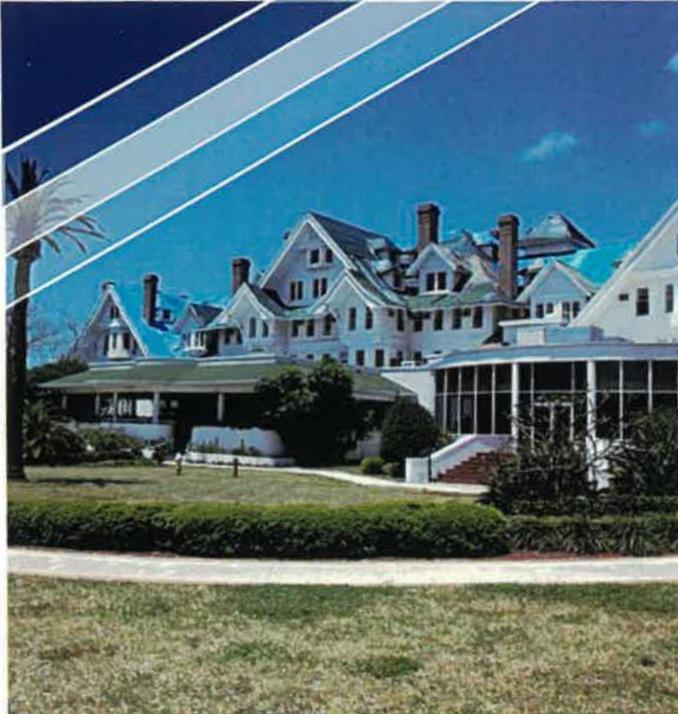




October 20, 2017

Request for Proposal



TOWN OF BELLEAIR ARCHITECTURAL/HISTORICAL INVENTORY UPDATE

Submitted to:
Town of Belleair, FL



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.

Very truly yours,

JOHNSON, MIRMIRAN & THOMPSON, INC.

A handwritten signature in cursive script, appearing to read 'Mary Alfson Tin Shan', written in black ink.

Mary Alfson Tin Shan
Vice President

MAT/sah

Enclosures

TOWN OF BELLEAIR

REQUEST FOR PROPOSALS

SEPTEMBER 20, 2017

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

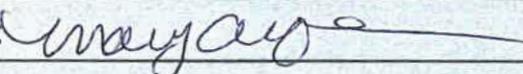
City: Tampa

State: FL

Zip: 33605

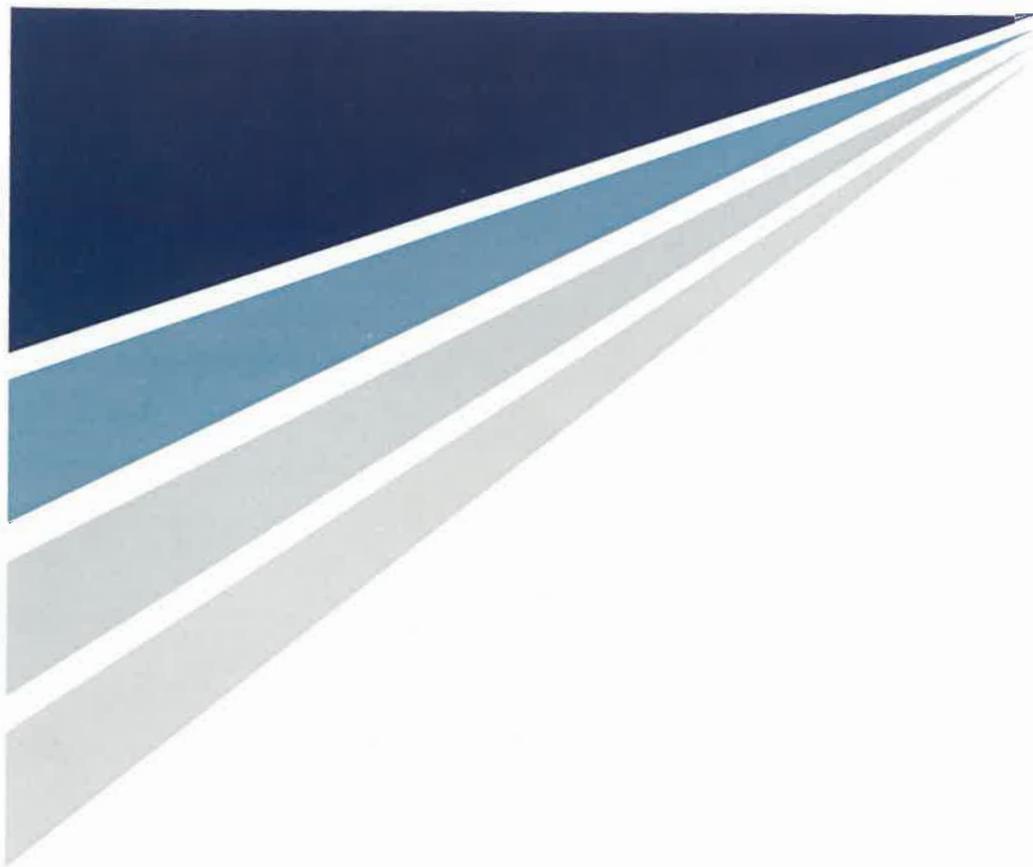
Respondent: Mary Alfson Tinsman

Title: Vice President

Authorized Signature: 

Phone: 813-314-0314 Ext 4728

Email: malfson@jmt.com



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.

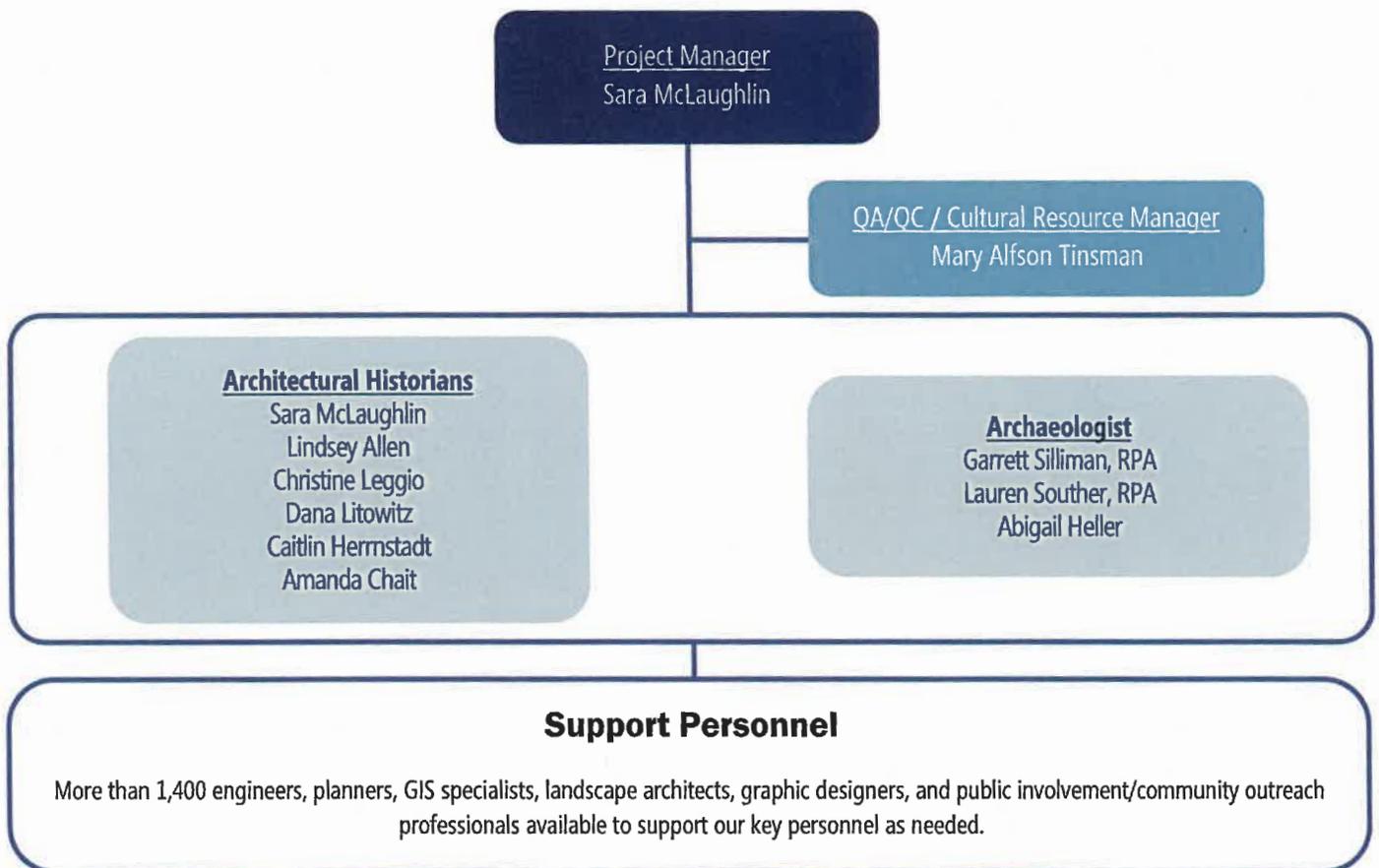
Ms. Christine Leggio is an Architectural Historian for this contract. She has a wide range of professional and academic experience relating to architectural history and documentation of historic structures. She has conducted numerous architectural studies, ranging from reconnaissance-level surveys through 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

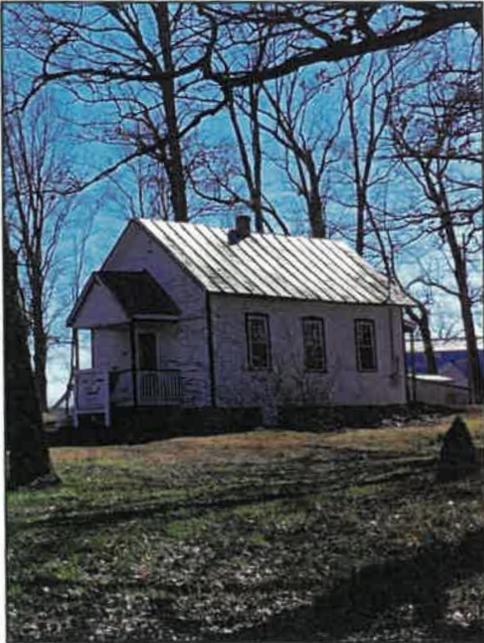
Contact:
Jeffrey Smith
Structural Historian

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

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

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

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 Approved 1z 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.



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.

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.

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 aeriels, 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



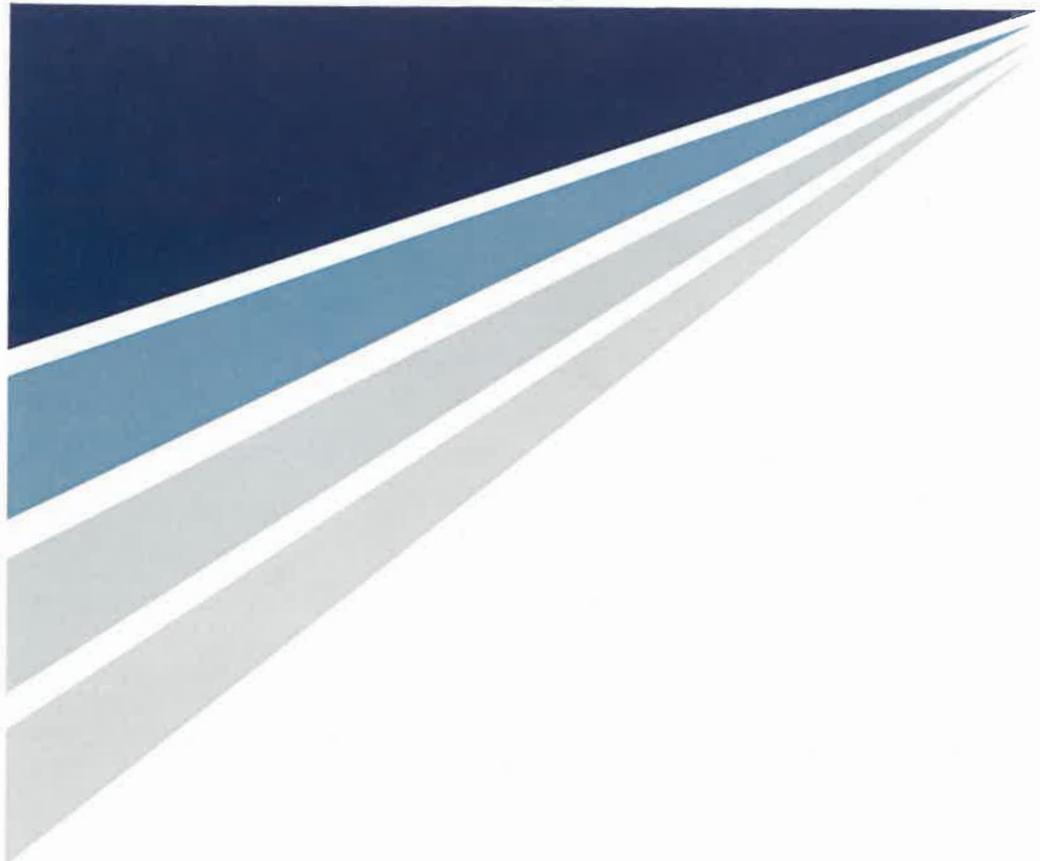
Our Cultural Resource team's project experience demonstrates our capability to provide the historic preservation skills required for fulfillment of this contract. All assigned work will be performed by qualified personnel in sufficient numbers to meet the schedule and budget as agreed upon by the Department. 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 on the left side of the page consists of several parallel diagonal lines in shades of dark blue, medium blue, and light grey, all converging towards the top right corner.

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

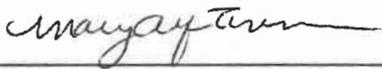
PROJECT: TOWN OF BELLEAIR ARCHITECTURAL/HISTORICAL INVENTORY UPDATE

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 11th 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 Engineering firm 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?

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? 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
<p>West Virginia State Historic Preservation Office 1900 Kanawha Boulevard, East Charleston, WV 25305-0300</p>	<p>Jeffrey Smith Structural Historian</p>	<p>304-558-0240 Ext. 121 Jeffrey.s.smith@wv.gov</p>	<p>HISTORIC RESOURCES SURVEY OF PRESTON & TAYLOR COUNTIES</p>
<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>			
<p>South Dakota Historic Preservation Office 900 Governor's Drive Pierre, SD 57501</p>	<p>Jennifer Brosz Historic Preservation Specialist</p>	<p>605-773-2906 Jennifer.Brosz@state.sd.us</p>	<p>COUNTY WIDE SURVEYS CLARK COUNTY, SD</p>
<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	City of Savannah City -Wide Historic Resources Survey Phase II – Savannah Victorian Historic District, Savannah, GA
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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.



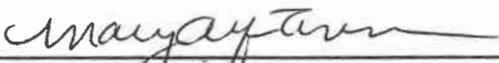
ATTACHMENT D DRUG-FREE WORKPLACE CERTIFICATION

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.

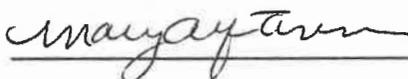
4) INDEMNIFICATION:

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