CONTACT NAME:</b> <b>PHONE</b> (A/C, No, Ext): 443-798-7499 <b>E-MAIL</b> : BW2.BSD.Certs@ajg.com <b>ADDRESS:</b>		<b>FAX</b> (A/C, No): 443-798-7290
<b>INSURED</b> Johnson, Mirmiran & Thompson, Inc. 272 Bendix Road, Suite 260 Virginia Beach, VA 23452		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Zurich American Insurance Company INSURER B : Continental Casualty Ins Co INSURER C : INSURER D : INSURER E : INSURER F :		<b>NAIC #</b> 16535 20443

## COVERAGES

CERTIFICATE NUMBER: 1172511871

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	GLO 0171374-03	9/1/2017	9/1/2018	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	BAP 0171375-03	9/1/2017	9/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		6011444526	9/1/2017	9/1/2018	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A	WC 0171378-04	9/1/2017	9/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

Town of Belleair, Administration Department is included as additional insured with respect to the general liability and automobile liability policies as required by written contract. 30 Days' Notice of Cancellation will be provided to the Certificate Holder with respect to the general liability policy as required by written contract.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Belleair, Administration Department  
Attn: Cathy DeKarz, Management Analyst  
901 Ponce de Leon Boulevard  
Belleair FL 33756

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

AUTHORIZED REPRESENTATIVE

*Rennis Omand*

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JOHNMIR-02

JTORREZ

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/13/2017

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

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

<b>PRODUCER</b> Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102	<b>CONTACT NAME:</b>	<b>FAX (A/C, No):</b> (703) 827-2279	
	<b>PHONE (A/C, No, Ext):</b> (703) 827-2277	<b>E-MAIL ADDRESS:</b> admin@amesgough.com	
<b>INSURED</b>  Johnson, Mirmiran & Thompson, Inc. 40 Wight Avenue Hunt Valley, MD 21030	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Lexington Insurance Company A, XV		19437
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COMP/OP AGG	\$
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N				PER STATUTE	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
A	Professional Liab.		020720868	12/01/2016	12/01/2017	Per Claim/Aggregate	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
30-day Notice of Cancellation will be issued in accordance with policy terms and conditions.

## CERTIFICATE HOLDER

## CANCELLATION

Town of Belleair, Administration Department  
c/o Cathy DeKatz, Management Analyst  
901 Ponce de Leon Boulevard  
Belleair, FL 33756

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

AUTHORIZED REPRESENTATIVE





## SCOPE OF SERVICES

### UNDERSTANDING OF SCOPE

The Florida Department of Natural and Cultural Resources (Department) has secured funding to complete a historic property survey of buildings constructed before 1967; create a minimum of fifty (50) Florida Master Site File forms; and document the historic buildings with photographs; interview a minimum of five (5) individual local residents. Funds will also be used to present the project and survey report at one (1) public meeting. All tasks associated with the project will be completed by July 30, 2018. The purpose of this project is to complete the architectural survey using the properties identified by the HPO as guidelines.

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**The key to successfully completing this project is knowledge of the project scope and a full understanding of all applicable local, state, and federal requirements as well as thorough understanding of regional architectural history and styles.**

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JMT's Cultural Resource staff are qualified for the positions that they hold as outlined in the Secretary of the Interior's Professional Qualifications Standards (36 CFR 61). All analysis will adhere to guidelines published by the National Park Service (NPS) and the Florida Department of Natural and Cultural Resources.

### TECHNICAL APPROACH

JMT staff will schedule a kick-off meeting with Town of Belleair staff. At this meeting, a review of any pertinent files that the Department has available will be reviewed. JMT will also conduct a field view of the Town with Belleair's staff to identify any concerns or issues of which they are aware.

This kick-off meeting will begin the project's research phase, which will allow JMT the time to review any information available from the Town (including the 1997 Historic/Architectural Survey) and will allow the Town an opportunity to talk about their goals for this project. In addition, the Town will provide JMT with names of individuals that they feel should be part of the Oral Interview process. JMT will supplement the list from the Town with names that are generated as part of the background research (i.e. local historians and/or members of the local historic society).

In addition to the background information that the Town has, JMT will conduct additional background research to aid in understanding the resources located therein. Specific attention will be given towards information pertaining to historic commercial and municipal properties, as well as to landscapes, objects, and structures. JMT will utilize information in previously surveyed resource forms, historic maps and aerials, primary and secondary sources, and other data as applicable.

Upon completion of the background research, JMT will conduct oral interviews with five (5) local individuals. The list of interviewees will be submitted to the Town for review and comment prior to the interviews being scheduled. All the interviews will be conducted using a list of pre-written questions to ensure consistency, however follow up questions will be specific to the interviewee. All interviews will be taped (video and audio) and a release form will need to be signed by the individual allowing JMT and the Town to use the interview materials in the final project report. The interviews will be conducted according to the Principles and Best Practices of the Oral History Association (OHA). Transcripts of each interview will be created and provided as part of the final submission to the Town.

The next phase of the project will begin after the oral interviews and will include the survey and documentation of a minimum of fifty (50) resources on Florida Master Site File Forms. The survey phase will begin by conducting a Reconnaissance windshield survey of the Town to identify potential properties/groupings of potential historic properties. Those properties identified in the Reconnaissance Survey will be cross checked with information from the Pinellas County Property Appraiser's office as well as historic maps and aerial photographs. Once the list of potentially historic properties has been refined based on this information, the final list will be developed. Any property/site identified as potentially historic shall be documented and photographed in order to complete a Florida Master Site File form for each property.

While the majority of the properties within the Town of Belleair are residential in nature, there are commercial and municipal buildings which will also be evaluated for inclusion in the survey. Of specific note to the Town is the Belleview Biltmore hotel which is currently being restored. Information pertaining to the hotel will be included in this project. Other properties of note that may be included include Belleair's Town Hall and the Belleair Garden Club. Other historic resources in the Town include structures and objects that may meet the requirements for documentation and survey including the Town's decorative street lights, landscape elements, and street signs (as appropriate). It should be noted that historic resources, according to the National Park Service including buildings, structures, sites, and objects. All four categories of resources will be considered as part of this project.

Resources must have been constructed prior to 1967 and must meet at least one (1) of the following criteria (per the Town of Belleair's Historic Preservation Ordinance, Chapter 1A-46 of the Florida Administrative Code, and the United States Department of the Interior's Guidelines for Historic Preservation:

1. Its character, interest, and value as part of the development, heritage, or cultural characteristics of the town, county, state, or nation
2. Its location as a site of significant local, county, state, or national event
3. Its identification with a person or persons who significantly contributed to the development of the town, county, state, or nation
4. Its embodiment of distinguishing characteristics of an architectural style valuable for the study of a period, type, method of construction, or use of indigenous materials
5. Its identification as the work of a master builder, craftsman, designer, architect, landscape architect, or planner whose individual work has influenced the development of the town, county, state, or nation
6. Its embodiment of elements of design, detailing, materials, or craftsmanship that render it architecturally significant
7. Its embodiment of design elements that make it architecturally or structurally innovative
8. Its unique location or singular physical characteristics that make it an established or visual feature
9. Its suitability for preservation or restoration

The next step in the project is the completion of the Florida Master Site File forms. A minimum of fifty (50) new forms will be completed and submitted to the State of Florida Division of Historical Resources. The forms will include at least two (2) photographs of the exterior of each property (street side views). The forms will be created in full compliance with the state standards and guidelines.

Following the completion of the forms, an Architectural/Historical Inventory Report will be completed and submitted to the Town. The report will include an updated map of the Town that includes a graphic illustration of the historic resources that were previously



identified on local, state, or national registers and those properties identified as part of this survey project. The report will follow the guidelines in Chapter 1A-46 of the State of Florida's Administrative Code.

Upon the submission and approval of the forms and the Inventory Report, JMT will work with the Town to schedule a meeting with the Town's Historic Preservation board. The presentation will include a slide show that provides information on the methodology of the project and JMT's recommendations.

JMT will also deliver the following to the Town:

- Forty (40) full-color bound copies of the final survey report.
- Five (5) high resolution colored copies of the historic map (approximate size will be 24x36)
- A USB drive that contains the following:
  - A PDF copy of the final survey report
  - A PDF Copy of the historic map
  - Electronic copies of all interview video and audio files and transcripts
  - Electronic copies of all other photographs and materials that were incorporated into the final report.
  - Electronic copies of all the Florida Master Site File forms.

JMT is committed to meeting the Town's schedule as defined by their grant. We are availability to start this project upon notice-to-proceed and complete the project within the timeframe specified identified within the Request for Proposal and contract documents. The following schedule highlights the key dates based on the anticipated Notice to Proceed (NTP) date of November 13, 2017

## Schedule

Milestone	Due Date
Notice to Proceed (NTP) – estimated date	11/13/17
Kick off Meeting with Town of Belleair	11/30/17
Background Research	1/12/18
Five (5) oral interviews	2/8/18
Fieldwork / Survey	3/30/18
Master Site File Forms	5/31/18
Survey Report	6/29/18
Presentation of Findings; final copies and files	7/30/18



## SUMMARY



Our Cultural Resource team's project experience demonstrates our capability to provide the historic preservation skills required for fulfillment of this contract. All assigned work will be performed by qualified personnel in sufficient numbers to meet the schedule and budget as agreed upon by the Department. The JMT Cultural Resource team has been awarded a variety of contracts involving all manner of historic preservation services, from local HARB support and reconnaissance data gathering through intensive-level survey and National Register nominations. In addition, JMT is prepared to supplement our team with other specialties on an as-needed basis if additional skills are required.

Customer service and satisfaction are essential components of our corporate culture and we take great pride in serving and giving back to the communities in which we live and work. The JMT Team is dedicated to delivering high quality work that reflects a thorough understanding of our client's needs and goals. **We are committed to providing the Department with the best possible advice and consultation within our authority and capacity as a professional firm.**

It is our goal to always deliver on the commitments made to our clients and to provide the extra effort to meet those commitments. We have a long history of providing innovative solutions to our clients. Our continued success demonstrates that we meet our commitments not only in terms of budget and schedule but also in quality, innovation and in providing experienced staff that take pride in what they do.

**Thank you for the opportunity to present our qualifications.**

Our proposal has been developed according to the preparation and submission requirements provided in the RFP. JMT understands and agrees with the scope of services listed and accepts all other requirements, terms and conditions of the RFP. **We are firmly committed to perform in a manner to guarantee the award of this and future contracts to our firm.** We look forward to an interview where we can further discuss our qualifications, experience, and innovative approach for the Architectural/Historical Inventory Update for the Town of Belleair.

A decorative graphic in the top left corner consisting of several parallel diagonal lines in shades of blue and grey, extending from the top left towards the center of the page.

## **2. QUESTIONNAIRE AND REQUIRED FORMS**

# ACKNOWLEDGEMENT OF ADDENDUM

## ADDENDUM 1

### FOR REQUEST FOR PROPOSAL PACKAGE ADM17-01: TOWN OF BELLEAIR HISTORICAL/ARCHITECTURAL INVENTORY UPDATE

ADDENDUM 1 is issued by the Town of Belleair through the Town's website. The ADDENDUM SHALL BE MADE A PART OF THE BID DOCUMENTS AND SPECIFICATIONS. BIDDERS SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND SUBMITTING THIS ADDENDUM ACKNOWLEDGEMENT FORM. FAILURE TO ACKNOWLEDGE RECEIPT OF AN ADDENDUM MAY BE CAUSE FOR REJECTION OF THE BID.

When submitting all bid proposals this Addendum Acknowledgement Form must be included in the bid submittal.

I hereby acknowledge receipt of documents pertaining to the above referenced RFP.

COMPANY NAME: Johnson, Mirmiran & Thompson

CONTACT PERSON: Mary Alfson Tinsman

ADDRESS: 615 Crescent Executive Court, Suite 106

CITY: Lake Mary STATE: FL ZIP: 32746

PHONE: (407) 833-9898 Ext 4728 FAX: (407) 833-9899

E-MAIL: malfson@jmt.com



October 20, 2017

(Signature)

(Date)

## ATTACHMENT A RATE PROPOSAL FORM

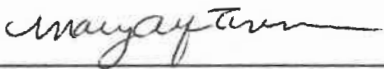
PROJECT: TOWN OF BELLEAIR ARCHITECTURAL/HISTORICAL INVENTORY UPDATE

CONTRACTOR: Johnson, Mirmiran & Thompson

Contractor hereby proposes and agrees to complete Architectural/Historical Inventory Update requirements at the following price, to-wit:

ITEM #	DESCRIPTION OF ITEM	UNIT	UNIT COST
1	Secondary research	1	\$5,952.64
2	Oral history interview	1	\$5,013.20
3	Field inventories	1	\$13,195.88
4	Florida Master Site File forms	1	\$10,249.44
5	Survey report	1	\$7,315.04
6	Presentation of findings	1	\$2,812.92

**GRAND TOTAL COST: \$44,539.12**

  
Signature

Mary Alfson Tinsman  
Print Name

10 / 20 / 2017  
Date

## ATTACHMENT B

### SOLICITATION QUESTIONNAIRE

**1. Complete the below contact information**

Firm's Name: Johnson, Mirmiran & Thompson (JMT) \_\_\_\_\_

Contact/Project Manager's Name: Mary Alfson \_\_\_\_\_

Address: 2000 East 11<sup>th</sup> Avenue, Suite 300 \_\_\_\_\_

City: Tampa \_\_\_\_\_ State: FL \_\_\_\_\_ Zip Code: 33605 \_\_\_\_\_

Primary Phone: 813-868-6181 \_\_\_\_\_ Secondary Phone: 215-380-2290 \_\_\_\_\_

Email: malfson@jmt.com \_\_\_\_\_ Website: www.jmt.com \_\_\_\_\_

**2. Which most accurately describes your company?**

( ) Individual consultant    ( ) Consulting firm    (X) Engineering firm    (X) Architectural firm  
( ) Other: \_\_\_\_\_

**3. Describe, in one to two sentences, the unique mission and purpose of your firm.** JMT provides Cultural Resource services on a national level, with discipline leads skilled and qualified in architectural history, historic preservation, archaeology, public history, and public participation. We offer our clients a well-rounded approach that addresses all aspects of their cultural resource requirements, drawing on a wealth of internal knowledge and staff experience. Our Cultural Resources staff have demonstrated success in the early identification of historic and archaeological resources as they relate to planned projects, and we have applied innovative solutions in managing the risks to both project schedules and cultural resources \_\_\_\_\_

**4. Has your firm every completed an Architectural/Historic Inventory for a city or county?**

(X) Yes    ( ) No

**5. If interviewed, can your firm provide a portfolio of historic studies and reports completed within the past five years?** (X) Yes    ( ) No

**6. How many years has your firm been working with historic properties/preservation?** \_\_\_\_\_

**7. Has your firm ever worked in Pinellas County?** (X) Yes    ( ) No

**8. Has your firm ever worked in Belleair?** (X) Yes    ( ) No

**9. If selected, approximately how many individuals would be working on this project?** 4 \_\_\_\_\_

10. List below information regarding the individuals from your firm that would be working on this project. Additional pages may be attached if more employees are to be included.

a. Name: **Sara B. McLaughlin** \_\_\_\_\_

Job Title: **Project Manager** \_\_\_\_\_

Education: MS – Historical Preservation  
BA - Mass Communications \_\_\_\_\_

Relevant Work Experience:

**Arcade Mill Village, Rock Hill, SC.** Project Manager and Senior Architectural Historian. JMT is currently working with the City of Rock Hill, South Carolina to conduct an intensive level survey of the Arcade Mill Village Historic District comprised of vernacular homes constructed c. 1900 for the workers of the Arcade Mill.

**2015 Historic Architectural and Landscape Analyses LSC, Statewide, NC.** Senior Architectural Historian. Ms. McLaughlin leads the team for JMT's open-end Cultural Resource contract with North Carolina's Department of Transportation. Projects have included North Carolina Eligibility Evaluation reports for multiple sites across the state effected by transportation projects. These projects include, site visits, deed research, historical research- both online and at local repositories.

**Savannah Victorian Historic District, Savannah, GA.** Project, Manager, Senior Architectural Historian. Ms. McLaughlin assisted with the survey and documentation of over 850 properties located within this historic district. Ms. McLaughlin is responsible for the researching and writing a detailed report of the findings of the survey including recommendation for further studies including potential National Register Nominations. She is also responsible for the data entry into the SHPO's GIS system.

Additional Certifications/Qualifications: Qualified under 36 CFR 61 \_\_\_\_\_

b. Name: **Mary Alfson Tinsman** \_\_\_\_\_

Job Title: **QA/QC; Cultural Resources Manager** \_\_\_\_\_

Education: MS / Historic Preservation  
MBA / Business Management  
BA / Anthropology \_\_\_\_\_

Relevant Work Experience:

**Reconnaissance Level Architectural Surveys of Jerauld, Sanborn, and Edmunds Counties, Pierre, SD.** Cultural Resource Manager. These three surveys were conducted for the South Dakota SHPO. The work consisted of the comprehensive architectural survey of eac County. The end result for each was a final report, including a regional and local context that evaluated resources for eligibility for listing in the NRHP. The report analyzed architecture by trends and provide recommendations for additional work in the area. Ms. Alfson Tinsman managed the overall project including staff support and client coordination.

**2015 Historic Architectural and Landscape Analyses LSC, Statewide, NC.** Cultural Resource Manager. Ms. Alfson Tinsman oversees the contract for JMT's open-end Cultural Resource contract with North Carolina's Department of Transportation. Projects have included North Carolina Eligibility Evaluation reports for multiple sites across the state effected by transportation projects. These projects include, site visits, deed research, historical research- both online and at local repositories.

**Arcade Mill Village, Rock Hill, SC.** Project Administrator. JMT worked with the city of Rock Hill, South Carolina to conduct an intensive level survey of the Arcade Mill Village Historic District comprised of vernacular homes constructed c. 1900 for the workers of the Arcade Mill. Ms. Alfson Tinsman was responsible for quality control and contract management.

Additional Certifications/Qualifications: Qualified under 36 CFR 61 \_\_\_\_\_



c. Name: **Christine Leggio** \_\_\_\_\_

Job Title: **Senior Architectural Historian** \_\_\_\_\_

Education: MS / Historic Preservation  
BFA / Business Management

Relevant Work Experience:

**Reconnaissance Level Architectural Survey of Clark County, Pierre, SD.** Architectural Historian. This project is being carried out for the South Dakota SHPO. The work consists of the comprehensive architectural survey of Clark County. The end result will be a final report, including a regional and local context that evaluated resources for eligibility for listing in the NRHP. The report will analyze architecture by trends and provide recommendations for additional work in the area. Ms. Leggio is assisting in conducting the survey, background research, and National Register eligibility evaluations of the surveyed properties.

**Reconnaissance-Level Historic Resources Survey, Preston County, WV.** Architectural Historian - This project is being carried out for the West Virginia SHPO. The work consists of the comprehensive architectural survey of Preston and parts of Taylor County, WV. The end result will be an inventory of over 700 properties which retain sufficient architectural integrity to be evaluated for their individual National Register Eligibility. Ms. Leggio assisted in conducting the survey, background research, and preliminary National Register eligibility evaluations of the surveyed properties.

**Professional Consultant Services for Lycoming County Historic Resources Inventor, Lycoming County, PA.** Architectural Historian. JMT worked with Lycoming County and the City of Williamsport, Pennsylvania to update their existing historic resource inventory and to provide guidance for future historic preservation activities as part of the County's ongoing Master Plan efforts.

Additional Certifications/Qualifications: Qualified under 36 CFR 61 \_\_\_\_\_

d. Name: **Caitlin Herrnnstadt** \_\_\_\_\_

Job Title: **Architectural Historian** \_\_\_\_\_

Education: MHP / Historic Preservation  
BA / History

Relevant Work Experience:

**Savannah Victorian Historic District, Savannah, GA.** Architectural Historian. Ms. Herrnnstadt assisted with the survey and documentation of over 850 properties located within this historic district. Ms. Herrnnstadt is responsible for the researching and writing a detailed report of the findings of the survey including recommendation for further studies including potential National Register Nominations. She is also responsible for the data entry into the State Historic Preservation Offices GIS system ("GNAHRGIS").

**Bloomfield Historic Resources Survey, Bloomfield, NJ.** Architectural Historian. Surveyed and documented historic resources located in the township of Bloomfield, New Jersey. Ms. Herrnnstadt was responsible for the researching and writing a detailed report of the findings of the survey including recommendation for further studies including potential National Register Nominations and the creation of a conservation district for the concentration of Tudor Revival properties.

**Cultural Landscape Report, Theodore Roosevelt Island, National Park Service, Washington, DC.** Architectural Historian. Ms. Herrnnstadt assisted with researching and writing a portion of the Cultural Landscape Report for Theodore Roosevelt Island. She was responsible for the research into the historic context of the adjacent George Washington Memorial Parkway. Ms. Herrnnstadt also assisted with the completion of the graphics and figures for the report. \_\_\_\_\_

Additional Certifications/Qualifications: Qualified under 36 CFR 61 \_\_\_\_\_



**11. Provide at least three references for recent clients (work completed within the past five years)**

Client	Contact	Contact #	Summary of Work
West Virginia State Historic Preservation Office 1900 Kanawha Boulevard, East Charleston, WV 25305-0300	Jeffrey Smith Structural Historian	304-558-0240 Ext. 121 Jeffrey.s.smith@wv.gov	<b>HISTORIC RESOURCES SURVEY OF PRESTON &amp; TAYLOR COUNTIES</b>
<p>JMT was contracted by the West Virginia Division of Culture and History to complete a reconnaissance level survey of up to 750 resources located within the unincorporated areas of Preston County. Because an adequate number of resources could not be documented in Preston County, survey work continued in the unincorporated areas of neighboring Taylor County then onto the incorporated areas of Preston County.</p> <p>The purpose of this survey was to identify and document properties that are at least 50-years old and that retain historic architectural integrity. In total, 713 properties were surveyed and 81 have been determined to be potentially eligible for listing in the National Register of Historic Places. A West Virginia Historic Property Inventory Form was completed for each property surveyed. A final report was compiled describing our methodology, and findings as well as providing a detailed history of Preston County.</p>			
South Dakota Historic Preservation Office 900 Governor's Drive Pierre, SD 57501	Jennifer Brosz Historic Preservation Specialist	605-773-2906 Jennifer.Brosz@state.sd.us	<b>COUNTY WIDE SURVEYS CLARK COUNTY, SD</b>
<p>This project consists of a comprehensive architectural survey of Clark County, located in eastern South Dakota. The project is being carried out for the South Dakota State Historic Preservation Office as the next step in a series of County Surveys being completed by the South Dakota State Historic Preservation Office. Survey work was coordinated among a team of two Architectural Historians. Consistent survey methods, developed prior to the fieldwork, were critical to the successful completion of the project. The survey required two weeks of fieldwork, traversing public roads to record those properties older than forty years of age that retain a enough physical integrity for consideration to the National Register of Historic Places. Historic properties recorded more than five years prior to the fieldwork were re-examined to confirm National Register eligibility. Research conducted at the State Archives and at local repositories was used to develop a regional and local context with which the historic properties were evaluated for National Register eligibility.</p> <p>Fieldwork has been completed and the culminated with a final report which included project methodology; the regional and local context; and descriptions, site plans and photographs of the recorded historic properties. The report further analyzed architecture by trends and provided recommendations for additional work in the area. Ms. Allen coordinated and conducted the survey, background research, and National Register eligibility evaluations of the surveyed properties. She coordinated and reviewed all fieldwork, document preparation and managed client correspondence. Ms. Alfson Tinsman was responsible for the proposal efforts and contractual matters.</p> <p>Challenges of the project included the intemperate weather conditions that can be present in South Dakota during fall months when the survey work were completed. Other challenges involved the rural road conditions that were encountered requiring the use of 4-wheel drive vehicles.</p>			



Savannah Metropolitan Planning Commission 110 East State Street Savannah, Georgia 31401	Leah G. Michalak Senior Historic Preservation Planner	912.651.1453 michalakl@thempc.org	<b>City of Savannah City -Wide Historic Resources Survey Phase II – Savannah Victorian Historic District, Savannah, GA</b>
-----------------------------------------------------------------------------------------------	----------------------------------------------------------	--------------------------------------	----------------------------------------------------------------------------------------------------------------------------

JMT was selected by the City of Savannah Metropolitan Planning Commission to complete an update to the 1980 historic resources survey of the Savannah Victorian Historic District. Under this contract, JMT was required to survey as many resources as possible constructed before 1976 (40 years old or older) located within the boundaries of the National Register-listed Savannah Victorian Historic District and enter and edit survey information in the Georgia Department of Natural Resources, Historic Preservation Division's Natural, Archaeological, and Historic Resources Geographical Information Systems (GNAHRGIS). Additionally, a survey report was completed and submitted which included but was not limited to: an executive summary, project description, methodology, developmental history, recommendations and survey results and architectural analysis.





## ATTACHMENT D

### DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations 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 response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Subsection (1).
4. In the statement specified in Subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, 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 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

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

Johnson, Mirmiran & Thompson  
BUSINESS'S NAME

  
PROVIDER'S SIGNATURE

## **ATTACHMENT E**

### **INSURANCE GUIDE II – AVERAGE CONTRACTS FOR SERVICE**

#### **Insurance.**

- 1) The CONTRACTOR agrees to maintain such insurance as will fully protect both the CONTRACTOR and the TOWN from any and all claims under any Workers Compensation Act or Employers Liability Laws, and from any and all other claims of whatsoever kind or nature, made by anyone whomsoever, that may arise from operations carried on under this Agreement, either by the CONTRACTOR, any subcontractor, or by anyone directly or indirectly engaged or employed by either of them.
- 2) The insurance required by the terms of this Agreement shall in no event be less than:
  - (a) WORKERS' COMPENSATION:

Coverage is to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease.

#### **(b) COMMERCIAL GENERAL LIABILITY - OCCURRENCE FORM REQUIRED:**

CONTRACTOR shall maintain commercial general liability (CGL) insurance with a limit of not less than \$500,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of \$1,000,000. Products and completed operations aggregate shall be \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Damage to rented premises shall be included at \$100,000 if applicable.

#### **(c) COMMERCIAL AUTOMOBILE LIABILITY INSURANCE:**

CONTRACTOR shall maintain automobile liability insurance with a limit of not less than \$1,000,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired and non-- owned autos). The policy shall be endorsed to provide contractual liability coverage.

#### **3) EVIDENCE OF INSURANCE:**

The CONTRACTOR shall furnish the TOWN with Certificates of Insurance. The Certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. The

TOWN is to be specifically included as an additional insured on all policies except Workers' Compensation. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the TOWN before the commencement of any work activities.

4) INDEMNIFICATION:

To the fullest extent permitted by applicable law, Contractor shall protect, defend, indemnify, save and hold the TOWN, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the CONTRACTOR resulting from the CONTRACTOR's work as further described in this contract, which may arise in favor of any person or persons resulting from the CONTRACTOR's performance or non-performance of its obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the TOWN, its officials, commissions, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended. Further, CONTRACTOR hereby agrees to indemnify the TOWN for all reasonable expenses and attorney's fees incurred by or imposed upon the TOWN in connection therewith for any loss, damage, injury or other casualty. CONTRACTOR additionally agrees that the TOWN may employ an attorney of the TOWN's own selection to appear and defend any such action on behalf of the TOWN, at the expense of the CONTRACTOR. The CONTRACTOR further agrees to pay all reasonable expenses and attorney's fees incurred by the TOWN in establishing the right to indemnity.

5) NOTIFICATION OF CLAIMS

In the event CONTRACTOR decides to file any claim related to this project against any party, the TOWN shall be notified no later than five days following the filing of said claim. The TOWN will be notified in writing, by mail, to be sent to 901 Ponce de Leon Blvd, Belleair, FL 33756.

I, the undersigned, do hereby understand, acknowledge and consent to the requirements prescribed above. I shall provide proof of insurance providing coverage comparable to or greater than the minimum levels specified above.



Mary Alfson Tinsman

\_10\_ / \_20\_ / \_2017\_

Signature

Print Name

Date



## Legislation Details (With Text)

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**File #:** 17-0220      **Version:** 1      **Name:**

**Type:** Resolution      **Status:** General Agenda

**File created:** 10/4/2017      **In control:** Town Commission

**On agenda:** 11/8/2017      **Final action:**

**Title:** Resolution 2017-29 - Calling for Regular Municipal Election

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2017-29 Calling for Municipal Election](#)

Date	Ver.	Action By	Action	Result
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**RESOLUTION NO. 2017-29**

**A RESOLUTION OF THE TOWN OF BELLEAIR, FLORIDA,  
CALLING FOR A REGULAR MUNICIPAL ELECTION AND  
SETTING DATE FOR SAID ELECTION.**

**WHEREAS**, Section 2.01 of the Charter of the Town of Belleair provides that the Commission shall order an election to be held on the second Tuesday of March of each year in which the term of the mayor or commissioner expires; and

**WHEREAS**, said Section 2.01 further provides that the elected officials shall hold office for a period of three (3) years.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION F THE  
TOWN OF BELLEAIR, FLORIDA:**

1. That a Regular Election is hereby called to be held on March 13, 2018, for the purpose of electing a Mayor and two Town Commissioners to fill the expiring terms of Mayor Gary Katica, Commissioner Karla Rettstatt and Commissioner Michael Wilkinson.
2. That candidate qualifying dates for the March 13, 2018 election are hereby established as beginning on December 1, 2017 and ending on December 19, 2017 at 4:00 pm local time.

**PASSED AND ADOPTED** by the Town Commission of the Town of Belleair, Florida, this 8<sup>th</sup> day of **NOVEMBER, A.D., 2017.**

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**Mayor**

**ATTEST:**

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**Town Clerk**