



Lake Park Town Commission, Florida

Community Redevelopment Agency Meeting Agenda

Wednesday, June 04, 2025 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Roger Michaud	—	Chair
Michael Hensley	—	Vice-Chair
John Linden	—	Agency Member
Michael O'Rourke	—	Agency Member
Judith Thomas	—	Agency Member
Vacant	—	Agency Member
Vacant	—	Agency Member
Richard J. Reade	—	Executive Director
Thomas J. Baird, Esq.	—	Agency Attorney
Vivian Mendez, MMC	—	Agency Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, 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. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CIVILITY AND DECORUM

The Town of Lake Park is committed to civility and decorum to be applied and observed by its elected officials, advisory board members, employees and members of the public who attend Town meetings. The following rules are hereby established to govern the decorum to be observed by all persons attending public meetings of the Commission and its advisory boards:

- Those persons addressing the Commission or its advisory boards who wish to speak shall first be recognized by the presiding officer. No person shall interrupt a speaker once the speaker has been recognized by the presiding officer. Those persons addressing the Commission or its advisory boards shall be respectful and shall obey all directions from the presiding officer.
- Public comment shall be addressed to the Commission or its advisory board and not to the audience or to any individual member on the dais.
- Displays of disorderly conduct or personal derogatory or slanderous attacks of anyone in the assembly is discouraged. Any individual who does so may be removed from the meeting.
- Unauthorized remarks from the audience, stomping of feet, clapping, whistles, yells or any other type of demonstrations are discouraged.
- A member of the public who engages in debate with an individual member of the Commission or an advisory board is discouraged. Those individuals who do so may be removed from the meeting.
- All cell phones and/or other electronic devices shall be turned off or silenced prior to the start of the public meeting. An individual who fails to do so may be removed from the meeting.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA:

SPECIAL PRESENTATION/REPORT:

- [1.](#) Discussion - Requested Sale of Lake Park CRA Property - 800 Park Avenue.
- [2.](#) Presentation – “Zero Empty Spaces” Program

PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

CONSENT AGENDA:

- [3.](#) Special Called Lake Park Community Redevelopment Agency (CRA) Meeting Minutes - March 19, 2025

NEW BUSINESS:

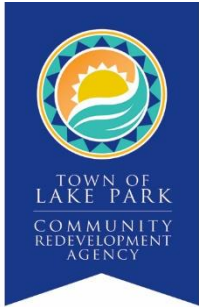
- [4.](#) Request for Qualifications (RFQ) Selection - Design Consultant Recommendations - Bert Bostrom Park Master Plan
- [5.](#) Resolution 29-06-25 - Facade and Exterior Improvement Grant – Ms. Julie Thatch - 826 Park Avenue - \$50,000
- [6.](#) Resolution 30-06-25 - Commercial Interior Buildout Grant - Commercial Interior Buildout Grant – Mr. Hugo Centeno (Hugo’s Gourmet Catering, Inc.) - 706 – AB 10th Street - \$50,000

CRA ADMINISTRATOR/EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:

AGENCY MEMBER REQUESTS:

ADJOURNMENT:

FUTURE MEETING DATE: The next scheduled Community Redevelopment Agency Meeting will be conducted on September 3, 2025.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 4, 2025
Originating Department: CRA
Agenda Title: Discussion - Requested Sale of Lake Park CRA Property - 800 Park Avenue

Approved by Town Manager: _____ **Date:** _____

Agenda Category (i.e., Consent, New Business, etc.): _____

Cost of Item: \$0.00 **Funding Source:** _____
Account Number: _____ **Finance Signature:** _____

Advertised:
Date: _____ **Newspaper:** _____

Attachments: _____

Please initial one:

_____ Yes I have notified everyone
 AJ Not applicable in this case

Summary Explanation/Background:

On February 14, 2025, the Lake Park CRA received an unsolicited proposal for the purchase of 800 Park Avenue. Subsequently, the CRA Board, sitting as the Town Commission directed staff to look into the logistics of considering a proposal to sell the 800 Park Avenue building as it houses several Town and CRA offices as well as equipment, activities and programs.

As a result, staff has reviewed the effect on current services and options should the property be sold. If the CRA Board determines that it is in the best interest to sell/dispose of the property to support new economic development within the downtown area, the Town would be required to issue a Notice to Dispose of property in accordance with state law to ensure that other potential purchasers/proposals are able to be received and considered.

History of the Property:

Location: 800 Park Avenue
 Purchased: July 7, 2009 - \$293,000
 Owner: Lake Park CRA
 Appraisals: Appraisal #1 - \$575,000
 Appraisal #2 - \$600,000

Current Uses:

- CRA Office (2 Staff)
- Town Recreation Staff [One (1) Recreation Supervisor]
- Video Equipment
- Palm Beach County Fiber Optic Service
- Town of Lake Park Summer Camp – 8 weeks (from June to August each summer - Camp can only hold 20 students and 4 camp counselors)

Constraints for current uses:

- Limited office space and limited or no privacy for offices or conference space
- Summer Camp requires the displacement of CRA Staff for the term of camp (8 weeks)
- Planned addition of new CRA Staff (funded within FY 2025 Budget) does not maintain a current office location and may be required to work in a separate location from the CRA Administrator
- Limited spacing does not enable Town and/or CRA to expand services and/or activities to support/improve quality of life within community (i.e., summer camp, recreation classes, CRA business trainings, etc.)
- The current office use and recreational activity-type center may not be the highest and best use for a property directly on Park Avenue – May not align with the goals within the Lake Park CRA Plan

Thus, the CRA staff worked with Town staff to assess the CRA's and the Town's options should a determination be made to sell the CRA Building located at 800 Park Avenue:

1. Which Town and CRA staff would need to be relocated and What type of building and/or space would be needed to support Town and CRA activities, programs and services?
2. What would happen to the Town's summer camp, recreation activities and programs, etc.?
3. What would need to be relocated/removed from the building?

Note: Should the CRA Board decide to not to sell/dispose of the 800 Park Avenue building, staff would recommend that various changes to the building and the current uses to ensure increased productivity and customer service to both our commercial and residential communities.

1. Which Town and CRA staff would need to be relocated and What type of building and/or space would be needed to support Town and CRA activities, programs and services?

Recreation Supervisor: The Recreation Supervisor may be relocated to the Pro Shop in Kelsey Park, which is currently used as a storage room for the soccer program (which will be moved back to Bert Bostrom Park in August 2025).

PROS: Moving to the Pro Shop would provide a more convenient location for the Recreation Supervisor to monitor the activities within the park, including the tennis and pickleball courts,

indoor pavilion, playground, fitness trail, future splash pad, as well as the public restrooms. In addition, it would give the Recreation Supervisor the opportunity to implement the youth, adult and senior programming are currently unable to be provided due to the current need to share office with the CRA staff.

CHALLENGES: The disadvantage of moving to the Pro Shop is that it would not have immediate/direct access to a restroom (restrooms are available onsite within Kelsey Park and the Evergreen House). However, there is available plumbing located near the ice machine that could be used to renovate the office and install an ADA compliant restroom, which could be utilized by the relocated Recreation Supervisor as well as election poll workers/volunteers, recreation program instructors and summer camp.

PROPOSED COST TO OVERCOME CHALLENGES: Construct ADA restroom - Approx. \$6,000 - \$8,000.

CRA Staff: The CRA would need to purchase or lease space to support CRA offices, activities and programs, which would include approx. 1,000 to 1,500 SF that would include a restroom, meeting area and office space that can be divided.

PROS: Provision of dedicated Lake Park CRA office space to promote and provide a professional environment focused solely on economic development, business development and residential growth within the CRA District

CHALLENGES: Identifying an ideal space within the CRA that would provide the needed space and amenities while also ensuring accessibility and promotion of the CRA

PROPOSED COST TO OVERCOME CHALLENGES: Current leasing rates within the Town's CRA District and/or PADD is approx. \$20-30 per SF. The proposed purchase of property would require an upfront cost (to be determined) and/or a loan. The values of vacant office space properties for sale will be dependent on the location, surrounding valuations/comparables, etc. However, the CRA would support either cost to overcome the proposed challenges with the funding from the sale of the 800 Park Avenue property as well as expected TIF revenues [provided that changes do not occur to state law and the use of funding and timing of funding by the state legislature (not expected this year)].

2. What would happen to the Town's summer camp, recreation activities and programs, etc.?

Option 1: Host Summer Camp within the Indoor Pavilion within Kelsey Park.

PROS: Would enable the Lake Park Summer Camp to continue to be held within a Town building until a future space (i.e., Community Center, etc.) is identified.

CHALLENGES: The proposed location would continue to limit the summer camp program to only twenty (20) campers and all would also limit the use of games, activities and equipment that are currently utilized within the Recreation Building (800 Park Avenue). Further, in order to be eligible to receive the 2026 Palm Beach County Summer Scholarship Program, the Town would be required to provide/add a private restroom and install a temporary closure for the back patio no later than January 1, 2026. Approximately 65% of the Town's campers are a part of the PBC

Scholarship Program, which makes up 80% of the summer camp's annual revenue.

PROPOSED COST TO OVERCOME CHALLENGES: To be determined (TBD) based on the cost to make bathroom and back patio improvements. If these improvements are not completed prior to the required Palm Beach County timeline, the Town would be required to make a choice to fund the lost revenues within the upcoming FY 2026 Budget to support those summer campers who would not be able to fund the cost to attend a local summer camp.

Option 2: Utilize budgeted summer camp funds to partner with Lake Park Elementary and host summer camp at Lake Park Elementary.

Note: Lake Park Elementary staff have notified the Town's Special Events Department that it is expected that the school will lose some of their summer camp funding and, by partnering with the Town, we both (together) would continue to serve our Lake Park community and residents.

Option 3: Utilize budgeted summer camp funding to host weekly sports camps (soccer, tennis, pickleball, basketball, etc.) within the renovated Bert Bostrom Park and Kelsey Park.

Option 4: Utilize budgeted summer camp funding to provide scholarships for Lake Park residents to attend other local summer camps.

PROS: (Options 2-4): Enables our Lake Park community and residents to continue to maintain the needed access to a local summer camp.

CHALLENGES: Eliminates the Town's eligibility within the Palm Beach County Summer Scholarship Program (i.e., lost annual revenues to support local camper registration costs, etc.) until a future space (i.e., Community Center, etc.) is identified.

PROPOSED COST TO OVERCOME CHALLENGES: The Town would be required to make a choice to fund the lost revenues within the upcoming FY 2026 Budget to support those summer campers who would not be able to fund the cost to attend a local summer camp.

3. What would need to be relocated/removed from the building?

PROS: Would enable the Town and CRA to sell the 800 Building to promote and provide a professional environment focused solely on economic development, business development and residential growth within the CRA District.

CHALLENGES: Currently, the 800 Park Avenue Building maintains fiber optic equipment from Palm Beach County to support internet connections within the building. This equipment would be required to be removed or capped off. Additionally, Town video surveillance equipment and other office-related furniture and equipment would need to be relocated.

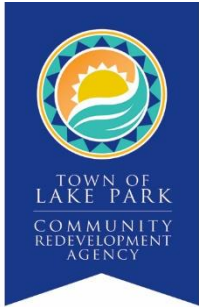
PROPOSED COST TO OVERCOME CHALLENGES: To be determined (TBD) based on Town staff hours needed as well as additional costs to Palm Beach County.

Although there are challenges associated with the requested sale/disposal of the CRA's building located at 800 Park Avenue, there are also a number of important pros/benefits that would promote and provide a

professional environment focused solely on economic development, business development and residential growth within the CRA District.

Recommended Motion:

Discuss the various options for the Lake Park CRA building located at 800 Park Avenue and provide direction to staff on how to proceed with the recent request to purchase the building to support a new local business within to the Town's Downtown core.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 4, 2025
Originating Department: Community Redevelopment Agency (CRA)
Agenda Title: Presentation – “Zero Empty Spaces” Program

Approved by Town Manager: _____ **Date:** _____

Agenda Category (i.e., Consent, New Business, etc.): _____

Cost of Item: _____ **Funding Source:** _____
Account Number: _____ **Finance Signature:** _____

Advertised: _____
Date: _____ **Newspaper:** _____

Attachments: Company Overview Deck

Please initial one:

_____ Yes I have notified everyone
AJ Not applicable in this case

Summary Explanation/Background:

As discussion, CRA staff wanted to bring to the attention of a new program that has expressed an interest in the Lake Park CRA and PADD area - Zero Empty Spaces is a Broward County based place maker with extensive CRE/Retail experience, working with downtowns, cities/CRA/BIDs and developers across the country to help address one of the biggest challenges in urban cores...how to keep spaces active and vibrant while awaiting long-term tenancy.

Over the past five (5) years, Zero Empty Spaces has assisted in activating 33 formerly vacant commercial spaces across four (4) states into temporary artist studios, supporting over 750 artists while helping property owners mitigate vacancy issues, drive foot traffic, and foster meaningful creative community engagement—all at no cost to landlords.

This program assumes all liability, covers/supports utilities and basic maintenance costs (including HVAC, etc.) and serves as a single point of contact and keeping otherwise idle spaces safe, active and visible in the market.

This model has proven successful and has helped boost leasing activity in long-vacant units, ground floor retail in new mixed-use developments and even office buildings.

The CRA Administrator has connected with this organization and introduced the team to key property owners along Park Avenue and 10th Street. The CRA is encouraging property owners to consider activating vacant spaces with this business model and could consider financial support if a relationship is secured.

<https://www.zeroemptyspaces.com/>

<https://nextcity.org/urbanist-news/using-vacant-commercial-spaces-as-affordable-artist-studios-is-a-win-win>

<https://www.loopnet.com/learn/this-company-fills-vacant-commercial-properties-with-local-artists-studios/1731062856/>

Mr. Evan Snow, Co-Founder of Zero Empty Spaces is planning to attend the CRA Board Meeting on June 4, 2025 and is expected to provide a brief presentation of their business model and how they may be able to assist our community in promoting our PADD area and CRA district.

Recommended Motion:

N/A



ABOUT US

At Zero Empty Spaces, we transform vacant commercial real estate into temporary working artist studios that serve as vibrant hubs for creativity and community engagement. Our innovative model provides affordable studio space for artists to create, collaborate, and sell their work, while also offering property owners a dynamic daily activation in otherwise unused spaces until a permanent tenant is secured.

By occupying these spaces on a temporary basis, we address the challenges of urban blight and retail and vacancies, breathing new life into underutilized properties and fostering artistic expression. This approach not only revitalizes neighborhoods but also expands the appreciation of visual art and supports the growth of thriving cultural communities in cities worldwide.

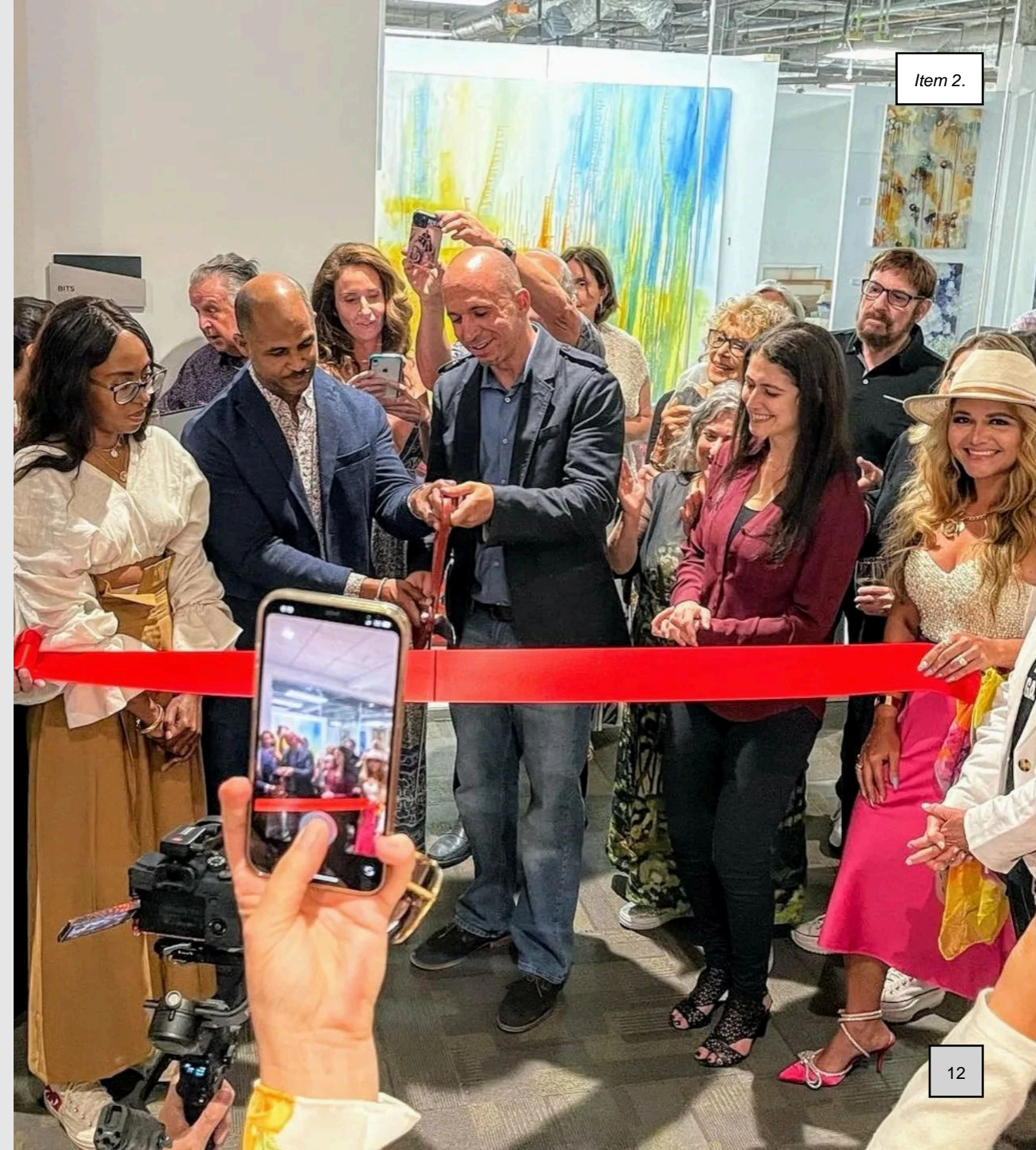


WHO ARE WE?

We're Arts Advocates, Community Builders, Creative Entrepreneurs, and Placemakers with significant experience in the Advertising, Art, Marketing, Real Estate and Retail industry.

We work with city commissioners, community redevelopment agencies, business improvement districts & property owners/developers to connect us with vacant properties that are open to being activated versus sitting empty.

At the end of the day, we want progressive property owners and landlords to lease to us, and talented artists with a yearning to create to rent from us.



Item 2.

OUR MISSION

Our mission is clear and impactful: to transform underutilized spaces into affordable artist studios while minimizing vacancies and providing vibrant activations for vacant properties. By offering these studios at accessible price points, we empower artists to focus on their craft without the financial strain of high rents. Beyond being cost-effective, these studios foster dynamic environments where artists can collaborate, innovate, and engage with the community, turning vacant storefronts into thriving creative hubs that enhance the cultural and economic vitality of each neighborhood.



MINIMIZING RETAIL & OFFICE VACANCIES

By transforming empty storefronts into vibrant, active spaces, we drive community engagement, attract foot traffic, and create leasing opportunities for long-term tenants.



SUPPORT EMERGING ARTISTS

We value the talented artists that are our tenants and we promote them and their studios on an ongoing basis through Media Coverage, Social Media and Events.

HOW DOES IT HELP?

COMMUNITY CONNECTIONS

The majority of the community never get the chance to visit artist studio spaces. By placing them in local communities and making them open to the public, we are able to help expand the appreciation of all genres of art.

INCREASED WALKABILITY

Walkability is associated with higher levels of arts organizations, creativity, and civic engagement, making it an important aspect of thriving cities, neighborhoods, and shopping destinations.

OPEN 7 DAYS PER WEEK

A potentially interested tenant doesn't have to wait for a real estate agent to show the space, as our spaces are open and activated daily.

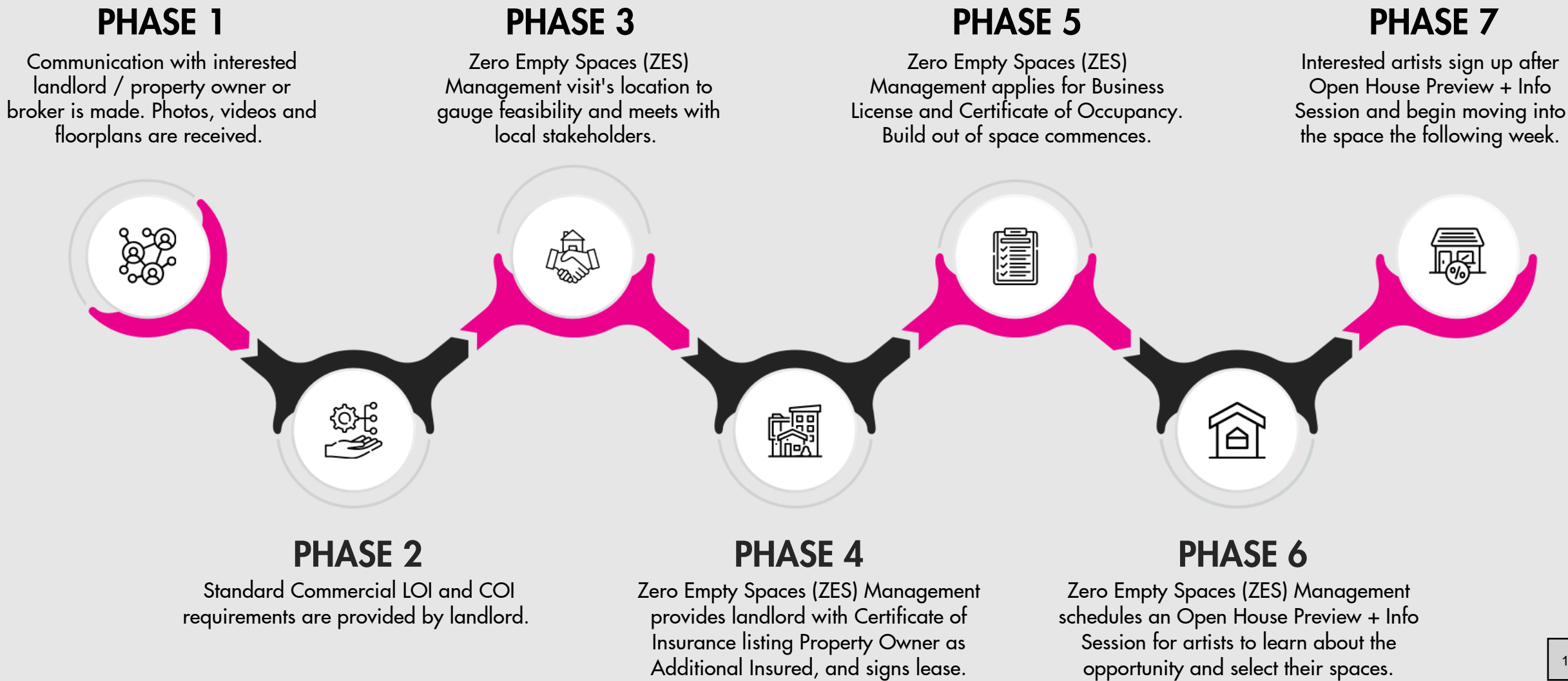


HOW IT WORKS

We activate vacant spaces throughout the country on a short-term (month-to-month lease basis) and sub-lease it to artists starting at a rate of \$2.50 / sq. ft. depending on the state and city inclusive of all the utilities (electricity & water). *Minimum 6-month guarantee for locations outside of Florida before converting to month-to-month.

From street-level and in-mall storefronts to offices, we activate vacant spaces and fill them with artists that utilize them as working studios, which in-turn increases activity and walkability to otherwise slow and inactive areas.

ZERO EMPTY SPACES PROCESS



COMMUNITY CONNECTIONS



GRAND OPENINGS

We host Grand Opening Receptions with ribbon cuttings, photo & video recaps, while providing our own public relations & social media marketing services at no cost.



PLACEMAKING HUBS

Our spaces host various events including workshops, talks, artist potlucks, non-profit fundraisers, and more!



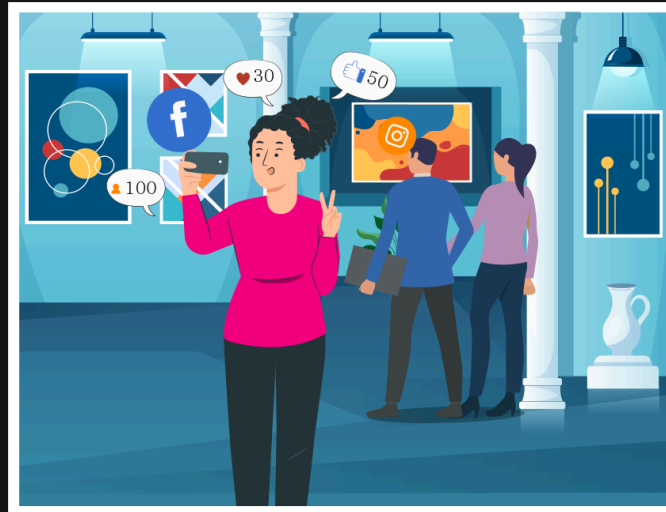
OTHER EVENTS

We host multiple events that draw attendance from art collectors, appreciators, and members of the community.





IMPACT



575,000+ media impressions/engagement on instagram

7k 5.3k 90

Item 2.

675,000+ media impressions/engagement on Facebook

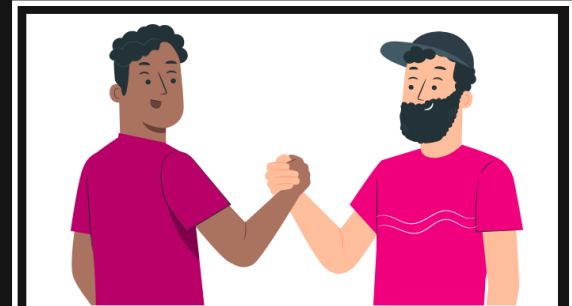
5.9k 2.2k 31

Over 2,100,000 media impressions/engagement on social media

1.9k 1.2k 25



64 PODCASTS produced telling local artists stories



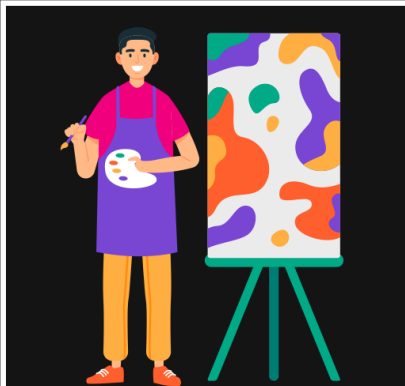
31 ARTISTS COLLABORATIONS successfully completed



Average number of attendees to grand openings - **125**



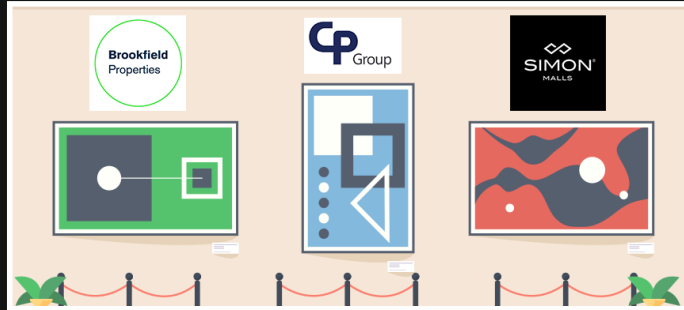
Average number of news stories in the press for each location opened - **4**



We've had **OVER 700 ARTISTS** come through the program in 5 years



OVER 105,000 SQFT of Commercial Real Estate activated across 32 spaces. Spaces were vacant on average between 6-12 months before we activated them.



Have activated **32 SPACES** with **22 DIFFERENT REAL ESTATE COMPANIES**



PRESENTATIONS TO MULTIPLE LOCAL CITIES including Boston, Chicago, San Francisco, Los Angeles, San Diego, Plantation FL, Coral Springs FL, Hollywood FL, Sarasota FL, Boynton Beach FL, and Port St. Lucie FL.

OVER \$1.4M+ in total sales generated between 700 artists. Average sales per artist during their residency = \$2,000



ART LEASING & ADVISORY



ARTIST STUDIO VISITS IN A CITY NEAR YOU

We have a wide selection of Paintings, Mixed Media, and Sculpture by over 100 artists in Working Artist Studios in cities around the United States.



ART LEASING

Our Art Leasing Program is a convenient, flexible and economical way for clients to enjoy fine art in their homes and offices starting at \$300/mth.



NO ADVISORY FEES

Our complimentary art advisory service gives you access to our co-founder/curator, who has an intimate relationship with all our artists.



ORIGINAL ART FROM LOCAL ARTISTS AT AFFORDABLE PRICES

Zero Empty Spaces features works at a wide range of prices to suit all budgets and projects.



GLOBAL SHIPPING

We handle all aspects of international shipping and customs for a completely hassle-free delivery.



VACANCY ACTIVATION ADVISORY



VACANCY ASSESSMENT AND STRATEGY DEVELOPMENT

- Analyze vacant properties and surrounding areas
- Develop tailored activation strategies
- Create short-term and long-term utilization plans



COMMUNITY ENGAGEMENT

- Facilitate workshops and focus groups
- Conduct surveys and gather local input
- Build partnerships with community organizations



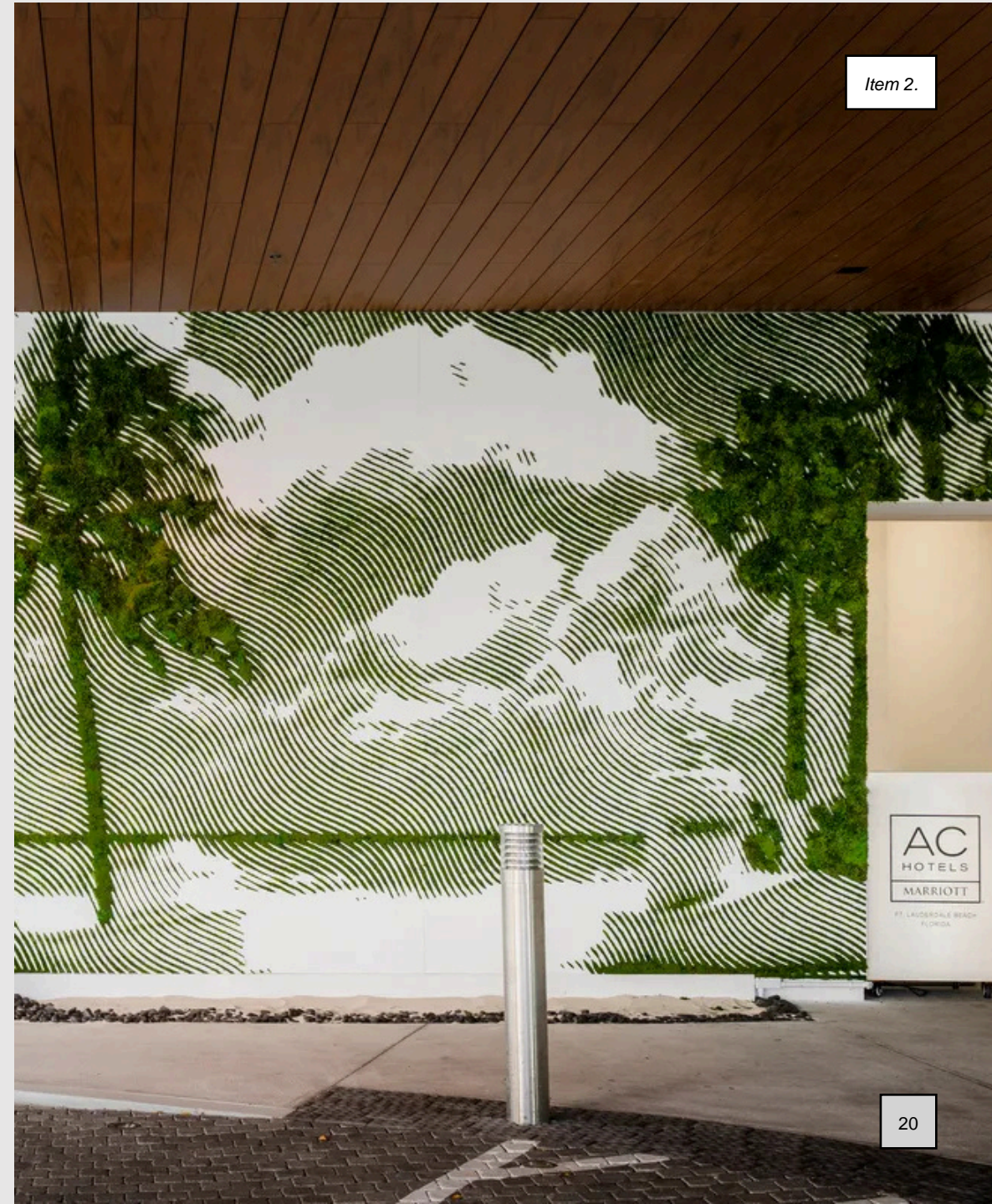
CREATIVE PROGRAMMING

- Design pop-up events and temporary installations
- Curate art exhibitions and performances
- Develop maker spaces and collaborative workspaces



ECONOMIC REVITALIZATION

- Attract and support local businesses and entrepreneurs
- Implement "lighter, quicker, cheaper" interventions
- Advise on adaptive reuse and mixed-use development





COMMUNITY CONNECTIONS

By placing them in walkable areas of communities like shopping centers and it helps with the discovery and support of local artists making them open to the public



FOR ARTISTS

Studio spaces are rented on a month-to-month basis and include all utilities (water & electricity), Starting at \$2.50/sqft. depending on location and city. Studio Spaces range in sizes and configurations and are accessible 24hours per day, 7 days per week.

SUCSESSES

Our occupation of commercial spaces has resulted in multiple permanent leases being generated for our property owners within an average of 6 months of occupying the spaces, including one space that had been vacant for over 5 years prior to our arrival. Plus, Neighboring tenants receive benefit of increased walkability, collaborations, and enhancing their retail experience with art

Additionally, we continue to generate positive media coverage from both local print and TV media in every location that we have occupied since our inception, with some featuring multiple stories and editorial pieces.



Item 2.

PRESS



WLRN/NPR

'Zero Empty Spaces' Keeps Opening Artist Studio Spaces During Pandemic — And Artists Keep Coming



LOOPNET

Have Empty Commercial Space in 2024? Consider 10 of 2023's Most Notable Alternative Uses



BOCA MAGAZINE

Vacated Boca Raton retail space now home to artists.



NEXT CITY

Next City's Top Urban Arts and Culture Stories of 2024



BIZ BASH

7 Tips for Transforming Underutilized Spaces for Events



PALM BEACH ILLUSTRATED

"Musical Masterpieces" On Display at Zero Empty Spaces

LOCATIONS



FLORIDA

- HALLANDALE BEACH (VILLAGE AT GULFSTREAM)
- BOCA RATON (BOCA RATON INNOVATION CAMPUS)
- PALM BEACH GARDENS (LEGACY PLACE)
- FORT MYERS (BELL TOWER)
- ST. PETERSBURG (TYRONE SQUARE MALL)
- FORT LAUDERDALE (GALLERIA CORPORATE CENTRE)
- JENSEN BEACH (TREASURE COAST SQUARE)



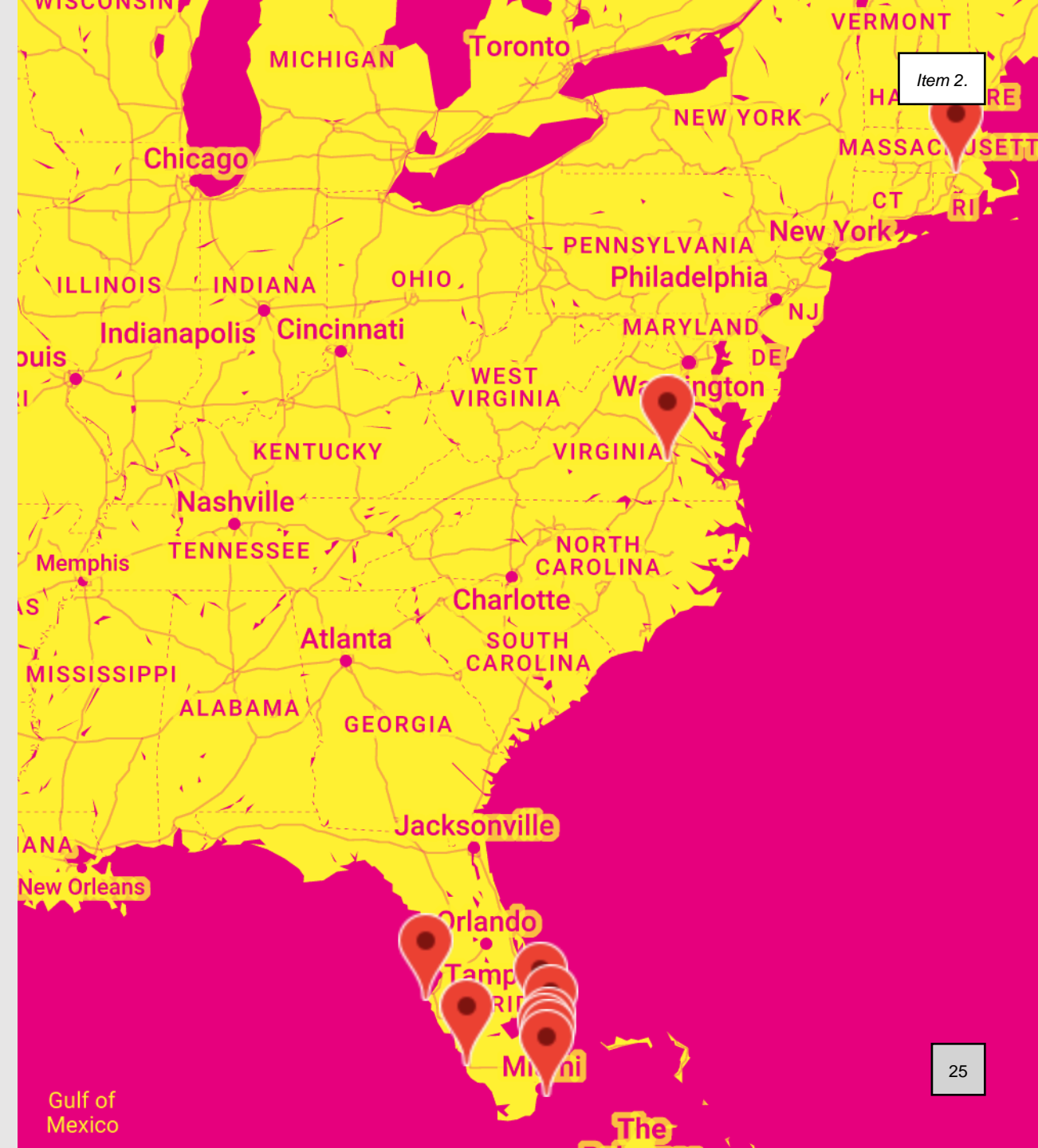
MASSACHUSETTS

- NATICK (NATICK MALL)



VIRGINIA

- RICHMOND (STONY POINT FASHION PARK)



CONTACT US



PHONE

844.427.8788



E-MAIL

INFO@ZEROEMPTYSPACES.COM



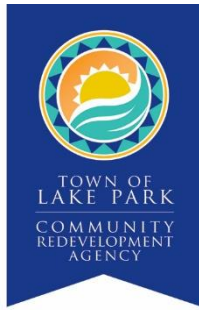
WEBSITE

ZEROEMPTYSPACES.COM

SOCIAL MEDIA

SOCIAL MEDIA @ZEROEMPTYSPACES





Town of Lake Park Town Community Redevelopment Agency

Agenda Request Form

Meeting Date: June 4, 2025 Community Redevelopment Agency Meeting

Originating Department: Town Clerk

Agenda Title: March 19, 2025 Special Call Community Redevelopment Agency Meeting Minutes

Approved by Town Manager: _____ **Date:** _____

Cost of Item: NA **Funding Source:** _____

Account Number: NA **Finance Signature:** _____

Advertised:

Date: NA **Newspaper:** _____

Attachments: Minutes, Exhibit A

Please initial one:

_____ Yes I have notified everyone

LW Not applicable in this case

Summary Explanation/Background:

Recommended Motion:

I move approve the March 19, 2025 Special Call Community Redevelopment Agency Meeting Minutes.



Lake Park Town Commission, Florida

Special Call Community Redevelopment Agency (CRA)

Meeting Minutes

Wednesday, March 19, 2025

Immediately Following the Regular Commission Meeting

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Roger Michaud	—	Chair
Michael Hensley	—	Vice Chair
John Linden	—	Agency Member
Michael O'Rourke	—	Agency Member
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CALL TO ORDER/ROLL CALL

8:26 P.M.

PRESENT

Chair Roger Michaud

Vice Chair Michael Hensley

Board Member John Linden

Board Member Michael O'Rourke

Board Member Judith Thomas

PLEDGE OF ALLEGIANCE

The Pledge was bypassed.

SPECIAL PRESENTATION/REPORT: NONE**CONSENT AGENDA:**

Motion made by Board Member Thomas, Seconded by Board Member Linden.

Voting Yea: Chair Michaud, Board Member Thomas, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke.

1. January 15, 2025 Special Call Community Redevelopment Agency Meeting Minutes
2. Resolution 09-03-25 - First Amendment - Redevelopment Management Associates (RMA) Contract to Include Community Redevelopment Agency (CRA) District Branding.
3. Resolution 10-03-25 CRA - Park Avenue Decorative Lighting and Maintenance - Shellard Lighting Designs, LLC

PUBLIC COMMENT: NONE

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Agency Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

NEW BUSINESS:

4. Fiscal Year 2024 Lake Park CRA Annual Report – Recommendation to Town Commission to Accept & Submit to Appropriate and Required Taxing Authorities.

CRA Administrator Allison Justice presented the annual report (Exhibit A).

Executive Director Reade spoke about being very impressed with the plan, the accomplishments and the efforts of staff.

Motion to approve made by Board Member O'Rourke, Seconded by Board Member Linden.

Voting Yea: Chair Michaud, Board Member Thomas, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke.

CRA ADMINISTRATOR/EXECUTIVE DIRECTOR/BOARD MEMBER COMMENTS:

CRA Administrator Justice provided the following updates:

-Invitation sent to CRA members to a new salon located at 801 Park Avenue ribbon cutting. They would like to have a ribbon cutting on March 29th at 11am.

-Oceana Coffee grand ribbon cutting last week. They still have a few pending items to complete before they open their doors. They anticipate a ribbon cutting sometime in May 2025.

-CRA is hiring a Project/Marketing Coordinator. Interviews to be scheduled in the next week or so. This will allow for cross-promotional opportunities.

-CRA Legislation, proposed House Bill 997 eliminates CRA's. There may be changes to the bill yet coming, the lobbyist is working on it.

-Promoting the CRA and businesses at the Rust Market and plan on cross-promoting at Sunset Celebration.

Board Member Linden asked about future plans once the Rust Market ends. CRA Administrator Justice stated the event will not be continued but they will find a place for the CRA to continue to promote the downtown. Board Member O'Rourke, Mayor Michaud and Board Member Linden discussed the possibility of utilizing a car show in the future.

Executive Director Reade stated that several pop up events have been identified by the CRA Administrator for promotion of the downtown. He also announced that next week they will be in Tallahassee as the legislation is a priority and he encouraged all residents to contact their legislators. Board Member O'Rourke asked who the sponsor of the bill was. CRA Administrator Justice stated it is an individual from Lake Whales whom they hope to meet with.

Board Member O'Rourke had no comments.

Vice Chair Hensley had no comments.

Board Member Thomas had no comments.

AGENCY MEMBER REQUESTS: NONE

ADJOURNMENT:

Motion made by Vice Chair Hensley, Seconded by Board Member O'Rourke.

Voting Yea: Chair Michaud, Board Member Thomas, Vice Chair Hensley, Board Member Linden, Board Member O'Rourke

Meeting adjourned 8:42 pm

FUTURE MEETING DATE: The next scheduled Community Redevelopment Agency Meeting will be conducted on June 4, 2025.

Chair, Roger D. Michaud

Agency Clerk, Vivian Mendez, MMC

Deputy Agency Clerk, Laura Weidgans

Town Seal

Approved on this _____ of _____, 2025



LAKE PARK COMMUNITY REDEVELOPMENT AGENCY

Office of the Executive Director
800 Park Avenue
Lake Park, FL 33403
www.lakeparkflorida.gov



Annual Report for the Fiscal Year Ending September 30, 2024

LOVING LIVING LEADING LAVISH
LIVELY LEARNING LIKING LOCAL
LODGING LYRICAL LOYAL LISTED
LIMITLESS LIFELONG LAUGHING
LINKING LEISURE LAKE PARK



BOARD OF DIRECTORS

Board of Directors

ROGER MICHAUD
CHAIR



rmichaud@lakeparkflorida.gov



KIMBERLY GLAS-
CASTRO
VICE-CHAIR



kglas-castro@lakeparkflorida.gov



Town of Lake Park
Community Redevelopment Agency
800 Park Avenue
Lake Park, FL 33403
(561) 881-3300
www.lakeparkflorida.org

MICHAEL HENSLEY
BOARD MEMBER



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MARY BETH TAYLOR
BOARD MEMBER



mtaylor@lakeparkflorida.gov

JUDITH THOMAS
BOARD MEMBER



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LETTER FROM THE CRA EXECUTIVE DIRECTOR

Letter from the CRA Executive Director



March 24, 2025

The Lake Park Community Redevelopment Agency (CRA) is committed to enhancing the quality of life in the Town of Lake Park by eliminating slum and blighted conditions throughout the community redevelopment area as defined by Florida Statute (FS) 163 Part III.

The Lake Park CRA has evolved over the years and 2024 was a time for change and growth for our CRA. The CRA brought in additional staff and consultants and, in short order, updated and enhanced the incentive programs we offer to properties and businesses and created a plan to grow Downtown through continued business attraction and placemaking. The CRA also expanded its boundaries to include important properties along 10th Court and Silver Beach Road and the boundaries now contain the ever important, Bert Bostrom Park.

In 2024, we did say goodbye to our previous Town Manager and CRA Executive Director, John D'Agostino, as he left to pursue his greatest joy in life, his family. John led redevelopment efforts for many years in Lake Park and I plan to continue his efforts by ensuring the that the Lake Park CRA is focused on providing targeted attention and financial investment in the redevelopment areas that reverses negative trends, creates jobs, grows the tax base, restores the business climate, rehabilitates, and increases housing availability, and inspires active participation and investment by residents, businesses, and organizations that would otherwise not occur.

Presented herein is the 2024 Annual Report for the Lake Park CRA which covers the period from October 1, 2023, through September 30, 2024, and includes the following information in accordance with §163.371 and 163.387(8):

- General background information regarding the Lake Park CRA.
- Historical/current performance data (economic and financial) including # of activities started/completed, CRA expenditures, taxable property values; contributing taxing authority millage rates; tax increment revenues; tax-base segmentation; etc.
- Report of activities (redevelopment projects, initiatives, etc.).
- Comparison of Implementation Plan goals, objectives, and policies to program accomplishments.
- Financial statements for the fiscal year ending September 30, 2024.

Respectfully Submitted,

Richard Reade

Richard Reade

Executive Director, Lake Park CRA
City Manager, Town of Lake Park



TABLE OF CONTENTS

Table of Contents

BOARD OF DIRECTORS	1
LETTER FROM THE CRA EXECUTIVE DIRECTOR	2
TABLE OF CONTENTS	3
LAKE PARK CRA	5
BACKGROUND	5
WHAT IS A CRA?	5
WHY DOES LAKE PARK HAVE A CRA?	6
WHY DID THE LAKE PARK CRA EXPAND ITS BOUNDARIES IN 2023?	6
WHEN DOES THE CRA SUNSET (EXPIRE)?	7
REDEVELOPMENT AREA	7
POWERS	7
FUNDING SOURCE	8
TAX-BASE	9
TAXPAYER CONCENTRATION	10
TAXABLE VALUES BY USE TYPE	11
PARCELS BY USE TYPE	12
MILLAGE RATES	13
TAX-INCREMENT REVENUES	14
ACCOMPLISHMENTS AND ACTIVITY STATUS UPDATES	15
<i>Redevelopment Projects</i>	15
1301 10 th Street	15
796 10 th Street	16
1100 Old Dixie Highway	17
1450 Waterview Road	18

TABLE OF CONTENTS

<i>Capital Projects.....</i>	<i>18</i>
Park Avenue Hardscape & Landscape Improvements	18
10 th Street Ovalabout.....	19
Pocket Park.....	19
<i>Redevelopment Grants and Incentives.....</i>	<i>20</i>
Redevelopment Grant and Incentive Portfolio	20
Redevelopment Grant and Incentive awards in Fiscal Year 2024	21
<i>New Business Activity.....</i>	<i>24</i>
<i>Marketing Plan</i>	<i>24</i>
<i>Social Media</i>	<i>25</i>
<i>Holiday Display.....</i>	<i>26</i>
<i>Downtown Lake Park.....</i>	<i>27</i>
PERFORMANCE DATA	27
FINANCIAL STATEMENTS	31



LAKE PARK CRA

Lake Park CRA

Background

The Town of Lake Park, formerly Kelsey City, was one of Florida's first master-planned communities. The Town was founded by Harry Kelsey who dreamed of creating a resort mecca and winter playground. Kelsey sought help from the Olmsted Brothers, sons of Frederick Law Olmsted, to design the Town.

In the early 1900s, Kelsey City attracted nationwide attention as a revolutionary town experiencing exceptional growth, and in 1923 the Town was officially incorporated.

The Florida land boom started to slow in 1925, and a devastating hurricane in 1928 coupled with the stock market crash in 1929 devastated the local economy, forcing many businesses and residents to leave the state. In 1939, Kelsey City was renamed to the Town of Lake Park in an effort to revitalize the community.

Lake Park experienced a resurgence in the 1950s as after World War 2 many military personnel and their families began to locate to the Town. Multi-millionaire John D. MacArthur began investing large sums of money in Lake Park and aircraft manufacturer Pratt & Whitney opened a plant nearby.

The 1980s brought another period of decline to Lake Park. Most of the land had been built out with an aging housing stock. The Town had a tough time remaining competitive with the newer communities in the region, and the introduction of regional shopping centers hurt the Town's Downtown.

In 1996, the Town created the Lake Park Community Redevelopment Agency to address the area's blight and to revitalize the Town's core along Park Avenue, 10th Street, and Old Dixie Highway. In 2023, the Town expanded the Lake Park Community Redevelopment Agency to encompass two bordering areas: 10th Court Area (26 acres) and Silver Beach Road Area (41 acres).

What is a CRA?

Once a municipality or county determines that there are one or more areas within its borders that are in need of rehabilitation, conservation, or redevelopment, Florida statutes allow for the creation of a Community Redevelopment Agency (CRA). A CRA is an independent local government agency of 5-7 members that fosters the collaborative efforts of residents, businesses, property owners, and other organizations to implement community redevelopment efforts. The Town of Lake Park Commission serves as the Lake Park CRA Board. After the CRA is established, it is required to prepare and adopt a redevelopment plan

LAKE PARK CRA

that includes public safety, economic development, affordable housing, downtown marketing, and historic preservation. The creation and adoption of the Community Redevelopment Plan is a critical step to improve the economic conditions and quality of life of its residents, business owners, and stakeholders, as the Plan is a guiding document that provides a toolkit for implementation. The Lake Park CRA's current Redevelopment Plan was adopted in 2022.

Why does Lake Park have a CRA?

The original Lake Park CRA was adopted in 1996 as a proactive approach to reverse the Town's declining fortunes and restore a sense of place and community through revitalization of the physical and economic environment in the designated areas. In 1996, the Lake Park CRA Board presented a plan that served as the framework for programming redevelopment activities and implementing specific projects designed to leverage or stimulate public interest and private investment that is necessary for revitalization. Redevelopment is one of the best ways to instill new life into areas stricken by social, physical, environmental, or economic conditions that negatively impact the possibility of new investment by private enterprise. The targeted area/areas receive focused attention and financial investment that reverse the destructive trends, create jobs, restore a business climate, rehabilitate, and increase housing, and inspire active participation and investment by residents, businesses, and organizations that would otherwise not occur.

Why did the Lake Park CRA expand its boundaries in 2023?

The Lake Park CRA desires for all its residents to reach their full potential through deserved revitalization and economic growth. Over the last decade, many areas of Lake Park rebounded effectively from the 2008 recession and recently from the 2020 pandemic. Yet, in keeping with past Florida cycles of redevelopment, certain neighborhoods have had more challenges and have not organically responded to shorter term economic rebounds led by venture capital and real estate market flips.

Without intervention now, slum and blighted areas impose more onerous burdens onto the community, decrease the tax base, and constitute safety and public health menaces to the welfare of residents. Small businesses owners and residents have endured recent periods of high interest rates, high inflation, labor shortages, etc. Moreover, the expansion areas have had longstanding barriers to equity investment. All these situations affect the output, success, and advancement in Lake Park.

To combat the deleterious issues noted above, the Town expanded the Lake Park CRA in 2023 to encompass two bordering areas: 10th Court Area (26 acres) and Silver Beach Road Area (41 acres).

LAKE PARK CRA

When does the CRA sunset (expire)?

The Lake Park CRA (all areas) sunsets on September 30, 2039.

Redevelopment Area



Powers

Lake Park CRA monies may be expended as described in the Redevelopment Plan for multiple purposes, including, but not limited to:

- Installation, construction, or reconstruction of streets, utilities, facilities, parks, and playgrounds that further the objectives of the Redevelopment Plan.
- The acquisition and disposition of real property in the Lake Park CRA.
- The development of affordable housing within the Lake Park CRA.
- The development of community policing innovations within the Lake Park CRA.

LAKE PARK CRA

- Professional services including redevelopment planning, surveys, and financial analysis as well as administrative and overhead expenses necessary or incidental to implementation of the Redevelopment Plan.
- All expenses incidental to or connected with the issuance, sale, redemption, retirement, or purchase of bonds, bond anticipation notes, or other form of indebtedness, including funding of any reserve, redemption, or other fund or account provided for in the ordinance or resolution authorizing such bonds, notes, or other form of indebtedness.
- The repayment of principal and interest or any redemption premium for loans, advances, bonds, bond anticipation notes, and any other form of indebtedness.

Funding Source

The primary funding source available to the Lake Park CRA consists of tax increment revenues. Tax increment revenues are a unique tool available to cities and counties for redevelopment activities and are used to leverage public funds to promote private sector activity in the targeted redevelopment area.

The taxable value of all real property in the redevelopment area is determined as of a fixed date¹, also known as the “base-year” value. The base-year values of the Lake Park CRA are as follows:

- Original CRA Area: 56,070,754.
- 10th Court Expanded CRA Area: 26,458,759.
- Silver Beach Road Expanded CRA Area: 19,878,947.

Contributing taxing authorities continue to receive ad valorem tax revenues (a.k.a. property tax revenues) based on the base-year value. Revenues generated from the base-year value are available for general government purposes. However, ad valorem tax revenues from increases in real property value, referred to as “Tax Increment”, are remitted to the Lake Park CRA and dedicated to the redevelopment area. The Taxing Authorities which are obligated to make annual deposits into the CRA Trust Fund include:

- Original CRA Area: Town of Lake Park and Palm Beach County.
- 10th Court Expanded CRA Area: Town of Lake Park
- Silver Beach Road Expanded CRA Area: Town of Lake Park

¹ F.S. § 163.387 defines the base-year value as the value associated with the most recent assessment tax-roll used in connection with the taxation of property within the redevelopment area by each applicable Taxing Authority prior to the effective date of the Ordinance providing for the funding of the CRA’s redevelopment trust fund.

LAKE PARK CRA

Tax-Base

The following table provides a summary of the historical assessment (taxable) values and increment values for the Lake Park CRA (all CRA Areas) as of January 1st of each year². While this report generally pertains to FY 2024 activity, the following section also includes FY 2025 property valuation data to highlight current trends.

TAXABLE PROPERTY VALUES (ALL CRA AREAS)						
TAX ROLL YEAR	FISCAL YEAR	A		B		=A-B
		TAXABLE VALUE	% CHANGE OVER PRIOR YEAR	BASE YEAR TAXABLE VALUE	INCREMENTAL TAXABLE VALUE	% CHANGE OVER PRIOR YEAR
2024	2025	317,095,855	19.3%	102,408,460	214,687,395	31.4%
2023	2024	265,850,791	36.3%	102,408,460 ³	163,442,331	17.6%
2022	2023	194,997,539	14.6%	56,070,754	138,926,785	21.8%
2021	2022	170,133,346	5.6%	56,070,754	114,062,592	8.6%
2020	2021	161,074,778	8.7%	56,070,754	105,004,024	13.9%
2019	2020	148,222,209	11.1%	56,070,754	92,151,455	19.1%
2018	2019	133,426,939	7.7%	56,070,754	77,356,185	14.0%
2017	2018	123,938,889	9.9%	56,070,754	67,868,135	19.7%
2016	2017	112,792,150		56,070,754	56,721,396	

The following sections provide the historical assessment (taxable) values by CRA Area.

TAXABLE PROPERTY VALUES (ORIGINAL CRA AREA)						
TAX ROLL YEAR	FISCAL YEAR	A		B		=A-B
		TAXABLE VALUE	% CHANGE OVER PRIOR YEAR	BASE YEAR TAXABLE VALUE	INCREMENTAL TAXABLE VALUE	% CHANGE OVER PRIOR YEAR
2024	2025	267,280,765	21.8%	56,070,754	211,210,011	29.2%
2023	2024	219,513,085	12.6%	56,070,754	163,442,331	17.6%
2022	2023	194,997,539	14.6%	56,070,754	138,926,785	21.8%
2021	2022	170,133,346	5.6%	56,070,754	114,062,592	8.6%
2020	2021	161,074,778	8.7%	56,070,754	105,004,024	13.9%
2019	2020	148,222,209	11.1%	56,070,754	92,151,455	19.1%
2018	2019	133,426,939	7.7%	56,070,754	77,356,185	14.0%
2017	2018	123,938,889	9.9%	56,070,754	67,868,135	19.7%
2016	2017	112,792,150		56,070,754	56,721,396	

² The Taxable Value figures included herein represent those values utilized by the Town of Lake Park to calculate the CRA's tax increment revenues and are net of all applicable exemptions. Palm Beach County utilizes a slightly different Taxable Value that reflects the varied exemption values.

³ The Base Year for the CRA Expansion Areas is 2023 (tax roll year) with a total taxable valuation of 46,337,706. Specifically, the Base Year taxable valuation total includes the 10th Court CRA Expansion Area (26,458,759) and the Silver Beach Road Expansion Area (19,878,947).

LAKE PARK CRA

TAXABLE PROPERTY VALUES (EXPANDED CRA AREA – 10TH COURT)

		A		B	=A-B	
TAX ROLL YEAR	FISCAL YEAR	TAXABLE VALUE	% CHANGE OVER PRIOR YEAR	BASE YEAR TAXABLE VALUE	INCREMENTAL TAXABLE VALUE	% CHANGE OVER PRIOR YEAR
2024	2025	28,078,624	6.1%	26,458,759	1,619,865	-%
2023	2024	26,458,759		26,458,759	-	

TAXABLE PROPERTY VALUES (EXPANDED CRA AREA – SILVER BEACH ROAD)

		A		B	=A-B	
TAX ROLL YEAR	FISCAL YEAR	TAXABLE VALUE	% CHANGE OVER PRIOR YEAR	BASE YEAR TAXABLE VALUE	INCREMENTAL TAXABLE VALUE	% CHANGE OVER PRIOR YEAR
2024	2025	21,736,466	9.3%	19,878,947	1,857,519	-%
2023	2024	19,878,947		19,878,947	-	

Taxpayer Concentration

An important analysis to consider when discussing property values pertains to taxpayer concentration, or more specifically, the percentage of total tax increment generated from the CRA's principal taxpayers. Taxpayer concentration is a measure of revenue risk for the Agency. A low taxpayer concentration indicates a diverse base of taxpayers and a stronger ability to adapt to the loss of any one taxpayer.

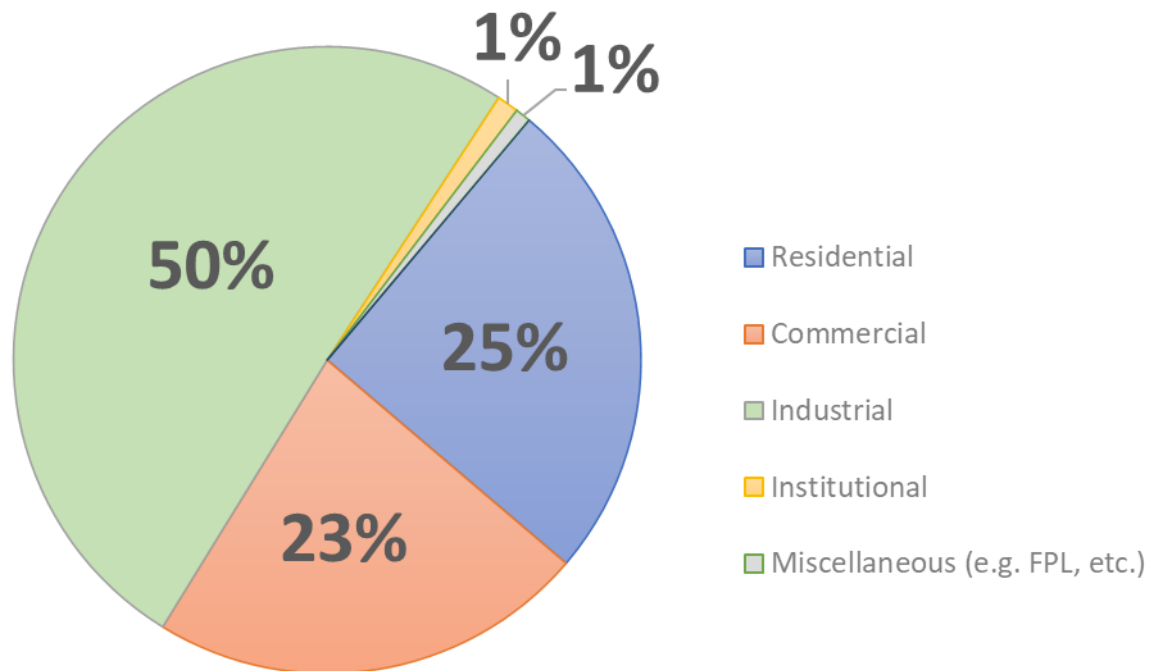
PRINCIPAL TAXPAYERS (ALL CRA AREAS)

TAXPAYER	PROPERTY USE	FY 2025 TAXABLE VALUE	% OF FY 2025 TAXABLE VALUE
G DG LAKE PARK PROPERTY OWNER LP	INDUSTRIAL	37,658,012	11.9%
KELSEY INDUSTRIAL LLC	INDUSTRIAL, COMMERCIAL	13,385,706	4.2%
HUMANI COURTS LLC	RESIDENTIAL	6,830,118	2.2%
705 13TH STREET INC	INDUSTRIAL	6,084,661	1.9%
AMOC HOLDINGS LLC	RESIDENTIAL	5,943,399	1.9%
PB INDUSTRIAL INVESTMENTS LLC	INDUSTRIAL	5,680,253	1.8%
ADM FL REAL ESTATE WPB LLC	INDUSTRIAL	5,643,000	1.8%
LAKE PARK PARTNERS LLC	COMMERCIAL	4,831,530	1.5%
THOMAS DAVIS INC	INDUSTRIAL	4,793,121	1.5%
ONE PARK PLACE LLC	RESIDENTIAL, COMMERCIAL	4,609,981	1.5%
TOTAL		95,459,781	30.1%

LAKE PARK CRA

Taxable Values by Use Type

The segmentation of taxable values within the Lake Park CRA highlights a relatively balanced tax-base with Industrial, Residential, and Commercial properties representing approximately 50%, 25%, and 23% respectively with the balance comprising other uses (e.g., institutional).



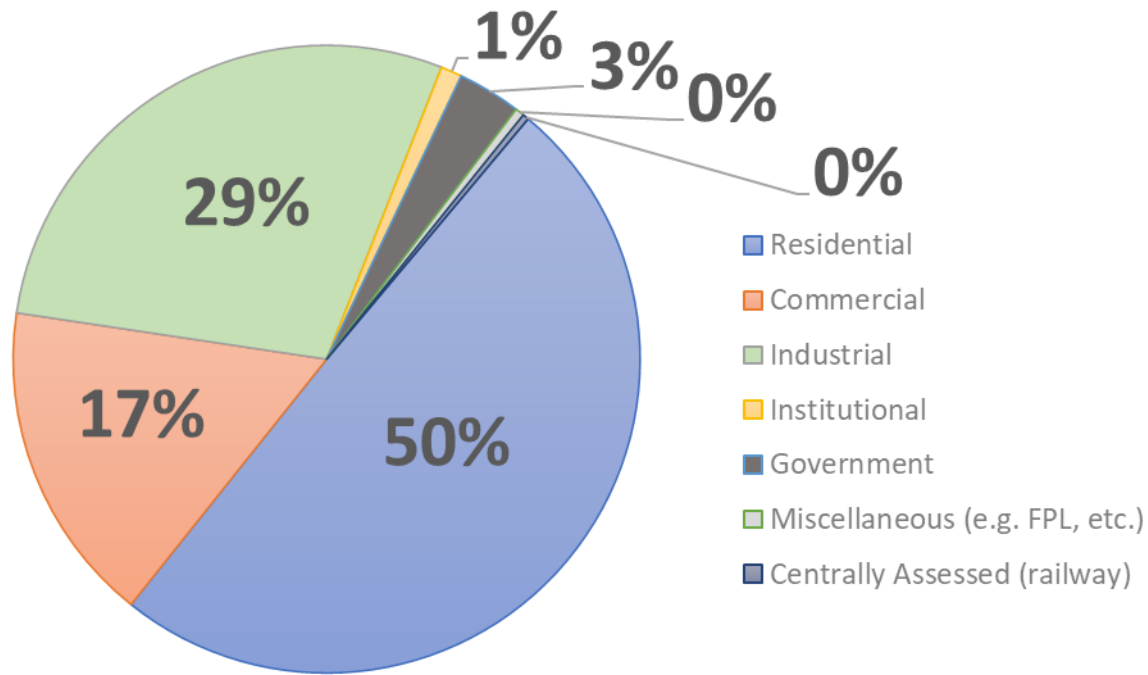
TAXABLE PROPERTY VALUES BY USE TYPE

	A	B	C	=A+B+C
USE TYPE	ORIGINAL AREA	EXPANDED AREA (10 th COURT)	EXPANDED AREA (SILVER BEACH RD)	TOTAL
RESIDENTIAL	58,494,270	1,229,162	19,931,174	79,654,606
COMMERCIAL	49,498,126	20,225,436	1,805,292	71,528,854
INDUSTRIAL	153,263,258	6,624,026	-	159,887,284
INSTITUTIONAL	3,533,524	-	-	3,533,524
GOVERNMENT	-	-	-	-
MISC. (FPL, etc.)	2,491,587	-	-	2,491,587
CENTRALLY ASSESSED (rail)	-	-	-	-
TOTAL	267,280,765	28,078,624	21,736,466	317,095,855

LAKE PARK CRA

Parcels by Use Type

There are 643 total property parcels within the Lake Park CRA with Residential, Industrial, and Commercial parcels representing approximately 50%, 29%, and 17% respectively with the balance comprising other uses (e.g., government, institutional).



PARCELS BY USE TYPE

	A	B	C	=A+B+C
USE TYPE	ORIGINAL AREA	EXPANDED AREA (10 th COURT)	EXPANDED AREA (SILVER BEACH RD)	TOTAL
RESIDENTIAL	207	8	104	319
COMMERCIAL	77	27	3	107
INDUSTRIAL	175	9	-	184
INSTITUTIONAL	7	-	-	7
GOVERNMENT	18	-	3	21
MISC. (FPL, etc.)	3	-	-	3
CENTRALLY ASSESSED (rail)	2	-	-	2
TOTAL	489	44	110	643

LAKE PARK CRA

Millage Rates

The table below provides a summary of the operating millage rates levied by each Taxing Authority that make payments to the Lake Park CRA.

CONTRIBUTING TAXING AUTHORITY MILLAGE RATES					
TAX ROLL YEAR	FISCAL YEAR	A TOWN OF LAKE PARK	B TOWN OF LAKE PARK (PBC FIRE MSTU EQUIVALENT) ⁴	C PALM BEACH COUNTY ⁵	=A+B+C TOTAL
2024	2025	5.1000	3.4581	4.5000	13.0581
2023	2024	5.1870	3.4581	4.5000	13.1451
2022	2023	5.3474	3.4581	4.7150	13.5205
2021	2022	5.3474	3.4581	4.7815	13.5870
2020	2021	5.3474	3.4581	4.7815	13.5870
2019	2020	5.3474	3.4581	4.7815	13.5870
2018	2019	5.3474	3.4581	4.7815	13.5870
2017	2018	5.3474	3.4581	4.7815	13.5870
2016	2017	5.3474	3.4581	4.7815	13.5870



⁴ The Town of Lake Park began utilizing the Palm Beach County Fire/Rescue MSTU on October 1, 2015 (FY 2016) for fire-rescue services. The PBC Fire MSTU is exempted from contributing to the LPCRA. However, the Town of Lake Park contributes an amount equivalent to the PBC Fire MSTU calculated tax increment to the LPCRA annually.

⁵ Palm Beach County contributes tax increment to the Original CRA area only and is exempt from contributing tax increment to the Expanded Area.

LAKE PARK CRA

Tax-Increment Revenues

Taxing Authorities, which levy ad valorem taxes on real property subject to taxation located within the CRA, are required by January 1st of each year to deposit into the Lake Park CRA Trust Fund an amount equal to 95% of the difference between:

- a) The amount of ad valorem taxes levied each year by that Taxing Authority on taxable real property contained within the geographical boundaries of the Lake Park CRA, exclusive of any amount from any debt service millage; and
- b) The amount of ad valorem taxes which would have been produced by the millage rate upon which the tax is levied each year by the Taxing Authority on the assessed value of the taxable real property in the Lake Park CRA as of January 1st of the base year, exclusive of any amount from any debt service millage.

The Taxing Authorities which are obligated to remit tax increment to the Lake Park CRA:

- Original CRA Area: Town of Lake Park and Palm Beach County.
- 10th Court Expanded CRA Area: Town of Lake Park
- Silver Beach Road Expanded CRA Area: Town of Lake Park

The following table provides a 10-year summary of historical tax increment revenues for the CRA segmented by Taxing Authority.

TAX INCREMENT REVENUES							
		A	B	C	=A+B+C+D		
TAX ROLL YEAR	FISCAL YEAR	TOWN OF LAKE PARK	TOWN OF LAKE PARK (PBC FIRE MSTU EQUIVALENT) ⁶	PALM BEACH COUNTY ⁷	TOTAL (ROUNDED)	% CHANGE OVER PRIOR YEAR	
2024	2025	\$ 1,040,160	\$ 705,290	\$ 902,730	\$ 2,648,181	29.8%	
2023	2024	805,387	536,940	698,524	2,040,850	14.4%	
2022	2023	705,752	456,402	621,952	1,784,106	21.2%	
2021	2022	579,441	374,718	517,894	1,472,053	8.6%	
2020	2021	533,424	344,959	476,859	1,355,242	14.0%	
2019	2020	468,132	302,735	418,405	1,189,273	19.1%	
2018	2019	392,972	254,130	351,202	998,304	14.0%	
2017	2018	344,772	222,960	307,994	875,726	19.7%	
2016	2017	288,146	186,341	257,251	731,738		

⁶ The Town of Lake Park began utilizing the Palm Beach County Fire/Rescue MSTU on October 1, 2015 (FY 2016) for fire-rescue services. The PBC Fire MSTU is exempted from contributing to the LPCRA. However, the Town of Lake Park contributes an amount equivalent to the PBC Fire MSTU calculated tax increment to the LPCRA annually for all CRA Areas.

⁷ Palm Beach County contributes tax increment to the Original CRA Area only and is exempt from contributing tax increment to the Expanded CRA Areas.

LAKE PARK CRA

Accomplishments and Activity Status Updates

Redevelopment Projects

1301 10th Street

The Lake Park CRA entered into a Grant Agreement with the Lake Park Group in late 2022 for a new construction CRA Grant of \$1 million for a 28,000 SF building that includes the addition of the Oceana Coffee Headquarters, Culinary Studio, and Florida Canning. Construction began in 2023 and will be completed in early 2025. The CRA investment was combined with private funding and a Palm Beach County Economic Development loan.

- Start Date: August 2023.
- End Date: March 2025.
- CRA Investment: \$1,000,000.
- Private Investment: over \$10,000,000.
- Use: Coffee roaster, retail, commercial kitchen, canning operations.



Construction (left/above)
Conceptual Rendering (below)



LAKE PARK CRA

796 10th Street

A Lake Park CRA economic development grant was awarded to Liberty Square, LLC for façade improvements to the property located at 796 10th Street. The property is an outdated strip center that includes multiple businesses, including a restaurant, brewery, and martial arts center.

- Start Date: May 2024.
- End Date: Spring 2025.
- CRA Investment: \$360,000.
- Private Investment: \$1,500,000.



Conceptual Rendering of Façade
Improvements (above)

Marketing Materials (right)

LIBERTY SQUARE PLAZA 796 10TH ST.

FUNDED IN PART BY A GRANT FROM THE LAKE PARK CRA, LIBERTY SQUARE PLAZA IS CURRENTLY UNDER RENOVATIONS THAT INCLUDE A FAÇADE TRANSFORMATION, THE ADDITION OF SIDEWALK CAFE SEATING AND NEW IMPACT STOREFRONTS FOR THE BUSINESSES LOCATED IN THIS PLAZA.



Liberty Square Plaza
Vacancy: 804 10th ST.



- 1,500 SF END UNIT
- PLENTY OF PARKING
- LARGE SIDEWALK



- 15 FT INDUSTRIAL CEILINGS
- NO COLUMNS
- OVERSIZED NEW STOREFRONT

LAKE PARK CRA

1100 Old Dixie Highway

Lake Park Logistics completed construction of a 185,000 SF warehouse within the Lake Park CRA industrial district in December 2023. This property is now valued at over \$37 million. The owners are seeking a tenant for a corporate headquarter use, distribution center, etc.



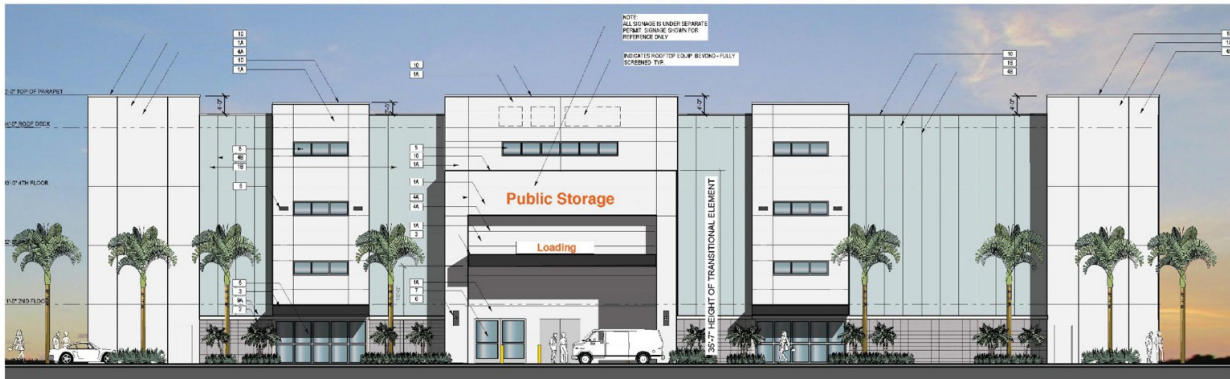
Conceptual Rendering (above)
Construction (below)



LAKE PARK CRA

1450 Waterview Road

DXD Self Storage completed construction in 2024. This public storage facility is within the industrial district of the Lake Park CRA and is 4 stories and nearly 25,000 SF. The property value is now over \$1 million.



Conceptual Rendering



Capital Projects

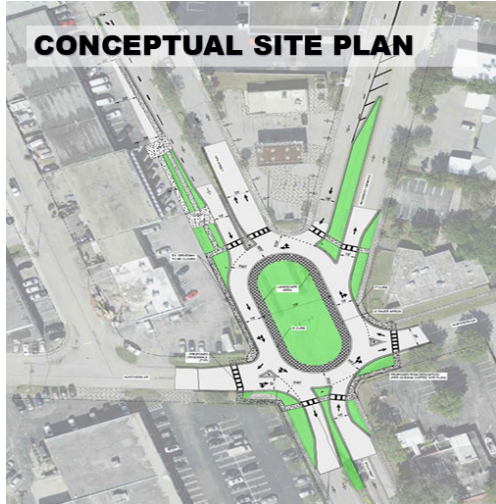
Park Avenue Hardscape & Landscape Improvements

Park Avenue was given a facelift in fiscal year 2024 with the replacement of ground cover and landscaping as well as sidewalk improvements.

Construction took place along Park Avenue from 7th to 10th Streets with improvements completed in August 2024.



LAKE PARK CRA



10th Street Ovalabout

This project is focused on improving vehicular safety (reduced travel speeds) and pedestrian mobility (protected crosswalks) at the intersection of 10th Street, Northern Drive, and Prosperity Farms Road with the installation of an ovalabout.

An ovalabout is a type of oval-shaped intersection or junction in which road traffic is permitted to flow in one direction (counterclockwise) around an oval-shaped island.

Design was completed in 2024.

Pocket Park

The Lake Park CRA completed construction of a Park located at 610 7th Street in 2024. Improvements included the addition of a gazebo for musical performances, places for art, and abundant landscaping.

The CRA Board and community selected the name Centennial Memorial Park.



LAKE PARK CRA

Redevelopment Grants and Incentives

The Lake Park CRA offers incentives for business and property owners to encourage taxable value growth by enhancing properties and encouraging new development. In May 2024, the CRA began developing structured incentive packages to market to the public and increase the predictability of CRA offerings.

The incentives were approved on July 17, 2024, via Resolution 48-07-24. The following is a summary of incentives that are now available for business and property owners.

Redevelopment Grant and Incentive Portfolio

Façade and Exterior Improvement Program

This grant is available to all properties/businesses in the Lake Park CRA for aesthetic improvements to the exterior of commercial buildings and sites. The grant provides 80% of the project cost up to a maximum CRA grant of \$50,000 depending on the project location.

- Park Avenue (7th St. to 10th St.): \$50,000.
- 10th Street (Northlake to Silver Beach): \$50,000.
- Industrial Area \$20,000.

Commercial Interior Buildout Program

As an incentive for restaurant/brewery/distillery uses, the Lake Park CRA will fund 80% of interior build-outs up to \$50,000. Improvements must increase the property value and remain with the property. These improvements could include a grease trap or hood system, bathrooms, HVAC, etc.

Real Estate Development Accelerator (REDA) Program

Primarily for large scale development projects greater than \$5 million, this incentive can be utilized in the form of a land mark-down, infrastructure improvements, Tax Increment Financing or similar types of assistance. Each project is negotiated on an individual basis based on a gap in a development pro forma or level of public benefit provided.

Strategic Investment Program

Based on a formula that considers the amount of tax increment generated from each project, commercial and mixed-use projects up to \$5 million may be eligible for funding for interior and exterior improvements to the property or structure. Priority will be given to uses considered as a goal of redevelopment within the CRA, such as restaurants.

Relocation and Development Assistance Program

The Lake Park CRA may assist with relocation and development of certain uses to allow for a more desirable or upgraded use. This program provides the incentives necessary for

LAKE PARK CRA

redevelopment including tenant relocation, acquisition, buildout, and rehabilitation/renovation of existing properties.

Grand Opening Assistance Program

The Lake Park CRA offers assistance to new businesses within the CRA for their “Grand Opening”. This will include an invitation to elected officials, marketing through the town’s social media as well as a ribbon cutting. The business can receive up to \$500 for refreshments or marketing expenses for the event.

Beautify Lake Park Program

This is a small administrative grant of up to \$5,000 for facade improvements such as paint, signage, lighting and landscaping for businesses within the Lake Park CRA.

Paint, Plant and Pave Program

Created to provide curb appeal to single-family and multi-family properties in the Lake Park CRA, the CRA will assist with 80% of a project cost up to a maximum of \$10,000 per property for exterior improvements such as pressure cleaning, painting, facade repair, landscaping, awnings, driveways, irrigation systems and fence repair/removal.

Redevelopment Grant and Incentive awards in Fiscal Year 2024

Façade and Exterior Improvement Program

- 903 Park Avenue (Kelsey Market)

Lake Park CRA staff, in conjunction with the Lake Park Community Development Department and the applicant, finalized the design for a façade grant for the property at 903 Park Avenue. Incentive approved in fiscal year 2025.

- 1249 10th Street

Lake Park CRA staff is currently working with the applicant to design façade improvements for the property located at 1249 10th Street. Incentive approval targeted for fiscal year 2025.

Strategic Investment Program (SIP)

- 101 10th Street (Twiggs Academy)

The Lake Park CRA has been working closely with the Twiggs Academy to assist in securing funding for an expansion of their location. Palm Beach County, Small Business Association, and private funding resources have been secured, along with potential CRA SIP program funding. The CRA will consider this grant for formal approval in fiscal year 2025 now that other funding sources have been secured.



LAKE PARK CRA

Grand Opening Assistance Program

- 801 Park Avenue (Flowers for All Occasions)
Ribbon Cutting and Grand Opening on June 15, 2024.



LAKE PARK CRA

- 921 Park Avenue (Brown Baloons)
Ribbon Cutting and Grand Opening on July 27, 2024.



- 933 Park Avenue (Tentacion Mexican Restaurant)
Ribbon Cutting and Grand Opening on May 24, 2024.

Beautify Lake Park Program

- 921 Park Avenue (Brown Baloons)
Incentives targeted towards signage improvements.
- 1249 10th Street
Incentives targeted towards signage improvements.

LAKE PARK CRA

New Business Activity

The opening of 42 new businesses within fiscal year 2024 is a testament to the Lake Park CRA's strong economic vitality, business-friendly environment, and growing market demand. This influx of new enterprises not only diversifies the local economy but also stimulates job creation, enhances the commercial tax base, and fosters a vibrant, dynamic community. As these businesses establish themselves, they contribute to increased consumer spending, attract further investment, and enhance the overall quality of life for residents. Moreover, their presence signals confidence in the city's infrastructure, governance, and economic development initiatives, reinforcing its reputation as a prime destination for business growth. Of these new businesses, seven (7) are located on Park Avenue.

Marketing Plan

The CRA selected a firm to assist in the creation of a Marketing Plan and District Branding. The firm began work in August 2024 with a series of public meetings and research. The final marketing plan was delivered in January 2025, and District Branding will begin immediately following.



**Please Join Our
CRA Strategic Marketing Plan Development
Business Meetings**

We are excited to invite you to participate in the development of a comprehensive Strategic Marketing Plan for the Lake Park CRA. Your business is a vital part of our community, and your insights and expertise are invaluable to this initiative.

FOR RETAIL & SERVICE BUSINESSES
Please Join Us Monday
September 9, 2024
5:30PM - 7:00PM
Lake Park CRA Office
800 Park Avenue

FOR FOOD & BEVERAGE BUSINESSES
Please Join Us Wednesday
September 11, 2024
9:00AM - 10:30AM
Brooklyn Cupcake
796 10th Street

FOR ALL BUSINESSES WITHIN THE CRA DISTRICT
Please Join Us Tuesday
September 10, 2024
5:30PM - 7:00PM
Town Hall Mirror Ballroom
535 Park Avenue

NOTE: Please feel free to attend any one of the meetings that best suits your schedule.



**Please use the QR Code to complete our
Business Survey.**

To confirm your attendance or for more information, please contact
Allison Justice, Lake Park CRA Administrator at
AJjustice@LakeParkFlorida.gov



**Business
Survey Link**





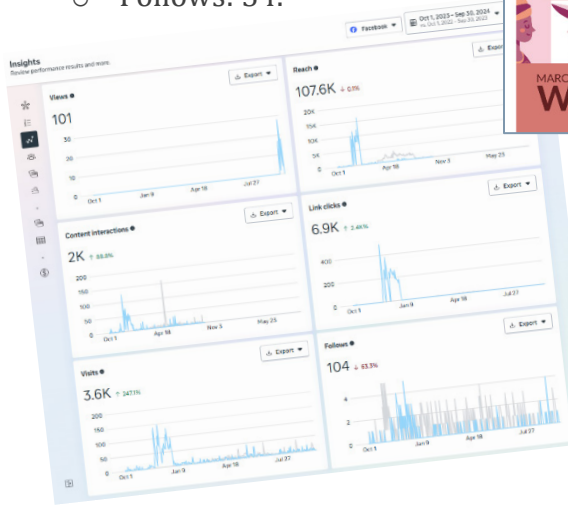
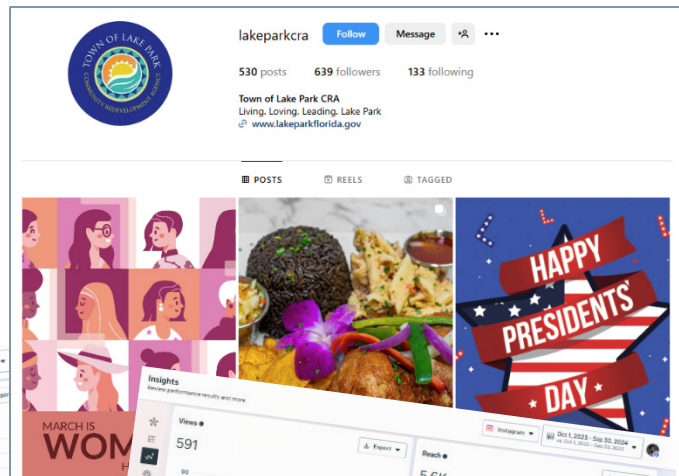
LAKE PARK CRA

Social Media

Over the past year, the Lake Park CRA's Facebook and Instagram accounts have seen significant growth in engagement. On Facebook, reach remained steady, engagement metrics soared, with content interactions up 89%, link clicks increasing 2,400%, and visits rising 247%. On Instagram, engagement also improved, with content interactions and link clicks both doubling (+100%) and visits increasing by 140%.

The following metrics are for October 1, 2023 – September 30, 2024:

- Facebook
 - Views: 101.
 - Reach: 107,600.
 - Content Interactions: 2,000 (+89%).
 - Link Clicks: 6,900 (+2,400%).
 - Visits: 3,600 (+247%).
 - Follows: 104 (-63%).
- Instagram
 - Views: 591.
 - Reach: 5,600.
 - Content Interactions: 35 (+100%).
 - Link Clicks: 229 (+100%).
 - Visits: 574 (+140%).
 - Follows: 34.



LAKE PARK CRA

Holiday Display

Beginning in fiscal year 2024, the Town of Lake Park and the Lake Park CRA expanded the annual holiday tree lighting event by adding lighted displays and lighted trees along Park Avenue from 7th to 10th Streets.

This investment served to drive customers to Downtown Lake Park businesses throughout the holiday season. Year one was a huge success and nearly 27,000 guests visited Downtown. The CRA heard from local businesses that the name recognition of Lake Park is a challenge, and the lights display serves as a catalyst to continue to boost brand identity.



PERFORMANCE DATA

Downtown Lake Park

The Lake Park CRA continues to focus on creating a vibrant Downtown Lake Park along Park Avenue.

In addition to the holiday display, completion of Centennial Memorial Park and Park Avenue landscape enhancements, the CRA continues to work with property owners to enhance their properties.

Electric and sound upgrades being considered and plans for parking upgrades will help mitigate parking challenges with future growth. District Branding of Downtown will help create the sense of place and awareness to continue to attract new owners and businesses to Lake Park.



**10th Street and Park Avenue Businesses
Please Join Our
CRA Special Events Discussion**

**Thursday, October 17, 2024 / 9:00 AM
Lake Park CRA Office / 800 Park Avenue**


TOPIC #1 RUST MARKET EXPANSION During the November Event and Future Rust Market Events	TOPIC #2 LAKE PARK HOLIDAY EVENT During the Month of December and the December 6 Tree Lighting
---	---

WE NEED YOU!

While the Lake Park CRA is currently developing the Strategic Marketing Plan, these two events are already planned. They present an opportunity for the CRA to support local business attraction, retention, and growth.

We are seeking your input to develop the best strategies that will encourage attendees to discover and visit your business either during the event and/or at a later time.

[TAKE THE BUSINESS SURVEY](#)



SCAN ME

Performance Data

The following section provides performance data in accordance with F.S. §163.371 as of September 30, 2024 (most recent data available).

- F.S. §163.371
 - Total number of activities started and completed and the estimated cost for each activity.
 - Total expenditures from the Redevelopment Agency Trust Fund.
 - Original assessed real property values within each CRA District as of the day the CRA was created (base year).
 - Total assessed real property values of property within the boundaries of the CRA as of January 1 of the reporting year.
 - Total amount expended for affordable housing for low-income and middle-income residents.
 - A summary indicating Redevelopment Plan achievements. Within the framework of this data, the redevelopment activities are categorized by achievement.

PERFORMANCE DATA

Community Redevelopment Agency of the Town of Lake Park

Florida Department of Economic Opportunity Special District Accountability Program ID

1692

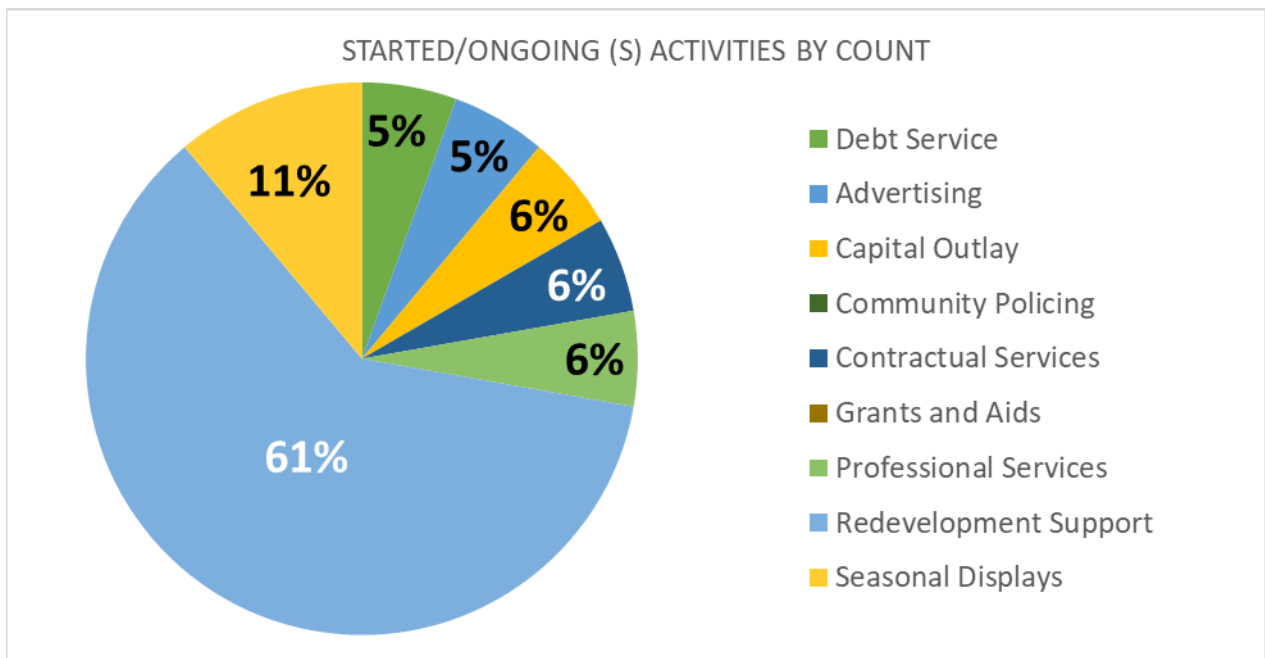
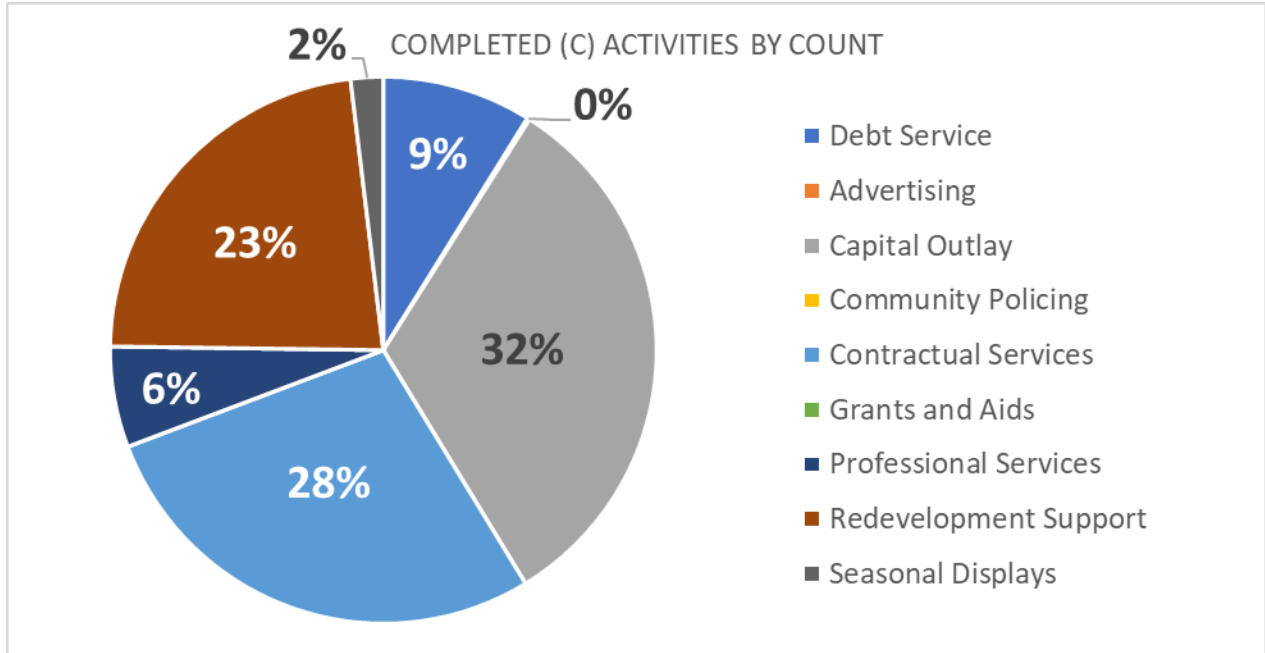
Registered Agent	Ms. Vivian Mendez
Mailing Address	535 Park Avenue Lake Park, FL 33403
Telephone	(561) 881-3311
Fax	(561) 881-3314
Email	vmendez@lakeparkflorida.gov
Website	https://www.lakeparkflorida.gov/government/departments/community-redevelopment-agency
County(ies)	Palm Beach
Local Governing Authority	Town of Lake Park
Date Created / Established	Wednesday, November 20, 1996
Creation Documents	Town Resolution 65-1996
Board Selection	Similar to Local Governing Authority
Authority to Issue Bonds	Yes
Revenue	Tax Increment Financing
Most Recent Update	Tuesday, November 12, 2024

Total number of Activities started and/or ongoing	14
Total number of Activities completed	18
Total amount expended for low and middle income affordable housing	\$ -

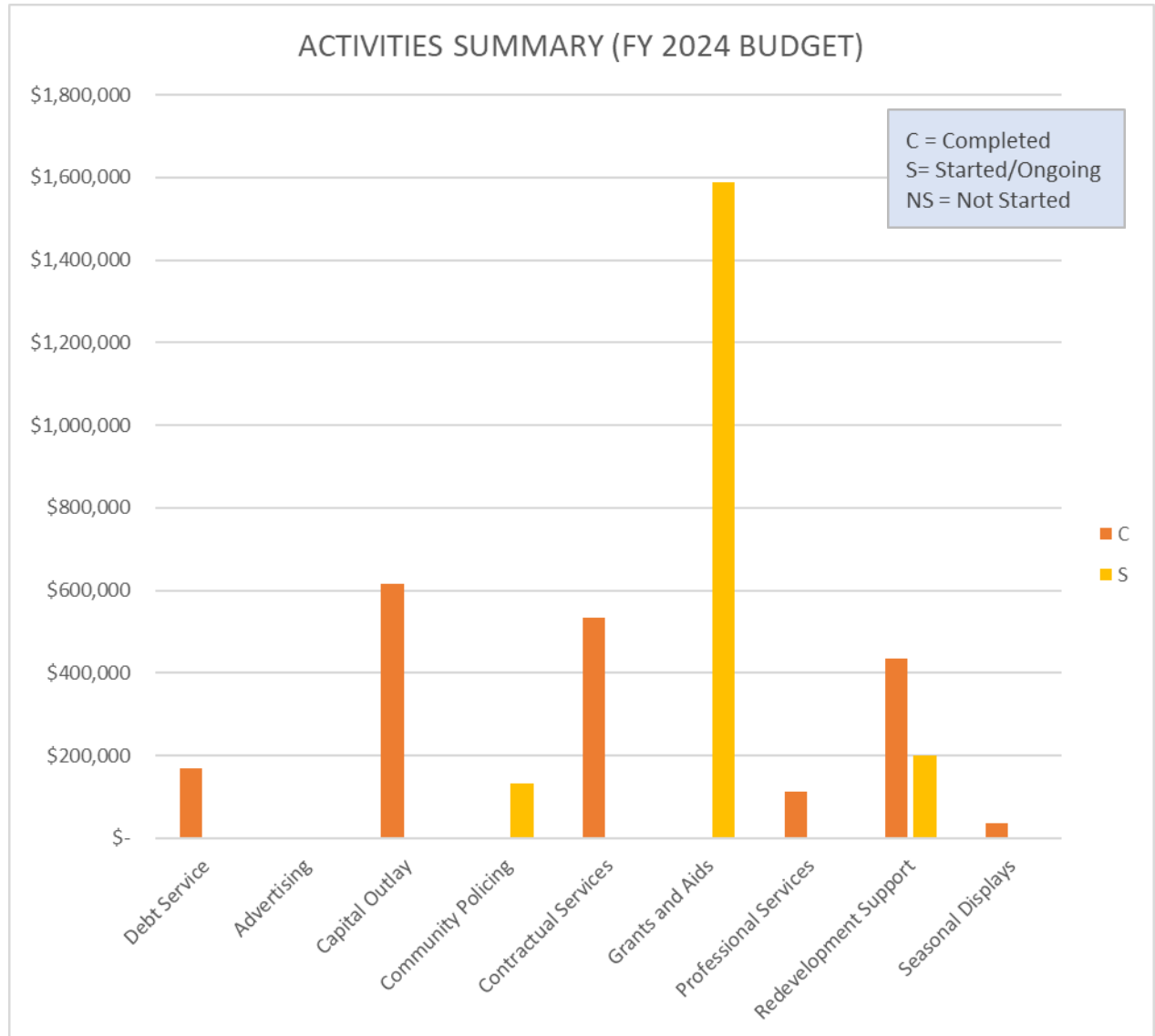
The following is a summary of this community redevelopment agency's achievement of its redevelopment plan's goals.

REDEVELOPMENT INITIATIVE CATEGORIES	CRA MASTER PLAN OBJECTIVE(S)
Advertising	1,2,5
Capital Outlay	1,2,3,4
Community Policing	1,2,5
Contractual Services	1,2,3,4,5
Grants and Aids	1,2,3,4
Professional Services	1,2,3,4,5
Redevelopment Support	5
Seasonal Displays	1,2,5

PERFORMANCE DATA



PERFORMANCE DATA



FINANCIAL STATEMENTS

Financial Statements

The CRA Annual Report for the fiscal year ending September 30, 2024, has been prepared in accordance with F.S. §163.371 and 163.387(8).

- F.S. §163.371

This Annual Report has been prepared in accordance with F.S. §163.371 including a financial statement setting forth its income/expenses.

- F.S. §163.387(8)

The Financial Report is currently under its annual independent audit review and will be issued within State mandated timelines. Once issued, copies can be obtained electronically from the website at:

<https://www.lakeparkflorida.gov/government/departments/finance-department>



FINANCIAL STATEMENTS

TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY

BALANCE SHEET *(UNAUDITED)*

SEPTEMBER 30, 2024

	General Fund
ASSETS	
Cash and cash equivalents	\$ 1,530,614
Due from other funds	317,379
Prepays	394
Total assets	\$ 1,848,387
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	
Liabilities:	
Accounts payable and accrued liabilities	\$ 65,115
Total liabilities	65,115
Fund balance:	
Restricted for:	
Nonspendable - prepaid items	394
Restricted for community redevelopment	1,782,878
Total fund balances	1,783,272
Total liabilities, deferred inflows of resources, and fund balances	\$ 1,848,387

FINANCIAL STATEMENTS

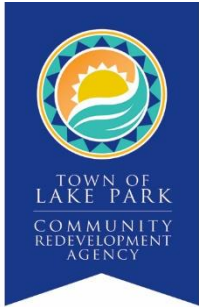
TOWN OF LAKE PARK COMMUNITY REDEVELOPMENT AGENCY

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES *(UNAUDITED)*

FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024

	General Fund
REVENUES	
Tax increment - Palm Beach County	\$ 699,404
Tax increment - Town of Lake Park	1,338,794
Miscellaneous	-
Total revenues	2,038,198
EXPENDITURES	
Current - Economic environment	1,136,403
Capital outlay	626,029
Debt service - contribution to Town debt service	168,597
Grants and aid	396,365
Total expenditures	2,327,394
Net change in fund balances	(289,196)
FUND BALANCES (DEFICIT), BEGINNING OF YEAR	2,072,469
FUND BALANCES (DEFICIT), END OF YEAR	\$ 1,783,272

LOVING LIVING LEADING LAVISH
LIVELY LEARNING LIKING LOCAL
LODGING LYRICAL LOYAL LISTED
LIMITLESS LIFELONG LAUGHING
LINKING LEISURE LAKE PARK 



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 4, 2025
Originating Department: Community Redevelopment Agency (CRA)
Agenda Title: Request for Qualifications (RFQ) Selection - Design Consultant Recommendations - Bert Bostrom Park Master Plan

Approved by Town Manager: _____ **Date:** _____

Agenda Category (i.e., Consent, New Business, etc.): _____

Cost of Item: \$.00 **Funding Source:** _____
Account Number: _____ **Finance Signature:** _____

Advertised:
Date: _____ **Newspaper:** _____

Attachments: _____

Please initial one:

_____ Yes I have notified everyone
 AJ _____ Not applicable in this case

Summary Explanation/Background:

On March 6, 2025, the Town issued a Request for Qualifications (RFQ) for Professional Design Services and Public Engagement for a Master Plan for Bert Bostrom Park (RFQ 108-2025). The intent of this RFQ was to select a team of design/engineering professionals to assist the CRA with a community-led design of Bert Bostrom Park, which may include various improvements (i.e., playground, sports and/or multi-purposed facilities/fields, Community Center, etc.).

The RFQ provided the following objectives for the proposed Park Master Plan:

“The public should be heavily involved in the process to determine the amenities to be provided within Bert Bostrom Park. The anticipated project would include a community center, the size of which is to be designed so as to have no less than 20,000 square feet of space. The Community Center would include facilities such as, but not limited to, an indoor gymnasium for at least two full-size basketball courts, multi-purpose rooms, offices and conference room space. The design of the Community Center must include a parking lot and space for other ancillary improvements. Depending on the outcome of the public engagement and the availability of sufficient funding, a 6-8 lane pool, concession area, locker rooms and splash pad may be included in the final planning of the park. Ancillary improvements to the park could include multi-purpose or soccer specific fields, basketball courts and a playground.”

Following the closing of the RFQ on April 10, 2025, the Town received qualification packages from seven (7) firms:

- Chen Moore and Associates
- CPZ Architects
- Fawley Bryant Architecture
- MAP Construction
- REG Architects
- Wannamaker Jenson Architects (WJ)
- WGI, Inc.

An Evaluation Committee met on May 7, 2025 and consisted of five(5) staff members: Allison Justice (CRA Administrator), Nadia DiTommaso (Community Development Director), Jaime Morales (Public Works Director), John Willie (Capital Projects Manager), Riunite Franks (Parks and Special Event Director).

The evaluation committee reviewed all qualification packages and ranked all firms based on various evaluation criteria, including experience and qualifications, performance on past projects, public process and involvement and project understanding and knowledge of area. As a result, the rankings (and total points provided by the evaluation team) for each firm for this project are as follows:

1. Wannemacher Jenson Architects – 470 points
2. WGI, Inc – 468 points
3. Chen Moore and Associates – 457 points
4. REG Architects – 449 points
5. Fawley Bryant Architecture- 435 points
6. CPZ Architects – 423 points
7. MAP Construction and Design – 207 points

A Notice to Negotiate with the top ranked firm of Wannamaker Jenson Architects was prepared and published on May 19, 2025. As of this publishing, no protests have been filed.

Note: Various documents related to this RFQ process are either attached and/or available for review by contacting the Town Clerk’s Office, including, but not limited to, Notice to Negotiate, final scoring matrix, RFQ 108-2025 and published addendums, RFQ Advertisement, etc.

Upon approval of the RFQ rankings and approval to proceed with the development of the proposed Master Plan, this project is expected to be completed in four (4) phases:

- Phase 1: Master Planning and Community Engagement
- Phase 2: Design of Community Center and other park elements
- Phase 3/4: Construction

Initial funding for Phase 1: Master Planning and Public Engagement as well as a portion of Phase 2 is available within the FY 2025 Budget - CRA. (total \$500,000)

Note: Final design and construction funding is expected to be determined based on the amenities/facilities that are approved within the final (approved) Master Plan for Bert Bostrom Parks. This funding may include, but is not limited to, , CRA TIF funding, Town Funding, CRA Bond issuance, Federal, State or Local Grants, private contributions/sponsorships, etc.

As a result, the CRA Board is requested to:

1. Approve the proposed Professional firm Consultant rankings for the Bert Bostrom Park Master Plan project following the advertisement and solicitation of qualification (Request for Qualifications - RFQ) in accordance with the Consultants Competitive Negotiations Act (CCNA) as outlined within state law.
2. Authorize CRA Staff to negotiate a contract with the top ranked firm, Wannemacher Jenson Architects.

Note: The CCNA provides for a process whereas if a contract cannot be negotiated with the top ranked firm, then the second ranked firm has the opportunity to enter into contract negotiations with the Town.

If approved, the selected consultant is expected to begin the Master Plan process immediately.

Recommended Motion:

I move to approve final rankings of RFQ 108-2025 and authorize staff to negotiate a contract with the highest ranked firm, Wannemacher Jenson Architects, to develop a Master Plan for Bert Bostrom Park.



LAKE PARK COMMUNITY REDEVELOPMENT AGENCY

**535 Park Ave.
Lake Park, Florida 33403**

REQUEST FOR QUALIFICATIONS (RFQ) 108-2025

PROJECT:

**Professional Design Services and Public Engagement for a Master Plan for Bert Bostrom
Park**

Date of Issuance: March 6, 2025 at 2:00PM EST

Response Due Date: April 10, 2025 at 10:00AM EST

REQUEST FOR QUALIFICATIONS (RFQ) 108-2025

Professional Design Services and Public Engagement and Master Planning Services for the development of a Master Plan for Bert Bostrom Park, to include a Community Center and other park amenities along with a potential Aquatic Center.

NOTICE IS HEREBY GIVEN that the Lake Park Community Redevelopment Agency, (hereinafter “the CRA”) is accepting proposals from qualified firms to provide the following services:

- 1) Public engagement and design master planning services (Phase 1)**
- 2) Architectural & Engineering Design for a Permit & Construction Ready set of plans and specifications (Phase 2)**
- 3) Construction management services (Phase 3&4) associated with the construction of a Community Center, park amenities and potentially an Aquatic Center within Bert Bostrom Park.**

INTENT

The CRA is interested in selecting an experienced design team (“TEAM”) of consultants, with interdisciplinary expertise, which may include landscape architects, planners, recreation specialists, architects, engineers, environmental planning and/or engineering consultants with particular expertise in public engagement, park master planning and design to prepare a Master Plan and Community Center design for Bert Bostrom Park, including a financial analysis of the estimated costs to implement the Master Plan. The selected consultant will be expected to provide a range of design, planning and architectural services, public engagement initiatives and presentations.

PROJECT OBJECTIVES

The public should be heavily involved in the process to determine the amenities to be provided within Bert Bostrom Park. The anticipated project would include a community center, the size of which is to be designed so as to have no less than 20,000 square feet of space. The Community Center would include facilities such as, but not limited to, an indoor gymnasium for at least two full-size basketball courts, multi-purpose rooms, offices and conference room space. The design of the Community Center must include a parking lot and space for other ancillary improvements. Depending on the outcome of the public engagement and the availability of sufficient funding, a 6-8 lane pool, concession area, locker rooms and splash pad may be included in the final planning of the park. Ancillary improvements to the park could include multi-purpose or soccer specific fields, basketball courts and a playground.

This project is intended to be completed in phases.

Phase 1: Master Planning and Community Engagement

Phase 2: Design of Community Center and other park elements

Phase 3/4: Construction

FUNDING

Initial funding for Phase 1: Master Planning and Public Engagement as well as a portion of Phase 2 will be funded by the CRA. Final design and construction funding will be contingent on the selected amenities and could include various sources of funding, including: CRA Bond issuance, CRA TIF funding, Town Funding, and/or Federal, State or Local Grants.

PRE-BID MEETING

No Pre-Bid Meeting

SITE VISIT

A site visit for this project is optional, but the address of the proposed project is 311 7th Street in the Town of Lake Park. It is noted that the park is currently under construction due to the addition of drainage improvements underneath the current soccer fields. It is anticipated the complete rebuild and above ground amenities will be determined through this design process; however, this project will determine the future location of certain above ground amenities.

SELECTION PROCESS

Selection of the FIRM will be in accordance with Florida Statute 287.055(g), through the following process:

1. An internal evaluation committee will be assembled and will review and rank proposals based on the evaluation criteria.
2. The CRA has the absolute ability to select the Offerors strictly based on the response to this RFQ. However, review of responses by the CRA may result in a short-list of those Offerors to be interviewed. In person interviews may be required.
3. After interviews (if required), Offerors will be ranked, with the highest ranked Offeror to enter Contract Negotiations.
4. An emphasis will be placed on Offerors that have extensive experience in the design and master planning of public parks, which have a variety of programs, amenities and facilities for the public's use.

PROCUREMENT SCHEDULE

The anticipated schedule for this solicitation is as follows:

Item	Date/Time
Solicitation Issued	March 6, 2025 at 2:00PM EST
Pre-Bid Meeting	Not Applicable
Deadline for Receipt of Questions	March 31, 2025 at 5:00PM EST
Submission Deadline	April 6, 2025 at 10:00AM EST
Sealed Proposal Opening	April 6, 2025 at 10:00AM EST
Interviews	TBD
Contract Award	TBD

The contract is intended to be awarded with a notice to proceed issued by May 2025

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Proposal Documents

The RFQ will be available beginning on March 6, 2025. Offerors desiring copies of the RFQ may obtain it from the Town of Lake Park's website (www.lakeparkflorida.gov) or on www.demandstar.com. Any questions regarding the substance of this RFQ must be submitted by email at townclerk@lakeparkflorida.gov no later than 5:00 p.m. Eastern Time on March 31, 2025.

IN COMPLIANCE WITH APPLICABLE FLORIDA STATUTES AND TO ENSURE TRANSPARENCY, THE IG OFFICE IS BEING NOTIFIED OF THIS PUBLIC POSTING.

RESPONSE SUBMITTAL

Responses shall be submitted in the format set forth herein and shall be signed by an officer and/or owner of the business having the authority to legally bind the business. Responses must include all information requested. Should any information requested not be provided or if the response is received unsigned on the forms ('PROPOSAL FORM'), such response shall be considered non-responsive and subject to rejection.

***Offeror should submit proposals electronically through DemandStar.**

PLEASE REVIEW LANGUAGE AS WE WILL DO ELECTRONIC ONLY SUBMITTALS THROUGH DEMANDSTAR

All prices contained in the response shall be guaranteed firm for a minimum of 90 calendar days after the submission. Responses may be withdrawn within 90 calendar days after the submittal opening date.

ALL OFFERORS ARE ADVISED THAT THE TOWN HAS NOT AUTHORIZED THE USE OF THE TOWN LOGO BY INDIVIDUALS OR ENTITIES RESPONDING TO TOWN REQUESTS FOR QUALIFICATIONS, AND THAT ANY SUCH USE BY UNAUTHORIZED PERSONS OR ENTITIES CONSTITUTES A SECOND DEGREE MISDEMEANOR PURSUANT TO SECTION 165.043, FLORIDA STATUTES.

Offerors shall demonstrate a satisfactory record of performance for services provided which are similar in the magnitude and scope for the services sought herein and as documented by their Letters of Reference.

An evaluation committee will rank the proposers and the award of the Proposal will be made by the CRA Board of Commissioners at a public meeting.

The CRA reserves the right to accept or reject any or all Proposals (in whole or in part) with or without cause, to waive any technicalities, irregularities or formalities, or to accept the responses which in its judgment best serves the CRA.

Vivian Mendez
Vivian Mendez, MMC, Town/Agency Clerk
Town of Lake Park, Florida

Published on: March 6, 2025, Palm Beach Post

SECTION 1

GENERAL TERMS AND CONDITIONS

1.1 Definitions:

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Amendment: A modification, deletion or addition to an executed contract by means of a formally executed document signed by both parties.

Certificate of insurance: A document, which shows proof of insurance, coverage, types and amounts.

Debarment: The exclusion, for cause, of an Offeror from bidding and/or receiving a contract to do business with the town.

Designee: A duly authorized representative of a person, business organization, or governmental agency.

Minority business enterprise (certified): A business as defined by § 288.703 (1), F.S.

Minority person: A person as defined by § 288.703, F.S.

Offeror: A business or individual responding to this Request for Qualifications.

Palm Beach County Merchant: A merchant whose primary place of business is located within the boundaries of Palm Beach County, Florida, and who has had a valid Palm Beach County Local Business Tax Receipt and has been operating its business for at least one (1) year prior to the issuance of the invitation for bids or request for proposals.

Person: Any business, individual, union, committee, club, or organization, or group of individuals.

Proposal: An executed formal document submitted by an offeror to the town stating the goods and/or service offered to satisfy the need as described in this request for qualifications.

Public entity crime: A violation as defined in § 287.133(1)(g), F.S.

Purchasing agent: The town manager, or his designee.

Request for information: A written or electronically posted request made by an agency to Offerors for information concerning commodities or contractual services. Also referred to as a Request for Qualifications (RFQ).

Responsible Offeror. An Offeror who is determined to have the qualifications, integrity, reliability and capability in all respects to fully perform in accordance with the requirements of an invitation to bid, request for proposals, qualifications, or statements.

Responsive bid, proposal, or reply. A bid, or proposal, or reply submitted by an offeror, which conforms in all material respects to the solicitation.

Suspension: The temporary debarment of an Offeror for up to three years.

Veteran business enterprise: Any business which meets the definition of § 295.187 (3), F.S. and which has been certified by the Florida Department of Management Services.

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SECTION 2. COMPETITIVE SEALED PROPOSAL PROCESS

2.1 Proposal Submission:

The Offeror's response to this RFQ (hereinafter "Response") shall be submitted electronically through DemandStar no later than the time and date specified in this solicitation. Any response received after the deadline established in the RFQ, or which is submitted at a location other than at the location specified in the RFQ shall be deemed unresponsive and shall be returned unopened to the Offeror. It shall be the Offeror's sole responsibility to ensure that its response reaches the place specified in the town's RFQ for receipt of responses to solicitations and by the time specified. The Town shall bear no responsibility for any failure to successfully deliver a response, or for a mistake in the delivery of a response to a location other than the location designated in the RFQ.

***Offeror should submit proposals electronically through DemandStar.**

2.2 Proposal Acceptance and Evaluation:

Responses shall be accepted from all qualified Offerors except as otherwise provided herein and shall be evaluated based on the requirements set forth in the RFQ.

The CRA may, at any time and in its sole discretion, reject all responses to the RFQ and may or may not choose to seek the same or a similar RFQ in the future.

2.3 Proposal Opening:

Responses shall be opened publicly at the time and place specified in the RFQ. The Town Clerk or her designee shall officiate at the opening of the RFQ, and shall announce and record the name of each Offeror, recite the amount of each Offeror's response and such other information to the RFQ as is appropriate.

2.4 Public Record:

All responses to the RFQ shall become a public record and shall be subject to public disclosure once opened.

2.5 Cancelling or Postponing Request for Proposals:

The Purchasing Agent, prior to the due date of the RFQ, elect to extend, cancel or postpone the date and/or time for its submission. In such situations, the Town Clerk shall issue an addendum, or a notice of cancellation, as appropriate.

2.6 Withdrawal of Proposals:

An Offeror may withdraw a response to a solicitation prior to date and time designated in the RFQ for their opening. If an Offeror withdraws its response after the deadline established in the RFQ, the Purchasing Agent may suspend an Offeror from participating in any future Town solicitations for up to three years.

2.7 Proposal Evaluation and Award:

Responses may be evaluated by an evaluation committee, which shall have not less than three voting members.

One award shall be made to the most responsive, qualified Offerors whose response is determined to be the most advantageous to the Town in accordance with the evaluation criteria contained in

the RFQ. The evaluation of responses shall be in accordance with the procedure established in the RFQ.

Notice of the intent to award, along with a tabulation of the results of an evaluation, shall be posted by the Town Clerk on the Town's website at least five business days prior to the CRA Board's consideration of an award. The Town Clerk shall also provide all Offerors affected by the proposed award written notice of the intent to award by email at the same time as the notice of intent to award is posted on the town's website.

2.8 Evaluation Criteria:

The evaluation criteria, totaling 100 points are as follows: (Any Statement of Qualifications submitted shall follow the following outline in the order shown.)

25 Points - Experience & Qualifications

- Qualifications and experience of staff identified to work on this project (including sub-consultants) and the role and time that each member will perform on the project.
- Depth or relevant technical experience in undertaking public engagement and master planning for public parks with community centers, aquatic facilities and other types of recreational uses.

30 Points - Performance on Past Projects

- Identify specific similar projects
- References from other similar projects

25 Points - Public Process & Involvement

- Demonstrated ability to work with citizens and public agencies
- Consultant initiatives and past experience with respect to public engagement and public participation.

15 Points - Project Understanding & Knowledge of Area

Demonstrate an understanding of the particular needs of the Town of Lake Park, the realistic parameters of this project- its limitations and potential. Ability to produce realistic, cost feasible project.

5 Points - Location considerations of the Offeror's core team and any sub-consultants and plans for maintaining effective communication between the Town and Consultant.

- Physical location of the Offeror and any sub-consultants, i.e. office in Palm Beach County or adjacent counties, availability of key personnel
- Approach to maintaining good communication.

The Offeror shall supply the above information or documentation to the CRA as part of the response it submits to the Town pursuant to this RFQ. **If an Offeror fails to supply such information, the CRA shall consider the proposal to be not responsive to the RFQ.**

2.9 Cone of Silence:

An Offeror shall not communicate with any elected or appointed Town official or employee other

than the person listed in this RFQ prior to the time an award has been made by the CRA Board. Any communication between an Offeror and the Town shall be submitted to the Town Clerk. Any violation of the Cone of Silence imposed herein shall be grounds for the disqualification of a proposal.

2.10 Protested Solicitations and Awards:

The right of an Offeror to protest a pending award of a contract shall do so pursuant to the Town of Lake Park's policy on Protested Solicitations and Awards which is set forth in the Town Code of the Town of Lake Park at Section 2-251 of the Town's purchasing Ordinance.

2.11 Required Submittals:

The proposal should be in Tab format, in the order listed below:

1. Cover letter identifying the Offeror and contact information including address, contact person, phone number and e-mail address.
2. Qualifications Details
 - a) Proposed Project Team Members: A description of the team composition, areas of expertise, and role of each member of the team, including any sub-consultants. Clearly designate a project manager and any sub-consultants who will be assigned to the project for the length of the project and their respective expertise in such work.
 - b) The resumes and licenses, to the extent applicable.
 - c) Specific Project Experience: Descriptions detailing completed, similar or relevant project experience that the applicant has executed. Links to similar or relevant projects are encouraged.
 - d) List of References: Provide a minimum of three client references demonstrating the Offeror's experience with similar park master planning and design services within the last **five years**. Include the name, telephone number and email address of the contact person and a description of the role and services provided to that contact.
3. Project Proposal
 - a) Detailed response to scope of services, expanding on and detailing what steps the Offeror would take to address the points listed in the scope of work
 - b) Detailed schedule/timeline for completion of all tasks.
4. All forms contained in the RFQ. Failure to do so may cause rejection. The forms must be submitted in good order and all blanks must be completed.

Responses to solicitations shall be opened publicly in the presence of one or more witnesses, following the deadline for submittal. The Town/Agency Clerk or the clerk's designee shall officiate at the opening of the solicitations and shall announce and record the name of each offeror. The CRA may, at any time and in its sole discretion, reject all responses to solicitations and may or may not choose to seek solicitations in the future.

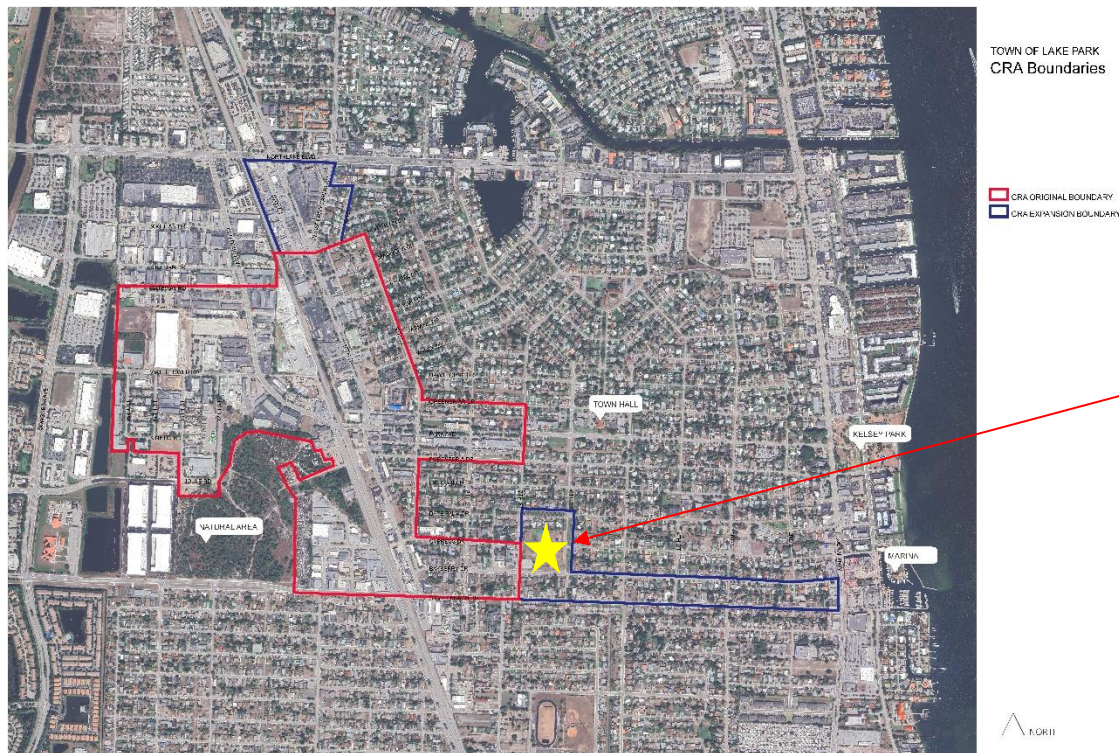
The balance of this page intentionally left blank.

SECTION 3 SCOPE OF SERVICES

3.1 BACKGROUND

The Town of Lake Park was one of Florida's first master planned communities. The Town has a population of just over 9,000 and has experienced many ups and downs over the years, but has a great deal of history and culture. The Lake Park CRA was adopted in 1996 as a proactive approach to boost economic development in the town. The Lake Park CRA works in collaboration with residents, property owners, businesses, developers and other community organizations to foster redevelopment within the CRA district. In 2022, the CRA adopted an update to the CRA Master Plan, which expanded the original CRA to include Bert Bostrom Park. This RFQ serves as implementation of that adopted plan to further the CRA's redevelopment goals, which includes the development of a Community Center within Bert Bostrom Park. The Town of Lake Park currently has no community center for Town residents to enjoy. However, there is desire to have a Community Center to improve quality of life throughout the Town.

The following is a map showing the boundaries of the Lake Park CRA.



3.2 SCOPE OF SERVICES

Offerors shall provide all supervision, labor, services, training, equipment, tools, materials and supplies necessary to provide services as described in this RFQ. Offerors shall comply with all federal, state and local laws and regulations.

- Bert Bostrom Park is located at 311 7th Street. The park is approximately 5.89 Acres and is currently under construction for improve BG – Corebridge to close retirement plan.
- BG – Corebridge to close retirement plan.

nts to drainage for a future multi purpose or soccer field. These improvements must be taken into consideration for the Master Plan design. The Offeror's proposal shall address the CRA's desire to include a Community Center, Aquatic Center and other amenities as part of the park's Master Plan.

PHASE 1:

Bert Bostrom Park Master Plan

- Engage Town residents creatively to understand their desires for activities located within Bert Bostrom Park as well as a Community Center. This should include at least one public meeting as well as attendance at other Town events to engage the community.
- Develop at least two (2) options for the overall design of Bert Bostrom Park. Details of the size and amenities within each feature should be included as part of each design. Site plans should show conceptual elevations as well as flow throughout the project.
- Complete high-level cost estimates for each plan presented. The costs should include both capital costs as well as an estimate of operational costs for the facilities.
- After the CRA selects and approves a design for the park, the selected Offeror shall complete 30% design drawings for the selected amenities within the Park. One of the two design options will be selected.

Deliverables:

- A minimum of two (2) options of Master Plans for Bert Bostrom Park to present to the CRA.
- Estimated capital costs and operational costs for each design presented.
- Presentation of design options and estimated costs to the CRA.
- 30% Design of the selected amenities to be located within Bert Bostrom Park.

PHASE 2:

Design Services

Upon successful completion of Phase 1 and the adoption of a Master Plan of Bert Bostrom Park by the CRA, the CRA will negotiate Phase 2 of the project, which will include the planning, design and permitting of at least one portion of the park. 60% design of the project will be

required. Due to the timing of funding, it is anticipated that final design will be completed within this Phase; however, construction will be completed in subsequent phases.

Deliverables: TBD/Optional

- Assistance in selection of contractor for construction
- Value engineering with contractor in development of construction documents
- 100% Design Drawings

PHASE 3/4:

Design and Construction Services

Once funding has been secured for the construction of the project, the CRA will negotiate the terms for these phases upon completion of Phase 2.

Deliverables: TBD/Optional

- Construction document permitting
- Construction Management services

The balance of this page intentionally left blank.

PROPOSAL FORM

INDIVIDUAL, BUSINESS ENTITY OR PARTNERSHIP

By: _____ / _____
(Signature) (Print name)

Address: _____

Telephone: (____) _____ Fax: (____) _____
(both with area codes)

E-mail Address of Signatory: _____

Company Website: _____

DUNS Number: _____

Social Security Number (OR) Federal Identification Number (FEIN):_____

CORPORATION

By: _____ / _____
(Signature) (Print name)

Address: _____

Telephone: _____ FAX: _____ (both
with area codes)

E-mail Address of Signatory: _____

Company Website: _____

DUNS Number: _____

Federal Identification Number (FEIN): _____

State Under Which Corporation Was Chartered: _____
(If a foreign corporation, the date the corporation was authorize to do business in the State of Florida)

Corporate President: _____
(Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print Name)

CORPORATE SEAL

Attest By: _____
Secretary

The following individuals are the designated contacts assigned to the Town:

VENDOR SERVICE REPRESENTATIVE (REGULAR WORK HOURS):

Name: _____

Address: _____

Telephone : (____) _____

Email Address: _____

VENDOR SERVICE REPRESENTATIVE (AFTER WORK HOURS, WEEKEND & HOLIDAYS):

Name: _____

Address: _____

Telephone : (____) _____

Email Address: _____

REFERENCES

As specified in the Standard Terms and Conditions of this RFQ, OFFERORS shall present the details of a minimum of three references of work performed that is similar to the services outlined in this RFQ. (Additional references may be submitted on a separate sheet)

COMPANY NAME AND CONTACT NAME	ADDRESS CITY, STATE, ZIP PHONE & FAX NUMBER
1.	
	Date(s) Service Provided _____ to _____
	PHONE:
	FAX:
2.	
	Date(s) Service Provided _____ to _____
	PHONE:
	FAX:
3.	
	Date(s) Service Provided _____ to _____
	PHONE:
	FAX:
4.	
	Date(s) Service Provided _____ to _____
	PHONE:
	FAX:

DRUG FREE WORKPLACE

OFFERORS must present documentation that they have a Drug Free Workplace Program in place, and 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 this RFQ 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 this RFQ, the employee shall abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

OFFEROR's Signature

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, personally appeared _____
_____, who, after being by me first duly sworn, deposes and says:

(1) I am _____ of _____, the OFFEROR that
has submitted a Proposal to perform work for the following project:

RFQ #: _____ RFQ Name: _____

(2) I, the undersigned, hereby depose and state that no portion of the sum Proposal in
connection with the work to be performed at the property identified above will be paid to any
employee of the Town of Lake Park or, Public Officer as a commission, kickback, reward or gift,
directly or indirectly by me or any member of my firm or by an officer of the corporation.

Signature

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 2025 by

_____, who is personally known to me or who has produced _____

_____ as identification.

SEAL:

Notary Signature: _____

Notary Name: _____

Notary Public-State of Florida

My Commission #: _____

Expires on: _____

NON-COLLUSION AFFIDAVIT

State of Florida
County of Palm Beach

BEFORE ME, the undersigned authority, personally appeared _____, who, after being by me first duly sworn, deposes and says of his/her personal knowledge that: _____

- (1) He/she is _____ of _____, the OFFEROR that has submitted a Proposal to perform work for the following:

RFQ #: _____ RFQ Name: _____

- (2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

- (3) Such Proposal is genuine and is not a collusive or sham Proposal;

- (4) Neither the said OFFEROR nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other OFFEROR, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached Proposal has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other OFFEROR, firm or person to fix the price or prices in the attached Proposal or of any other OFFEROR, or to fix any overhead, profit or cost element of the price or the Proposal price of any other OFFEROR, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town or any person interested in the proposed contract, and;

- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the OFFEROR or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature

Subscribed and sworn to (or affirmed) before me this _____ day of _____ 2025 by _____, who is personally known to me or who has produced _____ as identification.

SEAL:

Notary Signature: _____

Notary Name: _____

Notary Public-State of Florida

My Commission #: _____

Expires on: _____

NON-BANKRUPTCY AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____ is an officer and member of the firm of _____, being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the Town of Lake Park, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in RFQ #_____.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.

Affiant Signature

Sworn to before me this _____ day of _____, 20____ by _____.
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.

Signature of Notary

Notary's Printed Name

Expiration of Notary's Commission

Affix Seal Here:

CERTIFICATION OF NON-SEGREGATED FACILITIES

The OFFEROR certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control where segregated facilities are maintained. The OFFEROR certifies further that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she will not permit his/her employees to perform their services at any location under his/her control where segregated facilities are maintained. The OFFEROR agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of his Proposal. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The OFFEROR agrees that (except where he/she has obtained identical certification from proposed subcontractors for specific time periods) he/she will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he/she will retain such certifications in his/her files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Company Name and Address:

Signature

Name and Title

Date

SEAL:

Notary Signature: _____

Notary Name: _____
Notary Public-State of Florida

My Commission #: _____

Expires on: _____

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A
NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to **TOWN OF LAKE PARK**
by _____
(print individual's name and title)
for _____
(print name of entity submitting sworn statement)

2. Whose address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

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

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

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

6. I understand that a "person" as defined in Paragraph 287.133(1)(e) **Florida Statutes**, means any natural person entity organized under the laws of any state or the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for

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

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

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

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, members, and agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, members, and agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order)**

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

Signature

**STATE OF FLORIDA
PALM BEACH COUNTY**

The foregoing instrument was acknowledged before me this _____ day of _____ 2025, by _____ as _____ of _____, who is personally known to me or has produced _____ as identification.

SEAL:

Notary Signature: _____

Notary Name _____

Notary Public – State of Florida

My Commission #: _____

Expires on: _____

The balance of this page intentionally left blank.

EXPERIENCE

(Copy and complete one form for each contract for similar work)

Contract Name: _____

Address: _____

City

State

Zip Code

Please list three (3) current references directly responsible for overseeing the above contract.

Contact Employee	Job Title	Telephone Number	Fax Number
1.		()	()
2.		()	()
3.		()	()

DATE OF CONTRACT

Contract start date ____/____/____

Contract expiration date ____/____/____

(NOT INCLUDING FUTURE EXTENSIONS)

Does the contract have a renewal or extension option? ☐ YES ☐ NO

If yes, how long? _____

If yes, has the contract been extended or renewed? ☐ YES ☐ NO

If yes, how many times? _____

For how long has the contract time been extended _____

Has your company ever requested a rate increase or additional compensation during the term of this contract? ☐ YES ☐ NO

If yes, please state the reason for the request and if the increase was granted?

Starting Contract Amount _____

Final Contract Amount _____

Civil Litigation and Criminal Convictions

The OFFEROR shall provide a summary of all civil litigation the company has been directly or indirectly involved in for the previous 10 years to the present. This summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome of the case, and the monetary amounts involved. Civil litigation reported under this section shall be limited to that which involves the services covered in this RFQ. Litigation related to internal personnel issues, i.e. individual Workers' Compensation claims and/or employment related issues are excluded.

The OFFEROR shall provide a summary of all criminal convictions and any current indictments of the company and/or its officers for the previous 10 years through the present.

The OFFERORS shall submit completed Forms C1 and C2 and provide any supporting documentation the OFFEROR believes is appropriate to clarify and support the information provided on Forms C1 and C2.

The balance of this page intentionally left blank.

Civil Litigation

Please provide a summary of any and all civil litigation your firm has been involved for the previous 10 years to the present. Include any and all litigation with government entities. Copy this page and attach additional sheets if necessary.

Please attach any additional information you feel is necessary to clarify and support the information in this form.

Litigants:
Brief Description of Case:
Outcome/projected outcome:
Amount of Claim/Monetary Award/Settlement

Litigants:
Brief Description of Case:
Outcome/projected outcome:
Amount of Claim/Monetary Award/Settlement

Litigants:
Brief Description of Case:
Outcome/projected outcome:
Amount of Claim/Monetary Award/Settlement

Criminal Litigation

Please provide a summary of any and all criminal litigation your firm has been involved with for the previous 10 years through the present. Include any and all criminal convictions and any outstanding indictments. Copy this form and attach additional sheets if necessary.

Please attach any additional information you feel is necessary to clarify and support the information in this form.

Defendant:
Charge(s):
Brief Description:
Outcome/Projected Outcome:

Defendant:
Charge(s):
Brief Description:
Outcome/Projected Outcome:

Defendant:
Charge(s):
Brief Description:
Outcome/Projected Outcome:

ACKNOWLEDGMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

List below the dates of issue for each addendum received in connection with this RFQ:

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

Addendum #9, Dated _____

Addendum #10, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFQ

Offeror Name

Signature

Name and Title (Print or Type)

Date



COMMUNITY
SOLUTIONS
GROUP

TOWN OF LAKE PARK

PROFESSIONAL DESIGN SERVICES AND PUBLIC ENGAGEMENT FOR A MASTER PLAN FOR BERT BOSTROM PARK

RFO NO. 108-2025



WJARCHITECTS
901 NORTHPOINT PKWY #101
WEST PALM BEACH, FL 33407
WJARC.COM

Table of Contents

1. COVER LETTER	3
2. QUALIFICATIONS DETAILS	5
3. PROJECT PROPOSAL	56
4. ALL FORMS CONTAINED IN THE RFQ	64



1

Cover Letter



Laura Weidgans
Deputy Town Clerk
535 Park Avenue,
Lake Park, Florida 33403
lweidgans@lakeparkflorida.gov

RE: Professional Design Services and Public Engagement for a Master Plan for Bert Bostrom Park

Dear Members of the Selection Committee,

On behalf of WJArchitects (WJA), I would like to state our sincere enthusiasm and interest in the opportunity to provide comprehensive architectural design & master planning services for Bert Bostrom Park. Our team is dedicated to delivering innovative design services and sustainable facilities, backed by national recognition and a proven track record.

Since our establishment in 1992, WJArchitects has specialized in collaborating with municipalities on quality of life projects. With over 2,500 completed projects for more than 65 municipalities across Florida, including Parks, Recreation Centers, sports facilities, municipal, cultural arts, public safety, commercial, entertainment, and more. We bring extensive experience and expertise to this project.

WJA is a leader in Florida Parks and Recreation design having completed over 80 park projects and over 50 Community/Recreation Center projects across the state of Florida. We have recently designed and implemented a series of Florida Park Master Plans and Recreation Center projects in collaboration with GAI Consultants Community Solutions Group (GAI CGC), including the Plantation Central Park Master Plan and the City of Seminole Parks and Recreation Master Plan. We have completed many similar community parks such as the Morton and Barbara Mandel Recreation Center for the Town of Palm Beach, Coleman Park Community Center for the City of West Palm Beach, Shore Acres Recreation and Aquatics Center for the City of St. Petersburg, and many more. We understand the specialized aspects, design, and technical execution of Florida park design.

WJA's work has earned numerous industry design awards and has been featured in international publications for its innovative recreation design. The St. Petersburg Pier Approach Park, designed by WJA, is a 35-time award-winning project, recognized with prestigious honors such as ULI's Global Awards for Excellence, the Tampa Bay Times People's Choice for Best Local Tourist Attraction, the AIA Florida Award for Excellence in Sustainability, the Tampa Bay CREW Community Impact Award, the AIA Gulf Coast Sustainability Award, and a #2 ranking on USA Today's Best New Attractions list.

We believe we have assembled the most experienced architectural and engineering planning team suited for this project. GAI will serve as the project's landscape architects, civil engineers, and lead public engagement efforts. GAI has offices throughout Florida, including a Palm Beach County location. GAI and WJA have been working together creating innovative, forward-thinking designs for parks and recreation for over a decade. GAI has been providing services in landscape architecture, planning, economics, and management consulting for parks and recreation in Florida for over 30 years. They hold more than 20 continuing contracts with public agencies throughout Florida, where they are providing park design services.

This team is excited about the opportunity to collaborate with the Town of Lake Park on the Bert Bostrom Park Master Plan and Community Center design, bringing our multidisciplinary team's expertise in planning, architecture, and community-focused design to a project that will reflect the vision and needs of the community. Our extensive experience with parks, recreation, and master planning throughout Florida makes us uniquely qualified to undertake this important project and exceed the Town's expectations. We hope you will give our team strong consideration for this project.

Sincerely,



Jason Jensen
President



Item 4.

WJARCHITECTS
901 Northpoint Pkwy #101
West Palm Beach, FL
33407
(727) 822-5566

CONTACT
Jason Jensen
(727) 308-2711
jason@wjarc.com

2

Qualifications Details



Location

Item 4.

The majority of the design work will be performed from our West Palm Beach location which is located a short 5 miles away (or a 15 min drive). Our strategic presence across the state positions us advantageously to benefit the Town of Lake Park throughout the project's completion. With team members based nearby, we can easily attend in-person meetings, whether they are team-based or community-focused. Our familiarity with the region and extensive experience working on parks, recreation, and master planning throughout Florida ensure that we can efficiently manage and address any project concerns, fostering smooth and successful

West Palm Beach Studio (WPB)
901 Northpoint Parkway, #101
West Palm Beach, FL 33407

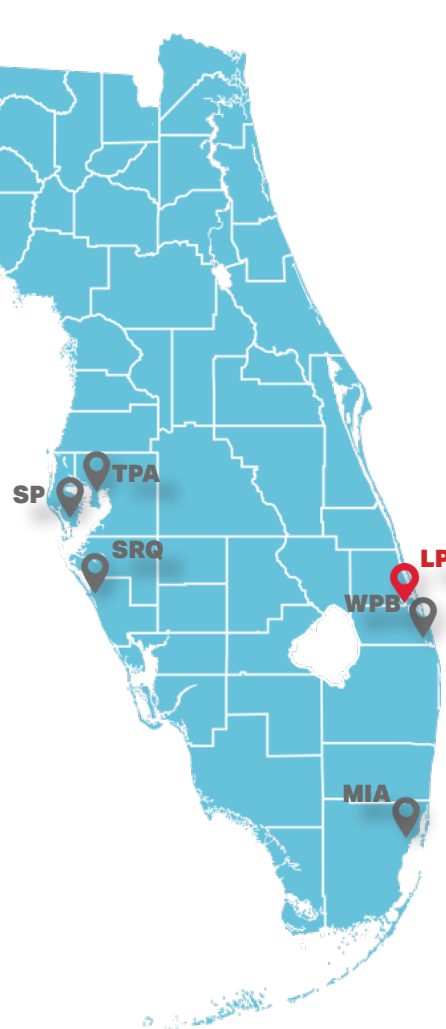
OTHER OFFICE LOCATIONS

St. Petersburg - HQ (SP)
132 Mirror Lake Drive N
St. Petersburg, FL 33701

Miami Studio (MIA)
815 NW 57th Avenue, Suite 219
Miami, FL 33126

Tampa Studio (TPA)
1513 E 8th Avenue
Tampa, FL 33605

Sarasota Studio (SRQ)
1559 Fruitville Road
Sarasota, FL 34236



Proposed Team

Item 4.



Our staffing and coordination process begins with selecting a core team tailored to the project, based on their relevant experience and availability, to provide the necessary focus. With extensive experience in Florida park and recreation projects, our team works collaboratively to ensure project success. Each member contributes design expertise and a commitment to collaboration, transforming the project vision into a high-quality, comprehensive design and documentation set. We work closely with GAI Consultants, our trusted partner, bringing extensive expertise in park planning and design. Together, we have successfully collaborated on numerous Florida Park Master Plans and Recreation Center projects, including the Plantation Central Park Master Plan and the City of Seminole Parks and Recreation Master Plan, demonstrating our strong, shared understanding of the design and technical execution needed for successful Florida park projects.



LINDSAY WILSON, PROJECT EXECUTIVE

Lindsay will oversee the development of the project from beginning to end. With extensive experience in parks and recreation design, Lindsay's portfolio includes public parks, recreational centers, sports complexes, and aquatic facilities, each thoughtfully crafted to enrich communities through functional and inspiring architecture.



STEVE BORUFF, PRINCIPAL

Steve offers true principal participation and will be actively involved in every aspect of this project. He will guide and lead the project team to ensure a quality outcome is achieved. He will make occasional site visits and oversee final drafts of all concept and permitted design work. With a proven track record in managing complex, multi-faceted projects, he brings extensive experience in park developments.



WERNER SARAVIA, PROJECT MANAGER

Werner will be the main point of contact with the Town and the consultants for the project. He is currently working on other park projects in the West Palm Beach area, including Gaines Park and Currie Park. Werner will facilitate seamless collaboration with the Town and project team.



VERONICA CHIRINOS, ASSISTANT PROJECT MANAGER

Veronica will work closely with Werner and support as the Assistant Project Manager. Veronica will assist the design and coordination of the drawings. Having worked in the West Palm Beach area for over 20 years, she brings extensive local expertise and a strong track record of successful projects within the community.



JOVANKA SOMARRIBA, SENIOR INTERIOR DESIGNER

Jovanka will assist the design team with all things interior related - developing floor plans, assembling materials and finishes, creating furniture packages, designing millwork, and assisting in the bidding process. Jovanka's experience includes park projects of varying size and program.



KRISTIN CABORN, PARKS AND PUBLIC SPACES PLANNING

Kristin will serve as the primary liaison between GAI and WJA and will play a key role in park and public space planning for the project. She brings 26 years of experience in parks and recreation management and planning, with a proven track record of overseeing multimillion-dollar projects and developing phased implementation strategies for public sector clients. A former Parks and Recreation Director and Certified Park and Recreation Executive, Kristin is also a Florida CPTED Practitioner.



AIMEE SHIELDS, CIVIL ENGINEERING

Aimee will oversee Civil Engineering services for the project, bringing extensive expertise in civil site design for parks. Her experience includes due diligence and master plan support, design and permitting of site civil components, cost estimation, and construction phase support. Aimee, who will serve as the Civil Engineer of Record (EOR), holds advanced certification in maintenance of traffic design. Her attention to detail ensures that every park—whether a pocket park or a large regional facility—aligns with the client's vision and is delivered with precision.



JACOB CRABTREE, CIVIL ENGINEERING

Jacob will provide production support for Civil Engineering services on this project. As a Senior Engineering Intern at GAI, Jacob has gained substantial experience in site engineering for parks, contributing to projects across various stages, from master planning to full construction documentation and construction phase support. His passion for park development stems from his commitment to fostering community connections and creating spaces that unite people.



ANDREA PENUELA, LANDSCAPE ARCHITECTURE

Andrea will lead the landscape architecture services for the project. As a Landscape Architect and Park System Planner with GAI's Community Solutions Group, she specializes in visioning and site design for communities across Florida. Andrea is skilled in public engagement, planning, and design, with a strong focus on developing equitable, resilient, and implementable park and public space strategies tailored to the unique needs of diverse communities.

Subconsultants

Item 4.

We select our consultants based on their proven success with similar projects, their experience working with our firm, and/or their local presence. Whenever possible, we engage local firms and citizens to provide the necessary goods and services for the project. Our consultants have a track record of delivering high-quality results and have been integral to the success of our past projects. They are involved from the project's inception through close-out, attending meetings and visiting the job site as needed to inspect work and address any issues that arise.



**HAMMOND
ENGINEERING**
MEP/FP
Engineering

Hammond Engineering is a Mechanical, Electrical, Plumbing, and Fire Protection Design Engineering Firm established in 1988. As one of the largest minority-owned MEP firms in the Southeast region of the United States, Hammond Engineering has spent more than 35 years providing quality engineering services to local communities. The firm's mission is to build long-term relationships and deliver service that helps clients across counties, cities, and municipalities succeed, while fostering deeper, more meaningful community connections. With a team of over 30 professionals, Hammond Engineering brings a diversity of expertise to the design of new construction, remodeling, and renovation projects of varying scope and size.

Dedicated to performance, reliability, and industry leadership, Hammond Engineering has strived since its founding to be an expert in the MEP field. This commitment has earned the firm a strong reputation among clients and throughout the industry, distinguishing it from the average MEP firm.



**JEZERINAC
GROUP**
Structural
Engineering

Jezerinac Group is a structural engineering firm providing tailored solutions that create measurable business value for its clients. The firm combines deep technical and industry expertise with a streamlined, authentic approach to collaboration and communication. Jezerinac Group understands the business of building and is committed to supporting and protecting each client's vision in the most effective and efficient way possible.

Clients often come to Jezerinac Group after realizing there are better ways to approach their projects. Through thorough analysis and innovative thinking, the firm has consistently helped clients save more money than the cost of its services. Drawing from experience with leading engineering firms and ownership groups, the team understands that great partnerships and successful projects are built not by overdesigning but by exceeding expectations through personalized attention, fresh ideas, technical expertise, and clear, authentic communication. Whether stretching project budgets or managing complex builds, Jezerinac Group approaches every challenge with an open mind and a commitment to excellence. Jezerinac is a certified SBE for Palm Beach County.



**THOMAS
GEOTECHNICAL
SERVICES**
Geotechnical
Services

Thomas Geotechnical Services (TGS) is a consulting geotechnical engineering, construction materials testing, and inspections firm offering a full range of services, including test borings, engineering analyses and reports, MicroStation plan sheets, laboratory soils testing, and construction engineering inspection services. The firm also provides threshold/special inspection and roofing inspection services. Headquartered in West Palm Beach, Florida, with branch offices in Jupiter and Fort Lauderdale, TGS serves clients across the region.

TGS can provide a complete range of geotechnical engineering services for private and commercial buildings, airport facilities, roadways, utilities, and a wide variety of other civil and private projects. The firm is committed to delivering quality, responsive service through sound technical approaches and professional competence, consistently bringing solutions — not problems — to its clients. TGS is led by a principal engineer with more than 30 years of experience in geotechnical engineering, construction, laboratory, and field materials testing and inspection services. With a master's degree and active Professional Engineer and Special Inspector licenses in the State of Florida, the principal brings the expertise needed to handle projects of all sizes and complexities. TGS is a certified MWBE and SBE firm through West Palm Beach.



**KESHAVARZ &
ASSOCIATES**
Survey

Keshavarz & Associates, Inc. (K&A) is a civil engineering and land surveying firm founded in 1987 by Maziar Keshavarz, P.E. The firm is certified as an SBE organization with Palm Beach County, the City of West Palm Beach, and the South Florida Water Management District. Over the past 38 years, K&A has delivered more than 1,500 public and private projects, primarily within Palm Beach County, with a growing focus on repair, replacement, and expansion projects within the built environment.

K&A's civil engineering and surveying services are tailored to meet the evolving needs of modern infrastructure projects. Led by Scott F. Bryson, PSM, since 2006, the survey division has collected data and prepared mapping for hundreds of miles of right-of-way corridors, boundary surveys, and topographic surveys. The firm specializes in producing organized, efficient, and modern survey products, including right-of-way exhibits, aerial overlays, legal descriptions, and sketches for property and easement conveyances.

Lindsay Wilson, AIA

Item 4.



ROLE:

PROJECT EXECUTIVE

EXPERIENCE:

12 Years

EDUCATION:

Master of Architecture, University of Michigan, 2014

Bachelor of Design in Architecture, Minor in Urban and Regional Planning, University of Florida, 2011

CREDENTIALS:

AR98486

AWARDS:

- 2023 AIA Florida Sustainability Award - Shore Acres Recreation Center
- 2022 AIA Tampa Bay Sustainability Award of Excellence for Architecture - Shore Acres Recreation Center
- 2018 GalaVerde Most Outstanding Green Recreation Facility - Doral Recreation Center
- 2023 FEFPA First Place Award for K-8/Middle/Combo School Category - Ina A Colen Academy
- 2023 FEFPA Award of Merit for K-8/Middle/Combo School Category - St. Paul's Independent School
- 2022 FEFPA First Place Award for K-8/Middle/Combo School Category - YMCA Middle School
- 2022 AIA Tampa Bay Institutional Honor Award for Architecture - Ina A Colen Academy

Lindsay is a licensed architect with extensive experience in parks, master planning, recreation centers, education, commercial, multifamily, and institutional projects. She specializes in both ground-up and renovation projects, redefining spaces to enhance user experiences.

At WJA, Lindsay has played a key role in designing and planning vibrant parks and recreation spaces across Florida. Before joining WJA, she refined her expertise in high-rise and mid-rise urban mixed-use projects at Place Architecture. Earlier in her career, she contributed to diverse higher education, institutional, government, and commercial projects at SmithGroup. Her broad experience informs her ability to create innovative, community-centered designs.

SELECTED EXPERIENCE:

Wesley Chapel District Park, Recreation and Aquatics Master Plan & Implementation, Wesley Chapel, FL

Supported the design and phased development of a 140-acre regional park featuring multi-sport fields, courts, playgrounds, picnic shelters, and trails, all integrated within a sensitive wetland and pine forest site. Phase 1 included site planning and design for athletic facilities, a maintenance complex, and a community center originally designed as a hurricane shelter. Phase 2 involved redesigning and constructing an 18,000 sf recreation center with a full gymnasium, multi-purpose rooms, admin offices, and a covered outdoor stage, along with a roller hockey rink and future splash pad. Focused on minimizing environmental impact and enhancing the natural landscape through strategic site planning.

Shore Acres Recreation and Aquatics Center Master Plan & Implementation, St. Petersburg, FL

Master planned, designed, and completed a 20,825 sf two-story LEED Gold-certified recreation center featuring admin offices, indoor gym, teen and discovery rooms, kitchen, multi-purpose spaces, and support areas. Site amenities include a pool with play features, multi-gender restrooms, playground, courts, artificial turf lawn, dry pond, and covered parking. The project incorporates resilient, sustainable design strategies addressing future sea level rise, supporting a vibrant, healthy community environment.

Pompey Park Master Plan, Delray Beach, FL

Assisted in the Pre-Design Study and Master Plan for the 14-acre Pompey Park Community and Aquatics Center in Delray Beach, FL. The project included schematic design, public engagement, renderings, phasing strategies, and cost estimates. Collaborated with city staff, parks and recreation, and community stakeholders to develop three phased master plan options focused on modernizing the park and facilities while honoring its historic role as a vital community hub.

John Marble Park Master Plan & Implementation, Bradenton, FL

A new 23,200 sf recreation center at the existing 6.9 acre John Marble Park. Recreation building amenities include a double gymnasium, multi-purpose rooms, fitness center, catering kitchen, restrooms, showers, changing rooms, and lifeguard station. Park amenities include an expanded pool deck off the existing six lane swimming pool, outdoor fitness equipment, shaded pavilions, bocce ball courts, children's playground, walking paths, open green space, a pond and expanded parking lot. Future improvements to include an outdoor basketball court, tennis courts, and a splash pad.

NPR Recreation & Aquatics Center with Master Plan, New Port Richey, FL

Contributed to the renovation design of the New Port Richey Recreation & Aquatics Center, a 35,000 SF multi-level facility. Improvements focused on enhancing community well-being and user experience, including the expansion of the Health Fitness Center and Child Care Center with a new glass facade, natural daylighting, and a 19-ft indoor playground. Additional upgrades included the main lobby, reception desk, administration suite, activity room, and multi-purpose event space.

YMCA Speer Master Plan & Implementation, St. Petersburg, FL

The project is a 120,000 square foot YMCA and Middle School. The joint venture creates a health and wellness focused campus that fosters collaboration between the school and non-profit entities. The middle school includes 600 student stations with a masterplan to expand to 800 student stations. The YMCA includes outdoor pools, wellness center, 3 studio spaces and a kids zone with a masterplan for future expansion. These programs are joined by a variety of shared spaces including a gymnasium, cafeteria and full service kitchen, media center, health and nutritional science lab and Davinci studio. The site also includes a track and field and community garden with space for future programs such as a performing arts center and outdoor education center

Steve Boruff, AIA

Item 4.



ROLE: PRINCIPAL

EXPERIENCE:
46 Years

EDUCATION:
Bachelor of Science in
Architectural Studies, University
of Illinois, 1973

Master of Arts in Architecture,
University of Florida, 1976

CREDENTIALS:
AR0007995

AWARDS:

- 2020 Institute of Classical Architecture, Addison Mizner Award - Town of Palm Beach Recreation Center
- 2013 Palm Beach Chapter American Institute of Architects, Excellence Award for Design - City of Kissimmee Lakefront Park
- 2010 Palm Beach Chapter American Institute of Architects Design Award for Excellence - City of West Palm Beach Waterfront Commons
- 2006 Palm Beach Chapter American Institute of Architects, Honor Award for Design - Palm Beach County Parks and Recreation Administration Building

With 46 years of experience in architectural design and planning, Stephen has worked with both public and private sector clients, specializing in facility surveys and analysis, site selection, space planning, and compliance with the Americans with Disabilities Act. He has extensive knowledge of the Florida Building Code, NFPA, and coordination with local codes and ordinances.

In 2023, WJArchitects acquired Stephen Boruff Architects + Planners (SBA), where Stephen was the Founder and President. Under his leadership, SBA built strong relationships with various clients throughout Palm Beach, the Treasure Coast, and Southeast Florida, providing invaluable expertise across a range of projects. His leadership in project oversight, communication, and industry compliance ensures efficient execution and high-quality outcomes. He continues to maintain strong connections with local clients and projects.

SELECTED EXPERIENCE:

Gaines Park Community Center, West Palm Beach, FL

Project involved \$15.6M of renovations to the existing community center and design of a new tennis center. The concept is to provide comprehensive recreational space, multi-purpose rooms, computer labs, art room, band, dance space, and after school care for K-5. Resurfacing of the existing courts and new lighting was included.

Currie Park Master Plan & Implementation, West Palm Beach, FL

The park structures for this \$37.6M park along the Intracoastal Waterway were designed with the intent of having "a park that is accessible to all City of West Palm Beach" that include an 18,000 sf pavilion with café, accessible restrooms, storage building, a resiliency center, wet play area and shade structures of varying shapes and sizes.

Waterfront Commons Master Plan & Implementation, West Palm Beach, FL

As the Architect of Record working closely with the City of West Palm Beach, the City's vision of a "world class amenity that enhances the beauty and utility of the waterfront and create a spectacular civic space" a reality. With an ambitious schedule and a project demanding creativity in all aspects of design, planning and construction, the team's responsibilities included transforming the myriad of conceptual project features into real buildings, water features, gardens and civic spaces, reclaiming valuable but underused landscape & waterscape for this 6 acre, \$16.26M park. As a result, downtown West Palm Beach was re-connected to the waterfront, forever changing the dynamic of the city.

Lakefront Park, Kissimmee, FL

The Kissimmee Lakefront Park, located on the west shore of Lake Tohopekaliga, was developed to revitalize an underutilized park and re-establish its connection to the city's fabric. Collaborating closely with the Community Development Authority on this \$34M community park, the design team created an architectural vocabulary that integrates updated, functional structures while enhancing the park's overall aesthetic.

Each structure is designed with openness, framing views of the lake. Social pavilions, picnic shelters, public restroom facilities, and multi-purpose open spaces—along with streetscape beautifications—activate the lakefront, breaking down barriers between the lake and downtown. The result is a renewed connection between the city, a vital natural resource, and a strengthened sense of community.

Congress Avenue Community Park, Boynton Beach, FL

The City of Boynton Beach Recreation & Parks Department is one of a handful of cities embracing the concept of surpassing the Americans with Disabilities Act (ADA) accessibility guidelines in the park environment. This 24 acre park, with its "boundless" play areas and barrier free design explores the full reach of what this concept can become, allowing all people to experience the park, and children regardless of ability, will be able to do more than simply access a playground... they will be able to interact with one another... and play side-by-side with their peers. The park provides barrier free access to multiple play areas, including a wet play area, play structures, picnic shelters, all with themes and artistic elements that embrace nature.

Werner Saravia, RA

Item 4.



ROLE: PROJECT MANAGER

EXPERIENCE:

23 Years

EDUCATION:

Bachelor of Architecture,
Syracuse University, 2002

International Study Abroad,
Florence Italy Syracuse
University, 2000

CREDENTIALS:

Florida- #AR99971
New York - #034186

Werner is a licensed architect with 23 years of experience, registered in both Florida and New York. A Syracuse University graduate, he has worked on a diverse range of projects, including municipal, commercial, and recreational facilities, as well as church and fire station projects across Florida, New York, and New Jersey. His expertise spans both public and private sector projects, allowing him to navigate complex approval processes and coordinate effectively with stakeholders. Werner has extensive experience with the Florida Building Code, local codes, and ordinances, ensuring seamless regulatory compliance. As a Project Manager, Werner remains actively involved in all phases of design and construction, ensuring projects are functional, well-planned, and successfully executed. His broad experience in architectural design and project coordination brings valuable insight, particularly to recreation-focused developments.

SELECTED EXPERIENCE:

Gaines Park Community & Tennis Center, West Palm Beach, FL

Project involved \$15.6M of renovations to the existing community center and design of a new tennis center. The concept is to provide comprehensive recreational space, multi-purpose rooms, computer labs, art room, band, dance space, and after school care for K-5. Resurfacing of the existing courts and new lighting was included.

Currie Park Master Plan & Implementation, West Palm Beach, FL

The park structures for this \$37.6M park along the Intracoastal Waterway were designed with the intent of having "a park that is accessible to all City of West Palm Beach" that include an 18,000 sf pavilion with café, accessible restrooms, storage building, a resiliency center, wet play area and shade structures of varying shapes and sizes.

Palm Beach State College 6th Ave Landscape Beautification, Lake Worth, FL

The new entrance to Palm Beach State College features a welcoming gateway with a fountain, seating walls, a panther sculpture, Panther Plaza for gatherings, pedestrian safety enhancements, a dedicated Uber zone, a landscaped median, prominent signage, and plans for a new Student Services Center and Duncan Theatre, alongside the completion of a \$65M Public Safety Center.

Lakeshore Blvd. & Brinson Park, Kissimmee, FL

The restroom facility is a 500 sf structure featuring separate Men's and Women's restrooms, along with a covered seating area overlooking the lake. Designed as an extension of the award-winning Kissimmee Park project, this facility continues the design vision, enhancing the park's amenities while providing a comfortable and aesthetically cohesive space for visitors.

Seminole Golf Club, Juno Beach, FL*

The south Florida Golf Club underwent a clubhouse roof replacement along with ADA-compliant upgrades. These enhancements included renovations to the men's and women's locker rooms and improvements to the pool deck area, ensuring compliance with the latest accessibility standards at the time.

Jewish Community Campus of Rockland, West Nyack, NY*

This project involved the transformation of a former local paper factory into a vibrant community facility. The renovated space now features fitness rooms, indoor basketball, pickleball, and volleyball courts, along with dedicated ballet and Pilates studios. Additionally, the facility includes spacious men's and women's bathroom and shower areas, enhancing comfort and accessibility.

* Denotes individual experience

Veronica M. Chirinos

Item 4.



ROLE: ASSISTANT PROJECT MANAGER

EXPERIENCE:

28 Years

EDUCATION:

Ricard Palma University, Lima,
Peru, 1994 - 1998

Bachelor's in Architecture and
Urbanism, 1998

Professional Degree in
Architecture and Urbanism, 2001

CREDENTIALS:

Colegio de Arquitectos del Peru
2024

Professional Architectural
Licentiate, Lima - Peru, 2024

Veronica graduated in Lima, Peru, before moving to the United States in 2002. With 28 years of experience in design, she has honed her skills across various disciplines, including interior design, programming, planning, construction documentation, engineering coordination, and construction administration. She has a deep passion for drafting, design, 3D modeling, and creating innovative healthcare facilities.

For the past 20 years, Veronica has worked in West Palm Beach, where her role has encompassed construction document development, project coordination and management, building and interior design, and construction administration. Veronica continues to bring her extensive expertise and dedication to every project she undertakes.

SELECTED EXPERIENCE:

Gaines Park Community Center, West Palm Beach, FL

Project involved \$15.6M of renovations to the existing community center and design of a new tennis center. The concept is to provide comprehensive recreational space, multi-purpose rooms, computer labs, art room, band, dance space, and after school care for K-5. Resurfacing of the existing courts and new lighting was included.

Currie Park Master Plan & Implementation, West Palm Beach, FL

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Lakefront Park, Kissimmee, FL

The Kissimmee Lakefront Park, located on the west shore of Lake Tohopekaliga, was developed to revitalize an underutilized park and re-establish its connection to the city's fabric. Collaborating closely with the Community Development Authority on this \$34M community park, the design team created an architectural vocabulary that integrates updated, functional structures while enhancing the park's overall aesthetic.

Each structure is designed with openness, framing views of the lake. Social pavilions, picnic shelters, public restroom facilities, and multi-purpose open spaces—along with streetscape beautifications—activate the lakefront, breaking down barriers between the lake and downtown. The result is a renewed connection between the city, a vital natural resource, and a strengthened sense of community.

Waterfront Commons Master Plan & Implementation, West Palm Beach, FL

As the Architect of Record working closely with the City of West Palm Beach, the City's vision of a "world class amenity that enhances the beauty and utility of the waterfront and create a spectacular civic space" a reality. With an ambitious schedule and a project demanding creativity in all aspects of design, planning and construction, the team's responsibilities included transforming the myriad of conceptual project features into real buildings, water features, gardens and civic spaces, reclaiming valuable but underused landscape & waterscape for this 6 acre, \$16.26M park. As a result, downtown West Palm Beach was re-connected to the waterfront, forever changing the dynamic of the city.

Jupiter Medical Center, Cary Grossman Wellness Center, Jupiter, FL

Veronica provided interior design services for the renovation of 11,000 sf of existing space for the Jupiter Medical Center. A hospital based health club, the Cary Crossman Health & Wellness Center is uniquely designed to meet the needs of the whole community with facilities and programs for patients working their way back from an injury, illness or total joint replacement, as well as anyone looking to improve or maintain their health and even prevent disease. Designed with a spa setting in mind, it includes the only full-size indoor heated pool in North Palm Beach County, as well as exercise classes, massages and other spa offerings such as accessible showers, locker room and toilet facilities.



ROLE:
**SENIOR
INTERIOR
DESIGNER**

EXPERIENCE:
21 Years

EDUCATION:
Bachelors of Science, Interior
Design, Florida International
University, 2003

CREDENTIALS:
ID583
NCIDQ #26269

- AWARDS:**
- 2023 AIA Florida Sustainability Award - Shore Acres Recreation Center
 - 2023 FEPPA First Place Award for K-8/Middle/Combo School Category - Ina A Colen Academy
 - 2023 FEPPA Award of Merit for K-8/Middle/Combo School Category - St. Paul's Independent School
 - 2022 AIA Tampa Bay Sustainability Award of Excellence for Architecture - Shore Acres Recreation Center
 - 2022 AIA Tampa Bay Institutional Honor Award for Architecture - Ina A Colen Academy
 - 2022 FEPPA Award of Merit for College Category - SPC Student Success Center
 - 2019 AIA Tampa Bay Merit Award for Architecture - St Petersburg Fire Station #7
 - 2018 GalaVerde Most Outstanding Green Recreation Facility - Doral Recreation Center

Jovanka is a licensed interior designer with extensive experience in full service interior design development and documentation. She has a vast portfolio of work on a diverse mix of municipal projects and recreation facilities. Jovanka excels at balancing the needs to design functional, lasting and cost-effective spaces while maintaining a visually appealing concept and spaces enjoyable to occupy. As the project Interior Designer, she will assist the design team with all things interior related - assisting in the development of floor plans, assembling materials and finishes, creating furniture packages, designing millwork, and assisting in the bidding process.

SELECTED EXPERIENCE:

Wesley Chapel District Park, Recreation and Aquatics Master Plan & Implementation, Wesley Chapel, FL

Supported the design and phased development of a 140-acre regional park featuring multi-sport fields, courts, playgrounds, picnic shelters, and trails, all integrated within a sensitive wetland and pine forest site. Phase 1 included site planning and design for athletic facilities, a maintenance complex, and a community center originally designed as a hurricane shelter. Phase 2 involved redesigning and constructing an 18,000 sf recreation center with a full gymnasium, multi-purpose rooms, admin offices, and a covered outdoor stage, along with a roller hockey rink and future splash pad. Focused on minimizing environmental impact and enhancing the natural landscape through strategic site planning.

Shore Acres Recreation and Aquatics Center Master Plan & Implementation, St. Petersburg, FL

Master planned, designed, and completed a 20,825 sf two-story LEED Gold-certified recreation center featuring admin offices, indoor gym, teen and discovery rooms, kitchen, multi-purpose spaces, and support areas. Site amenities include a pool with play features, multi-gender restrooms, playground, courts, artificial turf lawn, dry pond, and covered parking. The project incorporates resilient, sustainable design strategies addressing future sea level rise, supporting a vibrant, healthy community environment.

Doral Legacy Park Master Plan & Implementation, Doral, FL

A new 18 acre park included a 38,000 sf recreation center. Park amenities include a football/soccer artificial turf field, a youth/adult softball field, tennis courts, full-sized outdoor basketball courts, an outdoor junior-sized basketball court, sand volleyball courts, children's playgrounds, shaded pavilions, a splash pad, outdoor movie theater, open green space, walking and running paths, and 320 parking spaces.

JW Cate Recreational Center and Aquatics, St. Petersburg, FL

Project consisted of renovations to the 18,300 sf existing building and a 6,400 sf addition to expand programming capacity due to the high usage of the facility and requests for additional programs. Additions included: a new entry lobby, reception area, staff offices, and a cardio/strength room. Alterations to the existing building included: three new program rooms, new ceilings, new light fixtures, a new fire protection system, as well as many upgraded finishes.

Morningside Recreational Center, Clearwater, FL

New 20,998 sf facility housing a double gymnasium, fitness center, locker rooms, support offices and large dividable multi-purpose room. The new recreation center was built adjacent to the existing community pool and shares locker rooms and offices for administrative staff.

CR Kelly Recreation Center Master Plan & Implementation, Gainesville, FL

This project consists of the demolition of the existing the community center and the design and construction of a new community center. Program includes welcome desk and staff office with visibility of lobby and main activity areas, a multi-purpose room with access to the outdoors, activity rooms, computer lab, catering kitchen to support events, storage and janitor rooms, restrooms, game room, street fronting suite, parking with drop off, playground, walking loop, exercise stations, open lawn, educational garden, basketball court, and picnic pavillion.

Tierra Verde Community Center, St. Petersburg, FL

Currently in design, this project includes a 6,000 sf building with administrative office suites, conference room, warming kitchen with exterior concession stand, restrooms, reception area and lobby, community meeting room for 100-150 people with stage and flexible configuration, and various site improvements.

Kristin Caborn, CPRE, FCP

Item 4.



ROLE:

PARKS AND PUBLIC SPACES PLANNING

EXPERIENCE:

25 Years

EDUCATION:

MS, Recreational Studies, 2000,
University of Florida

BS, Recreation (Honors), 1997,
University of Florida

CREDENTIALS:

Certified Park and Recreation
Executive (CPRE), National
Recreation and Park Association
(11160)

Florida CPTED (Crime Prevention
Through Environmental Design)
Practitioner (FCP), Florida
Attorney General

Ms. Caborn has 26 years of extensive parks and recreation management and planning experience involving managing several multimillion-dollar parks and recreation projects, and providing master plan implementation and phasing plans services for public sector clients. Ms. Caborn thoroughly understands the municipal park planning process through her experience as a previous Parks and Recreation Director, where she was actively involved in all aspects of park planning, including extensive public involvement and facilitation. She is a Certified Park and Recreation Executive, Florida Crime Prevention Through Environmental Design (CPTED) Practitioner, and was named to Engineering News-Record's Southeast Top 20 under 40 in 2015.

SELECTED EXPERIENCE:

Manatee County John Marble Park, Bradenton, Florida WITH WJA
Plantation Central Park Master Plan, Plantation, Florida WITH WJA
Bayhead Action Park, Largo, Florida WITH WJA
Brightwater Estate, Casselberry, Florida WITH WJA
Resource and Recreation Center Conceptual Design, Mount Dora, Florida WITH WJA
Delray Beach Pompey Park, Delray Beach, Florida WITH WJA
City of Seminole Recreation Master Plan, Seminole, Florida WITH WJA
Zephyrhills Parks and Recreation Master Plan WITH WJA
Wesley Chapel Park Gym, Wesley Chapel, Florida WITH WJA
Mount Dora Parks and Recreation Continuing Services, Mount Dora, Florida
Seminole County Parks System Master Plan, Seminole County, Florida
St. Cloud Parks and Recreation Master Plan, St. Cloud, Florida
West Melbourne Parks Master Plan, West Melbourne, Florida
Alachua County Parks and Recreation Master Plan, Alachua County, Florida
Clay County Parks and Recreation System Master Plan, Clay County, Florida
Clay County Parks and Recreation Continuing Services Contract, Clay County, Florida
Orlando Parks and Recreation Vision and Master Plan, Orlando, Florida
Deltona Parks and Recreation Master Plan, Deltona, Florida
City of Seminole Recreation Master Plan, Seminole, Florida
Jacksonville Master Recreation Improvement Plan (MRIP), Jacksonville, Florida
Pasco Parks and Recreation Master Plan, Pasco County, Florida
High Springs Parks, Trails, and Recreation Master Plan, High Springs, Florida
Wekiva Wild and Scenic River System - Comprehensive River Management Plan
Casselberry Parks Continuing Services Agreement, Casselberry, Florida
Gainesville Citywide Park System Design Guidelines, Gainesville, Florida
North Miami Beach Parks and Recreation Master Plan, North Miami Beach, Florida
GreenPlace Park Planning, Orange County, Florida
Lake Alfred Parks and Recreation Master Plan, Lake Alfred, Florida
Chisholm Park Master Plan, St. Cloud, Florida
Dew Drop Park, Casselberry, Florida
Lake Harney Wilderness Area, Seminole County, Florida
Lift Every Voice and Sing Park (LEVS), Jacksonville, Florida
Martin Luther King, Jr. Park Master Plan, Winter Park, Florida
Mount Dora Pickleball Site Plan, Mount Dora, Florida
Riverbend Placemaking, Seminole County, Florida
Sebastian Parks Signage Plan, Sebastian, Florida
Waterfront Park and Marina Master Plan, St. Cloud, Florida.
Port Orange Parks Bond, Port Orange, Florida



ROLE: CIVIL ENGINEERING

EXPERIENCE:

21 Years

EDUCATION:

MBA, Business Administration,
2017, Point Park University

BS, Civil Engineering, 2003,
Villanova University

CREDENTIALS:

Professional Engineer (PE): FL –
2008, #68011

Advanced Project Management
Training, GAI Consultants, Inc.,
2009

High Performance Management
Training, GAI Consultants, Inc.,
2008

Florida Advanced Maintenance
of Traffic Certification, 2020,
#59189 (Exp. January 2024)

Ms. Shields has demonstrated expertise in project management and civil site design for commercial, residential, institutional, municipal, and private projects. Her design work includes grading, drainage, storm sewer systems, stormwater management facilities, water systems, sanitary sewers, pump stations, and roadways. Ms. Shields develops construction drawings and specifications, and prepares permit application packages for submittal and processing through various local, state, and federal permitting agencies. Her civil engineering experience includes urban infill, hospitality and streetscape/roadway projects, healthcare campus master planning, enabling/infrastructure, and expansion projects. She has also prepared feasibility studies, flood mitigation analyses, and engineer's estimates of probable cost. In addition to her PE license and MBA, Ms. Shields holds advanced certification for maintenance of traffic design.

SELECTED EXPERIENCE:

Largo Bayhead Action Park, Largo, Florida WITH WJA
Landscape Master Plan, Palm Beach State College, Lake Worth, Florida WITH WJA
Palm Beach State College Phase 1 "Quad", Lake Worth Campus, Lake Worth, Florida WITH WJA
Longwood Fire Station, Longwood, Florida WITH WJA
Plantation Central Park Master Plan, Broward County, Plantation, Florida WITH WJA
Pompey Park Recreation Center Master Plan, Delray Beach, Florida WITH WJA
Wesley Chapel Park Gym, Wesley Chapel, Florida WITH WJA
Atwater Community Park Phase III, North Port, Florida
Rolling Hills Park, Seminole County, Sanford, Florida
Packing District YMCA, YMCA of Central Florida, Orlando, Florida
Argosy Beach Park, Off-beach Parking Lot, Volusia County, Ormond Beach, Florida
Cauley Lott Park, Mount Dora, Florida
Clermont Boat Ramp Relocation, Clermont, Florida
Coastline Park and Trailhead, Sanford, Florida
Dew Drop Park, Casselberry, Florida
Ember Dog Park, Haines City, Florida
Lake Beauty Health Park, Orlando, Florida
Lake Lorna Doone Park, Florida Citrus Sports, Orlando, Florida
Laureate City Park "Heroes Park", Tavistock Group, Orlando, Florida
Rosemont Community Center Expansion, Orlando, Florida
Spring Hammock Preserve, Master Plan Improvements, Seminole County, Florida
Wayside Park Boat Ramp Improvements, Seminole County, Florida
Lake Nona Cable Ski Park, Nona Action Center, LLC, Orlando, Florida
LIFT Orlando Early Learning Center, Orlando, Florida
Terwilliger Trail, Sanford, Florida
Tangelo Park Entry Improvements, Orange County, Florida
Orlando Health Mile Walk Initiative, Orlando Health, Various, Florida
Packing District Complete Streets, Dr. Phillips Foundation, Orlando, Florida
Mount Dora Triangle Elementary Park Design, Mount Dora, Florida
Exploria Stadium Tailgate Lot, Orlando City Soccer Club, Orlando, Florida
New York Avenue Streetscape Improvements, Winter Park, Florida
Northwest Branch Library Parking Lot Improvements, Seminole County, Florida
Orlando Regional Medical Center (ORMC) Enabling Projects, Orlando, Florida
Orlando Utilities Commission (OUC) Administration Building, Orlando, Florida
Orlando Events Center Roadway, Orlando, Florida
Sports and Entertainment District Mixed-Use Development, Orlando, Florida

Jacob Crabtree, EI

Item 4.



ROLE:
**CIVIL
ENGINEERING**

EXPERIENCE:
5 Years

EDUCATION:
BSCE, Civil Engineering, Florida
Gulf Coast University, Fort Myers,
Florida

CREDENTIALS:
Engineering Intern (EI): FL – 2020,
#1100024023

Mr. Crabtree serves as a Senior Engineering Intern in GAL's Orlando Community Development group. His general responsibilities include performing routine engineering aspects under close supervision; using computer-assisted engineering software and equipment to perform engineering tasks; preparing construction plans and details for land development projects; preparing quantity tabulations, reviewing shop drawing submittals, and providing support to engineering staff members as needed. Mr. Crabtree is proficient in permitting through Water Management District, FDOT, and local municipalities throughout Florida.

SELECTED EXPERIENCE:

Largo Bayhead Action Park, Largo, Florida* WITH WJA
Landscape Master Plan, Palm Beach State College, Lake Worth, Florida WITH WJA
Palm Beach State College Phase 1 "Quad", Lake Worth Campus, Lake Worth, Florida WITH WJA
Plantation Central Park Master Plan, Broward County, Plantation, Florida WITH WJA
Longwood Fire Station, Longwood, Florida WITH WJA
Rolling Hills Park, Seminole County, Sanford, Florida
Manatee County 66th Street West Park Manatee County, Florida
Spring Hammock Grant Assistance Seminole County, Florida
Winter Springs Central Winds Park Master Plan Winter Springs, Florida
Florida Citrus Sports Master Planning, Orlando, Florida
Sports Entertainment District, Orlando, Florida
Theme Park Attraction Conditional Assessment, Orlando, Florida
Ember Dog Park, Haines City, Florida
Lake Lorna Doone Park, Florida Citrus Sports, Orlando, Florida
Lake Eola Park Phase 1, Orlando, Florida
Lake County Fairgrounds Master Plan, Lake County, Florida
Cross Bayou Athletic Facility, Pinellas County, Florida
Dew Drop Park, Casselberry, Casselberry, Florida
Tangelo Park Entry Improvements, Orange County, Florida
Triangle Elementary Park Design, Mount Dora, Florida
Creative Village Parcel H, Orlando, Florida
EA Building Parking Lot, Orlando, Florida
The Packing District, Dr. Phillips Inc., Orlando, Florida
Orlando Health Mile Walk Initiative, Orlando Health, Various, Florida
Exploria Stadium Tailgate Lot, Orlando City Soccer Club, Orlando, Florida
Fern Grove Senior Housing, Banyan Development Group, Orlando, Florida
Main Street Commercial Parking Garage, Wildwood, Florida
Cleveland Street Streetscape, Phase 3, Clearwater, Florida
New Smyrna Beach Municipal Airport – Airfield Marking and Signage Rehabilitation – Design, Bidding and Construction Phase Services – New Smyrna Beach, Florida
Quest Academy, Quest, Inc., Orlando, Florida

Andrea Penuela, PLA

Item 4.



ROLE:

LANDSCAPE ARCHITECTURE

EXPERIENCE:

10 Years

EDUCATION:

BLA, Landscape Architecture
(Summa Cum Laude)
(Minor: Wildlife Ecology and
Conservation), 2017, University
of Florida

CREDENTIALS:

Professional Landscape
Architect (PLA): FL – 2022,
#LA6667608

Ms. Penuela is a Landscape Architect and Park System Planner within GAI's Community Solutions Group (CSG), with experience in both visioning and site design for clients throughout Florida. Her experience includes public involvement, site inventory, project management, visioning, site planning, design development, and construction document preparation. Through her work, Ms. Penuela focuses on developing strategies to leverage parks and public realm spaces to provide equity and resilience throughout communities of various sizes and compositions. Her cross-disciplinary work allows her to deliver implementable plans that meet the unique needs of communities, while addressing larger relevant issues.

SELECTED EXPERIENCE:

Brightwater Estate, Casselberry, Florida WITH WJA
Delray Beach Pompey Park, Delray Beach, Florida WITH WJA
City of Seminole Recreation Master Plan, Seminole, Florida WITH WJA
Plantation Central Park Master Plan, Plantation, Florida WITH WJA
Zephyrhills Parks and Recreation Master Plan, Zephyrhills, Florida WITH WJA
Clay County Parks and Recreation Continuing Services Contract, Clay County, Florida
Clay County Parks and Recreation System Master Plan, Clay County, Florida
Mount Dora Parks and Recreation Continuing Services, Mount Dora, Florida
City of Jacksonville Business Investment and Development (BID) Plan and CRA Update, Jacksonville, Florida
West Melbourne Parks Master Plan, West Melbourne, Florida
Seminole County Parks and Recreation Master Plan, Seminole County, Florida
St. Cloud Parks and Recreation Master Plan, St. Cloud, Florida
Alachua County Parks and Recreation Master Plan, Alachua County, Florida
Casselberry Parks Continuing Services Agreement, Casselberry, Florida
Casselberry Go Bond Referendum, Casselberry, Florida
Deltona Parks and Recreation Master Plan, Deltona, Florida
Seminole County Parks Bond, Seminole County, Florida
Orlando Parks and Recreation Vision and Master Plan, Orlando, Florida
Jacksonville Master Recreation Improvement Plan (MRIP), Jacksonville, Florida
GreenPlace Park Planning, Orange County, Florida
Pasco Parks and Recreation Master Plan, Pasco County, Florida
High Springs Parks and Recreation Master Plan, High Springs, Florida
Wekiva Wild and Scenic River System - Comprehensive River Management Plan
Gainesville Citywide Park System Design Guidelines, Gainesville, Florida
Lake Eola Park Master Plan, Orlando, Florida
Lake Lorna Doone Park, Orlando, Florida
Dew Drop Park, Casselberry, Florida
Orlando Urban Trail Gap and Extension, Orlando, Florida
Chisholm Park Master Plan, St. Cloud, Florida
Waterfront Park and Marina Master Plan, St. Cloud, Florida
St. Cloud Florida Avenue Bikeway, St. Cloud, Florida
Lorna Doone Park, Florida Citrus Sports, Orlando, Florida
The Packing District Stormwater Park, Orlando, Florida
Independence Lane and Square, Maitland, Florida
Packing District Streetscapes and Parks, Dr. Phillips, Inc., Orlando, Florida
UF Landscape Master Plan and Implementation, Gainesville, Florida
UF Wayfinding Master Plan, Gainesville, Florida



NATHANIEL HAMMOND, PE

President

Nathan Hammond is the Managing Director for Hammond Engineering and a Mechanical Engineer. He has over 14 years of experience in business operation and project management. Nathan handles the daily operations of Hammond Engineering's Atlanta's Office and is responsible for the overall client satisfaction of all projects. Nate ensures all resources are made available to Hammond Engineering's clients. His main goal is to confirm that all designs are up to design criteria protocols, are delivered on time and within the contract's allotted budgets.

YEARS EXPERIENCE

17

YEARS WITH FIRM

4

EDUCATION

BS in Mechanical Engineering,
Florida State University, 2003

REGISTRATION

Florida Professional Engineer
#95448

RELEVANT EXPERIENCE

CITY OF MIRAMAR CULTURAL CENTER/ARTS PARK | Miramar, FL – Provided the Plumbing and Fire Protection design for the Miramar Cultural Center Arts Park. The project was comprised of three parts; 45,000 square feet space for the Performing Arts Facility, 5,000 square feet Botanic Garden/Loggia and an existing 31,000 square feet of outdoor performance plaza. The facility seats 1,000 people. Role: Managing Director/Mechanical Engineer

HOLLYWOOD CULTURAL & ARTS CENTER | Hollywood, FL – The 5,400-square-foot education space is being designed to house classrooms for dance, music, visual arts and new media, and will include an outdoor courtyard. More than just a building, it should be a civic place for social interaction, bringing people closer to art and each other, providing opportunities for new, immersive art experiences. Hammond Engineering is currently providing Engineering design services including the Mechanical, Electrical, Plumbing and Fire Protection Systems, for this Facility. Role: Managing Director/Mechanical Engineer

POMPANO BEACH MCNAB HOUSE AND BOTANICAL GARDENS | Pompano, FL – The vision for the entire park is to convert the historic McNab House into a unique and outstanding commercial venue. The redeveloped McNab House and Botanical Gardens will accommodate not only casual and fine dining, but also art exhibits, educational seminars, small music concerts, and much more. Hammond is provided Mechanical, Electrical, Plumbing & Fire Protection design. Role: Managing Director/Mechanical Engineer

DR. WILLIAM A. CHAPMAN HOUSE HISTORICAL RESTORATION AND RENOVATIONS | Miami, FL – The preliminary scope of work includes the historical restoration and renovations of the site and existing building. Hammond is responsible for the upgrades to the electrical main service and additional exterior lighting. As well as Replacement of existing HVAC system. This Project is being designed and constructed to meet one of the approved nationally recognized high-performance green building rating systems approved by the Department of Management Services, such as the United States Green Building Council Leadership in Energy and Environmental Design (LEED), the Green Building Initiative's Green Globes rating system, the Florida Green Building coalition standards, the International Green Construction Code. Role: Managing Director/Mechanical Engineer

YOUNG AT ART MUSEUM | Davie, FL – Provided engineering design for Electrical, Plumbing and Site Lighting for the construction of a new children's public reading center and museum in the town of Davie. The facility comprised of multiple exhibit and gallery display spaces and community gathering facilities. Project design elements included power and exhibit/gallery lighting and controls design, tele/data/low voltage infrastructure accommodations and coordination of new utility service. This was a LEED Gold project and won many awards. Role: Managing Director/Mechanical Engineer



JOHN CUMPER, PE

Mechanical Engineer

John Cumper is a Senior Mechanical Engineer for Hammond Engineering, Inc.. He has over 33 years of experience in Project management consisting of meetings with project stakeholders at the schematic design phase to define scope of work and project schedules and ongoing communication with other members of the design team (civil engineer, structural engineer, life safety consultant) for project coordination. Technical responsibilities are preparation of design criteria and specifications; HVAC and plumbing design; supervision and coordination of design team from project inception to completion of construction and (4) construction administration including responses to RFI's and review of shop drawings and submittals.

YEARS EXPERIENCE

34

YEARS WITH FIRM

2

EDUCATION

MS in Mechanical Engineering,
Northeastern University, 1990

BS in Chemistry Engineering,
University of Birmingham, England,
1979

REGISTRATION

Florida Professional Engineer
#53273
LEED Certified

RELEVANT EXPERIENCE

DR. WILLIAM A. CHAPMAN HOUSE HISTORICAL RESTORATION AND RENOVATIONS | Miami, FL – The Chapman House was built in 1923 and exemplifies the type of Masonry Vernacular architectural style prevalent in Dade County in the 1920s. The house features classic detailing on the large porch and front façade and was designated as a historical site in 1983. The preliminary scope of work includes the historical restoration and renovations of the site and existing building. Hammond is responsible for the upgrades to the electrical main service and additional exterior lighting. As well as Replacement of existing HVAC system. This Project is being designed and constructed to meet one of the approved nationally recognized high-performance green building rating systems approved by the Department of Management Services, such as the United States Green Building Council Leadership in Energy and Environmental Design (LEED), the Green Building Initiative's Green Globes rating system, the Florida Green Building coalition standards, the International Green Construction Code. Role: Mechanical Engineer.

POMPANO BEACH MCNAB HOUSE AND BOTANICAL GARDENS | Pompano, FL – The vision for the entire park is to convert the historic McNab House into a unique and outstanding commercial venue. The redeveloped McNab House and Botanical Gardens will accommodate not only casual and fine dining, but also art exhibits, educational seminars, small music concerts, and much more. Hammond is provided Mechanical, Electrical, Plumbing & Fire Protection design. Role: Mechanical Engineer.

HOLLYWOOD CULTURAL & ARTS CENTER | Hollywood, FL – The 5,400-square-foot education space is being designed to house classrooms for dance, music, visual arts and new media, and will include an outdoor courtyard. More than just a building, it should be a civic place for social interaction, bringing people closer to art and each other, providing opportunities for new, immersive art experiences. Hammond Engineering is currently providing Engineering design services including the Mechanical, Electrical, Plumbing and Fire Protection Systems, for this Facility. Role: Mechanical Engineer

YOUNG AT ART MUSEUM | Davie, FL – Provided engineering design for Electrical, Plumbing and Site Lighting for the construction of a new children's public reading center and museum in the town of Davie. The facility comprised of multiple exhibit and gallery display spaces and community gathering facilities. Project design elements included power and exhibit/gallery lighting and controls design, tele/data/low voltage infrastructure accommodations and coordination of new utility service. This was a LEED Gold project and won many awards. Role: Mechanical Engineer



STEPHEN FARQUHARSON, LEED AP

Electrical Lead

Stephen Farquharson is an Electrical Engineering Designer with over 14 years of Electrical Engineering Design and Construction Administration experience. He has served as lead Electrical engineer on many of Hammond's renovation projects. His expertise includes design of UPS, fire alarm, lightning protection, lighting, and power systems. Mr. Farquharson has provided Electrical design and construction management for various of Hammond's municipal, government, and county projects. He has the expertise in managing complex projects requiring LEED design including several LEED Silver projects.

YEARS EXPERIENCE

17

YEARS WITH FIRM

17

EDUCATION

BS in Electrical
Engineering Florida Atlantic
University, 2006

CERTIFICATIONS

LEED AP

RELEVANT EXPERIENCE

POMPANO BEACH MCNAB HOUSE AND BOTANICAL GARDENS | Pompano, FL – The vision for the entire park is to convert the historic McNab House into a unique and outstanding commercial venue. The redeveloped McNab House and Botanical Gardens will accommodate not only casual and fine dining, but also art exhibits, educational seminars, small music concerts, and much more. Hammond is provided Mechanical, Electrical, Plumbing & Fire Protection design. Role: Electrical Lead.

DR. WILLIAM A. CHAPMAN HOUSE HISTORICAL RESTORATION AND RENOVATIONS | Miami, FL – The Chapman House was built in 1923 and exemplifies the type of Masonry Vernacular architectural style prevalent in Dade County in the 1920s. The house features classic detailing on the large porch and front façade and was designated as a historical site in 1983. The preliminary scope of work includes the historical restoration and renovations of the site and existing building. Hammond is responsible for the upgrades to the electrical main service and additional exterior lighting. As well as Replacement of existing HVAC system. This Project is being designed and constructed to meet one of the approved nationally recognized high-performance green building rating systems approved by the Department of Management Services, such as the United States Green Building Council Leadership in Energy and Environmental Design (LEED), the Green Building Initiative's Green Globes rating system, the Florida Green Building coalition standards, the International Green Construction Code. Role: Electrical Lead.

CITY OF MIRAMAR CULTURAL CENTER/ARTS PARK | Miramar, FL – Provided the Plumbing and Fire Protection design for the Miramar Cultural Center Arts Park. The project was comprised of three parts; 45,000 square feet space for the Performing Arts Facility, 5,000 square feet Botanic Garden/Loggia and an existing 31,000 square feet of outdoor performance plaza. The facility seats 1,000 people. Role: Electrical Lead

HOLLYWOOD CULTURAL & ARTS CENTER | Hollywood, FL – The 5,400-square-foot education space is being designed to house classrooms for dance, music, visual arts and new media, and will include an outdoor courtyard. More than just a building, it should be a civic place for social interaction, bringing people closer to art and each other, providing opportunities for new, immersive art experiences. Hammond Engineering is currently providing Engineering design services including the Mechanical, Electrical, Plumbing and Fire Protection Systems, for this Facility. Role: Electrical Lead



ALEX ROBINSON, PE

Electrical Engineer

Alex is a Electrical Engineer with over 12 years of experience in Project management for MEPFP services including contract negotiation, requirements analysis, scope and schedule management / monitoring, and acceptance of deliverables. He specializes in Power distribution, lighting, telecommunications, and fire alarm system design for new and existing construction. As well as having experience with fire alarm, security, and audio / visual system design.

YEARS EXPERIENCE

12

YEARS WITH FIRM

1

EDUCATION

BS in Telecommunications Engineering, Rochester Institute of Technology, 2012

REGISTRATION

Florida Professional Engineer
2819

CERTIFICATIONS

PMP Certified – Project Management Professional.

Certified Electrical Contractor (Unlimited).

Cisco Certified Network Associate (CCNA) – Routing and Switching (Historical).

RELEVANT EXPERIENCE

DR. WILLIAM A. CHAPMAN HOUSE HISTORICAL RESTORATION AND RENOVATIONS | Miami, FL –The Chapman House was built in 1923 and exemplifies the type of Masonry Vernacular architectural style prevalent in Dade County in the 1920s. The house features classic detailing on the large porch and front façade and was designated as a historical site in 1983. The preliminary scope of work includes the historical restoration and renovations of the site and existing building. Hammond is responsible for the upgrades to the electrical main service and additional exterior lighting. As well as Replacement of existing HVAC system. This Project is being designed and constructed to meet one of the approved nationally recognized high-performance green building rating systems approved by the Department of Management Services, such as the United States Green Building Council Leadership in Energy and Environmental Design (LEED), the Green Building Initiative's Green Globes rating system, the Florida Green Building coalition standards, the International Green Construction Code. Role: Electrical Engineer.

HOLLYWOOD CULTURAL & ARTS CENTER | Hollywood, FL –The 5,400-square-foot education space is being designed to house classrooms for dance, music, visual arts and new media, and will include an outdoor courtyard. More than just a building, it should be a civic place for social interaction, bringing people closer to art and each other, providing opportunities for new, immersive art experiences. Hammond Engineering is currently providing Engineering design services including the Mechanical, Electrical, Plumbing and Fire Protection Systems, for this Facility. Role: Electrical Engineer

POMPANO BEACH MCNAB HOUSE AND BOTANICAL GARDENS | Pompano, FL – The vision for the entire park is to convert the historic McNab House into a unique and outstanding commercial venue. The redeveloped McNab House and Botanical Gardens will accommodate not only casual and fine dining, but also art exhibits, educational seminars, small music concerts, and much more. Hammond is provided Mechanical, Electrical, Plumbing & Fire Protection design. Role: Electrical Engineer

YOUNG AT ART MUSEUM | Davie, FL – Provided engineering design for Electrical, Plumbing and Site Lighting for the construction of a new children's public reading center and museum in the town of Davie. The facility comprised of multiple exhibit and gallery display spaces and community gathering facilities. Project design elements included power and exhibit/gallery lighting and controls design, tele/data/low voltage infrastructure accommodations and coordination of new utility service. This was a LEED Gold project and won many awards. Role: Electrical Engineer



RONALD M. JEZERINAC, PE, SE

PRESIDENT

Ron is an accomplished structural engineer with over thirty years of experience specializing in the design, diagnosis, re-purposing, and rehabilitation of building structures. As the Founder and President of Jezerinac Group, Ron has successfully led some of the most challenging and demanding projects across the United States and the Caribbean. His portfolio ranges from modest architectural statements to iconic sports and entertainment facilities and expansive commercial mixed-use developments. In his early career, Ron developed his talent and dedication in structural analysis and design, site representation, project management, and leadership, contributing to the success of many large, complex projects. Ron has played a pivotal role in expanding Jezerinac Group's presence throughout the United States, the Caribbean, and Latin America. Under Ron's leadership, he leads projects with cutting-edge technology including parametric and generative modeling, integrated modeling services, downstream model delivery, and forensic information modeling. Ron's extensive experience, authenticity, and innovative approach make him a leader in the field of structural engineering, delivering exceptional results on projects of all scales and complexities.

REGISTRATIONS

Registered Special Inspector:

- Florida #1174

Professional Engineer:

- Florida #53859
- Iowa #26484
- Illinois #081006292
- Kansas #28170
- Kentucky #35032
- Missouri #2003008799
- North Carolina #033076
- New York #084329
- Nebraska #18567
- Ohio #84305
- Pennsylvania #055897E
- South Carolina #27276
- Texas #133324
- USVI #0633471B

TIME IN INDUSTRY

33 years

YEARS WITH FIRM

11 years

Ron founded Jezerinac Group in 2014

EDUCATION

Bachelor of Science, Civil Engineering
Case Western Reserve University

Graduate Studies in Civil Engineering
Structural Curriculum
The Ohio State University

REPRESENTATIVE EXPERIENCE

MIRAMAR PARK AND AMPHITHEATER

Miramar, FL

Jezerinac Group provided structural design services for the City of Miramar's community park and amphitheater, providing support for catwalks, rigging, lighting, and strict deflection control. The steel-framed stage house and shade structures support a 90-foot proscenium, creating a premier outdoor venue for concerts and festivals. Completed with Kaufman Lynn Construction, the venue accommodates 2,500 attendees with a covered stage, scenic walkways, and modern amenities.

WESTON VISTA PARK AND RECREATION CENTER WITH WJA

Weston, FL

Jezerinac Group is providing structural design and threshold inspection services for the 40,000 SF Weston Vista Park Phase II Recreation Center. Designed to withstand Category 5 hurricanes, the facility includes basketball courts, an indoor track, fitness rooms, multipurpose spaces, and outdoor amenities.

TOWN OF GOLDEN BEACH WELLNESS CENTER

Weston, FL

Jezerinac Group is providing structural design services for the Town of Golden Beach Wellness Center, a two-story, crescent-shaped facility designed to promote health and well-being in Golden Beach, Florida. The 14,000 SF structure features a second floor and rooftop with structured space, surrounded by retaining walls supporting a landscaped berm. Clad primarily in glass and aluminum, the building's modern aesthetic is enhanced by an arrangement of columnar elements along its perimeter. The first floor includes a lobby, restrooms, and a café, while the second floor houses various workout spaces.

CITY OF PARKLAND COMMUNITY CENTER*

Parkland, FL

Jezerinac Group provided structural design and threshold inspections for this 20,000-square-foot community complex, designed to accommodate a variety of multi-function activities. The project features multiple interconnected single-story buildings with varying roof heights and slopes, creating a dynamic architectural layout. The facility includes a fitness center, locker rooms, gymnasium, and dedicated space for arts and crafts, offering a versatile hub for community engagement and recreation.

ROBERTO CLEMENTE PARK RECREATIONAL BUILDING*

Miami, FL

Jezerinac Group provided structural design for a 9,125 SF recreational building at Roberto Clemente Park. The facility features a gymnasium, offices, weight room, computer room, storage, conference room, reception area, and restrooms, supporting a variety of community and recreational activities.



*indicates work performed with a previous firm



WILLIAM "BILLY" RAIOLA, PE, SE

SR. PRINCIPAL | ENGINEER

As a Partner, Billy drives our engineers to deliver and exceed client expectations through economical design, efficacy of constructability, and on-time deliverables. He has worked extensively in the Southeast United States and the Caribbean across numerous sectors. He performs analysis, design, and investigations on many projects encompassing sports facilities, commercial, residential, and municipal work. Most of his projects are located in coastal areas, subject to high-velocity hurricanes and/or damaging seismic events. On every project, Billy applies his extensive knowledge of the Building Code and material properties to produce an excellent design for the client. He is an established Professional Engineer with over a decade of experience in the analysis, design, and constructability of complex buildings, condition assessments, and remediation of existing buildings, along with expertise in the management of design and construction administration.

RELEVANT EXPERIENCE

MIRAMAR PARK AND AMPHITHEATER

Miramar, FL

Jezerinac Group provided structural design services for the City of Miramar's community park and amphitheater, providing support for catwalks, rigging, lighting, and strict deflection control. The steel-framed stage house and shade structures support a 90-foot proscenium, creating a premier outdoor venue for concerts and festivals. Completed with Kaufman Lynn Construction, the venue accommodates 2,500 attendees with a covered stage, scenic walkways, and modern amenities.

GREENACRES YOUTH CENTER

Greenacres, FL

Jezerinac Group is providing structural design services for a new 18,500 SF youth center for the City of Greenacres, FL. The city desired to expand its youth center complex to better support the local community. Jezerinac Group designed a structure combined of multiple systems to achieve the program requirements and architecture. A system of bi-directional structural steel moment frames was utilized at the two-story atrium and site cast concrete tilt panels were utilized for the single-story portions of the building. The project is under design.

SUNSET LOUNGE

West Palm Beach, FL

Jezerinac Group provided structural investigation and design for the historic preservation, renovation, and expansion of this culturally significant 35,000 SF, three-story banquet, dance hall and community center. The existing structure, featuring load-bearing masonry walls, one-way concrete beam and slab systems, and barrel-shaped composite timber and steel roof trusses, required extensive rehabilitation. The new addition, constructed with concrete tilt-walls and hollow-core plank slabs, was carefully coordinated with the existing building to preserve its historic integrity, while enhancing its functionality for future use.

WESTON VISTA PARK AND RECREATION CENTER WITH WJA

Weston, FL

Jezerinac Group is providing structural design and threshold inspection services for the 40,000 SF Weston Vista Park Phase II Recreation Center. Designed to withstand Category 5 hurricanes, the facility includes basketball courts, an indoor track, fitness rooms, multipurpose spaces, and outdoor amenities. This project is underway.

LEHIGH ACRES PARK EXPANSION

Lehigh Acres, FL

Jezerinac Group provided structural design services for this 12,400 SF expansion in Lehigh Acres, Florida. The project includes a concession stand, lockers, restrooms, shade pavilions, a 1,800 SF maintenance building, and a 5,500 SF press box. Structures feature metal roof trusses, steel columns, and concrete foundations/slabs.

REGISTRATIONS

Professional Engineer:

- Florida #80234
- Georgia #038615
- North Carolina #052958
- Arizona #70782

Structural Engineer:

- Georgia #SE000009

TIME IN INDUSTRY

17 years

TIME WITH JG

10 years

EDUCATION

Bachelor of Science Civil Engineering,
University of Florida

Master of Engineering Structural Engineering,
University of Florida

PROFESSIONAL ASSOCIATIONS

- American Society of Civil Engineers
- ASCE Order of the Engineer

RESUMES



SCOTT F. BRYSON, P.S.M.

Vice President of Surveying / Principal Surveyor

Scott Bryson is a Registered Surveyor and Mapper with extensive experience in all aspects of Land and Construction Surveying. He began his career in 1984 and has since acquired experience in many facets of surveying including Boundary, Construction Layout, Control, Hydrographic, Mean High Water Line, Global Positioning Systems, Quantity, Right-of-Way, Record Drawings, Easements, Specific Purpose and Topographic Surveys. His experience includes determination of complex Boundary locations, performance of ALTA / NSPS Surveys, Platting, comprehensive Route and Site Topographic Surveys for utilization by design professionals. His keen sense of detail and precision has led to his success and recognition by the community as a leader in his field of practice. Scott is highly experienced in acquisition of above and underground data related to existing infrastructure.

PROJECT EXPERIENCE

EDUCATION

Business and Land Surveying
Studies, Palm Beach and Indian
River Community College

REGISTRATION/ LICENSES

FL Professional Surveyor and Mapper:
LS5991

AFFILIATIONS

Gold Coast Land Surveyor's Council

YEARS OF EXPERIENCE

41

YEARS WITH K&A

19

- › **City of West Palm Beach "Continuing Contract for Roadway, Storm Water , Utilities and Building Improvements" (2009 - 2019) and "General Engineering Services" (2021 - 2024)**
West Palm Beach, Florida *Role: Principal Surveyor*
- › **City of Palm Beach Gardens "Continuing Contract Professional Services" (2009 - 2012, 2015 - 2020 and 2020 - 2025)**
Palm Beach Gardens, Florida *Role: Principal Surveyor*
- › **Palm Beach County "Continuing Contract Annual Civil" (2019 - 2022)**
Palm Beach County, Florida *Role: Principal Surveyor*
- › **SFWMD "Professional Engineering Services for Gravity Control Structures, Canal/Levee Refurbishment and Low Hazard Impoundment" Work Order Contract**
Throughout the State of Florida *Role: Principal Surveyor*
- › **Florida Power & Light Co / NextEra Energy Solar Panel Field Conversion and Cell Tower Facility**
Riviera Beach, Florida, *Role: Principal Surveyor*
- › **Wellington Equestrian Estates - 150 Acre Boundary, Topographic and ALTA/NSPS Land Title Survey**
Village of Wellington, Florida, *Role: Principal Surveyor*
- › **Town of Loxahatchee Groves "Continuing Contract for Professional Engineering Services" (2013 - 2022)**
Loxahatchee Groves, Florida *Role: Principal Surveyor*

THOMAS

GEOTECHNICAL SERVICES

GEOTECHNICAL • TESTING • INSPECTIONS



FRANCOIS THOMAS, PE, SI, President
31 Years of Experience
Special Inspector

PROFESSIONAL EXPERIENCE

Mr. Thomas is a Florida-registered Professional Engineer and Special Inspector with over 30 years of expertise in geotechnical engineering, construction materials testing, and inspection services. As the Principal Materials Engineer, he leads laboratory operations, oversees construction materials testing, and ensures the highest standards in inspections. With extensive experience in deep and shallow foundation systems, soil stabilization, grouting, and pavement evaluation, Mr. Thomas has played a key role in construction monitoring and supervision for both private and government projects. His portfolio includes ports, airports, commercial developments, municipal infrastructure, healthcare facilities, retail centers, and educational institutions. Throughout his career, he has provided expert oversight on numerous civil and structural designs, ensuring quality execution in earthwork, concrete, masonry, and asphalt operations. His commitment to efficiency, precision, and cost-effective solutions has been instrumental in delivering projects on time and within budget. Known for his flexible scheduling and adaptability, he has successfully managed night, weekend, and even 24-hour shifts to meet demanding project deadlines.

PROFESSIONAL QUALIFICATIONS

EDUCATION

- MS in Geotechnical Engineering, University of Alabama, 1993
- BS in Civil Engineering, University of Alabama, 1991

PROFESSIONAL ORGANIZATION AND REGISTRATION

- Professional Engineer: Florida, 56381
- Special Inspector 7021399
- Certified Masonry Inspector
- Certified Troxler Operator
- FDEP Stormwater Erosion and Sedimentation Control Inspector
- Qualified Stormwater Management Inspector
- CTQP LBR Technician
- ACI Aggregate Testing Technician – Level I
- ACI Concrete Strength Testing Technician
- ACI Aggregate Base Testing Technician
- ACI Laboratory Testing Technician – Level I

PROFESSIONAL PROJECT EXPERIENCE

Gaines Park Pavilion, West Palm Beach, Florida. Mr. Thomas provided a Geotechnical Engineering Study for the Gaines Park Pavilion located in West Palm Beach, Florida. The project involved the construction of a new 1,500-square-foot pavilion. The study's focus was to assess the subsurface conditions at the site to evaluate suitable foundation systems for the structure. As part of the project, a geotechnical engineering report was prepared, including geotechnical evaluations and recommendations on site preparation, foundations, floor slab design, utilities, and construction considerations such as excavations and inspections/quality control testing.

WITH WJA

Wellington Aquatics Facility, Wellington, Florida. Mr. Thomas is the Principal-in-Charge of the Geotechnical Engineering and Construction Materials Testing Services for the referenced project. The project consists of a new one-story cafeteria/restroom/locker building (12,980 square feet), a competition pool, splash pads, and a recreational pool with associated decks. Site development will include utility backfill, roadway/parking areas, sidewalks, courtyard/playground. Provided a geotechnical report including evaluations and recommendations regarding suitability of excavated material for use as fill. TGS is currently providing Construction Material Testing Aquatic Center project.

Loggerhead Marine Life Center Expansion, 14200 U.S. Highway 1, Juno Beach, Florida. Mr. Thomas provided Geotechnical Engineering Services for the Loggerhead Marine Life Center in Juno Beach, Florida. The project involved a two-story building addition to the existing facility. The study aimed to assess the subsurface conditions at the site to evaluate suitable foundation systems for the construction. As part of the project, a geotechnical engineering report was prepared, including evaluations and recommendations for site preparation, foundations, floor slabs, utilities, and construction considerations related to excavations.

Historic Heart and Soul Park, West Palm Beach, Florida. Mr. Thomas was the Principal Engineer for the Geotechnical Engineering and Construction Material Services for Town Hall Park located within Juno Beach. This project consists of a gazebo, pavers and sidewalks. Provided a geotechnical report including foundation

THOMAS GEOTECHNICAL SERVICES

GEOTECHNICAL • TESTING • INSPECTIONS



MAXIMO PERALTA ALVAREZ, PE Senior Geotechnical Engineer 13 Years of Experience

PROFESSIONAL EXPERIENCE

Mr. Maximo Peralta, P.E. is a Florida-Registered Professional Engineer with over 12 years of experience in civil engineering, specializing in geotechnical engineering and construction materials. His expertise spans foundation design, slope stability analysis, and inspection of both shallow and deep foundations. He is skilled in advanced soil modification techniques, including dynamic compaction and stone columns, as well as managing excavations, backfilling, and post-construction monitoring. Mr. Peralta has led geotechnical engineering studies for a wide range of projects, including parks, piers, shoreline stabilization, dredging operations, bridges, roadways, utility systems, high-rise buildings, schools, and government facilities. His commitment to quality and precision has established him as a trusted engineer in the field.

PROFESSIONAL QUALIFICATIONS

EDUCATION

- MS in Geotechnical and Earthquake Engineering, Universidad Politecnica de Cataluna (Barcelona Tech)
- BS in Civil Engineering, Universidad Iberoamericana (Unibe), Santo Domingo

PROFESSIONAL ORGANIZATION AND REGISTRATION

- Registered Professional Engineer, #84213, Florida
- FDOT Advanced Temporary Traffic Control (TTC) (MOT)

PROFESSIONAL PROJECT EXPERIENCE

Gaines Park Pavilion, West Palm Beach, Florida. Mr. Peralta provided a Geotechnical Engineering Study for the Gaines Park Pavilion located in West Palm Beach, Florida. The project involved the construction of a new 1,500-square-foot pavilion. The study's focus was to assess the subsurface conditions at the site to evaluate suitable foundation systems for the structure. As part of the project, a geotechnical engineering report was prepared, including geotechnical evaluations and recommendations on site preparation, foundations, floor slab design, utilities, and construction considerations such as excavations and inspections/quality control testing.

WITH WJA

Wellington Aquatics Facility, Wellington, Florida. Mr. Peralta is the Principal Engineer of the Geotechnical Engineering and Construction Materials Testing Services for the referenced project. The project consists of a new one-story cafeteria/restroom/locker building (12,980 square feet), a competition pool, splash pads, and a recreational pool with associated decks. Site development will include utility backfill, roadway/parking areas, sidewalks, courtyard/playground. Provided a geotechnical report including evaluations and recommendations regarding suitability of excavated material for use as fill. TGS is currently providing Construction Material Testing Aquatic Center project.

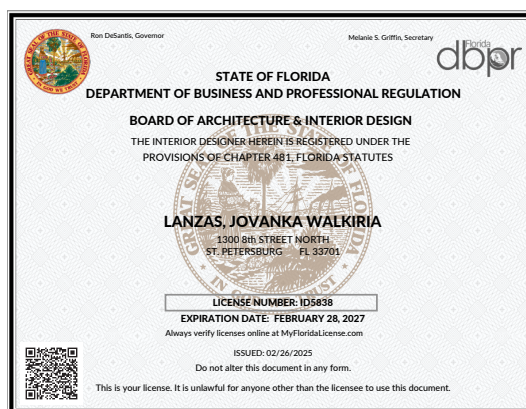
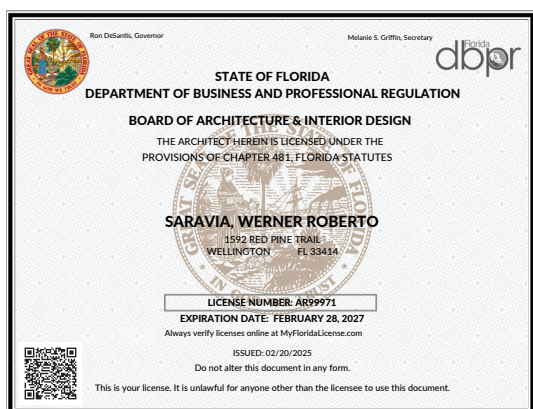
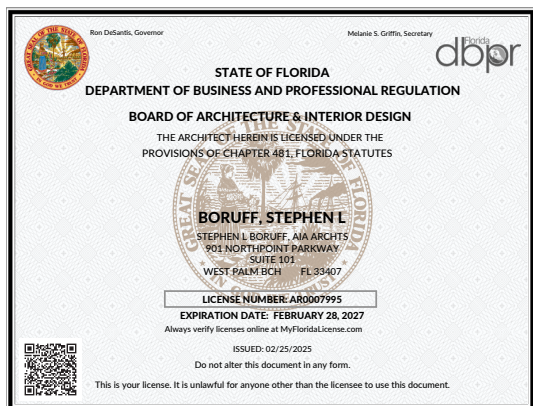
Skate Park - Lake Lytal Aquatic Complex, West Palm Beach, Florida. Mr. Peralta was the Geotechnical Engineer of the Geotechnical Engineering Study for the Skate Park located in Lake Lytal Aquatic Complex within West Palm Beach. The project consisted of concrete slab surfaces. The purpose of this study was to explore the subsurface conditions at the site to enable an evaluation of acceptable foundation systems for the construction. A geotechnical report including geotechnical evaluations and recommendations regarding site preparation, engineering fill, slab recommendations, utilities and construction excavation and dewatering.

Loggerhead Marine Life Center Expansion, 14200 U.S. Highway 1, Juno Beach, Florida. Mr. Peralta was the Geotechnical Engineer of the Geotechnical Engineering Services for Loggerhead Marine Life Center located in Juno Beach, Florida. The project consisted of a two-story building addition to the existing facility. The purpose of this study was to explore the subsurface conditions at the site to enable an evaluation of acceptable foundation systems for the construction. A geotechnical engineering report including geotechnical evaluations and recommendations regarding, site preparation, foundations, floor slabs, utilities and construction considerations regarding excavations.

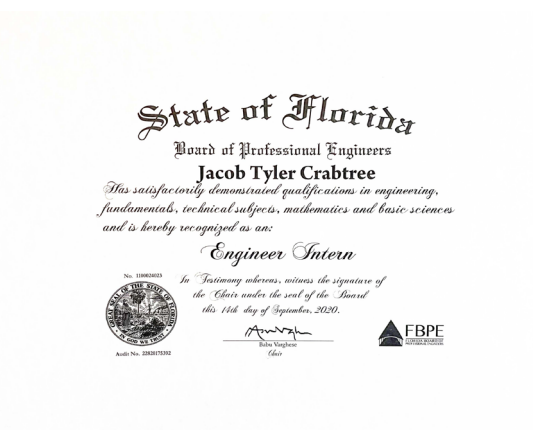
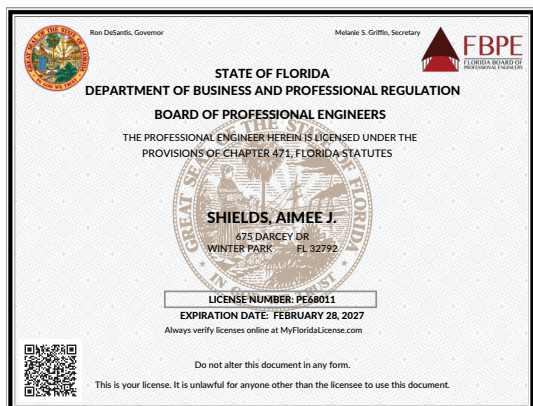
Licenses

Item 4.

WJARCHITECTS

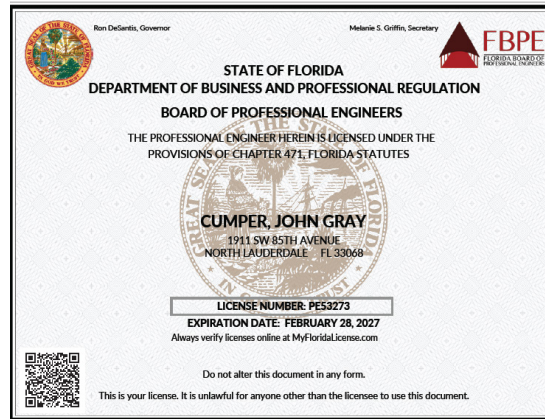


GAI CONSULTANTS

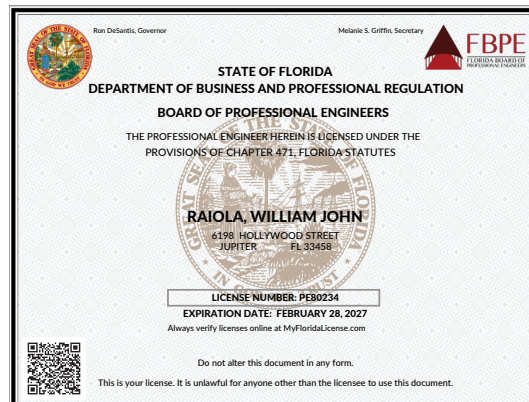
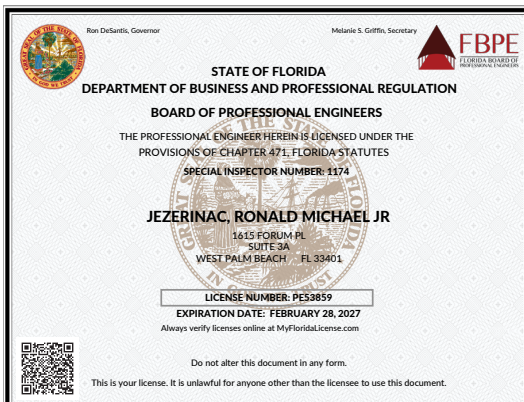




HAMMOND ENGINEERING



JEZERINAC GROUP





Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LS5991**
Expiration Date February 28, 2027

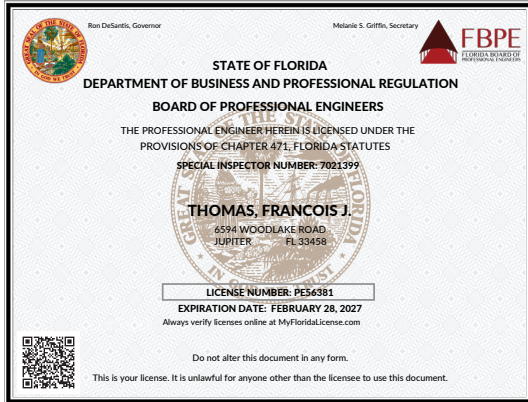
Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

SCOTT FERRELL BRYSON
711 N DIXIE HWY STE 201
WEST PALM BEACH, FL 33401-3902

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

THOMAS GEOTECHNICAL SERVICES



Relevant Experience

Item 4.

"They listened to our needs and were able to create a vision that exceeded our expectations."

~ Debbie Mann,
City Manager | NPR
Recreation & Aquatics
Center with Master Plan



Project Name	Client	Status / Year Completed	Rec/Community Center	Aquatics Components	Courts/Sports Fields	Master Plan
John Marble Park	Manatee County	Construction	•	•	•	•
Bayhead Action Park	City of Largo	On Hold	•		•	•
Phillies Carpenter Complex	City of Clearwater	Design	•		•	
YMCA Speer Master Plan & Implementation	YMCA of Greater St. Pete	2024	•	•	•	•
Shore Acres Recreation & Aquatics Facility	City of St. Petersburg	2022	•	•	•	•
C.R. Kelly Recreation Center	City of Gainesville	2022	•		•	•
Wesley Chapel Recreation Center	Pasco County	2021	•	•	•	•
Countryside Athletic Facility	City of Clearwater	2020			•	
St. Pete Pier Approach Park	City of St. Petersburg	2020		•		•
Phillies Spectrum Field Improvements	City of Clearwater	2019 (Design)	•		•	
Sabrina Cohen Adaptive Recreation Center	City of Miami Beach	2019 (Concepts)	•	•		
Butler Park Pool	City of North Port	2019		•		
Bayfront Park Rec. Center Master Plan	Town of Longboat Key	2019	•		•	•
Pompey Park Community Center Master Plan	City of Delray Beach	2019	•	•	•	•
Julian B. Lane Riverfront Park	City of Tampa	2018	•	•	•	•
Morningside Rec. Center	City of Clearwater	2018	•	•	•	•
NPR Rec. & Aquatics Center (addition/renovation)	City of New Port Richey	2018	•	•		•
Phillies Spring Training Facility Expansion	City of Clearwater	2018 (Design)	•		•	
Doral Legacy Park & Rec. Center	City of Doral	2018	•	•	•	•
Orlando City Soccer Training Complex	The Tavistock Group	2017 (Design)	•		•	
Bayfront Park Implementation	Town of Longboat Key	2017			•	•
Calvary High School Athletic Facility	Calvary Christian	2017	•		•	
Crest Lake Park Master Plan	City of Clearwater	2017			•	•
Sims Park Master Plan & Implementation	City of New Port Richey	2016			•	•
Madeira Beach City Centre & R.O.C. Park	City of Madeira Beach	2015	•		•	•
Fossil Park Master Plan	City of St. Petersburg	2015	•	•	•	•
LCC Life Center Athletic Facility	LCC Day School	2013	•			
Gladden Park Rec. Center (addition/renovation)	City of St. Petersburg	2013	•			
Northwest Aquatics Center	City of St. Petersburg	2013		•	•	•
Southwest Recreation Center (renovation)	City of Largo	2013	•	•		
Wildwood Recreation Center (renovation)	City of St. Petersburg	2013	•			
Northshore Pool (addition)	City of St. Petersburg	2012		•		
Shorecrest Athletic Facility	Shorecrest Prep School	2011	•			
Morgan Family Community Center	City of North Port	2011	•	•	•	•
Phillies Training Facility Renovations	City of Clearwater	2011			•	
Bayfront Park Master Plan	Town of Longboat Key	2011			•	•
Largo Community Center	City of Largo	2010	•			



Gaines Park Community Center & Tennis Complex

Master Plan & Implementation

LOCATION

West Palm Beach, FL

CLIENT

City of West Palm Beach

CLIENT CONTACT

Leah Rockwell
(561) 804-4904
rockwell@wpb.org

COST

Est. \$14.8M

COMPLETION

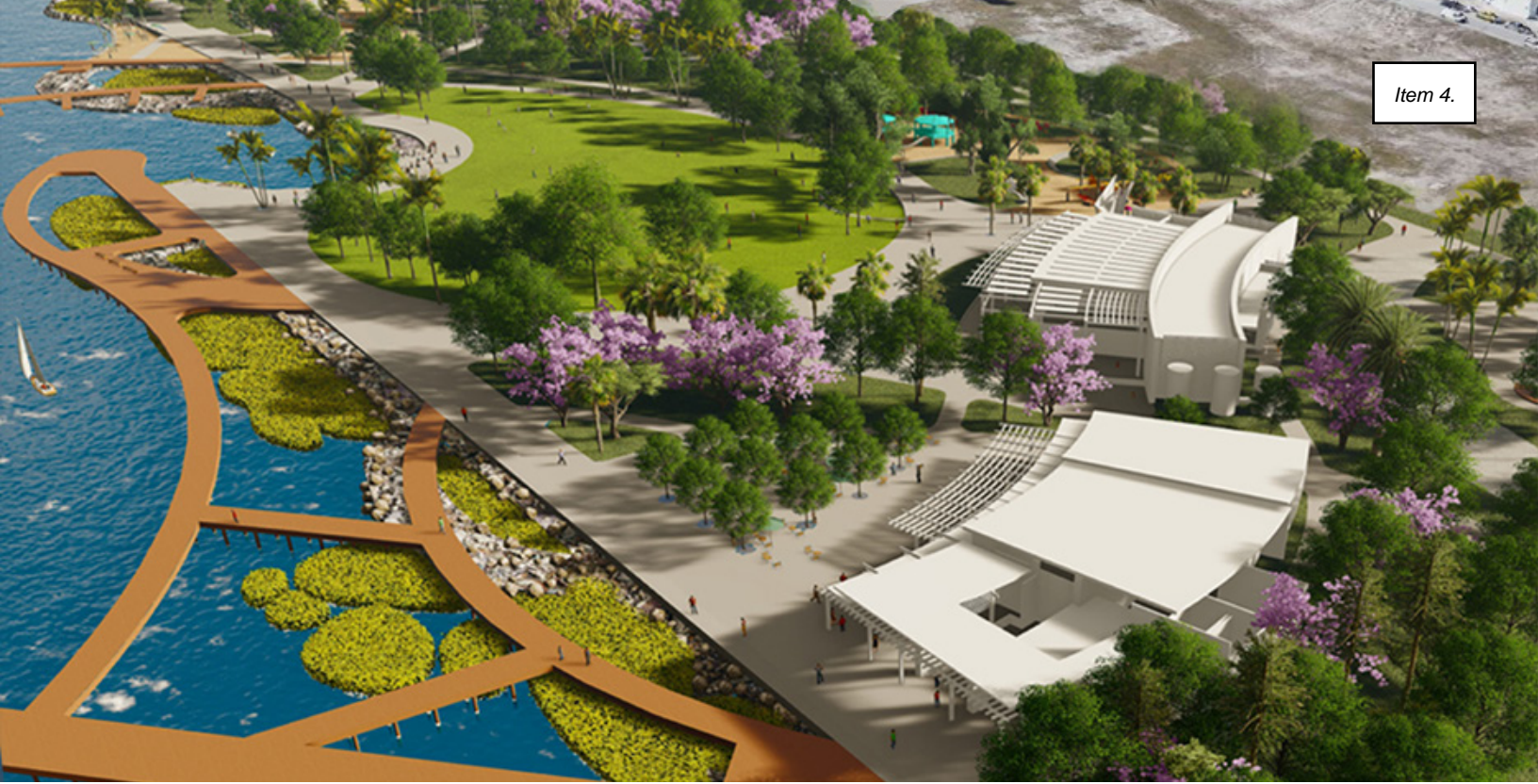
Est. 2025

PROJECT DESCRIPTION

WJArchitects, acted as the lead “Teaming Partner” by providing full professional architectural, interior design and engineering services including development of construction documents and construction administration for the renovations and additions to this existing neighborhood community center, a design that was inherited by a previous Architectural Design team. In addition to the community center, renovations to the existing tennis center will include a new tennis pavilion designed by WJA, two new tennis courts, resurfacing of the existing courts, new fencing, new hitting wall area, a new regulated gazebo, and new lighting.

This project turned the City’s and Community’s vision into a reality through public workshops and input, the concept is to create a strong connection between the underserved neighborhood and the facility to provide a re-imaged, 26,000 sf state of the art community center with new indoor sport’s courts including basketball, pickleball and volleyball, new multi-purpose rooms, art rooms, ballet room and a new kitchen. The new 2,000 sf tennis center building consists of a multipurpose area, a classroom, an office, a warming kitchen and men’s and women’s toilet and bathing facilities. This project will act as an anchor institution along the Tamarind corridor in concert with the Historic Roosevelt School site.





Currie Park

Master Plan & Implementation

LOCATION

West Palm Beach, FL

CLIENT

City of West Palm Beach

CLIENT CONTACT

Leah Rockwell
(561) 804-4904
rockwell@wpb.org

COST

Est. \$27.6M

COMPLETION

Est. 2027

PROJECT DESCRIPTION

WJArchitects was awarded the contract to develop the design, development of construction documents and construction administration for the vertical structures included in the redesigned vision for this urban park along the Intracoastal Waterway. The City of West Palm Beach has long had a vision for the redevelopment of this waterfront park with the intention of having "a destination park that is accessible to all citizens and visitors of West Palm Beach". Structures planned for the park include a 9,000 sf event pavilion that doubles as a resiliency hub in a storm event inclusive of office space, a warming kitchen, a snack bar, restrooms and storage, a café/kiosk that engages with the intracoastal's waterfront, an activity kiosk and several shade structures of varying sizes and shapes throughout the park. As architect-of-record, the architects worked closely through public workshops with the community and stakeholder's in making the City's mission a reality. The concept is to create a strong connection between the businesses in Northwood Village and Currie Park by encouraging on-going community engagement through a calendar of events including education and performance. The result will be an integrated, sustainable system for a resilient public park.

The design concept for the Event Pavilion is for the building to serve as an educational tool showcasing some of the building's components and how they are contributing to it's sustainability. There are solar panels on the roof and above the outdoor seating trellis that will double as shading elements. The electrical power that these panels will generate will be displayed on a screen inside the pavilion and will serve as an educational opportunity. In addition, there is a water collection tank that will also educate on how rainwater can be collected and re-used for irrigation. The Event Pavilion will also be able to host events such as community gatherings, corporate events and weddings and will serve as a platform for those visiting the Pavilion to have a more personal relationship with the water's edge.





Doral Legacy Park

Master Plan & Implementation

LOCATION

Doral, FL

CLIENT

City of Doral

CLIENT CONTACT

Edward Rojas, City Manager
(305) 593-6725 ex. 1112
edward.rojas@cityofdoral.com

COST

\$20M

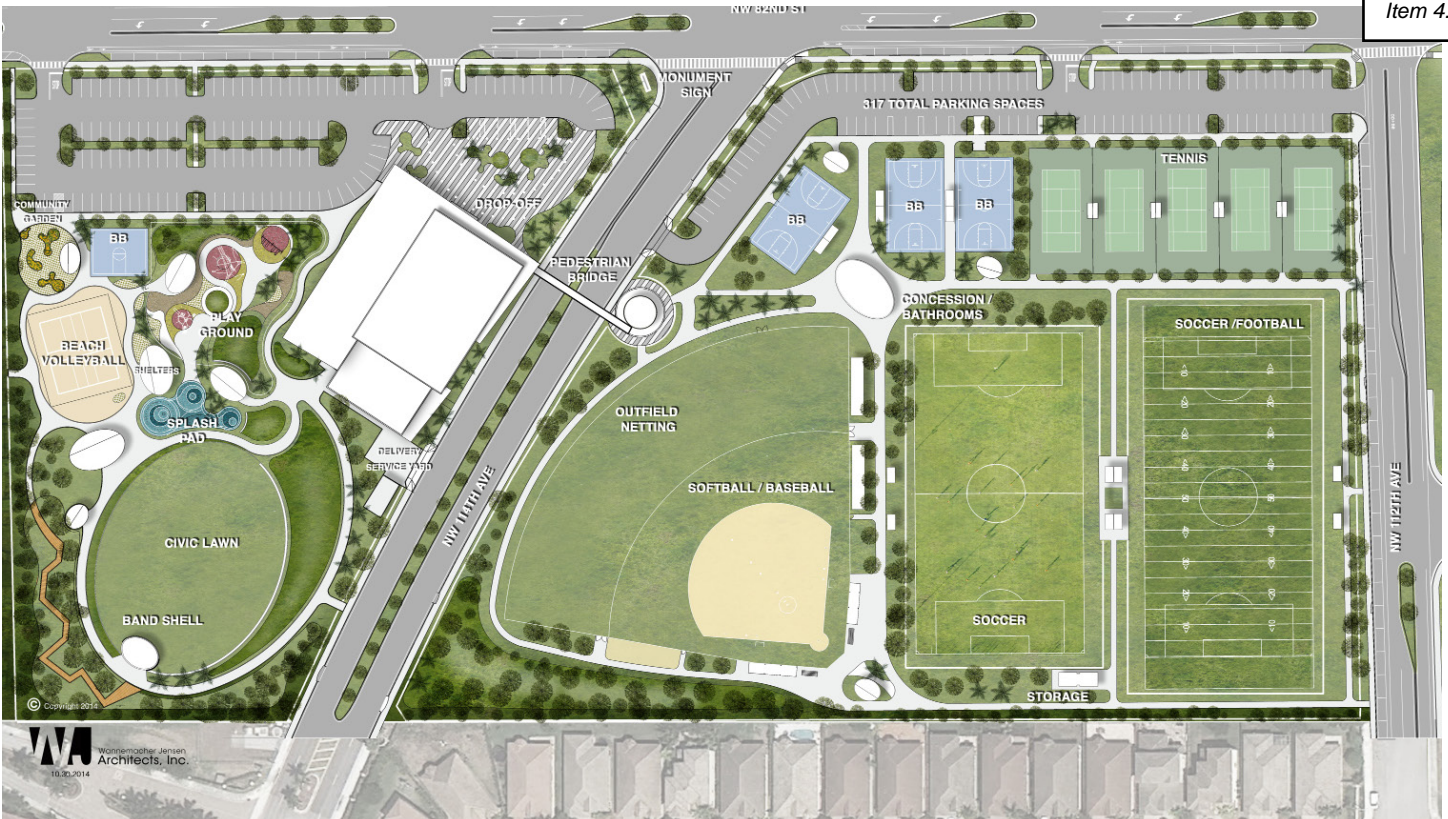
COMPLETION

2018

PROJECT DESCRIPTION

Doral Legacy Park is an 18-acre recreational park and two-story 38,280 sf LEED Silver recreation building that will provide the City of Doral with a vibrant social and active space that fosters community development while respecting the boundaries of the residential communities that surround the park. Located on the northern boundary of the City of Doral and divided into two unequal parcels by a collector road, the unique conditions of the site provided an opportunity to explore the concept of a city gateway that weaves the park and the city into a welcoming gesture accentuated by the vibrant activities of the complex. This condition presented a technical challenge that required careful design consideration for program placement and safe passageway above the busy street for the park users and staff. A pedestrian bridge extends from the eastside of the recreation building to provide a safe passage over the busy road that divides the park into two parcels. The program elements were carefully placed to highlight the many activities of the building and park into the street edges to activate interest in fitness and wellness.

The recreation program provides a variety of indoor and outdoor opportunities for active and passive recreational activities for all ages. The recreation building includes a double gymnasium, multi-purpose and activity rooms, and indoor playground. The recreational park includes a civic lawn, band shell, oval shelters, splash pad, outdoor playgrounds, football/soccer fields, softball / baseball field, basketball courts, beach volleyball courts, tennis courts, storage/concession/ restroom buildings, walkways and bike paths.





John Marble Park, Recreation and Aquatics Center

Master Plan & Implementation

LOCATION

Bradenton, FL

CLIENT

Manatee County

CLIENT CONTACT

Angela Honts
(941) 748-4501 ext. 5844
angela.honts@mymanatee.org

PROJECT DESCRIPTION

A new 23,200 sf recreation center at the existing 6.9 acre John Marble Park. Recreation building amenities include a double gymnasium, multi-purpose rooms, fitness center, catering kitchen, restrooms, showers, changing rooms, and lifeguard station. Park amenities include an expanded pool deck off the existing six lane swimming pool, outdoor fitness equipment, shaded pavilions, bocce ball courts, children's playground, walking paths, open green space, a pond and expanded parking lot. Future improvements to include an outdoor basketball court, tennis courts, and a splash pad.

COST

\$14.7M

COMPLETION

2025





NPR Recreation & Aquatics Center Renovations

Master Plan & Implementation

LOCATION

New Port Richey, FL

CLIENT

City of New Port Richey

CLIENT CONTACT

Debbie Manns
(727) 853-1021
mannsd@cityofnewportrichey.org

COST

\$2.1M

COMPLETION

2018

PROJECT DESCRIPTION

Located on the edge of Downtown New Port Richey the Recreation & Aquatics Center is a 35,000 sf multi-level facility originally constructed in 2006. Renovations to the facility were designed to further improve the well-being and quality of life for the community by elevating the user experience for current and future members.

The most prominent renovations consist of the relocation and expansion of the Health Fitness Center and Child Care Center which added 1,512 sf to the front of the building. Both spaces enjoy vast views and abundant daylighting through the new 20 ft high curtain wall along the front facade. A new indoor playground, which encompasses 336 sf of floor space and stands 19 ft tall, is an exciting activity found in the new Child Care Center. Other renovated spaces include the Main Entrance Lobby, with a newly designed reception desk, administration suite, an activity room and a multi-purpose room for hosting community events & receptions.





Wesley Chapel District Park, Recreation and Aquatics

Master Plan & Implementation

LOCATION

Pasco County, FL

CLIENT

Pasco County

CLIENT CONTACT

Justin Granholm, Project Manager
(727) 484-3059
jgranholm@pascocountyfl.net

COST

\$21M

COMPLETION

2021

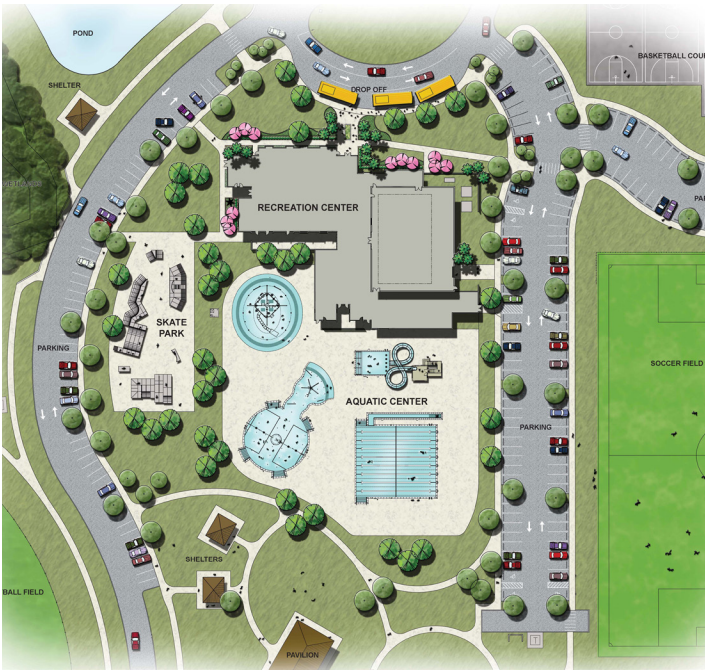
PROJECT DESCRIPTION

This project consists of a multi-phase 140 acre Regional Park supporting baseball, football, soccer, basketball, and tennis within an existing pine forest and large wetland site.

Phase 1 elements include soccer/baseball/ football fields, basketball/tennis courts, a large maintenance complex, three concession/food service buildings, several picnic shelters, storage buildings, a playground, and a fitness trail. Phase 1 included the design for a new 26,500 sf Community Center with Gymnasium and multi-purpose rooms, a 3-pool aquatic complex and a 12,000 sf skate park, all of which were ultimately not built in phase 1. The recreation center was also designed to be a Hurricane Shelter. The site was designed to minimize environmental impact and highlight the existing landscape. Playing fields were placed in response to existing contours and buildings were located to capture views of the environment. Roadways and parking lots meander through the site to minimize the walking distance to each destination.

Phase 2 consists of the redesign and the construction of the recreation center, which was reduced to 18,000 sf. The recreation center includes a full gymnasium, 2 multi-purpose rooms, admin offices, and a covered outdoor stage area. A roller hockey rink was also constructed during this phase and a future splash pad was planned to be adjacent to the building.





Phase 1 Recreation Center/Aquatics Center and overall Site Master Plan (Above)
Phase 2 Recreation Center Design (Below)





Shore Acres Recreational Center

Master Plan & Implementation

LOCATION

St. Petersburg, FL

CLIENT

City of St. Petersburg

CLIENT CONTACT

Raul Quintana, City Architect
raul.quintana@stpete.org
(727) 893-7230

COST

\$11.5M

COMPLETION

2022

PROJECT DESCRIPTION

A new 2 story 20,825 sf Recreation Center consisting of admin offices, indoor gym, teen room, discovery room, kitchen, multi-purpose rooms, lockers, utility support areas, and study / conference room, covered parking, art in public places, landscape buffers along residential edges. Aquatics area consists of a pool and pool deck, pool play equipment, and multi-gender restrooms. A playground, play court, multipurpose lawn, dry pond, artificial turf area with seating, and a shelter / storage complete the park space. This project was successfully master planned, designed and completed to meet LEED gold certification requirements.

The building and park utilize a resilient and sustainable design that considers future sea rise challenges, which provides a fun, safe environment to promote a healthy community.





Plantation Central Park

Master Plan

LOCATION

Plantation, FL

CLIENT

City of Plantation

CLIENT CONTACT

Patricia O'Toole
(954) 797-2647
potoole@plantation.org

COST

\$278,521

COMPLETION

2023

PROJECT DESCRIPTION

The revitalization of Plantation Central Park was a comprehensive project that encompassed the entire park property and all its associated amenities. The primary goal was to develop a master plan that fully aligned with the City of Plantation's vision, optimizing the park's functionality and aesthetic appeal while ensuring it catered to the diverse needs of the community. WJArchitects and GAI CSG successfully executed this project, adhering to the City's guidelines throughout the process.

The initiative began with a kickoff meeting to define the project's scope and objectives, followed by a thorough evaluation of existing facilities, including an assessment for ADA compliance. Two stakeholder input meetings, along with an inclusive online survey, provided valuable community feedback. The resulting Master Plan addressed both indoor and outdoor recreation needs, featuring detailed site plans, prioritized projects, and phased construction cost estimates.

This strategic, holistic approach transformed Plantation Central Park into a dynamic and sustainable recreational hub that reflects the community's vision. The successful collaboration between WJArchitects and the City of Plantation has ensured the park will continue to serve as a welcoming, inclusive space for all.

A major milestone was the completion and approval of a comprehensive master plan, detailing proposed improvements to recreational facilities, landscaping, and accessibility. Community engagement through design workshops ensured the plan aligns with local needs, while a financial performance study evaluated the economic impact of new and renovated recreation assets, identifying opportunities to enhance the park's value for residents and visitors.

Challenges, such as integrating improvements with existing features like the lake, tennis center, and community center, while addressing parking, drainage wells, and burrowing owl nesting sites, have required innovative and sustainable solutions. Despite these complexities, the project is progressing with the potential to greatly enhance the park's offerings and quality of life for the community.





PBSC 6th Avenue Beautification

Master Plan

LOCATION

Lake Worth, FL

CLIENT

Palm Beach State College

CLIENT CONTACT

Kirk Stetson
stetsonk@palmbeachstate.edu
(561) 868-3481

COST

\$11.5M

COMPLETION

Est. 2025

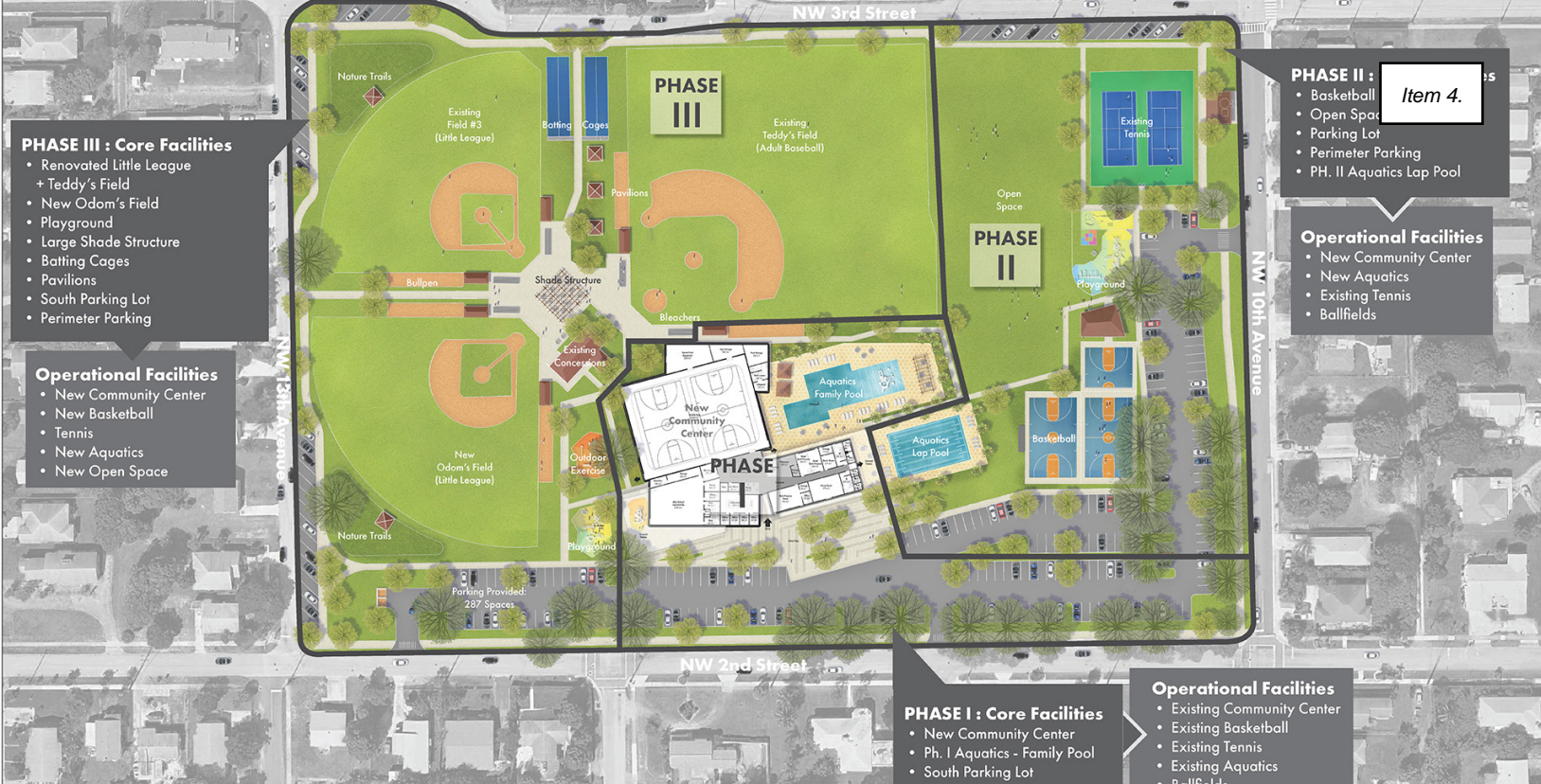
PROJECT DESCRIPTION

WJA was selected by Palm Beach State College to improve the general appearance of their Lake Worth campus primarily along its southern edge. The college seeks to create a more attractive approach to the campus and generally improve its image through the development of the following:

- Landscape screening through the addition of plant materials and berming along 6th Avenue with the intent to screen the existing facilities along the southern end of the campus.
- Create an arrival monument at the southeast corner on the campus.
- Create a campus identity at the corner of 6th and Congress Avenue, similar to the existing signage at the corner of Congress and Lake Worth Road.
- Develop a campus gateway experience at the campus entrance on 6th Avenue at Manor Drive. This would be achieved using landscaping, hardscape materials, signage, monumental gateway elements and other features. There is a potential for an LED sign at this entrance.
- Strengthen pedestrian connections from 6th Avenue into the campus.
- Enhance the existing retention ponds at the entrance.
- Create a Master Palette of Landscape Materials for the campus.







Pompey Park

Master Plan & Implementation

LOCATION

Delray Beach, FL

CLIENT

City of Delray Beach

CLIENT CONTACT

Kevin Matthews, Project Manager
(561) 243-7000 x 4113
matthewsk@mydelraybeach.com

COST

\$24M

COMPLETION

2020

PROJECT DESCRIPTION

WJA completed the Pre-Design Study & Master Plan for the new Pompey Park Community Center & Campus. Pompey Park is 14 acre site with an existing 22,823 sq ft community center. The project was developed through Schematic Design and included public meetings, renderings, phasing, and cost estimating.

This Pompey Park Master Plan was developed in collaboration with parks and recreation, City staff, and community stakeholders. It is meant to provide an evaluation framework for the appropriate redevelopment selection that can embody the goals and aspirations set forth in the Campus Pre-Design Study & Master Plan. Community participants actively contributed as part of the development process through the first two phases. Pompey Park has a rich community history that serves a strong role as a community town square. It supports sports, family, politics and many of the seasonal community activities find common ground. Three Master Plan options were generated and presented to the Delray Beach Parks and Recreation Department, primary stakeholders and the community. The concepts were developed based on the park's existing conditions and opportunities and constraints that were formulated and collected during the first phase of the process. With each one of the proposed alternatives the goal is to improve the needs and deficiencies of the existing park, pool and recreational building, and create flexibility for future park demands and new trends. Each of the Master Plan concepts pays particular priority to the core facility needs, the required sequence and phasing of construction that will be required to achieve minimal disruption of services and fields access during the implementation period.

PHASE II : Item 4.

- Basketball
- Open Space
- Parking Lot
- Perimeter Parking
- PH. II Aquatics Lap Pool

Operational Facilities

- New Community Center
- New Aquatics
- Existing Tennis
- Ballfields

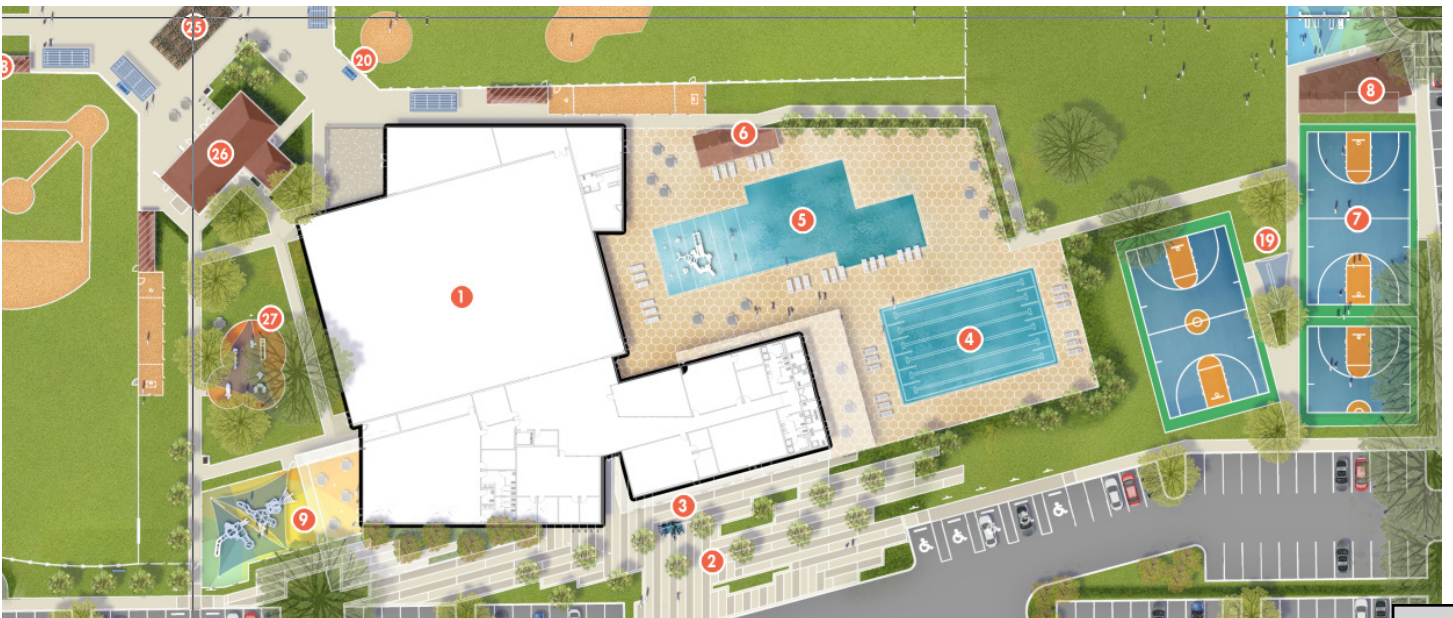
PHASE I : Core Facilities

- New Community Center
- Ph. I Aquatics - Family Pool
- South Parking Lot

Operational Facilities

- Existing Community Center
- Existing Basketball
- Existing Tennis
- Existing Aquatics
- Ballfields







Sims Park

Master Plan & Implementation

LOCATION

New Port Richey, FL

CLIENT

City of New Port Richey

CLIENT CONTACT

Elaine Smith, Director of Parks & Recreation
(727) 841-4560
smithe@cityofnewportrichey.org

COST

\$2.2M

COMPLETION

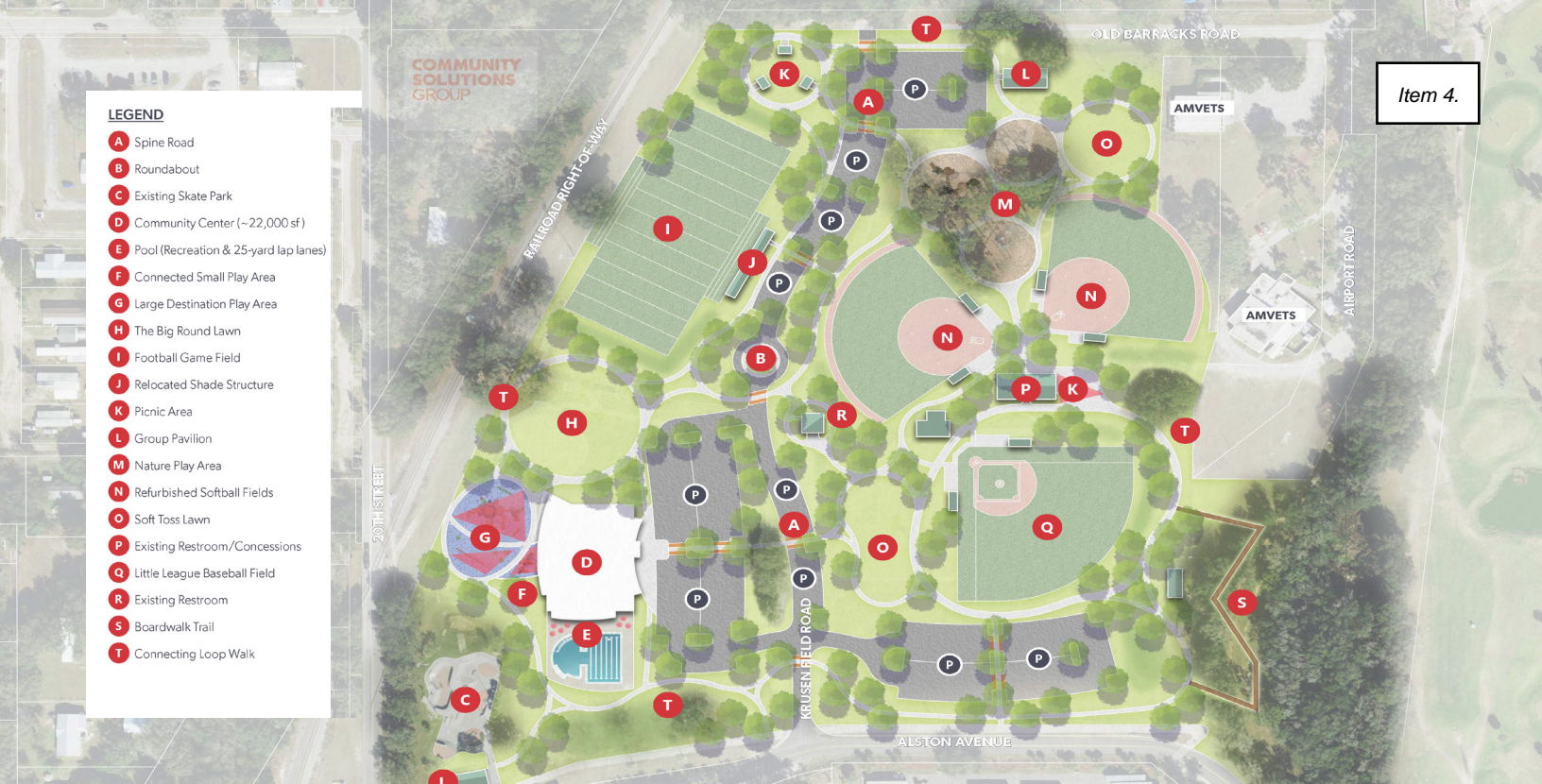
2015

PROJECT DESCRIPTION

WJArchitects was tasked with improvements to an existing 8.7 acre park in downtown New Port Richey. This project is a key site within the City and its improvement will impact many others. This riverfront park is the center stage of downtown and represents a major cultural, social, economic and environmental asset. It is the host site to many festivals and community celebrations throughout the year that are important to the City's lifestyle. The Cotee River is a major asset for the City and it is accessible to the public along Sims Park.

Improvements include play structures, observation platforms, shade structures, boat docks, landscaping, multi-purpose trails and sidewalks. A new playground area includes separate regions for different age groups, swings that accommodate ADA, specialized turf, restroom facilities, covered picnic facilities, lighting, and a fence enclosure.





Zephyrhills Phase 1 Parks and Recreation Plan

Master Plan & Implementation

LOCATION

Zephyrhills, Florida

CLIENT

City of Zephyrhills

CLIENT CONTACT

Gail Hamilton
(813) 780-0000 ext. 3506
GHamilton@ci.zephyrhills.fl.us

COST

\$30,000

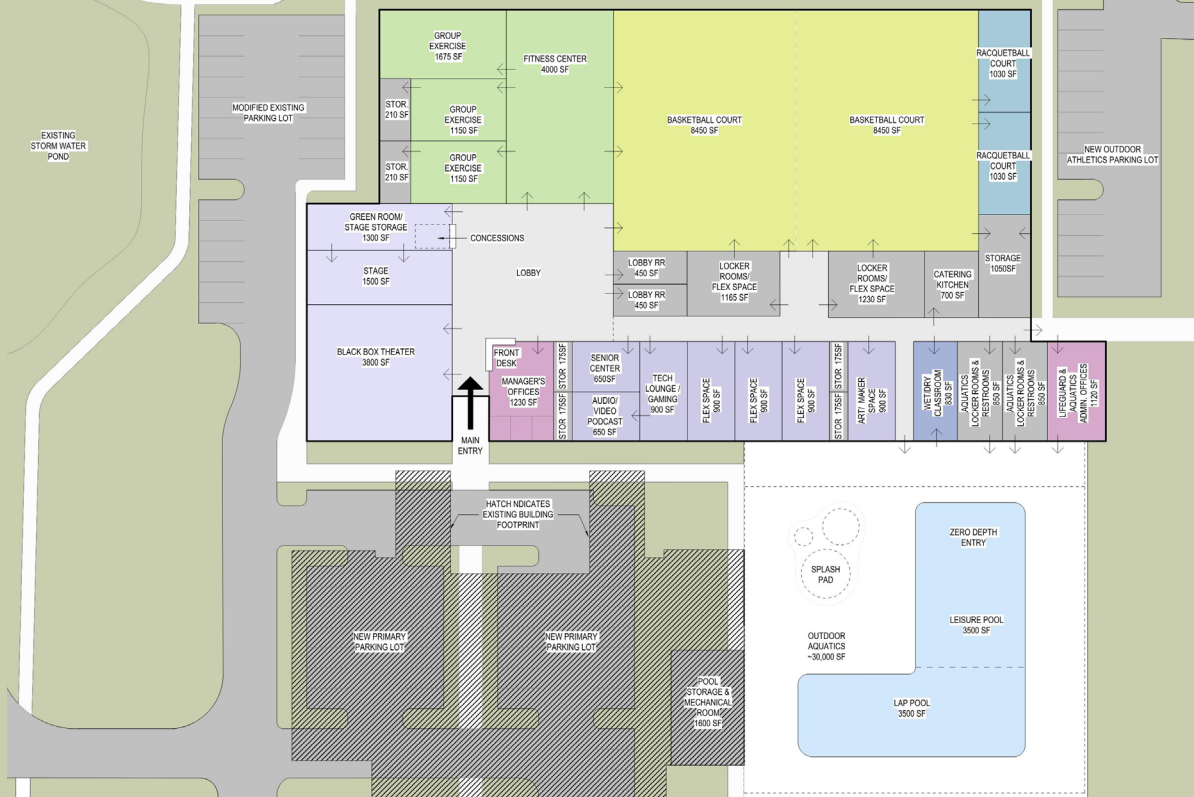
COMPLETION

Phase 1 2024; Phase 2 Ongoing

PROJECT DESCRIPTION

GAI prepared an inventory and analysis of the City of Zephyrhills Parks and Recreation amenities and buildings as part of the City's Phase 1 Parks and Recreation Master Plan (PRMP). The (PRMP) will be conducted in two phases and result in a road map for the future of the City's system, including how existing and future buildings will serve both the residents of Zephyrhills as well as visitors. Phase 1 included integration of existing plans, such as the comprehensive plan, CRA plan, and previous park and recreation plans; as well as a comprehensive public input program that included a combination of in-person meetings, a statistically valid survey and on-line survey; to form the framework for the discussion of the evolution of parks and recreation in Zephyrhills. Architectural review, assessment, and cost benefit analysis of the two major buildings: Alice Hall and the YMCA helped the City determine how these buildings will contribute to the future growth of special events, recreation programming, and the indoor meeting space needs of the City. As a result, we space planning for a new recreation and aquatics center at Krusen Park was completed to assist the City to seek partners to implement the plan.





City of Seminole Parks and Recreation

Master Plan

LOCATION

Seminole, FL

CLIENT

City of Seminole

CLIENT CONTACT

Becky Gunter
(727) 391-0204
bgunter@myseminole.com

COST

\$139,400

COMPLETION

2024

PROJECT DESCRIPTION

GAI's Community Solutions Group (CSG), along with our subconsultants, developed the Recreation Master Plan for the City of Seminole as a blueprint for both parks and recreation within the city. The approach to this Master Plan was two-fold, consisting of recommendations for both parks enhancements and direction on future improvements to the recreation offerings and facilities. A thorough existing conditions review forms the basis for the framework of this plan including review of parks and facilities, review of documentation, utilization analytics, programming and participations trends, and architectural review of the existing recreation center. Public engagement included public workshops and a statistically valid survey. These, along with a recreation market and benchmark assessment helped to develop the recreation program for the city. The resulting Master Plan includes recommendations for a future recreation center, including proposed recreation program, and site-specific park recommendations along with an implementation strategy.





Haines City Municipal Pool/Aquatic Facility at Ben W. Graham Park

Master Plan & Implementation

LOCATION

Haines City, Florida

CLIENT

City of Haines City

CLIENT CONTACT

Terrell Griffin
(863) 421-3700
PRDirector@hainescity.com

COST

\$1,324,926.00 (low bid)

COMPLETION

2020

PROJECT DESCRIPTION

GAI's Community Solutions Group facilitated the public input, conceptual design and site design for the new Haines City Municipal Pool at Ben W. Graham Park. This pool is a long-time dream come to fruition for neighborhood residents. This grassroots effort started with a close-knit community expressing their desire to have a local pool for learning to swim, family time, and exercise. The City hired our team in 2018 to begin the planning process. Early public input was essential, as the neighbors had a vested interest in the design of the pool. The resulting conceptual plan included: a zero-depth entry with play features, shallow water lap lanes for swimming and aquatic exercise, leisure pool space, and a deck that includes shaded areas. The existing restroom building was renovated to accommodate the pool users, as well as become the main entrance. Design of the facilities finished in 2019, and the contractor was hired in March 2020. The project was open to the public November 2020.

References

Item 4.



CITY OF WEST PALM BEACH

Leah Rockwell
(561) 804-4904
lrockwell@wpb.org

Work was awarded to Stephen Boruff Architects and Planners, which was acquired by WJA Gaines Park Community Center, Tennis Complex & Master Plan - Lead teaming partner | Provided full architectural, interior design, and engineering services.

Currie Park & Master Plan - Architect of Record | Provided full design, construction documentation, and construction administration services.



MANATEE COUNTY

Angela Honts
(941) 748-04501 ext. 5844
angela.honts@mymanatee.org

John Marble Park and Recreation Center - Architect of Record | Planning and design services.



CITY OF ZEPHYRHILLS

Gail Hamilton
(813) 780-0000 ext. 3506
GHamilton@ci.zephyrhills.fl.us

Zephyrhills Phase 1 Parks and Recreation Master Plan - Lead Consultant | Provided inventory, analysis, public engagement, and architectural assessment services



CITY OF SEMINOLE

Becky Gunter
(727) 391-0204
bgunter@myseminole.com

Seminole Recreation Master Plan - Architect of Record | Planning and design services.

3

Project Proposal





While each project is unique, the process for successful completion remains consistent, shaped by our experience working on over 50 recreation centers and 80 park projects throughout Florida. We recognize that Bert Bostrom Park is an essential community asset with the potential to evolve into a vibrant, multi-generational neighborhood destination through thoughtful planning and design. Our team understands the importance of balancing recreational needs, long-term flexibility, and cost-conscious planning. From indoor gymnasiums and multi-purpose rooms to outdoor fields, play areas, and potentially aquatic amenities, we are committed to creating a phased, implementable vision that reflects community priorities while enhancing accessibility, safety, and environmental sustainability.

The WJA team understands the importance of consensus building and stakeholder participation. We believe in proactive, inclusive problem solving and collaborative decision making. Our goal is to create a conceptual plan that is uniquely tailored to the Town's vision and Community's needs achieved through deliberate and purposeful community engagement. At the end of the process the Town staff and community residents will ultimately have a true feeling of ownership in the project seeing their input directly translated into the design from the initial concepts all the way through construction.

The following narratives represent the work plan and approach that we will use to capture the vision and move in a logical sequence to address the many and varied requirements of your project.

PROJECT KICK-OFF

Following award of the project we will promptly organize a kick-off meeting with the Town's project team to finalize the scope of work, define project goals and budget, and establish parameters that will guide the team throughout the project's duration. This

time will also be used to talk through potential scenarios the Town wants to explore and talk through potential roadblocks or opportunities before an in depth study is conducted.

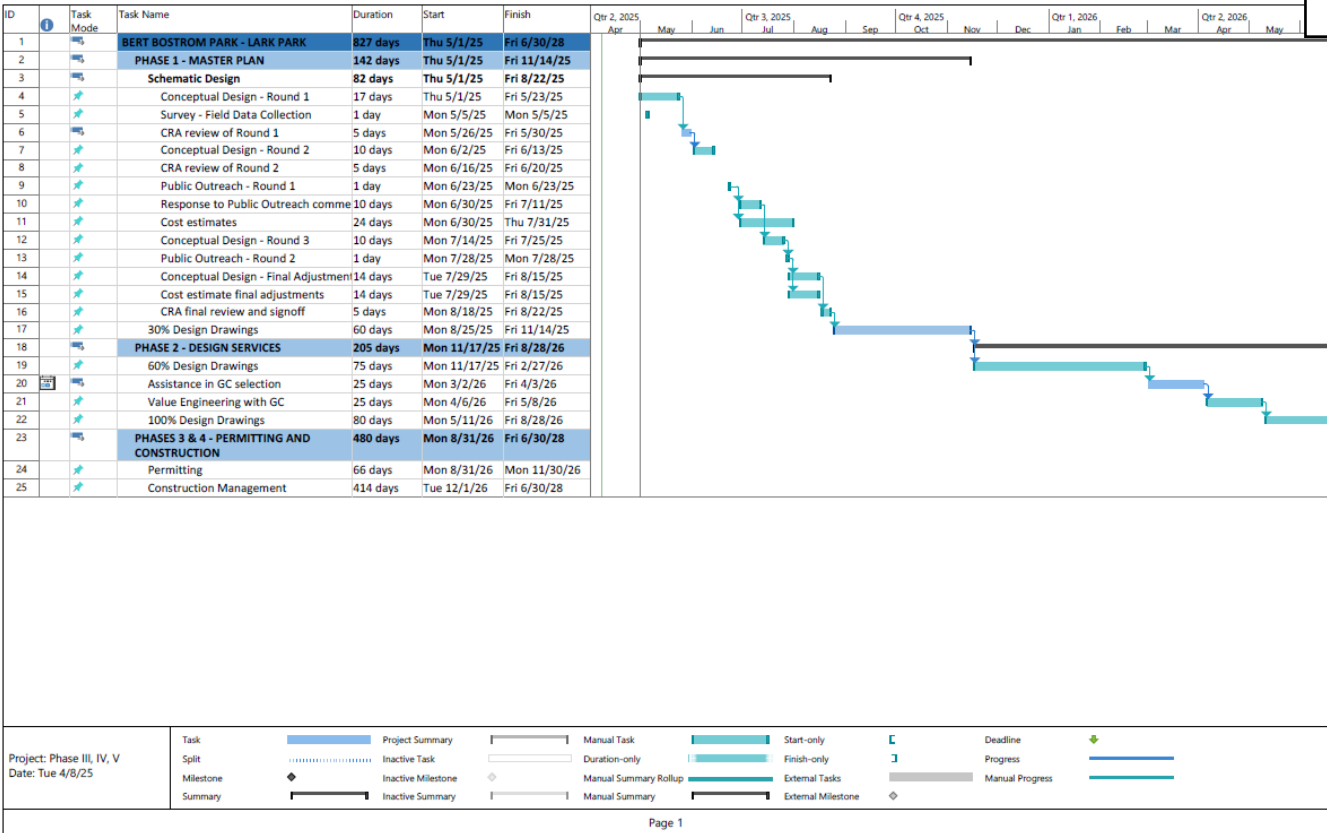
While all recreational facilities share a core purpose and general program, each is a little different and operations vary. As part of the needs assessment, we will meet with Town personnel to understand how the site operates and identify specific program requirements that are unique to the Town's needs. Combining this knowledge with our teams understanding of best practices will be vital in developing community-driven options for the Bert Bostrom Park Master Plan and Community Center design.

PROJECT SCHEDULING & MILESTONE MANAGEMENT

From the outset of each project, WJA works closely with the Town to establish a comprehensive project schedule, identifying critical milestones and setting realistic deadlines. This detailed planning process helps ensure that budget and resource allocation remain on track while minimizing the risk of delays or budget overruns. By maintaining an up-to-date project schedule, we can proactively adjust and manage resources as needed to prevent disruptions and ensure the timely completion of each project phase.

The Master Schedule, developed in collaboration with the Town, includes all essential milestones for both construction and non-construction activities. This schedule is integrated into our firm-wide project management system, providing transparency and alignment across all team members and consultants. By breaking down tasks by discipline, we hold all stakeholders accountable, ensuring that each element of the project is completed on time and to the highest standards.

A draft schedule for the Bert Bostrom Park Master Plan and Community Center, based on the requirements outlined in the RFP, is provided on the following page.



MAINTAINING GOOD COMMUNICATION & COORDINATION

Our team knows that coordination is absolutely vital for the success of any project. We recognize the level of coordination is dependent upon the extent of the proposed design requirements, and we establish a standard protocol to ensure that all interested parties and stakeholders are informed regarding the status of the project.

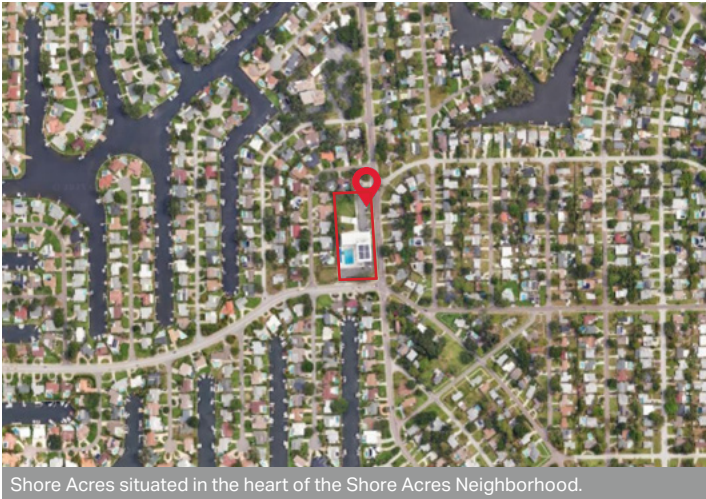
Design phase meetings with the Town’s staff will typically occur on a bi-weekly basis. The project manager will generate detailed meeting notes that evolve to become a single living document. The notes are updated with each subsequent meeting and will serve as a depository for all decisions made during the design process.

PROJECT LIMITATIONS AND POTENTIAL

The Town of Lake Park is a close-knit, culturally diverse community that values inclusive, accessible public spaces. The future park and amenities at Bert Bostrom Park has an opportunity to build community identity, support healthy lifestyles, and create a hub for civic life. We recognize that this project has the potential to become a cornerstone of the town’s social infrastructure. This must be balanced against realistic limitations such as funding, land availability, phased construction logistics, and long-term operational sustainability.

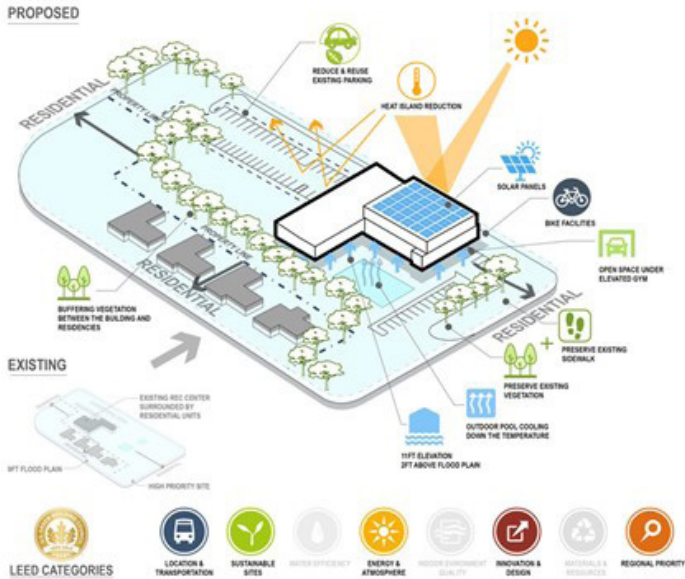
Located in the heart of a residential neighborhood, the park is surrounded by homes, many of which have backyards directly adjacent to the north side of the site. This proximity to private property requires a highly sensitive and thoughtful approach to design. The Community Center and other active-use elements should be carefully sited to minimize noise and disruption to neighbors, using tools like landscape buffering, passive-use zones, and strategic building orientation. The park must feel like an extension of the neighborhood, inviting and communal, not imposing or overbuilt.

We’ve successfully approached a similar challenge with the Shore Acres Recreation and Aquatics Complex in St. Petersburg, which, like Bert Bostrom Park, sits in the heart of a residential neighborhood. Shore Acres is backed directly up to private homes and located in a flood-prone area. Through strategic siting, resilient design, and extensive community input, we delivered a facility that meets broad recreational needs while respecting the surrounding neighborhood’s character and conditions. We understand how to balance civic goals with real-world site limitations.



Shore Acres situated in the heart of the Shore Acres Neighborhood.

We are also aware of the solutions underway as part of the long-awaited green infrastructure stormwater project at Bert Bostrom Park, which began in April 2024. This major initiative, expected to take one year to complete, with the goal of eliminating flooding within the park and on the surrounding streets.



Design emphasizing resiliency to flooding and addressing strategic building site location in relation to residents.

One of the project's great strengths is its connectivity. With a community high school just a short walk away, there are strong opportunities to align programming with the daily lives of students and families. To ensure the amenities provided at Bert Bostrom Park are complementary, not duplicative, of what is already available in the surrounding area, we will complete a thorough analysis of nearby parks and recreation centers. This inventory will help us identify service gaps and emerging needs, allowing us to create a uniquely tailored amenity mix that serves Lake Park residents in meaningful and innovative ways.

The envisioned 20,000 sf Community Center has the potential to become a major civic asset. With proposed features such as an indoor gymnasium large enough for two full-size basketball courts, flexible multi-purpose rooms, offices, and conference space, and the possible inclusion of a pool, splash pad, and concessions, the center can provide broad benefits across generations. At the same time, we recognize the importance of staying grounded in the project's practical parameters. Budget realities, phased development, stormwater management, parking, and long-term maintenance must all be accounted

for early to ensure a sustainable and successful outcome. design must remain flexible, with spaces that can adapt to the evolving needs of the community over time.

Outside the building, recreational elements such as multi-purpose or soccer-specific fields, basketball courts, and playgrounds will provide active and passive opportunities for all ages. These outdoor amenities should not only reflect community input but also foster inclusivity, accessibility, and long-term use. The surrounding neighborhood's character, safety, and privacy should remain front of mind throughout the planning and design process. This isn't just about project amenities, it's about creating a space where Lake Park residents can connect, grow, and thrive for decades to come.

PHASE 1: BERT BOSTROM PARK MASTER PLAN COORDINATION & INVOLVEMENT WITH STAKEHOLDERS

Our team recognizes the critical role of consensus-building and stakeholder engagement. By involving key stakeholders early in the planning process, we mitigate the risk of immediate negativity or objections and instead foster a focus on elements that encourage active participation. This collaborative approach ensures that both the Town and the community feel a genuine sense of ownership, as their input is directly reflected in the designs from start to finish.

We take pride in our innovative and engaging public input process. Instead of delivering traditional presentations at in-person public meetings, we create interactive and meaningful exercises that capture participants' true recreational priorities and aspirations for Bert Bostrom Park.

It's important to acknowledge that residents' needs - and their preferred ways of participating - can vary greatly depending on factors such as geography, ethnicity, income, mobility, and other demographic characteristics. We'll work closely with you to ensure we gather valuable input that reflects the diversity of the community.

PUBLIC OUTREACH

We understand that our team will be responsible for reaching out to the community and stakeholders to collect their input on the vision and design direction for Bert Bostrom Park. This includes attending Neighborhood Association Meetings, hosting specific meetings with residents, and issuing an online survey to ensure





inclusive participation. Public Outreach will be performed for the project, and the design team will proceed as follows to obtain community input:

- Meet with the appropriate neighborhood associations to obtain comments and feedback through public outreach. The design team will review all input obtained and used to prepare a summary.
- The summary will identify major themes received from the Consultant's various outreach methods.
- Outreach to prepare conceptual designs to be presented to the Community and other stakeholders to provide input on their preferred concept for the park and the proposed community center.

The Design Team believes strongly in public outreach and involvement in all of our community projects and understand the vital function that Parks and Recreation facilities play in our lives. Community engagement is a crucial component of success for a community aquatic center. These facilities are the single most meaningful connection between the community and its government. The value we place in our community facilities is the value we place in our homes and area. Socially, recreation centers create a sense of "neighborhood" and become the living room of the community offering educational opportunities to connect and benefit from social interaction and an environment, raising the quality of life.

The Bert Bostrom Park Master Plan and Community Center will serve as a transformative resource for the Lake Park community. To elevate public outreach during the design and planning phases, GAI's Community Solutions Group (CSC) will lead engagement efforts including workshops, public meetings, media coordination, and community relations. CSC brings a cross functional team of landscape architects, planners, urban designers, and public finance specialists with a proven track record of creating sustainable, livable places throughout Florida. Our collaborative, inclusive approach ensures that every voice is heard and that the final plan reflects the community's identity, values, and long-term vision. From concept through construction and planning through policy, Our team committed to delivering practical, people-focused solutions with measurable impact.

PROGRAMMING & 30% DESIGN

The programming and initial schematic process is the most important phase of any project so it is important to spend the necessary time and energy during this period. The accuracy and completeness of the program document will ultimately save time and money in the later phases and facilitate a smooth design process.

Our approach to successfully create a workable program begins with understanding your goals and identifying who can best help to put them on paper. A coordinator, preferably a decision maker, should be identified for each stakeholder group. They will be tasked with communicating all information between the user group and the design team. Prior to the first programming meetings with the various departments, an agenda/questionnaire is prepared and circulated to the department coordinators. The agenda asks about filing and storage needs, adjacency, privacy or security requirements, millwork requests, special equipment, etc. These items are then identified in the final program document so that data and electrical needs can be properly coordinated. Typically our team will also tour the existing spaces to get a better understanding of how each department uniquely operates and gather information that will influence the design of the future facility.

DESIGN PROCESS

After we have established the program and project goals during the programming and the early stakeholder input process, we begin design. Our design approach is to generate many alternative concepts. Each scheme is then analyzed for its ability to meet the established goals in the most efficient manner. A list of pro's and con's are developed covering topics such as accessibility, efficiency, opportunity for growth, operational costs, income opportunities and other important parameters identified earlier in the process. Illustrative sketches will be developed as necessary to successfully convey the design intent and the complex spatial relationships, scale and form. Similar to the programming workshop, these initial concepts will then be reviewed with the stakeholders at an assembly meeting. We will discuss the results from the prior meetings and correlate what we learned from those meetings to the concepts being presented. We will gather further input on these concepts and

in collaboration with the Town, we will identify elements and concepts that will be carried over into the final plan. After all the facts and opinions have been gathered on the initial concepts, the final plan will begin to take shape. Upon completion of schematic design, a cost estimate will be developed and a comprehensive package will be presented to the Town for further approval before continuing.

CONCEPTUAL DESIGN OPTIONS

For the overall design of Bert Bostrom Park, we will develop two distinct design options, each tailored to enhance community engagement and functionality. Both concepts will include detailed site plans illustrating layout, flow, and key amenities such as playgrounds, walking trails, seating areas, and sports facilities. Each design will incorporate conceptual elevations to provide a clear vision of the park's character and spatial experience. By offering multiple options, we aim to explore different approaches to accessibility, aesthetics, and recreational opportunities, ensuring the final design best serves the community's needs. To accompany each design option, we will provide high-level cost estimates that outline both capital and operational expenses. These estimates will encompass construction costs for site development, infrastructure, and amenities, as well as long-term maintenance and operational expenses. By evaluating factors such as material selection, landscaping, and facility upkeep, we will ensure a comprehensive financial overview. This cost analysis will help guide decision-making by balancing budget considerations with the park's long-term sustainability and community impact.

PROGRAMMING & 30% DESIGN

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PHASE 2: DESIGN SERVICES

DESIGN COORDINATION WITH UTILITIES COMPANIES

As early as the preliminary planning stage of a project, it is important to anticipate and coordinate potential conflicts during construction. Not only is it necessary to understand what might need to be relocated, it is also critical that someone familiar with the construction requirements of all the potential utilities be involved in sequencing and coordinating the moves. Our team begins its coordination process directly with the utilities companies in the design development phase and carries it through to the final construction documents. This task typically ranges between 4-8 weeks.

INTERIOR DESIGN

We provide in-house Interior Design Services for each project. An interior designer is part of every project team and assists the Project Architect/Manager with all things interior related. They research materials, create color boards, assemble materials and finishes, create furniture packages, and assist in bidding and construction administration.

LONG-TERM SUSTAINABILITY

Our team seeks to provide optimal value for both the initial and long-term investment. With this goal in mind the developed designs will be analyzed for their initial cost of construction and long term economic sustainability. Operations and maintenance funding has not generally been keeping pace with

Item 4.



the construction of new facilities. Therefore, it is important to manage and maintain new infrastructure as cost effectively as possible. We address this issue as a standard part of our approach and will work with you to develop a management strategy to create revenue generating spaces and to minimize maintenance and operations costs. A critical component of this analysis is an understanding of the best community and recreation practices, different materials and construction method alternatives. While funding may provide monies for design and construction, no such programs exist for maintenance of these designs.

SUSTAINABLE DESIGN

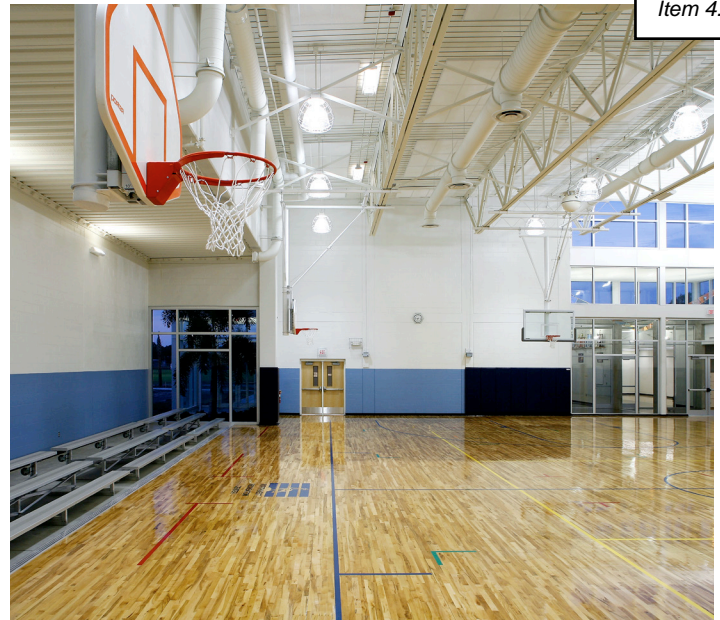
WJA has completed sixteen LEED Certified Buildings, including the country's first LEED Platinum Community Center, Largo Community Center. We have also utilized Green Globe Certification for several projects. While not every project seeks official certification, we aim to incorporate "green" design components in every project. Sustainable materials are specified, passive cooling strategies are employed and green systems design – like plumbing efficiency, intelligent lighting, and energy efficient mechanical systems are incorporated into the building design, especially when there is little to no additional first cost.

SMART BUILDING TECHNOLOGY

WJA has extensive experience implementing various types of Smart Building Technologies. Some examples include HVAC control integration for multiple facilities operating on one software with data retention and analyzation capabilities, Security Access coordination across multiple facilities using a central software database to control and monitor onsite activities, AV/IT integration and hardware specification, smart lighting controls, and solar energy recording for ROI tracking.

COST CONTROL

Cost control is integral to the design process from the beginning and will guide every phase of the work. Typically cost estimates are performed at the end of each Phase: schematic design, design development, and construction documents. Early on in schematic design, the estimates are broad and based on area calculations of recent projects. Early decisions during programming and the early design phases have the biggest impact on the budget. It is crucial to create well-documented consensus between the Town and WJA at the inception of the design process relating to building square footage, configuration, systems, program, and overall budgetary goals.



Item 4.

The estimate becomes more precise as the documents are further developed allowing contractors to run exact estimates locking in the prices for building materials and labor costs.

We take a pro-active stance towards cost adherence. An early development of a cost model (constantly updated during design), proper contingencies, and straight forward building envelopes and systems are all elements in our constant effort to contain costs within your budget.

COST ESTIMATING

A unique aspect of our firm is that we have a sister construction company, Create, that allows us to provide comprehensive construction management services in-house. This enables us to conduct more accurate cost estimates throughout the design process before the Town selects a contractor. Our experience with public safety projects and construction management experience allows us to maintain accurate and current cost information and design according to current market conditions.

QUALITY CONTROL

Quality control is a meticulous process in our office utilizing the expertise of all the firm's resources. At every major milestone, deliverables go through a rigorous review process by the firm's Quality Assurance Department. Our team is dedicated to producing documentation that adheres to the highest standards in the industry. As a firm we have earned a reputation for consistently producing quality, comprehensive, and clear drawings that lead to better bids, fewer RFIs and better constructed buildings. Resulting from our rigorous quality control standards, we have recently delivered 5 hard-bid projects without a single change order.

TECHNOLOGY AND SOFTWARE

Problems typically occur on the job site and generally arise out of a lack of properly coordinated drawings. We have embraced Procore, a cloud based construction management software program. Procore helps to increase project efficiency and accountability by streamlining and mobilizing project communication and documentation. Our project manager, sub-consultants and contractors can all connect to the system allowing us to communicate more efficiently and coordinate more effectively.





This all-in-one construction management software allows the entire team to view, edit, and respond to all project related items at any given time and from any device, including an iPhone. This includes, but is not limited to, project requirements, budget, schedule, meetings (including meeting minutes), submittals at every stage, comments, punchlists, and photographs.

We have embraced a cloud-based computer software program and BIM 3D software called REVIT. REVIT enables us to share a single unified model with our sub-consultants in lieu of hundreds of drawings. This results in better coordinated, more technically accurate construction drawings and fewer issues in the field. REVIT has the ability to export to the CAD compatible formats and provides a better tool for overall collaboration and generating cost schedules.

Benefiting from the robust Autodesk AEC collection we also use Enscape, a premium real-time rendering plugin for REVIT. With just one click, we can start Enscape and within seconds walk through your fully rendered project where all changes in REVIT are immediately available to evaluate three dimensionally. This allows us to quickly produce 3D visualizations of the project insuring a more complete picture of your project is represented throughout the design process.

PHASE 3/4: CONSTRUCTION SERVICES PERMIT & BIDDING

Our team will assist the Town with their RFP/Bid for Construction process. We will attend the pre-bid conference, respond to questions, review RFI's and proposals, and assist with bid addenda as required. The team that is assigned to the project from the beginning is committed to the project through completion. The project manager involved with the original design continues during construction, attending schedule job site meeting, reviewing shop drawings, responding to phone calls and answering RFIs. In addition to the regularly scheduled job site meetings, our project manager will visit the job site

periodically whenever required to review finishes, observe the quality of work in place and assist in the resolution of a conflict. WJA acts as the client advocate in all construction matters ensuring that the quality specified is indeed delivered and in the most efficient manner.

CONSTRUCTION ADMINISTRATION

During the Construction Administration stage, the team will make periodic observations of the actual construction work to review conformance with the design intent (Construction Documents). The team that is assigned to the project from the beginning is committed to the project through completion. The project manager involved with the original design continues during construction, attending job site meetings, reviewing shop drawings, responding to phone calls, and answering RFIs. In addition to the regularly scheduled job site meetings, our team will visit the job site periodically to review finishes, observe the quality of work in place and assist in the resolution of a conflict. WJA acts as the client advocate in all construction matters. We monitor construction progress according to the schedule and review the work in place to ensure that the quality specified is what is delivered.

WJA and its consultants shall attend project meetings as required to become generally familiar with the progress and quality of the work and to determine if the work is proceeding in general accordance with the Contract Documents. The following are included:

- Issuance of monthly Field Reports
- Review of Contractor's submittals
- Respond to Requests for Information
- Review sample materials/mock-ups
- Evaluate Pay Applications
- Attend monthly on-site OAC meetings
- Issuance of clarifications/changes as required.

4

All Forms Contained in the RFQ



PROPOSAL FORM

INDIVIDUAL, BUSINESS ENTITY OR PARTNERSHIP

By: _____ / _____
(Signature) (Print name)

Address: _____

Telephone: (____) _____ Fax: (____) _____
(both with area codes)

E-mail Address of Signatory: _____

Company Website: _____

DUNS Number: _____

Social Security Number (OR) Federal Identification Number (FEIN): _____

CORPORATION

By:  / Jason Jensen
(Signature) (Print name)

Address: 901 Northpoint Pkwy #101, West Palm Beach, FL 33407

Telephone: (727) 822-5566 FAX: N/A (both
with area codes)

E-mail Address of Signatory: Jason@wjarc.com

Company Website: wjarc.com

DUNS Number: 797848751

Federal Identification Number (FEIN): 59-3150693

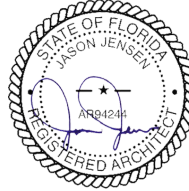
State Under Which Corporation Was Chartered: Florida
(If a foreign corporation, the date the corporation was authorize to do business in the State of
Florida) _____.

Corporate President: Jason Jensen
(Print Name)

Corporate Secretary: N/A
(Print Name)

Corporate Treasurer: N/A
(Print Name)

CORPORATE SEAL
Attest By: Amanda L. Wiegman
~~Secretary~~ Marketing Director



The following individuals are the designated contacts assigned to the Town:

VENDOR SERVICE REPRESENTATIVE (REGULAR WORK HOURS):

Name: Amanda Wiegman

Address: 132 Mirror Lake Dr N, Unit 301, St. Petersburg, FL 33701

Telephone : (727) 308-2440

Email Address: amanda@wjarc.com

VENDOR SERVICE REPRESENTATIVE (AFTER WORK HOURS, WEEKEND & HOLIDAYS):

Name: Amanda Wiegman

Address: 132 Mirror Lake Dr N, Unit 301, St. Petersburg, FL 33701

Telephone : (727) 308-2440

Email Address: amanda@wjarc.com

REFERENCES

As specified in the Standard Terms and Conditions of this RFQ, OFFERORS shall present the details of a minimum of three references of work performed that is similar to the services outlined in this RFQ. (Additional references may be submitted on a separate sheet)

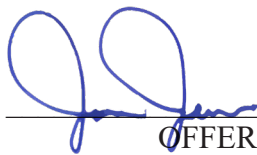
COMPANY NAME AND CONTACT NAME	ADDRESS CITY, STATE, ZIP PHONE & FAX NUMBER
1. City of West Palm Leah Rockwell	401 Clematis Street, 4th Floor, West Palm Beach, FL
	Date(s) Service Provided 2022 to Ongoing
	PHONE: (561) 804-4904
	FAX: N/A
2. Manatee County Angela Honts	1112 Manatee Aveue West, Suite #868G Bradenton, FL 34205
	Date(s) Service Provided 2021 to Ongoing
	PHONE: (941) 748-04501 ext. 5844
	FAX: N/A
3. City of Zephyrhills Gail Hamilton	5335 8th Street, Zephyrhills, FL 33542
	Date(s) Service Provided 2020 to Ongoing
	PHONE: (813) 780-0000 ext. 3506
	FAX: (813) 780-0005
4. City of Seminole Becky Gunter	9199 113th Street, Seminole, FL 33772
	Date(s) Service Provided 2023 to 2024
	PHONE: (727) 391-0204
	FAX: N/A

DRUG FREE WORKPLACE

OFFERORS must present documentation that they have a Drug Free Workplace Program in place, and 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 this RFQ 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 this RFQ, the employee shall abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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



OFFEROR's Signature

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, personally appeared Jason Jensen, who, after being by me first duly sworn, deposes and says:

(1) I am President of WS Architects, the OFFEROR that has submitted a Proposal to perform work for the following project:

RFQ #: 108-2025

RFQ Name: Professional Design Services and Public Engagement for a Master Plan for Bert Bostrom Park

(2) I, the undersigned, hereby depose and state that no portion of the sum Proposal in connection with the work to be performed at the property identified above will be paid to any employee of the Town of Lake Park or, Public Officer as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

Jason Jensen
Signature

Subscribed and sworn to (or affirmed) before me this 27th day of March, 2025 by

Jason Jensen, who is personally known to me or who has produced _____ as identification.

SEAL:



Notary Signature: Linda Benedetti

Notary Name: Linda Benedetti
Notary Public-State of Florida

My Commission #: HH 577234

Expires on: September 20, 2028

NON-COLLUSION AFFIDAVIT

State of Florida
County of Palm Beach

BEFORE ME, the undersigned authority, personally appeared Jason Jansen, who, after being by me first duly sworn, deposes and says of his/her personal knowledge that: _____

- (1) He/she is President of WS Architects, the OFFEROR that has submitted a Proposal to perform work for the following: _____

RFQ #: 108-2025 RFQ Name: Professional Design Services and Public Engagement for a Master Plan for Bert Bostrom Park

- (2) He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
- (3) Such Proposal is genuine and is not a collusive or sham Proposal;
- (4) Neither the said OFFEROR nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other OFFEROR, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached Proposal has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other OFFEROR, firm or person to fix the price or prices in the attached Proposal or of any other OFFEROR, or to fix any overhead, profit or cost element of the price or the Proposal price of any other OFFEROR, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town or any person interested in the proposed contract, and;
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the OFFEROR or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature

Subscribed and sworn to (or affirmed) before me this 27th day of March 2025 by Jason Jansen, who is personally known to me or who has produced _____ as identification.

SEAL:



Notary Signature: _____

Notary Name: Linda Benedetti

Notary Public-State of Florida

My Commission #: HH 577234

Expires on: September 20, 2028

NON-BANKRUPTCY AFFIDAVIT

STATE OF Florida)

COUNTY OF Pinellas)

Jason Jensen is an officer and member of
the firm of WS Architects, being first duly sworn, deposes
and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the Town of Lake Park, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in RFQ #108-2025.
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.

[Signature]
Affiant Signature

Sworn to before me this 27th day of March, 2025 by Jason Jensen
(Name of affiant)

He/She is personally known to me or has produced _____ as
identification.

[Signature]
Signature of Notary

Linda Benedetti
Notary's Printed Name

September 20, 2028
Expiration of Notary's Commission

Affix Seal Here:



CERTIFICATION OF NON-SEGREGATED FACILITIES

The OFFEROR certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control where segregated facilities are maintained. The OFFEROR certifies further that he/she will not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she will not permit his/her employees to perform their services at any location under his/her control where segregated facilities are maintained. The OFFEROR agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of his Proposal. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The OFFEROR agrees that (except where he/she has obtained identical certification from proposed subcontractors for specific time periods) he/she will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he/she will retain such certifications in his/her files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Company Name and Address:

WS Architects
132 Mirror Lake Dr #301
St Petersburg, FL 33701

[Signature]
 Signature
Jason Jensen, President
 Name and Title
March 27, 2025
 Date

SEAL:



[Signature]
 Notary Signature:
Linda Benedetti
 Notary Name:
 Notary Public-State of Florida
 My Commission #: HH 577234
 Expires on: September 20, 2028

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to TOWN OF LAKE PARK
by Jason Jensen, President
(print individual's name and title)
for WS Architects
(print name of entity submitting sworn statement)
2. Whose address is
132 Mirror Lakes Dr Unit 301
St Petersburg, FL 33701
and (if applicable) its Federal Employer Identification Number (FEIN) is
59-3150693
3. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency, municipal corporation, or political subdivision of any other state or the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency, municipal corporation, or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
4. I understand that "convicted" or "conviction as defined in paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial or entry of a plea of guilty or nolo contendere.
5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a) **Florida Statutes**, means:
 - i. A predecessor or successor of a person convicted of a public entity crime; or
 - ii. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling equipment or income among persons when not for fair market value under an arm's length agreement shall be prima facie case that one person controls another person. A person knowing enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
6. I understand that a "person" as defined in Paragraph 287.133(1)(e) **Florida Statutes**, means any natural person entity organized under the laws of any state or the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for

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

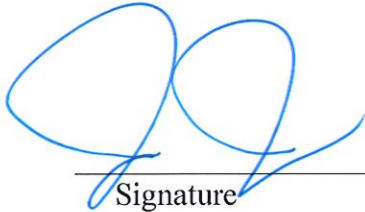
7. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

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

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, members, and agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, members, and agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order)**

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



Signature

STATE OF FLORIDA
PALM BEACH COUNTY

The foregoing instrument was acknowledged before me this 27th day of March 2025, by Jason Jensen as President of WIS Architects, who is personally known to me or has produced _____ as identification.

SEAL:

Notary Signature: Notary Name Linda Benedetti

Notary Public – State of Florida

My Commission #: HH 577234Expires on: September 20, 2028

The balance of this page intentionally left blank.

EXPERIENCE

(Copy and complete one form for each contract for similar work)

Contract Name: Gaines Park Community Center, Tennis Complex Master Plan & Implementation

Address: 1501 N Australian Ave

West Palm Beach	FL	33401
City	State	Zip Code

Please list three (3) current references directly responsible for overseeing the above contract.

Contact Employee	Job Title	Telephone Number	Fax Number
1. Leah Rockwell	Director of Parks & Recreation	(561) 804-4904	(N/A)
2.		()	()
3.		()	()

DATE OF CONTRACT

Contract start date ____ / ____ / 2021

~~Project Completion~~

~~Contract expiration date~~ ____ / ____ / Est. 2025

(NOT INCLUDING FUTURE EXTENSIONS)

Does the contract have a renewal or extension option? ☐ YES ☒ NO

If yes, how long? N/A

If yes, has the contract been extended or renewed? ☐ YES ☒ NO

If yes, how many times? N/A

For how long has the contract time been extended N/A

Has your company ever requested a rate increase or additional compensation during the term of this contract? ☐ YES ☒ NO

If yes, please state the reason for the request and if the increase was granted?

N/A

Starting Contract Amount \$14.8M

Final Contract Amount Est. \$14.8M

EXPERIENCE

(Copy and complete one form for each contract for similar work)

Contract Name: Currie Park Master Plan & Implementation

Address: 2400 N Flagler Dr

West Palm Beach FL 33407
City State Zip Code

Please list three (3) current references directly responsible for overseeing the above contract.

Contact Employee	Job Title	Telephone Number	Fax Number
1. Leah Rockwell	Director of Parks & Recreation	(561) 804-4904	(N/A)
2.		()	()
3.		()	()

DATE OF CONTRACT

Contract start date ____ / ____ / 2021

~~Project Completion~~

~~Contract expiration date~~ ____ / ____ / Est. 2027

(NOT INCLUDING FUTURE EXTENSIONS)

Does the contract have a renewal or extension option? ☐ YES ☒ NO

If yes, how long? N/A

If yes, has the contract been extended or renewed? ☐ YES ☒ NO

If yes, how many times? N/A

For how long has the contract time been extended N/A

Has your company ever requested a rate increase or additional compensation during the term of this contract? ☐ YES ☒ NO

If yes, please state the reason for the request and if the increase was granted?

N/A

Starting Contract Amount \$35M

Final Contract Amount Est. \$27.6M

EXPERIENCE

(Copy and complete one form for each contract for similar work)

Contract Name: Wesley Chapel District Park, Recreation and Aquatics Master Plan & Implementation

Address: 7727 Boyette Road

Wesley Chapel	FL	33545
City	State	Zip Code

Please list three (3) current references directly responsible for overseeing the above contract.

Contact Employee	Job Title	Telephone Number	Fax Number
1. Justin Granholm	Project Manager	(727) 484-3059	(N/A)
2.		()	()
3.		()	()

DATE OF CONTRACT

Contract start date 06 / 21 / 2019

~~Project Completion~~

~~Contract expiration date~~ 08 / 26 / 2021

(NOT INCLUDING FUTURE EXTENSIONS)

Does the contract have a renewal or extension option? ☐ YES ☒ NO

If yes, how long? Contract completed in multiple phases

If yes, has the contract been extended or renewed? ☐ YES ☒ NO

If yes, how many times? N/A

For how long has the contract time been extended N/A

Has your company ever requested a rate increase or additional compensation during the term of this contract? ☐ YES ☒ NO

If yes, please state the reason for the request and if the increase was granted?

N/A

Starting Contract Amount _____

Final Contract Amount \$21M

EXPERIENCE

(Copy and complete one form for each contract for similar work)

Contract Name: John Marble Park and Recreation Center Master Plan & Implementation

Address: 3675 53rd Ave E

<u>Bradenton</u>	<u>FL</u>	<u>34203</u>
City	State	Zip Code

Please list three (3) current references directly responsible for overseeing the above contract.

Contact Employee	Job Title	Telephone Number	Fax Number
1. Angela Honts	Project Manager	(941) 748-4501 ext.5844	(N/A)
2.		()	()
3.		()	()

DATE OF CONTRACT

Contract start date 04 / 21 / 2021

~~Project Completion~~

~~Contract expiration date~~ / / Est. 2025

(NOT INCLUDING FUTURE EXTENSIONS)

Does the contract have a renewal or extension option? ☐ YES ☒ NO

If yes, how long? Project was completed in multiple phases

If yes, has the contract been extended or renewed? ☐ YES ☒ NO

If yes, how many times? N/A

For how long has the contract time been extended N/A

Has your company ever requested a rate increase or additional compensation during the term of this contract? ☐ YES ☒ NO

If yes, please state the reason for the request and if the increase was granted?

N/A

Starting Contract Amount \$16.8M

Final Contract Amount Est. \$14.7M

Civil Litigation

Please provide a summary of any and all civil litigation your firm has been involved for the previous 10 years to the present. Include any and all litigation with government entities. Copy this page and attach additional sheets if necessary.

Please attach any additional information you feel is necessary to clarify and support the information in this form.

Litigants: Marlene Starr and Ted Starr v. Wannemacher Jensen Architects, Inc.
Brief Description of Case: Plaintiffs alleged that interior design services completed by Wannemacher Jensen Architects, Inc. for the 28th Floor Fitness Room at Bayfront Tower Condominium resulted in recurring impact noise and acoustical issues within their residence. WJA's scope was limited to interior programming and did not include addressing structural acoustical conditions.
Outcome/projected outcome: Case voluntarily dismissed by Plaintiffs on July 9, 2021.
Amount of Claim/Monetary Award/Settlement No monetary award or settlement was made

Litigants: Acosta Tractors, Inc v. Biltmore Construction Co., Inc.
Brief Description of Case: In a third-party complaint filed in ongoing litigation, the City of Doral has sought indemnification from Wannemacher Jensen Architects, Inc. (WJA) related to alleged design flaws by a Civil Engineer under WJA's contract. The City alleges the design flaws caused water retention issues in a baseball field that is part of a larger project for which WJA was contracted to provide architectural, engineering, and interior design services.
Outcome/projected outcome: Ongoing
Amount of Claim/Monetary Award/Settlement Undetermined – Case is still pending

Litigants: The City of Madeira Beach vs. WJArchitects, Inc and Hennessy Construction Services Corp.
Brief Description of Case: The City of Madeira Beach alleges construction and design defects related to soil conditions at the Fire Department Building and Recreation Center, and issues with the roof system at the Fire Department Building. Wannemacher Jensen Architects, the geotechnical engineer, and structural engineer contend that the observed settlement is cosmetic and within the tolerances outlined in the geotechnical report, which was reviewed and accepted by the City during construction.
Outcome/projected outcome: Ongoing
Amount of Claim/Monetary Award/Settlement Undetermined – Case is still pending

Criminal Litigation

Please provide a summary of any and all criminal litigation your firm has been involved with for the previous 10 years through the present. Include any and all criminal convictions and any outstanding indictments. Copy this form and attach additional sheets if necessary.

Please attach any additional information you feel is necessary to clarify and support the information in this form.

Defendant: N/A
Charge(s):
Brief Description:
Outcome/Projected Outcome:

Defendant:
Charge(s):
Brief Description:
Outcome/Projected Outcome:

Defendant:
Charge(s):
Brief Description:
Outcome/Projected Outcome:

ACKNOWLEDGMENT OF ADDENDA

INSTRUCTIONS: COMPLETE PART I OR PART II, WHICHEVER APPLIES

PART I:

List below the dates of issue for each addendum received in connection with this RFQ:

Addendum #1, Dated 03/14/2025

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

Addendum #9, Dated _____

Addendum #10, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFQ

WJArchitects

Offeror Name



Signature

Jason Jensen, President

Name and Title (Print or Type)

04/10/2025

Date



WJARCHITECTS
901 NORTHPOINT PKWY #101
WEST PALM BEACH, FL 33407
WJARC.COM

RFP 108-202 BERT BOSROM MASTER PLAN

PROPOSAL SCORING MATRIX

Item 4.

Evaluation Criteria Breakdown		Points	Chen Moore and Associates	CPZ Architecture	Fawley Bryant Architecture	MAP	REG	WJ Architects	WGI
Completeness of Response to RFP (Pass/Fail)									
ALL required schedules, forms and informational items have been submitted.		Pass/Fail	X	X	X	?	X	X	X
1 Qualifications and Personnel		25 Points							
Evaluator 1			24	20	22	10	20	24	23
Evaluator 2			24	24	24	5	24	25	23
Evaluator 3			23	20	25	5	25	25	23
Evaluator 4			20	25	20	15	25	25	25
Evaluator 5			23	21	23	18	22	23	24
TOTAL ALL SCORES			114	110	114	53	116	122	118
2 Past Projects		30 Points							
Evaluator 1			28	25	25	10	26	29	26
Evaluator 2			30	25	25	6	28	30	25
Evaluator 3			27	25	25	5	28	27	28
Evaluator 4			23	26	23	18	28	25	24
Evaluator 5			24	25	26	20	28	27	28
TOTAL ALL SCORES			132	126	124	59	138	138	131
3 Public Engagement		25 Points							
Evaluator 1			20	15	22	5	15	23	25
Evaluator 2			24	22	20	5	23	20	25
Evaluator 3			25	23	24	5	20	22	25
Evaluator 4			25	20	24	18	23	24	24
Evaluator 5			20	22	22	19	23	24	24
TOTAL ALL SCORES			114	102	112	52	104	113	123
4 Needs of Town --Realistic		15 Points							
Evaluator 1			15	10	14	0	10	13	13
Evaluator 2			14	13	15	2	14	15	15
Evaluator 3			13	13	15	2	15	14	14
Evaluator 4			15	15	13	8	15	15	15
Evaluator 5			15	13	13	12	14	15	15
TOTAL ALL SCORES			72	64	70	24	68	72	72
5 Physical Location		5 Points							
Evaluator 1			5	3	3	5	5	5	4
Evaluator 2			5	5	3	2	3	5	5
Evaluator 3			5	5	2	5	5	5	5
Evaluator 4			5	4	3	3	5	5	5
Evaluator 5			5	4	4	4	5	5	5
TOTAL ALL SCORES			25	21	15	19	23	25	24
TOTAL		100 Points	457	423	435	207	449	470	468

Evaluation Committee Member 1. Allison Justice, CRA Administrator

Friday, May 17, 2024

Signature

Evaluation Committee Member 2. Riunite Franks, Special Events Director

Friday, May 17, 2024

Signature

Evaluation Committee Member 3. Nadia DiTommaso, Community Development Director

Friday, May 17, 2024

Signature

Evaluation Committee Member 3. John Willie, Special Project Manager

Friday, May 17, 2024

Signature

Evaluation Committee Member 3. Jaime Morales, Public Works Director

Friday, May 17, 2024

Signature



Office of the
Town Clerk

535 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3311
Fax: (561) 881-3314

www.lakeparkflorida.gov

June 5, 2025

NOTICE OF INTENT TO NEGOTIATE

Pursuant to Town of Lake Park, notice is provided as follows:

Request for Proposals (RFQ 108_2025) Professional Design Services and Public Engagement for a Master Plan for Bert Bostrom Park

To All Interested Parties,

Thank you for submitting your response to RFQ 108-2025, Professional Design Services and Public Engagement for a Master Plan for Bert Bostrom Park for the Lake Park Community Redevelopment Agency (CRA). The CRA received a total of seven (7) responses, with all submittals being fully responsive and responsible bids.

A selection committee met on May 7, 2025 and the following rankings were given to the seven (7) respondents:

1. **Wannemacher Jenson Architects**
2. **WGI, Inc**
3. **Chen Moore and Associates**
4. **REG Architects**
5. **Fawley Bryant Architecture**
6. **CPZ Architects**
7. **MAP Construction and Design**

Accordingly, the selection committee will recommend negotiation with the top ranked firm, WJ Architects. We would like to thank all vendors for their time and effort in preparing a response to this solicitation. We appreciate your interest in doing business with the Town of Lake Park

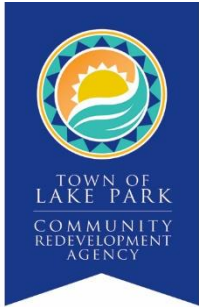
This Notice is conditioned upon and subject to the Town of Lake Park's reservation of rights as contained in the RFQ Documents and is subject to approval by the Lake Park Community Redevelopment Agency (CRA) Board of Commissioners.

Issued by: Town of Lake Park, Office of the Town Clerk

Date: _____

Signed By: _____

Laura Weidgans
Deputy Town Clerk



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 4, 2025
Originating Department: Community Redevelopment Agency (CRA)
Agenda Title: Resolution 29-06-25 - Facade and Exterior Improvement Grant – Ms. Julie Thatch - 826 Park Avenue - \$50,000

Approved by Town Manager: _____ **Date:** _____

Agenda Category (i.e., Consent, New Business, etc.): _____

Cost of Item: \$50,000.00 **Funding Source:** 110 55 552 520 82118
Account Number: _____ **Finance Signature:** _____

Advertised:
Date: _____ **Newspaper:** _____

Attachments: Presentation, Resolution, Grant Agreement, Façade Application

Please initial one:

_____ Yes I have notified everyone
 AJ _____ Not applicable in this case

Summary Explanation/Background:

On July 17, 2024, the Lake Park CRA Board approved a series of Incentive programs for the CRA. The goals of these incentives are to improve property values throughout the Lake Park CRA and to assist in achieving the goals outlined within the CRA's Master Plan.

Ms. Julie Thatch has requested the CRA Board consider approval of a Façade and Exterior Improvement Grant in the amount of \$50,000 to support the installation of new impact storefront windows and doors along the property located at 826 Park Avenue. If approved, this funding would eliminate the need for the current shutters on the property as well as improve the total value of the property.

Currently, the property has four (4) addresses and tenants: Lake Park Bakery, The Purple Lizard, Saigon Market and Lake Park Beverage.

Note: The CRA's Façade and Exterior Improvement Grant Program allows for exterior improvements to properties within the CRA. The program offers up to 50% of improvements for windows and doors and the staff is recommending the full grant amount of \$50,000 for this request:

Total Proposed Cost	\$108,041.00
50% of Improvements	\$ 54,020.50
Total CRA Grant (Requested)	\$ 50,000.00

As information, in addition to the requested CRA grant funding, the property owner has recently updated the façade of this property with new stucco, façade details and paint. Additionally, the property owner is proposing additional future improvements that would include sealing and paving of the parking lot and, potentially, lighting enhancements.

Recommended Motion:

I move to approve Resolution 29-06-25 to award a Façade and Exterior Grant to Ms. Julie Thach to support improvements at 826 Park Avenue, in the amount of \$50,000.



Façade and Exterior Improvement Grant 826 Park Avenue

Presented To: Town of Lake Park CRA Board

Date: June 4, 2025

AGENDA



- Property Overview
- Improvement Overview
 - Prior Improvements
 - New Improvements
- Grant Request

826 Park Avenue – Birds Eye View





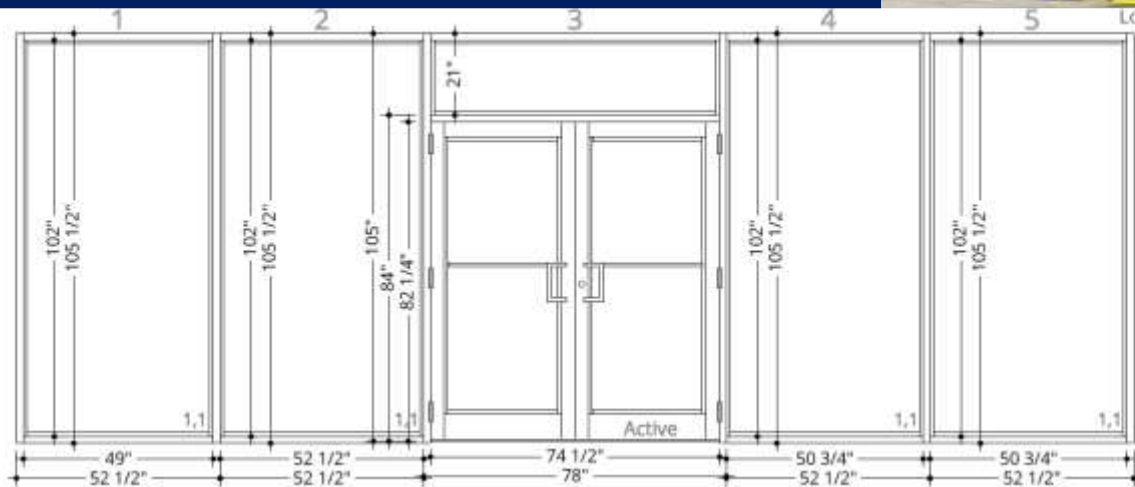
Item 5.

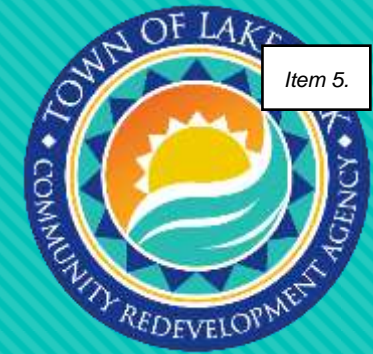
826 Park Avenue

Before



826 Park Avenue





Proposed Improvements/Costs

Included in CRA Grant Calculation

Impact Windows and Doors: To be installed along entire storefront

Estimated Cost: \$108,041

(Grant Includes 50% of Windows and Doors up to \$50,000)

CRA GRANT: \$50,000

NOT Included in CRA Grant

1. Stucco Repairs – Previously Completed
2. Painting – Previously Completed
3. Paving and Resealing – Future Project
4. Lighting – Future Project

RESOLUTION NO. 29-06-25

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA (CRA) APPROVING A GRANT AND AUTHORIZING THE CHAIR TO EXECUTE A GRANT AGREEMENT WITH JULIE THACH, UNDER THE FAÇADE AND EXTERIOR IMPROVEMENT GRANT PROGRAM FOR IMPROVEMENTS TO THE PROPERTY LOCATED AT 826 PARK AVENUE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the CRA has such powers and authority as have been conferred upon it by Chapter 163, Part III, Florida Statutes; and

WHEREAS, pursuant to Fla. Stat. § 163.360(7)(d), the CRA has determined that its adopted redevelopment Master Plan authorizes it to provide funds for aesthetic improvement grants for the rehabilitation or redevelopment of properties by private enterprises within the CRA's redevelopment area; and

WHEREAS, the CRA Master Plan identifies aesthetic improvement grants as an opportunity for the rehabilitation and redevelopment of properties within the community redevelopment area governed by the CRA Master Plan; and

WHEREAS, on July 17, 2024, the CRA adopted a Redevelopment Incentive Program via Resolution 48-07-24, the purpose of which is to provide grants to eligible recipients for the redevelopment or rehabilitation of properties and/or businesses; and

WHEREAS, Ms. Julie Thatch, in her individual capacity (the GRANTEE) owns the property located at 826 Park Avenue in the Town of Lake Park, Florida (the Property); and

WHEREAS, the GRANTEE is seeking a Façade and Exterior Improvement Program Grant from the CRA in the amount of \$50,000 (the Grant) to be used for the rehabilitation and redevelopment of the Property; and

WHEREAS, the CRA Board of Commissioners (the Board) finds that awarding the Grant to the GRANTEE based upon the terms set forth in the Agreement between the GRANTEE and the CRA is within the CRA's powers as set forth in Fla. Stat. § 163.370.

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE PARK COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA AS FOLLOWS:

Section 1. The whereas clauses are true and correct and are incorporated herein.

Section 2. The Board hereby approves a grant and authorizes the Chair to execute a Grant Agreement between the Lake Park Community Redevelopment Agency and Julie Thach in an amount not to exceed \$50,000 under the CRA's Façade and Exterior Improvement Grant Program to be used for exterior improvements to the Property. A copy of the Agreement is attached hereto and incorporated herein as Exhibit "A". The Chair is further authorized to execute all documents necessary to achieve these purposes.

Section 3. This resolution shall become effective immediately upon execution.

#6170773 v1 26508-00003

FAÇADE AND EXTERIOR IMPROVEMENT PROGRAM GRANT AGREEMENT

THIS LAKE PARK COMMUNITY REDEVELOPMENT AGENCY FAÇADE AND EXTERIOR PROGRAM GRANT AGREEMENT ("Agreement") is made this _____ day of 2025, by and between the Town of Lake Park Community Redevelopment Agency (the "CRA"), having an address at 535 Park Avenue, Lake Park, Florida 33403, and Ms. Julie Thach, in her individual capacity (the "GRANTEE") having an address at 6624 143rd St. N, Palm Beach Gardens, FL 33418 (collectively the Parties).

RECITALS:

WHEREAS, the CRA has such powers and authority as have been conferred upon it by Chapter 163, Part III, Florida Statutes; and

WHEREAS, pursuant to Fla. Stat. § 163.360(7)(d), the CRA has determined that its adopted redevelopment Master Plan authorizes the award of grants for the rehabilitation or redevelopment of properties by private enterprises or individuals within the redevelopment area; and

WHEREAS, the CRA's Master Plan authorizes aesthetic improvement grants as an opportunity for the rehabilitation and redevelopment of properties within the community redevelopment area governed by the CRA Master Plan; and

WHEREAS, on July 17, 2024, the CRA adopted a Redevelopment Incentive Program via Resolution 48-07-24 to provide grants to eligible recipients for the improvement of properties and businesses; and

WHEREAS, the GRANTEE owns the property located at 826 Park Avenue in the Town of Lake Park, Florida (the Property); and

WHEREAS, the GRANTEE is seeking a Façade and Exterior Improvement Program Grant from the CRA in the amount of \$50,000 (the Grant) to be used for the rehabilitation and redevelopment of the Property; and

WHEREAS, the CRA Board of Commissioners (the Board) finds that awarding the Grant to the GRANTEE is within its powers as set forth in Fla. Stat. § 163.370.

NOW THEREFORE, in consideration of the above recitals and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

SECTION 1. RECITALS:

The recitals are incorporated herein.

SECTION 2. THE PROPERTY:

The Property is owned by Julie Thach in her individual capacity and is legally described as:

KELSEY CITY LTS 11 TO 17 INC BLK 6

SECTION 3. THE GRANT:

- 3.1 The CRA hereby awards GRANTEE a sum not to exceed \$50,000. The full amount of the Grant shall be used solely for Façade and Exterior renovation to the Property and the use of all funds shall be in strict conformance with the GRANTEE'S application, a copy of which is attached hereto and incorporated herein as Exhibit "A" and the renovation proposal attached hereto and incorporated herein as Exhibit "B" (collectively, the "Scope of Work").
- 3.2 The CRA's obligation is limited to awarding the Grant. The CRA is not liable and does not assume any liability for GRANTEE'S activities associated with the use of the Grant funds, nor GRANTEE'S personnel decisions, business decisions or policies, including but not limited to the hiring of employees, contractors and agents, paying their salaries or the expenditure of overhead costs.
- 3.3 Changes in use of the Grant proceeds must be approved, in writing, by the CRA Board . Requests for change must be in writing by the GRANTEE to the CRA Executive Director.
- 3.4 As security for GRANTEE'S performance, GRANTEE shall, , execute a Promissory Note, a Mortgage and Security Agreement, a Restrictive Covenant and a Guaranty in favor of CRA. These documents, along with this Agreement, constitute the "Grant Documents". The Grant Documents shall be cancelled upon full compliance with the terms of said documents by GRANTEE.
- 3.5 All disbursements of the Grant proceeds shall be made on a lump sum, reimbursement basis for the Scope of Work included in the Application attached hereto as Exhibit "A". Grant funds shall be used solely for exterior improvements to the Property and shall be paid only upon the CRA's receipt of documentation establishing prior payment by the GRANTEE of the total cost of all improvements. Documentation includes, but is not limited to, receipts, invoices, canceled checks, and such other documents as the CRA may require. Requests for reimbursements must be submitted to the CRA Administrator and shall include receipts and a letter summarizing the funding request.

SECTION 4. SCOPE OF WORK

- 4.1 GRANTEE shall use funds provided in accordance with the work contained in the Application, a copy of which is attached and incorporated herein as Exhibit “A” and the Renovation Proposal(s) which is attached hereto and incorporated herein as Exhibit “B” (collectively, the “Scope of Work.”).
- 4.2 Any amendments to Exhibits “A” and “B” desired by GRANTEE shall be submitted in writing to the CRA Executive Director. Amendment must be accompanied by written justification and must be approved by the CRA Executive Director in writing prior to commencing any work.

SECTION 5. EFFECTIVE DATE, TERM, COMMENCEMENT AND COMPLETION DATES

- 5.1 The “Effective Date” of this Agreement shall be the date of execution by the Parties.
- 5.2 The Term of this Agreement shall be for twenty four (24) months from the Effective Date. This Agreement may be renewed, extended or amended upon mutual agreement by the Parties for up to three, one year terms.
- 5.3 Work provided in the Scope of Work shall commence on or before 180 days after approval of this Agreement and shall be fully completed not later than 60 days prior to the end of the Term or any successive terms of this Agreement.

SECTION 6. SPECIAL CONDITIONS

- 6.1 CESSATION OF OCCUPANCY OR OWNERSHIP. In the event the GRANTEE sells, ceases to own or occupy the Property for a period of two years from the date of completion of improvements, GRANTEE shall repay the full amount grant funds advanced by the CRA pursuant to this Agreement. The determination that GRANTEE has sold, transferred or otherwise ceases to own or occupy the Property shall constitute an event of default for which the default provisions in Section 9 of this Agreement. This provision shall survive termination or expiration of this agreement.
- 6.2 ASSIGNMENT. GRANTEE shall not assign, transfer, or otherwise dispose of any of its rights or obligations under this Agreement without prior written consent of the CRA.
- 6.3 AMENDMENT. This Agreement shall not be modified, except in a writing signed by the Parties.
- 6.4 RULES, REGULATIONS AND LICENSING REQUIREMENTS. GRANTEE and its contractors, agents, and employees must possess all licenses and permits required to conduct its business affairs, including federal, state, city and county. In addition, GRANTEE shall

comply with all applicable laws, ordinances and regulations to carrying out the Scope of Work.

- 6.5 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and all legal actions brought pursuant to this Agreement shall be brought in Palm Beach County, Florida, or if federal, said action shall be brought in the United States District Court, Southern District of Florida.
- 6.6 COUNTERPARTS. This Agreement may be executed in duplicate counterparts which when construed together shall constitute a single instrument.
- 6.7 SEVERABILITY. Any provision of this Agreement which is deemed by a court of competent jurisdiction to be ineffective shall not effect or render the remaining provisions of this Agreement unenforceable or invalid.
- 6.8 INDEMNIFICATION. The Grantee agrees to indemnify and save harmless the CRA and the Town of Lake Park and its elected or appointed officers, employees, agents, and consultants from and against any and all liability, expense, or damage of any kind or nature and from any suits or claims, including reasonable legal fees and expenses, on account of any matter, whether in suit or not, arising out of this Agreement.
- 6.9 ATTORNEY FEES. In the event either party is required to enforce the terms of this Agreement, the prevailing party shall be entitled to the reimbursement of its attorney fees, at the trial court and appellate levels.
- 6.10 SUCCESSORS AND ASSIGNS. This Agreement and the terms herein shall inure to the benefit of and be legally binding upon the Parties' successors and assigns.
- 6.11 COSTS. GRANTEE shall obtain and pay for any permits, licenses, federal, state and local taxes chargeable to it in carrying out the improvements set forth in the GRANTEE'S application.
- 6.12 PLEDGES OF CREDIT. GRANTEE shall not pledge the Town of Lake Park or its CRA's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness.
- 6.13 PUBLIC RECORDS LAW. The GRANTEE shall allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the GRANTEE in conjunction with the Contract. Failure by the GRANTEE to grant such public access shall be grounds for immediate unilateral cancellation of this Contract by the Town.

With respect to public records, the Contactor/ Vendor is required to:

- 6.13.1 Keep and maintain public records required by the Town to perform the service.
- 6.13.2 Upon the request of the Town's custodian of public records, provided the town with such public records within a reasonable time at a cost that does not exceed the costs provided for in Chapter 119, Florida Statutes.
- 6.13.3 Ensure that any public records that are exempt or confidential from public records disclosure are not disclosed except as authorized by law for the duration of the term of this Agreement, and following completion of this Agreement if the Contactor/Vendor does not transfer the records which are part of this Agreement to the Town.
- 6.13.4 Upon the completion of the term of the Agreement, transfer, at no cost, to the Town all public records in possession of the Contactor/Vendor; or keep and maintain the public records associated with the services provided for in the Agreement. If the Contactor/Vendor transfers all public records to the Town upon completion of the term of the Agreement, the Consultant/Vendor shall destroy any duplicate public records that are exempt of confidential from public records disclosure. If the Contractor/Vendor keeps and maintains public records upon completion of the term of the Agreement, the Contractor/Vendor shall meet all applicable requirements pertaining to the retention of public records. All records stored electronically shall be provided to the Town, upon request from the Towns custodian of public records, in a format that is compatible with the information technology systems of the Town.
- 6.13.5 IF THE CONTRACTOR/VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, THE CONTACTOR/VENDOR SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: TOWN CLERK, 535 Park Avenue, Lake Park, Florida 33403, 561-881-3311, townclerk@lakeparkflorida.gov.
- 6.14 INSPECTOR GENERAL. GRANTEE is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this contract, and may demand and obtain records and testimony from the GRANTEE and its subcontractors. GRANTEE understands and agrees that in addition to all other remedies and consequences provided by law, the failure of GRANTEE or its subcontractors to fully cooperate with the Inspector General when requested may be deemed by the Town to be a material breach of this Agreement justifying its termination
- 6.15 NOTICES. All notices required in this Agreement if sent to the CRA shall be mailed to:
- Lake Park Community Redevelopment Agency
535 Park Avenue
Lake Park, Florida 33403
Attn: Executive Director

All written notices if sent to the GRANTEE shall be mailed to the address in paragraph one of page 1 above.

SECTION 7. DEFAULT AND REMEDIES.

- 7.1 GRANTEE'S DEFAULT. GRANTEE'S failure to comply with any of the provisions of this Agreement shall constitute a default upon the occurrence of which the CRA may, in its sole discretion, (i) withhold, temporarily or permanently, all, or any unpaid portion of the Grant upon giving written notice to GRANTEE, and/or (ii) terminate this Agreement and demand a full refund of all funds advanced. Upon default the CRA shall have no further obligations to GRANTEE under this Agreement.
- 7.2 REPAYMENT OF FUNDS. GRANTEE shall repay the CRA (i) for all unauthorized, illegal or unlawful expenditure of funds, including unlawful and/or illegal expenditures discovered after the expiration of this Agreement; (ii) in the event of default under this Agreement; (iii) in the event any funds are lost or stolen; or (iv) if the work was not completed in accordance with the Scope of Work. Any portion of the grant which is to be repaid to the CRA shall be paid by delivering a cashier's check for the total amount due within thirty (30) days of the CRA'S demand.
- 7.3 TERMINATION OF THIS AGREEMENT. The CRA may terminate this Agreement with or without cause or for its convenience. Termination of this Agreement by the CRA shall relieve the CRA of any further obligations hereunder. Such termination shall not release GRANTEE from its obligations under this Agreement including, but not limited to, obligations relating to the completion of activities funded while the Agreement was in effect but not completed prior to the date of termination, or repayment of any funds GRANTEE is obligated to repay.
- 7.4 LIMITATION ON RIGHTS AND REMEDIES. Nothing contained herein shall be construed as limiting or waiving any rights of the CRA to pursue any remedy which may be available to it in law or in equity. Nothing contained herein shall act as a limitation of the CRA's rights in the event that GRANTEE fails to comply with the terms of this Agreement.
- 7.5 CRA'S DEFAULT. In the event the CRA fails to comply with the terms of this Agreement, GRANTEE shall provide the CRA with notice detailing the nature of the default, whereupon the CRA shall have thirty (30) days within which to initiate corrective actions and ninety (90) days within which to cure the default. Should the CRA fail to cure the default, GRANTEE's sole remedy shall be to terminate this Agreement. The effective date of any such termination shall be the date of the notice of termination given by GRANTEE to the CRA.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the undersigned parties have signed this Agreement effective on the date of execution by the CRA.

Signed, sealed and delivered in the presence of

LAKE PARK COMMUNITY
REDEVELOPMENT AGENCY

Attest: _____
Agency Clerk

By: _____
Roger Michaud, Chair

Date: _____

CRA Attorney
Approved as to form and legality
By: _____

GRANTEE

By: _____

Print Name: _____

Title: _____

Date: _____

Town of Lake Park

Community Redevelopment Agency



FAÇADE AND EXTERIOR IMPROVEMENT PROGRAM

FAÇADE AND EXTERIOR IMPROVEMENT GRANT PROGRAM

About the Program

The Façade and Exterior Improvement Grant Program is a targeted incentive to businesses and property owners located in the Lake Park CRA for improvements to the exterior of commercial properties and buildings. Eligible activities include painting, repair and other architectural elements attached to the building exterior, such as awnings, exterior door and window replacement, landscaping, parking lot improvements, lighting and decorative pavement.

Funding Areas:

- **Park Avenue:** The CRA will provide a grant for 80% of a project cost up to a maximum CRA grant of \$50,000 for projects located on Park Avenue from 7th Street to 10th Street.
- **10th Street:** The CRA will provide a grant of 80% of a project cost up to a maximum CRA grant of \$50,000 for projects located on 10th Street from Northlake Blvd. to Silver Beach Road within the CRA Boundaries.
- **Industrial Areas and Remainder of CRA:** The CRA will provide a grant of 80% of a project cost up to a maximum CRA grant of \$20,000 for projects located within the Industrial areas of the CRA.

Example

Project Cost:	\$62,500
CRA Grant:	\$50,000
Owner's Responsibility:	\$12,500

Eligibility Requirements

- Eligible improvements include aesthetic improvements to the building structure, such as exterior painting, installation of awnings, new windows and/or doors, signage, landscaping or parking lot improvement. In addition, removal of chain link fencing and replacement with decorative fencing and landscaping will be considered an eligible improvement.
 - **Reimbursement percentage for exterior door and window replacements is 50% of their cost.**
- Adjoining parking lots, landscaping and roofs are ineligible as stand-alone projects however they may be included as a component of the eligible improvements as described above and will only be considered in conjunction with the overall physical facade improvements to the structure.
- Due to limited funding, CRA Staff will evaluate submissions and select those that beautify the neighborhood, will be a catalyst for other businesses and complement area improvements. Since this program is intended as an incentive to go beyond standard code requirements, CRA Staff may request applicants to revise applicable improvements to further enhance the overall property and area where the improvements are located.

- Applications (or multiple applications submitted in tandem) that improve one full City block or represent large scale redevelopment or multiple addresses for one of the targeted uses may be eligible for additional funding at the discretion of the CRA Board of Commissioners.
- Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the Lake Park CRA Master Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- Non-profit owned and residentially zoned properties are NOT eligible.
- If tenant is applying, applicant must have an executed multi-year lease (two-year minimum).
- All work must be done in compliance with applicable Town of Lake Park Building Codes and Land Development Regulations. All contractors must be licensed in Palm Beach County.
- It is recommended that no construction begin until a Grant Agreement is signed by all parties. Improvements completed prior to CRA staff review and approval by the CRA Board will not be eligible.
- Properties that are sold within twenty-four months of receiving grant funding must repay the full amount if it's the property owner applying for the grant.
- CRA Staff will review the application within ten (10) business days of submittal. You will be notified if additional information is required. Approval from the CRA Board could take up to 90 days from CRA Staff approval; however, all efforts will be made to expedite approvals of applications that are complete.

- Estimated Cost: \$118,448.89

- 
Business Owner Signature

JULIE LE THACH
Print Name


Property Owner Signature
(If different)

Print Name

CASCAD AND EXTEND 1 Dec 40 205

FAÇADE AND EXTERIOR IMPROVEMENT GRANT PROGRAM APPLICATION

Date of Application 4/8/2025

Address of project requesting incentive: 826 PARK AVENUE

Applicant Information:

Name: Julie Le Thach

Business: Saigon Market

Address: 832 Park Ave. Lake Park, FL 33403

Phone: 561-863-6467 Fax: _____

Email: JulieLeThach@yahoo.com

Does the applicant own property? ☒ Yes ☐ No

If "No", when will property be in control (own or long-term lease) of applicant?

Indicate the owning entity of the property (i.e. name on property title)

Description of the Business (use) that will occupy this property:

GROCERY, BAKERY, RESTAURANT, CONVENIENCE STORE

Project Description (proposed improvements per this application):

IMPACT WINDOWS & DOORS - NEW STOREFRONT,
PARKING LOT AND LIGHTING

Project cost per this application \$118,448.89

Total Funding Request \$50,000

Step 2: Execution of Grant Agreements and Setting up a Financial Account

_____ Following CRA Board approval, CRA Staff will provide the applicant with the following, but not limited to, legal documents for signature. Some documents may be recorded in the public record. Examples of agreements could include:

- Grant Agreements
- Promissory Note
- Mortgage and Security
- Guaranty
- Restrictive Covenant

_____ A Federal W-9 form and Taxpayer Identification form must be provided for financial documentation and reimbursement purposes.

_____ The CRA will require 3 original copies of the Grant Agreement be fully executed. One (1) shall be retained by the applicant.

_____ Upon receipt of the executed legal documents, CRA staff will request a Purchase Order be issued which will allow for reimbursement.

Step 3: Grant Reimbursement Procedures

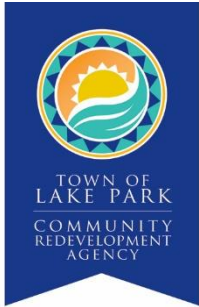
_____ All grant funded improvements must commence prior to 180 days after CRA Board approval and must be substantially complete within 60 days of the grant expiration. Any request for modification of the Grant Agreement must be submitted not less than 60 days prior to the grant expiration in order to be considered by CRA Staff.

_____ Grant payments are on a reimbursable basis at the completion of the project. All disbursements of the grant proceeds shall be made as a lump sum payment pending full completion of the project as described in the Grant Agreement.

_____ Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in an invoice to the CRA and contain the following information:

- Name as provided in the Grant Agreement
- Address
- Reimbursement amount
- Purchase Order Number
- Certificate of Occupancy and documentation establishing payment by the applicant of the total cost of all the improvements
 - Receipts, invoices, cancelled checks and any other documents the CRA may require as proof of payment.
- Digital photos of the completed project

_____ The CRA will review the grant reimbursement requires within then (10) business days of submittal of the required documentation and forward it to the Finance Department to process the reimbursement payment. A check will be disbursed within forty-five (45) days of the payment requires to the Finance Department.



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: June 4, 2025
Originating Department: Community Redevelopment Agency (CRA)
Resolution 30-06-25 - Commercial Interior Buildout Grant - Commercial Interior Buildout Grant – Mr. Hugo Centeno (Hugo’s Gourmet Catering, Inc.) - 706 – AB 10th Street - \$50,000
Agenda Title:

Approved by Town Manager: _____ **Date:** _____

Agenda Category (i.e., Consent, New Business, etc.):

Cost of Item: \$50,000.00 **Funding Source:** 110 55 552 520 82118
Account Number: _____ **Finance Signature:** Barbara A. Gould

Advertised:
Date: _____ **Newspaper:** _____

Attachments: Presentation, Resolution, Grant Agreement, Hugo’s Application

Please initial one:
 _____ Yes I have notified everyone
 AJ Not applicable in this case

Summary Explanation/Background:

On July 17, 2024, the Lake Park CRA Board approved a series of Incentive programs for the CRA. The goals of these incentives are to improve property values throughout the Lake Park CRA and to assist in achieving the goals outlined within the CRA’s Master Plan.

Mr. Hugo Centeno, Hugo’s Gourmet Catering, Inc., has requested the CRA Board to consider approval of a Commercial Interior Build-Out Assistance Program Grant in the amount of \$50,000 to support proposed improvements to their existing location, including the installation of a hood and fire suppression system, interior plumbing and interior electric upgrades.

Note: The CRA's Commercial Interior Build-Out Assistance Program Grant facilitates the establishment of new restaurants, (including breweries and distilleries) and aids in the expansion of existing restaurants within the Lake Park CRA and is designed to provide financial assistance to new and existing restaurants (breweries and distilleries) in the form of a reimbursable grant intended to reduce the initial costs associated with the repair and rehabilitation of existing buildings. Improvements paid for by the CRA must be permanent and stay with the building. The program offers up to 80% of improvements and staff is recommending the full grant of \$50,000.

Total Proposed Cost	\$75,474
80% of Improvements	\$60,379
Total CRA Grant (Requested)	\$50,000

Business History & Information:

Hugo's Gourmet Catering (www.hugosgourmet.com) has been in business for 26 years and currently operates in Riviera Beach and is expanding to a larger facility to locate his catering operation. An upscale burrito take out restaurant will also be located in the front portion of this location.

Total Employees: 9 Full-Time & 3 Part-Time

The property located at 796 10th Street has received a grant from the CRA in the amount of \$360,000 for façade improvements. (Liberty Square, Property owner)

Brooklyn Cupcake was formerly in this location and received a grant for \$130,000 for the installation of a grease trap and other improvements that have remained with the building.

A grant of \$95,400 was also approved by the CRA Board in March 2023 for a hood system and other improvements, but was not completed by the previous tenant, therefore was not paid by the CRA.

Recommended Motion:

I move to approve Resolution 30-06-25 to award a Commercial Interior Buildout Grant to Hugo Centeno, Hugo's Gourmet Catering, Inc. at 706 – AB 10th Street, in the amount of \$50,000.



Commercial Interior Buildout Grant

796 10th St. Units A-B

Presented To: Town of Lake Park CRA Board

Date: June 4, 2025

AGENDA



- Property Overview
- Improvement Overview
 - Prior Improvements
 - New Improvements
- Grant Request

796 10th Street– Birds Eye View



Restaurant

Hugo's Gourmet Catering



Proposed Improvements/Costs

Included in CRA Grant Calculation

Impact Windows and Doors: To be installed along entire storefront

Estimated Cost: \$108,041

(Grant Includes 50% of Windows and Doors up to \$50,000)

CRA GRANT: \$50,000

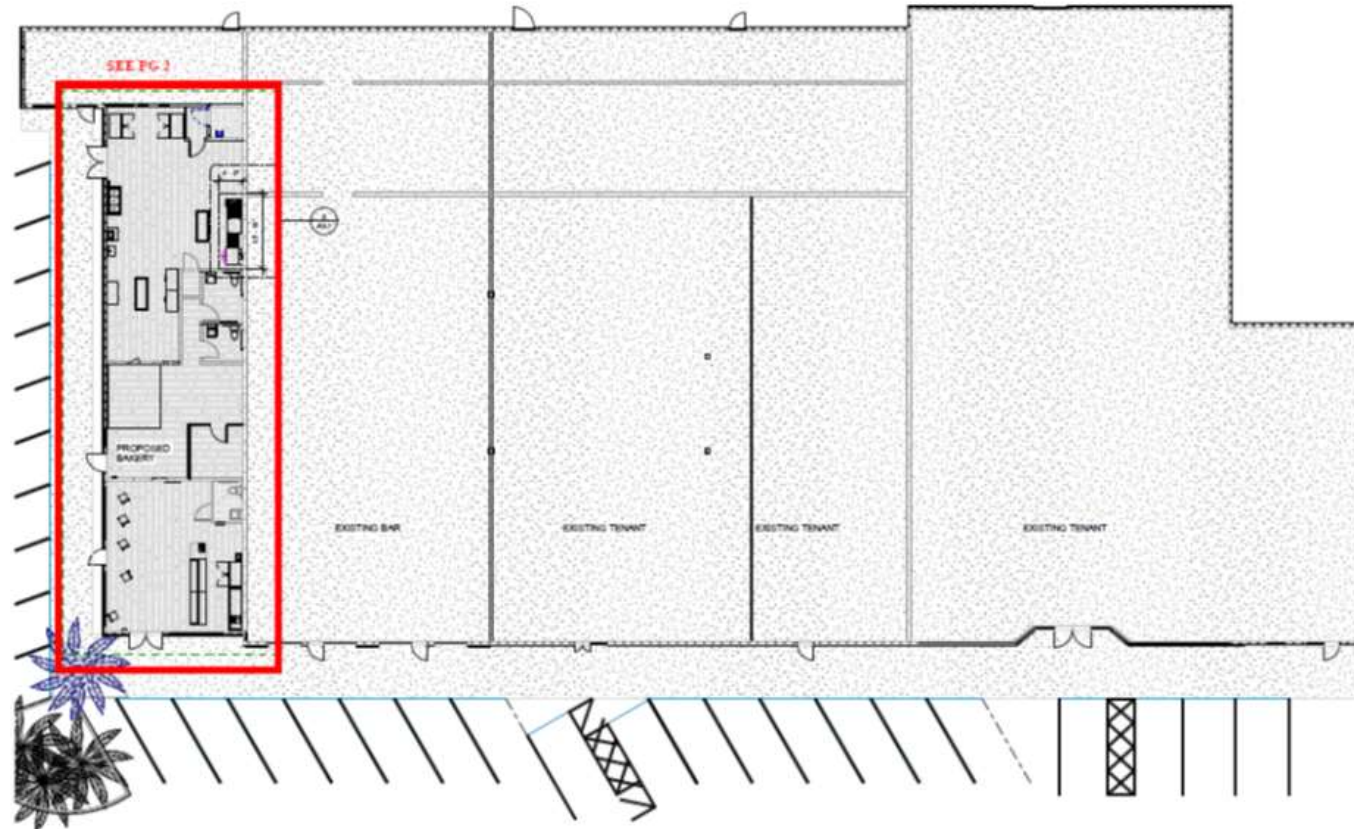
NOT Included in CRA Grant

1. Stucco Repairs – Previously Completed
2. Painting – Previously Completed
3. Paving and Resealing – Future Project
4. Lighting – Future Project

Estimated Cost of other improvements:

\$44,000+

826 Park Avenue





RESOLUTION 30-06-25

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE TOWN OF LAKE PARK, FLORIDA (CRA) APPROVING A GRANT AND AUTHORIZING THE CHAIR TO EXECUTE A GRANT AGREEMENT WITH HUGO'S GOURMET CATERING, UNDER THE CRA COMMERCIAL INTERIOR BUILDOUT GRANT PROGRAM FOR IMPROVEMENTS TO THE PROPERTY LOCATED AT 796 10TH STREET; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the CRA has such powers and authority as have been conferred upon it by Chapter 163, Part III, Florida Statutes; and

WHEREAS, pursuant to Fla. Stat. § 163.360(7)(d), the CRA has determined that its adopted Master Plan authorizes the award of grants which will affords property owners an opportunity for the rehabilitation or redevelopment of their properties within the CRA's redevelopment area; and

WHEREAS, the CRA Master Plan authorizes grants as a means of attracting a desirable tenant mix within CRA's redevelopment area, such as restaurants, breweries and distilleries; and

WHEREAS, the CRA has adopted a Redevelopment Incentive Program via Resolution 48-07-24 on July 17, 2024 to provide grants to businesses and property owners for the improvement of their properties; and

WHEREAS, Hugo's Gourmet Catering, Inc. (the GRANTEE) leases the property located at 796 10th Street (A-B) in the Town of Lake Park, Florida Town) which is within the CRA redevelopment area (the Property); and

WHEREAS, the GRANTEE is seeking a Commercial Interior Buildout Grant from the CRA in the amount of \$50,000 (the Grant) which the GRANTEE will use for the installation of a hood system which is integral to its business located at 796 10th Street; and

WHEREAS, the CRA Board of Commissioners (the CRA Board) finds that it has the authority pursuant to Fla. Stat. §163.370 to award the Grant to the GRANTEE based upon the terms set forth in the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE LAKE PARK COMMUNITY REDEVELOPMENT AGENCY BOARD OF COMMISSIONERS AS FOLLOWS:

Section 1. The whereas clauses are true and correct and are incorporated herein.

Section 2. The CRA Board hereby approves a grant and authorizes the Chair to execute a Grant Agreement between the Lake Park Community Redevelopment Agency and

Hugo's Gourmet Catering, in an amount not to exceed \$50,000 under its Commercial Interior Buildout Grant program to be used for interior improvements to the property located at 796 10th Street. A copy of the Agreement is attached hereto as Exhibit "A", and is incorporated herein by reference. The Chair is further authorized to execute all documents necessary to achieve these purposes.

Section 3. This resolution shall become effective immediately upon execution
#6176619 v1 26508-00003

COMMERCIAL INTERIOR BUILDOUT GRANT AGREEMENT

THIS LAKE PARK COMMUNITY REDEVELOPMENT AGENCY COMMERCIAL INTERIOR BUILDOUT GRANT AGREEMENT ("Agreement") is made this _____ day of 2025, by and between The Town of Lake Park Community Redevelopment Agency (the "CRA"), having an address at 535 Park Avenue, Lake Park, Florida 33403, and Hugo's Gourmet Catering, Inc, (the "GRANTEE") having an address at 7535 Enterprise Drive #60, Riviera Beach, FL 33404 (collectively the Parties).

RECITALS:

WHEREAS, the CRA has such powers and authority as have been conferred upon it by Chapter 163, Part III, Florida Statutes; and

WHEREAS, pursuant to Fla. Stat. § 163.360(7)(d), the CRA has determined that its adopted redevelopment Master Plan authorizes the award of grants for the rehabilitation or redevelopment of properties by businesses or properties within the CRA's redevelopment area; and

WHEREAS, the CRA Master Plan authorizes the award of grants to attract a desired tenant mix of businesses within the CRA, such as restaurants, breweries and distilleries; and

WHEREAS, the CRA has adopted a Redevelopment Incentive Program via Resolution 48-07-24 on July 17, 2024 to provide grants to eligible businesses and property owners for the improvement of property within the redevelopment area; and

WHEREAS, the GRANTEE leases the property located at 796 10th Street (A-B) which is within the CRA's redevelopment area (the Property); and

WHEREAS, the GRANTEE is seeking a Commercial Interior Buildout Grant Program (the Program) from the CRA in the amount of \$50,000 (the Grant) to be used for the installation of a hood system for the business located at 796 10th Street; and

WHEREAS, the CRA Board of Commissioners (the CRA Board) finds that awarding the Grant to the GRANTEE is within its powers as set forth in Fla. Stat. § 163.370.

NOW THEREFORE, in consideration of the above recitals and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto, intending to be legally bound, hereby agree as follows:

SECTION 1. RECITALS:

The recitals are incorporated herein.

SECTION 2. THE PROPERTY:

The Property is owned by Liberty Square, LLC (“Property Owner”) and located at 796 10th Street, Lake Park, FL 33403, legally described as:

CITY SQUARE TR A (LESS NLY 277 FT) MEAS ALONG E LI

SECTION 3. THE GRANT:

- 3.1 The CRA hereby awards GRANTEE a grant not to exceed FIFTY THOUSAND (\$50,000) dollars pursuant to the Program. The full amount of the Grant shall be used solely for non-movable interior renovation to the Property. The use of all funds shall be based upon and consistent with the application, a copy of which is attached and incorporated herein as Exhibit “A” and the renovation proposal attached and incorporated herein as Exhibit “B” (collectively, the “Scope of Work”).
- 3.2 The CRA’s obligations under the terms of this Agreement is limited to the award of the Grant. The CRA is not liable and does not assume any liability for GRANTEE’S activities associated with the use of the Grant funds, nor GRANTEE’S personnel decisions, business decisions or policies, including but not limited to the hiring of a contractor, paying the salaries of the contractor or the expenditure of any costs associated with the interior renovation.
- 3.3 Changes in use of the Grant proceeds must be approved, in writing, by the CRA’s Executive Director during the Term of this Agreement. Any request to change the use of the funds received for the Grant shall be submitted to the CRA Executive Director, and shall be subject to the CRA Board’s approval.
- 3.4 As security for GRANTEE’S performance, GRANTEE shall execute a Promissory Note, a Mortgage and Security Agreement, a Restrictive Covenant and a Guaranty in favor of CRA. These documents, along with this Agreement, constitute the “Grant Documents”. The Grant Documents shall be cancelled upon full compliance with the terms of said documents by GRANTEE.
- 3.5 All disbursements of the Grant proceeds shall be made on a lump sum, reimbursement basis for the Scope of Work outlined in Section 4.1. Grant funds shall be used solely for exterior improvements to the Property and all payments are subject to the CRA’s receipt of documentation establishing prior payment by the GRANTEE of the total cost of all exterior improvements. Documentation includes, but is not limited to, receipts, invoices, canceled checks, and such other documents as the CRA may require. Requests for reimbursements must be submitted to the CRA Administrator and shall include a letter summarizing the funding request.

SECTION 4. SCOPE OF WORK

- 4.1 GRANTEE shall use funds provided in accordance with the Application attached and incorporated herein as Exhibit “A” and the Renovation Proposal(s) attached and incorporated herein as Exhibit “B” (collectively, the “Scope of Work.”).
- 4.2 Any amendments to Exhibits “A” and “B” desired by GRANTEE shall be submitted in writing to the CRA Executive Director. Amendment must be accompanied by written justification and must be approved by the CRA Board prior to commencing any work.

SECTION 5. EFFECTIVE DATE, TERM, COMMENCEMENT AND COMPLETION DATES

- 5.1 The “Effective Date” of this Agreement shall be the date of execution by the Parties.
- 5.2 The Term of this Agreement shall be for two (2) years from the Effective Date. The Term of this Agreement may be extended in one year increments, upon mutual agreement by the Parties provided the extensions do not exceed three (3) years.
- 5.3 The work provided pursuant to the Scope of Work shall commence on or before 180 days after the Effective Date of this Agreement and shall be fully completed not later than 60 days prior to the end of the Term of this Agreement, or any extension thereof approved by the CRA Board.

SECTION 6. SPECIAL CONDITIONS

- 6.1 CESSATION OF OCCUPANCY OR OWNERSHIP. In the event the GRANTEE sells, ceases to own or occupy the Property during the “Restrictive Period” provided in the Restrictive Covenant associated herewith, GRANTEE shall repay the full amount grant funds advanced by the CRA pursuant to this Agreement. GRANTEE shall immediately notify the CRA Executive Director that it has sold, ceased to own or is otherwise not in possession the Property. GRANTEE’S failure to do so shall entitle the CRA to immediately terminate the Agreement and shall constitute a default as set forth in Section 7 below. This provision shall survive termination or expiration of this Agreement.
- 6.2 ASSIGNMENT. GRANTEE shall not assign, transfer, or otherwise dispose of any of its rights or obligations under this Agreement without the prior written consent of the CRA Board. The failure to do so shall constitute a default
- 6.3 AMENDMENT. This Agreement may not be amended or modified, except in a writing executed by the Parties hereto.

- 6.4 RULES, REGULATIONS AND LICENSING REQUIREMENTS. GRANTEE and any contractors or employees must possess all licenses and permits required by federal, state, county or the town to conduct its business to perform the Scope of Work as set forth herein. GRANTEE shall comply with all federal, state, county or town, laws, ordinances and regulations applicable to carrying out the Scope of Work including.
- 6.5 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and all legal actions brought pursuant to this Agreement shall be brought in Palm Beach County, Florida, or if federal, said action shall be brought in the United States District Court, Southern District of Florida.
- 6.6 COUNTERPARTS. This Agreement may be executed in duplicate counterparts which when construed together shall constitute a single instrument.
- 6.7 SEVERABILITY. Any provision of this Agreement which is deemed by a court of competent jurisdiction to be ineffective shall not effect or render the remaining provisions of this Agreement unenforceable or invalid.
- 6.8 INDEMNIFICATION. The GRANTEE and owner of the Property shall indemnify and save harmless the CRA and the Town, its elected or appointed officers, employees, agents, and consultants from and against any and all liability, expense, or damage of any kind or nature and from any suits or claims, including reasonable legal fees and expenses, on account of any matter, whether in suit or not, arising out of this Agreement.
- 6.9 ATTORNEY FEES. In the event either party is required to enforce the terms of this Agreement, the prevailing party shall be entitled to the reimbursement of its attorney fees.
- 6.10 SUCCESSORS AND ASSIGNS. This Agreement and the terms herein shall inure to the benefit of and be legally binding upon the Parties' successors and assigns.
- 6.11 COSTS. GRANTEE shall obtain and pay for all permits, licenses, federal, state and local taxes chargeable to its operation.
- 6.12 PLEDGES OF CREDIT. GRANTEE shall not pledge the Town or CRA's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness.
- 6.13 PUBLIC RECORDS LAW. The GRANTEE shall allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the GRANTEE in conjunction with the Agreement. Failure by the GRANTEE to grant such public access shall be grounds for immediate unilateral cancellation of this Agreement by the Town.

With respect to public records, the Contactor/ Vendor is required to:

- 6.13.1 Keep and maintain public records required by the Town to perform the service.
 - 6.13.2 Upon the request of the Town's custodian of public records, provided the town with such public records within a reasonable time at a cost that does not exceed the costs provided for in Chapter 119, Florida Statutes.
 - 6.13.3 Ensure that any public records that are exempt or confidential from public records disclosure are not disclosed except as authorized by law for the duration of the term of this Agreement, and following completion of this Agreement if the Contactor/Vendor does not transfer the records which are part of this Agreement to the Town.
 - 6.13.4 Upon the completion of the term of the Agreement, transfer, at no cost, to the Town all public records in possession of the Contactor/Vendor; or keep and maintain the public records associated with the services provided for in the Agreement. If the Contactor/Vendor transfers all public records to the Town upon completion of the term of the Agreement, the Consultant/Vendor shall destroy any duplicate public records that are exempt of confidential from public records disclosure. If the Contractor/Vendor keeps and maintains public records upon completion of the term of the Agreement, the Contractor/Vendor shall meet all applicable requirements pertaining to the retention of public records. All records stored electronically shall be provided to the Town, upon request from the Towns custodian of public records, in a format that is compatible with the information technology systems of the Town.
 - 6.13.5 IF THE CONTRACTOR/VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, THE CONTACTOR/VENDOR SHOULD CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: TOWN CLERK, 535 Park Avenue, Lake Park, Florida 33403, 561-881-3311, townclerk@lakeparkflorida.gov.
- 6.14 INSPECTOR GENERAL. GRANTEE is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this Agreement, and may demand and obtain records and testimony from the GRANTEE and its subcontractors. GRANTEE understands and agrees that in addition to all other remedies and consequences provided by law, the failure of GRANTEE or its subcontractors to fully cooperate with the Inspector General when requested may be deemed by the CRA to be a default of the terms of this Agreement justifying its termination
- 6.15 NOTICES. All notices required in this Agreement if sent to the CRA shall be mailed to:

Lake Park Community Redevelopment Agency
535 Park Avenue
Lake Park, Florida 33403
Attn: Executive Director

All written notices if sent to the GRANTEE shall be mailed to Grantee at the address in paragraph one of page 1 above.

SECTION 7. DEFAULT AND CRA REMEDIES.

- 7.1 GRANTEE'S DEFAULT. GRANTEE'S failure to comply with any of the provisions of this Agreement shall constitute a default upon which the CRA may, in its sole discretion, (i) withhold, temporarily or permanently, all, or any unpaid portion of the Grant proceeds upon giving written notice to GRANTEE of the same, and/or (ii) terminate this Agreement and demand a full refund of all Grant funds advanced. Upon default the CRA shall have no further obligations to GRANTEE under this Agreement.
- 7.2 REPAYMENT OF FUNDS. GRANTEE shall repay the CRA (i) for all unauthorized, illegal or unlawful expenditure of Grant funds, including unlawful and/or illegal expenditures discovered after the expiration of this Agreement; (ii) in the event of default under this Agreement; (iii) in the event any Grant funds are lost or stolen; or (iv) if the work was not completed as provided in the Scope of Work attached hereto. Any portion of the Grant which is to be repaid to the CRA shall be paid by delivering a cashier's check for the total amount due within thirty (30) days of the CRA'S written demand.
- 7.3 TERMINATION OF THIS AGREEMENT. The CRA may terminate this Agreement with or without cause or for its convenience. Termination of this Agreement by the CRA shall relieve the CRA of any further obligations hereunder. Such termination shall not release GRANTEE from its obligations under this Agreement including, but not limited to, obligations relating to the completion of activities funded while the Agreement was in effect but not completed prior to the date of termination, or repayment of any funds GRANTEE is obligated to repay.
- 7.4 LIMITATION ON RIGHTS AND REMEDIES. Nothing contained herein shall be construed as limiting or waiving any rights of the CRA to pursue any remedy which may be available to it in law or in equity. Nothing contained herein shall act as a limitation of the CRA's rights in the event that GRANTEE is in default of this Agreement.
- 7.5 CRA'S DEFAULT. In the event the CRA fails to comply with the terms of this Agreement, GRANTEE shall provide the CRA with notice detailing the nature of the default, whereupon the CRA shall have thirty (30) days within which to initiate corrective actions and ninety (90) days within which to cure the default. Should the CRA fail to cure the default, GRANTEE sole remedy is to terminate this Agreement. The effective date of any such termination shall be the date of the notice of termination given by GRANTEE to the CRA.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the undersigned Parties have signed this Agreement effective on the date of execution by the CRA.

Signed, sealed and delivered in the presence of

LAKE PARK COMMUNITY
REDEVELOPMENT AGENCY

Attest: _____

Town Clerk

By: _____

Roger Michaud, Chair

Date: _____

CRA Attorney

Approved as to form and legal sufficiency

By: _____

GRANTEE

By: _____

Print Name: _____

Title: _____

Date: _____

Town of Lake Park

Community Redevelopment Agency



COMMERCIAL INTERIOR BUILD-OUT PROGRAM

COMMERCIAL INTERIOR BUILD-OUT ASSISTANCE GRANT PROGRAM

About the Program

The Commercial Interior Build-Out Assistance Program is designed to help facilitate the establishment of new restaurants, (including breweries and distilleries) and aid in the expansion of existing restaurants within the Lake Park CRA. The program is designed to provide financial assistance to new and existing restaurants (breweries and distilleries) in the form of a reimbursable grant intended to reduce the initial costs associated with the repair and rehabilitation of existing buildings. Improvements paid for by the CRA must be permanent and stay with the building. The goal of this program is to attract the desired merchandise mix within the CRA and assist with the rehabilitation of commercial properties.

The CRA will provide a grant for 80% of the project cost up to a maximum CRA grant of \$50,000 for projects within the Lake Park CRA.

Example

Project Cost:	\$62,500
CRA Grant:	\$50,000
Owner's Responsibility:	\$12,500

Eligibility Requirements

- Businesses deemed eligible for this program must be restaurants and must be determined as compatible uses that support the redevelopment and merchandise mix of the Lake Park CRA.
- Projects and items eligible for funding under the program must be leasehold improvements that remain with the property and include items such as:
 - Interior walls
 - Interior plumbing
 - Flooring
 - Grease trap installation
 - HVAC system
 - Interior electrical system including lighting
 - Hood and fire suppression
 - Exterior improvements to remain with the property
- Due to limited funding, CRA staff will evaluate submissions and select those businesses that contribute to the redevelopment of the neighborhood, which will be a catalyst for other businesses and complement area improvements.

- The Interior Build-Out Program may only be used one time in any five-year period for any one property. Properties may reapply for additional grants any time after five years from previous grant approval.
- Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the Lake Park CRA Master Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- Non-profit owned and residentially zoned properties are NOT eligible.
- If tenant is applying, applicant must have an executed multi-year lease (two-year minimum).
- All work must be done in compliance with applicable Town of Lake Park Building Codes and Land Development Regulations. All contractors must be licensed in Palm Beach County.
- It is recommended that no construction begin until a Grant Agreement is signed by all parties. Improvements completed prior to CRA staff review and approval by the CRA Board will not be eligible.
- CRA Staff will review the application within ten (10) business days of submittal. You will be notified if additional information is required. Approval from the CRA Board could take up to 90 days from CRA Staff approval; however, all efforts will be made to expedite approvals of applications that are complete.

EXHIBIT A
Community Redevelopment Agency (CRA)
Eligibility and Application Requirements Form

****Please read and initial beside each application requirement once complete.**

Step 1: Application Process/Requirements

☒ Meet with CRA Staff to determine if the property/business is eligible for a CRA grant.

Complete application and review checklist to ensure all requirements have been met. Incomplete applications will not be accepted. *Please contact CRA Staff with any questions on the application.*

AJ Meet with the Community Development Department to determine that the initial review of the project will be in compliance with the Town of Lake Park codes subject to final review during the building permit process.

Signature of Planning Staff person

Meeting Date

☒ Provide a photograph of the property showing the area(s) for improvement.

☒ Conceptual design drawing(s) and/or site plan of the proposed improvements. Visual improvements must be shown.

Two (2) bids from licensed contractors. Bids must be typed and contain the following information; contractor's license number, name, address, phone number and fax number. Hand written bids will not be accepted.

☒ If this is a tenant improvement, a copy of the lease agreement must be provided.

12 TOTAL PART TIME - 30 HRS (3) 9 FULL Tm
 If applicable, include a list of jobs to be created and filled, including job descriptions, pay range and a weekly schedule. For current businesses, provide a list of all current positions.

* ☒ If applicable, a copy of a valid Business Tax License with the Town of Lake Park.

AJ Submit the Eligibility and Application Requirements Form initialed and signed by applicant.

If additional information is required to finalize the application, additional time will be required for approval.

Step 2: Execution of Grant Agreements and Setting up a Financial Account

✓ Following CRA Board approval, CRA Staff will provide the applicant with the following, but not limited to, legal documents for signature. Some documents may be recorded in the public record. Agreements may include:

- Grant Agreements
- Promissory Note
- Mortgage and Security
- Guaranty
- Restrictive Covenant

✓ A Federal W-9 form and Taxpayer Identification form must be provided for financial documentation and reimbursement purposes.

The CRA will require 3 original copies of the Grant Agreement be fully executed. One (1) shall be retained by the applicant.

Upon receipt of the executed legal documents, CRA staff will request a Purchase Order be issued which will allow for reimbursement.

Step 3: Grant Reimbursement Procedures

✓ All grant funded improvements must commence prior to 180 days after CRA Board approval and must be substantially complete within 60 days of the grant expiration. Any request for modification of the Grant Agreement must be submitted not less than 60 days prior to the grant expiration in order to be considered by CRA Staff.

✓ Grant payments are on a reimbursable basis at the completion of the project. All disbursements of the grant proceeds shall be made as a lump sum payment pending full completion of the project as described in the Grant Agreement.

Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in an invoice to the CRA and contain the following information:

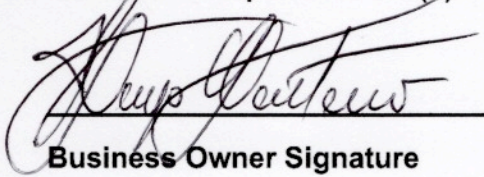
- Name as provided in the Grant Agreement
- Address
- Reimbursement amount
- Purchase Order Number
- Certificate of Occupancy and documentation establishing payment by the applicant of the total cost of all the improvements
 - Receipts, invoices, cancelled checks and any other documents the CRA may require as proof of payment.
- Digital photos of the completed project

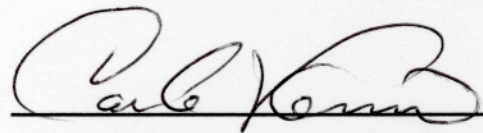
The CRA will review the grant reimbursement requires within then (10) business days of submittal of the required documentation and forward it to the Finance Department to process the reimbursement payment. A check will be disbursed within forty-five (45) days of the payment requires to the Finance Department.

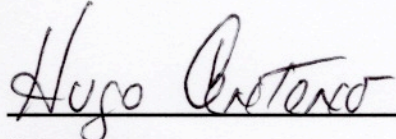
COMMERCIAL INTERIOR BUILD-OUT ASSISTANCE GRANT PROGRAM**Date of Application-05-12-2025****Address of project requesting incentive: 706-AB 10th street, Lake Park, FL 33403****Applicant Information:****Name: Hugo Centeno****Business: Hugo's Gourmet Catering Inc.****Address: 7535 Enterprise Drive #60, Riviera Beach, FL 33404****Phone: 561-512-8376 Fax: N/A****Email: Hugo@Hugosgourmet.com****Website: www.Hugosgourmet.com****Does the applicant own property? No****If "No", when will property be in control (own or long-term lease) of applicant?****December 1, 2024****Indicate the owning entity of the property (i.e. name on property title)****Carlo Viera / Liberty Square LLC****Existing Business: Yes - Number of years in existence: 26****Time at current location: 20 years****New Business to Lake Park: Yes****Do you have a lease agreement: Yes****If so, monthly base rent: \$6,500****Square footage of current location: 2,100 SQ FT Square footage of new location: 2,400 SQ FT****Type of food: Various Gourmet Catering + Upscale Burrito Take Out****Number of employees: 10 - Hours of Operation: Varies- (11am- 6 pm M-T) (11am- 9 pm F-S)****List of improvements seeking reimbursement for: Hood and Fire Suppression, Interior Plumbing, Interior Electrical System.****Requested Grant Amount: \$50,000 or higher if grant allows****Estimated Total Cost of Improvements \$75,474.00 \$94,049- REV**

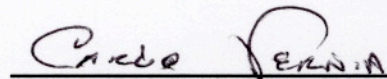
Attach and Sign Eligibility and Application Requirements Form.

Authorized Representative(s):


Business Owner Signature

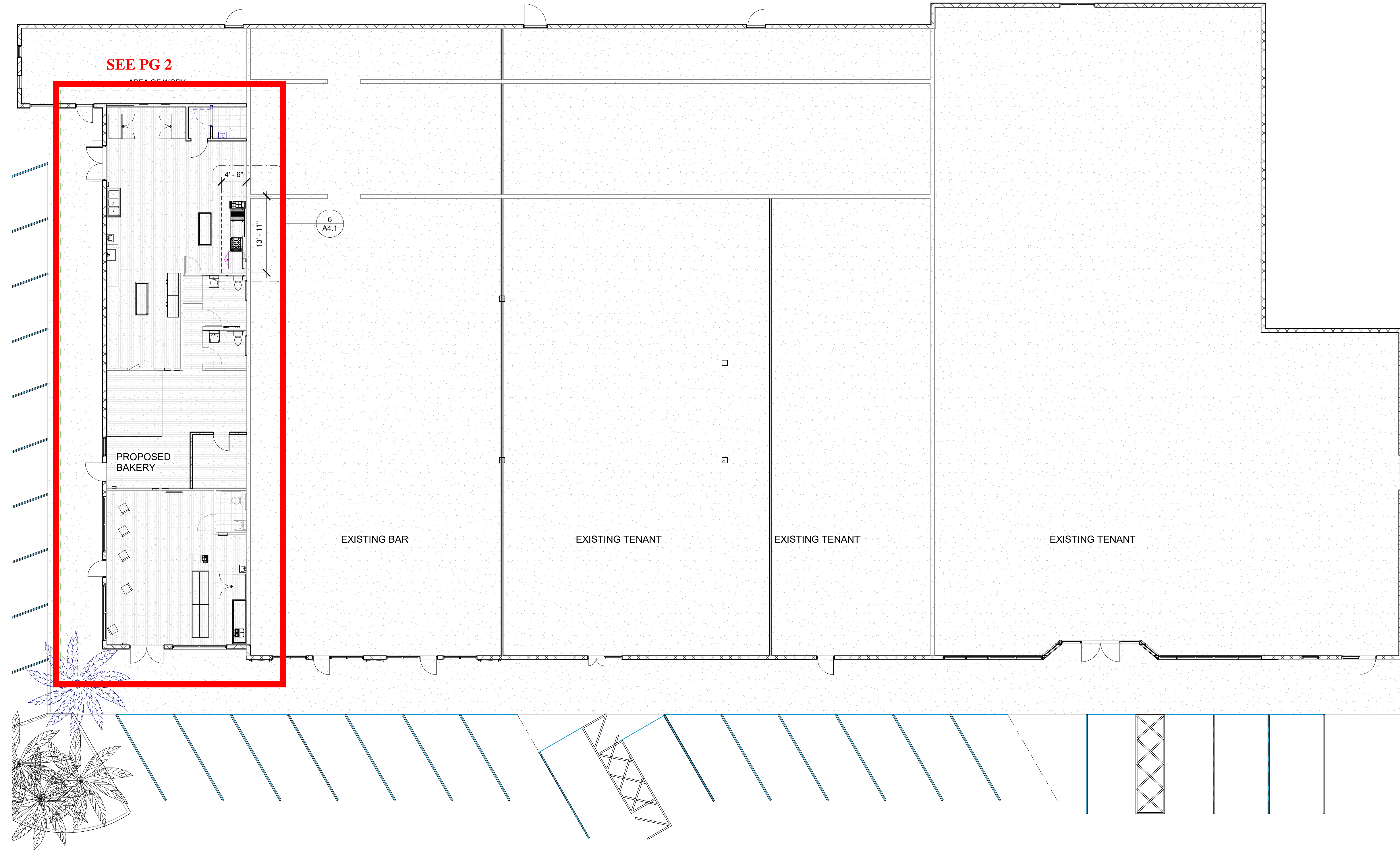

Property Owner Signature (If different)


Print Name

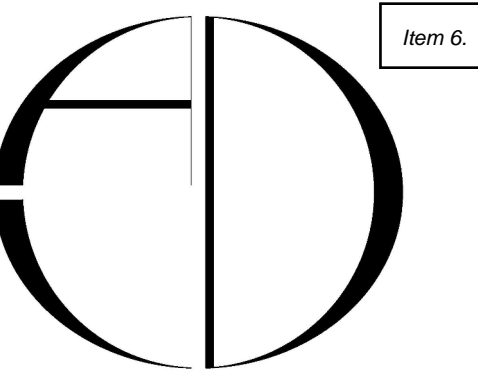

Print Name

The Restaurant Build Out Grant Program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Community Redevelopment Master Plan.

PG 1 OF 2 SITE LOCATION-SEE PG 2 PLAN



1 BUILDING PLAN
1" = 10'-0"



ARCHITECTS DESIGN
COLLABORATIVE, LLC

ARCHITECTURE | URBAN DESIGN
PLANNING | INTERIORS

10489 SOUTHWEST MEETING ST
TRADITION,
PORT ST. LUCIE, FL 34987
TEL. (772) 286 9004

www.ADC-ARCHITECTS.NET

REGISTRATIONS HELD IN THE FOLLOWING STATES:
CALIFORNIA, COLORADO, FLORIDA
GEORGIA, NORTH CAROLINA
MISSISSIPPI, TEXAS

ARCHITECTURE
URBAN DESIGN
PLANNING INTERIORS

THESE DRAWINGS ARE INSTRUMENTS OF SERVICE.
ARCHITECTS DESIGN COLLABORATIVE, LLC HEREBY
PRESERVES ITS COMMON LAW COPYRIGHT AND OTHER
PROPERTY RIGHTS IN THESE PLANS, SPECIFICATIONS,
DESIGNS AND IDEAS. THESE
PLANS, SPECIFICATIONS, DESIGNS AND IDEAS ARE
NOT TO BE COPIED OR REPRODUCED WITHOUT WRITTEN
APPROVAL OF ARCHITECT.

THESE DRAWINGS ARE NOT TO BE SCALED (WRITTEN DIMENSIONS SHALL GOVERN). ANY DISCREPANCY BETWEEN THESE DRAWINGS AND SPECIFICATIONS AND BETWEEN THEM AND FIELD CONDITIONS SHALL BE RESOLVED IN WRITING THRU THIS OFFICE (772) 286 9004. THESE PLANS ARE NOT TO BE SUBMITTED FOR PERMIT UNDER EIGHT (8) FLD. BY ARCHITECT

[illegible]

CONTRACT DOCUMENTS FOR:

LIBERTY SQUARE, LLC
INTERIOR REMODEL
HOGO'S GOURMET CATERING

ADDRESS:
796 A 10TH STREET, LAKE PARK

DWG IDENTIFICATION			
<h1 style="text-align: center;">BUILDING PLAN</h1>			
DRAWN BY:	TR/ST	DATE:	CHECKED BY:
THIS DRAWING HAS BEEN ISSUED ON THE DATE SHOWN & FOR THE PURPOSE NOTED	DESIGN	11-12-2020	Designer
	CD	-	Author
	BID	-	Approver

JOB FILE NUMBER:

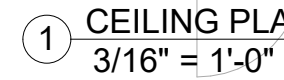
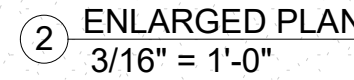
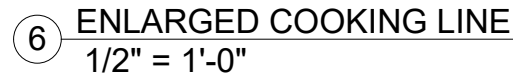
Project Number

A3.1



Plans are in compliance subject to:

- See Comments or Specification Sheet
File# **367769**



	1990	1991	1992	1993	1994
1990	100	100	100	100	100
1991	100	100	100	100	100
1992	100	100	100	100	100
1993	100	100	100	100	100
1994	100	100	100	100	100

ADDRESS:
796 A 10TH STREET, LAKE PARK

Project Number

A4.1



QUOTATION

Date: **December 18, 2024**

Quote#: **MF88776960**

Rev.

5.0

Sold To: Em Services Remodeling Etc. Inc
4940 Witch Lane
33461 Lake Worth FL

Attn: Eddy Juarez
Phone: 561-603-5613 - Mobile
Email: Egjmservices@gmail.com

From: Victor Suchman
vsuchman@hooddepot.com

Project: Hugos Gourmet Catering
Address: 796 10th Street
Lake Park, FL 33403

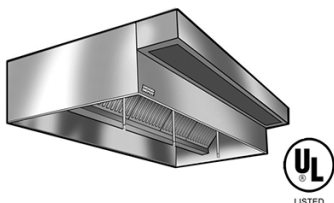
Gentleman:

Thank you for the opportunity of quoting on the above mentioned project. Listed below is our detailed proposal. Pricing valid for 30 days from date of proposal.

PROJECT NOTES:

Job was quoted based on engineer site survey and engineering recommendations. Job is priced without fire wrap. If combustibles are within 18inches of exhaust duct or if fire ratings are present that are now undetermined fire wrap will need to be priced separately.

Hood Package



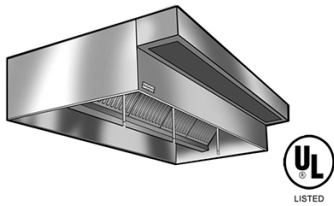
1a Model NDFC5424 Wall Mounted Exhaust Canopy w/ Front Perforated 16" Supply Plenum

UL 710 Listed Range Hood w/perforated supply air plenum. Constructed of 18ga 400 Series polished Exposed stainless steel. Complete with U.L. Listed quantity of 1 FG 20x20 Model 6 Stainless Steel Baffle filter and quantity of 4 FG 20x16 Model 6 Stainless Steel Baffle filter, 2 Incandescent light fixture with Glass housing lights w/ Front Perforated 16" Supply Plenum.

Hood Size: 83" long x 54" width x 24" height.

Includes: Left end Zero Clearance, Right Continuous Capture, oven, 6 burner, griddle

Exhaust CFM = 1750 | Supply CFM = 1400



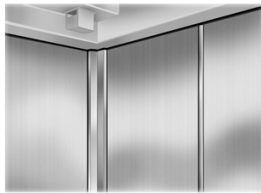
1b Model NDFC5424 Wall Mounted Exhaust Canopy w/ Front Perforated 16" Supply Plenum

UL 710 Listed Range Hood w/perforated supply air plenum. Constructed of 18ga 400 Series polished Exposed stainless steel. Complete with U.L. Listed quantity of 1 FG 20x20 Model 6 Stainless Steel Baffle filter and quantity of 4 FG 20x16 Model 6 Stainless Steel Baffle filter, 2 Incandescent light fixture with Glass housing lights w/ Front Perforated 16" Supply Plenum.

Hood Size: 84" long x 54" width x 24" height.

Includes: Left Continuous Capture, Right end Finished Cheek, char broiler, 4 burner, fryer

Exhaust CFM = 1750 | Supply CFM = 1400



Qty 1 | Model: S/S 430 WALL PANELS

(4) 41.66" X 84" Rear Wall Panel Package For Under Hood - 400 Series 20ga Stainless Steel With Required Moldings..

(1) 21" X 120" 400 Series 20ga Stainless Steel Wall Panel .

(1) Left Return Wall Panel Package - For 48" Wide Hood With 16" Plenum..



Qty: 1 | Model: PNU200RGH - 1 1/2HP/ 208v/ 1PH

#762 listed. Hurricane rated belt drive upblast exhaust fan Complete.

Hinge Kit: Yes | **Grease Container:** Yes | **Gasket Kit:** Yes

CFM = 3500 | Static Pressure = 1.000

Qty: 1 - Model: Insulation for Make Up Air Duct

UL Listed R6 foil faced insulation to provide insulation for uninsulated steel supply ducts for cooling applications..



Qty: 1 - Model: FIH-HDX-KC-300-OD-B-PKG

FIH-HDX-KC-300-OD-B-PKG Kitchen Cool 10 ton split system, 1 circuit direct expansion. Filtered inlet hood, 1hp, 208/3/60 volt supply fan motor. 5 ton condensing unit, TX valve, programable cooling T-stat. and Roof Curb. Field connected refrigeration package. Designed for 2800 cfm @ 1.00 esp.

Discharge temperature 75Â° - 78Â°. End or side intake options, outdoor use, Exterior constructed with galvanized steel. bottom discharge. Includes condensing stands and up to 20' of piping..



Qty: 1 | Model: Model 5s Control Panel

Model 5S Hood Control Panel with heat sensors for fans listed below. Pre-wired control panel to be interconnected to fire system microswitch to allow exhaust fan(s) to be forced on, force supply fan(s) off, and turn hood lights off during fire activation. Control panel also has the capability to shutdown electric receptacles and/or appliances underneath the hood or as required by AHJ and sound a horn/strobe if required. Heat sensors to bypass fan switch to activate exhaust and supply fans if temperature set point is reached.

Includes: Illuminated fan switch, black light switch, S/S cabinet.

Temp. Heat Sensors Qty: 1

Exhaust Fan #1: 1 1/2HP/208v/1Ph/60Hz

Supply Fan #1: 1HP/208v/1Ph/60Hz



Qty: 1 | Model BFR. (2) Tank w/ Field Hook-Up, Pre-Pipe and Cabinet

Fire Suppression System. Includes s/s integrated cabinet, factory installed piping in hood, system cylinder, gas valve, remote pull, nozzles, local permit, field hook-up and inspection. Continental US only. Union labor not included Permit fees by client.



Qty: 1

Installation

- * Engineering of hood system
- * PE Sealed Shop Drawings
- * Permits (Mechanical & Fire) Fees by client

- * 16ga galvanized Exhaust Ductwork to run from collar in hood vertically 10' to upblast fan.
- * 24ga insulated Supply Ductwork to run from collar in hood horizontally 10' and vertically 10' to rooftop kitchen cool.
- * Complete Installation grease hood system
- * Test & Balance
- * Start-Up & Applicable Inspections

EXCLUSIONS (to be done by others)

Permit fees, Electrical work, fire chase or duct wrap, re-roofing, ceiling work, service railings/platforms, screening, louvers, moving obstructions in way of hood or ducting, concrete penetrations and structural reinforcement, patching of concrete penetrations, plumbing, installation of gas valve, fire alarm installation, roof grease guards, dumpster for garbage and debris.

Hood Package Sub Total: \$ 55,400.00

Dealer Net: \$ 55,400.00
State Sales Tax 6%: \$ 3,324.00
County SurTax 1%: \$ 50.00
TOTAL: \$ 58774.00



Payment Terms: 40% Deposit, 35% on fabrication completion, 15% on rough inspection, 10% on final inspection.

Permits billed on a separate invoice and due when permits issued. If not paid prior to requesting fire suppression final hookup the job will be placed on hold. Release Fabrication form required to be signed to initiate fabrication. Once ordered job needs to be released to fabricate within 3 months from order or pricing will be subject to review based on current material costs. After drawings are completed 20% of the job value is completed and deposit is non-refundable
Terms and Conditions are located at https://hooddepot.com/term_cond.php . By signing contract below you are acknowledging and accepting the terms and conditions. Please go to the site and print for your records.

Authorized Signature

Date: _____

Estimated Cost

Customer Information

Hugo's Gourmet Catering

796 10th Street unit A-B

561-512-8376

Project Description

- Description of Work/Service: Permitting, project management, and interior remodel.
- Project Location: 796 10th Street unit A-B
- Estimated Start Date: 05/12/2025
- Estimated Completion Date: 06/20/2025

Cost Breakdown

- Permitting Fees - \$6,500.00
- Project Management - \$5,000.00
- Interior Modification: Removing existing double traffic door and back room door. Closing double door opening. creating a new opening for a 36" door Finishing and painting. Installing new 36" traffic door. - \$3,950.00
- Interior Modification: Demolition of back and side wall of the cookware area. Re-framing of back wall using metal studs. Drywall and finishing. -\$3,250.00
- Electrical work per plans, including sub-permit. - \$5,200.00
- Plumbing work: Install a new gas supply pipe system as discussed with the client. - New gas piping system shall service 5 fixtures including regulators, shutoff valves, and dirt legs as required by code. - Does not include providing or installing the automatic electric gas shutoff valve. - Includes gas permit, labor, and materials. - \$11,375.00

Totals

- Total Estimate: \$35,275.00

- Paid: \$17,950.00
- Balance: \$17,325.00