8	**AGENDA ITEM** **ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS**
	Deadline for Submission - Wednesday 9 a.m. – Thirteen Days Prior to BCC Meeting

11/17/2026

BCC MEETING DATE

TO: **Joy Andrews, County Administrator** **DATE:** **October 2, 2026**

FROM: **Jaime Locklear, Director, Purchasing** **PHONE:** **904 209-0158**

SUBJECT OR TITLE: **Award of Request for Proposal (RFP) 2911; Grant Writing Services**

AGENDA TYPE: **Bid Award, Consent Agenda, Contract, Resolution**

BACKGROUND INFORMATION:

The Purchasing Department issued a Request for Proposals (RFP) No. 2911 for Grant Writing Services. These services will support the County's pursuit of federal, state, and other funding opportunities for complex and specialized projects, including infrastructure, transportation, utility, environmental, resilience, and other capital improvement initiatives. Services may include grant research, funding strategy development, application preparation, technical documentation, and other related assistance on an as-needed basis. All grant pursuits must align with County strategic priorities, capital improvement plans, resilience initiatives, and must be compliant with existing legislation, Federal/State codes, and administrative rules. Four (4) responsive submittals were received and forwarded to the Evaluation Committee for review and scoring. Kirnley-Horn and Associates, Inc. was identified as the top-ranked Proposer based upon evaluation of Proposals. Staff negotiated with Kimley-Horn, and came to agreement over Hourly Rates, Scope, and Terms. The Hourly Rates were reduced by more than 10%. Additionally, the monitoring and identification of grant/funding opportunities is performed at no cost to the County. Services are only billed once a grant opportunity is selected for further investigation/analysis and technical assistance. Services will be performed on an as-needed basis, with individual scopes of work and associated costs authorized by the County through purchase orders issued for specific projects or funding opportunities. Each authorization will define the scope of services, schedule, and include a not-to-exceed cost for a specific project or funding opportunity, allowing the County to utilize the contract only when grant development or technical assistance services are needed. Staff recommends Board approval to execute a contract with Kimley-Hom and Associates, Inc., in substantially the same form and format as attached, for performance of grant development and related technical services as specified in RFP 2911, and as negotiated. The negotiated contract shall be in place for a period of two (2) calendar years, with the possibility of three (3) one-year renewals, for exercise at the County's discretion, contingent upon satisfactory performance by the Consultant, continued need for the Services, and availability of lawfully appropriated funds.

1. IS FUNDING REQUIRED? Yes **2. IF YES, INDICATE IF BUDGETED.** Yes

IF FUNDING IS REQUIRED, MANDATORY OMB REVIEW IS REQUIRED:

INDICATE FUNDING SOURCE: Intergovernmental Affairs - Contractual Services [0001-0011-53120]

SUGGESTED MOTION/RECOMMENDATION/ACTION:

Motion to adopt Resolution 2026-_____, authorizing the County Administrator, or designee, to award RFP 2911; Grant Writing Services to Kimley-Horn and Associates, Inc., as the top ranked Proposer, and to execute a contract in the same form and format to perform the required services in accordance with the negotiated contract.

For Administration Use Only:
Legal: Jalisa Ferguson 11/9/2026 **OMB: ARM 11/9/2026** **Admin: Brad Bradley 11/10/2026**

RESOLUTION NO. 2026 -_____

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD KIMLEY-HORN AND ASSOCIATES, INC., AS THE TOP RANKED FIRM UNDER RFP NO: 2911; GRANT WRITING SERVICES, AND TO EXECUTE A CONTRACT AS NEGOTIATED, FOR COMPLETION OF THE SERVICES.

RECITALS

WHEREAS, the County benefits from the services of a qualified and experienced firm to perform grant writing services to pursue Federal and State funding opportunities that align County needs and the strategic goals of the St. Johns County Board of County Commissioners, including priorities such as capital improvements and resilience initiatives; and

WHEREAS, through the County's formal Request for Proposal ("RFP") process**,** in accordance with SJC Purchasing Policy**,** Kimley-Horn and Associates, Inc. was determined to be the highest ranked Proposer, based upon the Evaluation Committee, in accordance with the evaluation criteria provided in the RFP; and

WHEREAS, the County has reviewed the terms, provisions, conditions and requirements of the proposed contract (attached hereto, and incorporated herein) and finds that entering into this contract serves a public purpose; and

WHEREAS, the services will be funded by annual budget of the Office of Intergovernmental Affairs.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award RFP 2911; Grant Writing Services to Kimley-Horn and Associates, Inc., as the top ranked firm based upon the evaluation of proposals.

Section 3. Additionally, upon approval by the Board, County Administrator, or designee, is hereby authorized to execute a contract, in substantially the same form and format as attached, with Kimley-Horn and Associates, Inc. for completion of the Services, in accordance with the Contract.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, on this _____day of_____, 2026.

BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

ATTEST: Brandon J. Patty,
Clerk of Circuit Court & Comptroller

By: _____
Chair

By:_____
Deputy Clerk

PROFESSIONAL SERVICES AGREEMENT
BETWEEN
ST. JOHNS COUNTY AND CONSULTANT

Table of Contents

ARTICLE I CONTRACT DOCUMENTS 2
ARTICLE II AGREEMENT TERM 2
ARTICLE III DEFINITIONS 3
ARTICLE IV SERVICES 4
ARTICLE V SCHEDULE 4
ARTICLE VI COMPENSATION 5
ARTICLE VII OWNERSHIP OF WORK PRODUCT AND CONFIDENTIALITY 6
ARTICLE VIII AUTHORIZED REPRESENTATIVE AND PERSONNEL 6
ARTICLE IX SUBCONTRACTORS 6
ARTICLE X CHANGES IN THE SERVICES 7
ARTICLE XI DISPUTES / CONTRACT CLAIMS 7
ARTICLE XII TERMINATION 8
ARTICLE XIII WARRANTY, INDEMNITY, AND INFRINGEMENT 9
ARTICLE XIV INSURANCE 10
ARTICLE XV GENERAL CONSIDERATIONS 11
CONSULTANT'S FINAL RELEASE AND WAIVER OF LIEN 20

This Professional Services Agreement (hereafter "Agreement" or "Contract") is made on this date of _____, 2026 (the "Effective Date") by and between **ST. JOHNS COUNTY** ("County"), a political subdivision of the State of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084; and **Kimley-Horn and Associates, Inc.** ("Consultant"), a company authorized to do business in the State of Florida, with its principal offices located at: 12740 Gran Bay Parkway West, Suite 2350, Jacksonville, FL 32258, Phone: (904) 828-3900, and E-mail: joe.crozier@kimley-horn.com, for **RFP 2911; Grant Writing Services**, hereinafter referred to as the "Project".

In consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows:

ARTICLE I CONTRACT DOCUMENTS

1.1 The Contract Documents

1.1.1 The Contract Documents are the documents that shall govern over the performance of the Services by the Consultant, and shall consist of the following documents incorporated herein by reference:

a) Fully Executed Change Orders and Amendments to this Agreement;
b) This fully executed Professional Services Agreement and all Exhibits and/or Attachments hereto:
   i. Exhibit A – Scope of Services
   ii. Exhibit B - Rates
c) Request for Proposal and all issued Addenda RFP No. 2911
d) Insurance furnished by Consultant meeting the requirements of Article XIII

1.1.2 Documents not enumerated above are not Contract Documents and do not form part of this Agreement. No terms, conditions, limitations or exclusions in Consultant's proposal documents or invoices shall be binding upon the County or become part of the Contract Documents. In the event of conflicts or discrepancies, the Contract Documents shall be interpreted in the order of precedence as listed above in Section 1.1.1. Additionally, the main body of this Agreement takes precedence over any of the Exhibits provided above, and fully executed documents take precedence over unsigned drafts.

1.1.3 Any and all Contract Documents shall remain the property of the County. Consultant is granted a limited license to use and reproduce applicable portions of the Contract Documents issued by the County appropriate to, and for use in, execution of the Services. Consultant shall have the right to keep one (1) record set of the Contract Documents, whether in hard and/or electronic copy, upon expiration or earlier termination of the Contract; provided, however, that in no event shall the Consultant, or any of the Consultant's sub-contractors use, or permit to be used, any or all of such Contract Documents on other contracts without specific written consent of the County.

1.1.4 Consultant shall perform no portion of the Services at any time without adequate Contract Documents. If Consultant performs any portion of the Services where Consultant knows, or should know, such Services involve a recognized error, inconsistency, or omission in the Contract Documents without notice to the county, Consultant shall bear the responsibility for such performance. Consultant shall have a continuing duty to read, carefully study, and compare each of the Contract Documents to identify any inconsistency, ambiguity, error or omission which Consultant may discover with respect to these documents before proceeding with the affected Services. Consultant is solely responsible for requesting instructions, interpretations, or clarifications to the Contract Documents and is solely liable for any costs and/or expenses arising from its failure to do so.

1.1.5 Unless otherwise directed in writing by the County, Consultant must at all times carry on with the Services in accordance with the requirements of this Agreement and the determination(s) of the County, pending resolution of any Contract Dispute. In no event will a dispute, filing of a protest, claim or appeal, or the resolution or litigation thereof, relieve the Consultant from its obligations to timely perform the Services in accordance with this Agreement.

ARTICLE II AGREEMENT TERM

2.1 Term

This Agreement shall become effective upon the date of execution by all parties, shall be in effect for an initial contract

term of two (2) calendar years (Initial Term), and may be renewed for up to three (3) one-year renewal terms. This Agreement may be renewed, upon satisfactory performance by the Consultant, mutual contract by both parties, and the availability of funds. While this Agreement may be renewed as stated in this Article, it is expressly noted that the County is under no obligation to renew this Agreement**.** It is further expressly understood that the option of renewal is exercisable only by the County**,** and only upon the County's determination that the Consultant satisfactorily performed the Services specified in the Contract Documents.

ARTICLE III DEFINITIONS

3.1 Definitions

Terms used within this Contract shall have the meaning as set forth in the SJC Purchasing Policy, or as specifically provided herein. Terms defined herein for specific application to this Contract shall govern over definitions of terms provided in the SJC Purchasing Policy.

3.1.1 Acceptance of Services: Written acceptance of the Services by the County Representative.

3.1.2 Amendment: A document providing the written modification to a previously issued Contract, adding, revising, replacing, or removing terms and conditions or provisions of the Contract.

3.1.3 Applicable Laws: All local, state, and federal laws, statutes, codes, ordinances, rules and regulations in effect at the time Work and Warranty Work is performed under this Contract.

3.1.4 Change Order: A document providing the written modification to a previously issued Contract, adjusting contract price, scope of work or completion time.

3.1.5 Claim: Any claim, liability, loss, demand, demand for arbitration, damage, lien, cause of action of any kind, obligation, responsibility, cost, expense, royalty, fee, assessment, penalty, fine, judgment, interest or award, pending or threatened, whether arising by law, contract, tort, voluntary settlement or otherwise.

3.1.6 Compensation Method:

3.1.6.1 Lump Sum. Compensation may be determined as a lump sum amount. The lump sum amount shall constitute full payment for satisfactory performance of the Services including all direct and indirect labor, personnel related costs, taxes, expenses, costs, fees, overhead and profit, services of Subconsultants and/or subcontractors, and any other expense or cost of whatever nature incurred by Consultant as may be required and/or necessary to complete the Services and agreed to in writing by both parties to this Agreement.

3.1.6.2 Hourly Rate. Compensation may be determined as a Not-To-Exceed (NTE) amount. It is mutually understood and agreed that such compensation for Services satisfactorily performed will be made on the following hourly rate basis:

3.1.6.2(A) Actual Hours. Actual hours necessary, required, and expended by the Consultant's and/or Subcontractor's professional and technical personnel, shall be multiplied by the applicable hourly rates for each classification or position as set forth in Exhibit B (Consultant's Rate Sheet). The hourly rates shall constitute full payment for satisfactory performance of the Services including but not limited to all payroll costs and taxes, insurances, fees, overhead and profit, and any and all other costs or expenses of whatever nature incurred by Consultant except for Expenses approved in writing by the County pursuant to paragraph 3.1.6.2(B) below.

3.1.6.2(B) Reimbursable Expenses. In addition to the hourly rates, the Consultant shall also be reimbursed for travel and travel-related expenses, or other direct non-salary expenses directly attributable to the Services ("Expenses") provided such Expenses incurred by Consultant are approved in writing, in advance. Unless otherwise mutually agreed in writing in advance, any and all such Expenses shall comply with Section 112.061, Florida Statutes. The County shall not be liable for any such Expenses that have not been approved in writing in advance by the County. All requests for payment of such Expenses shall include copies of paid receipts, invoices, or other documentation acceptable the County. Consultant acknowledges and agrees that failure to furnish the required documentation may result in the County's denying all or part of the Expenses for which reimbursement is sought. Reimbursable Subconsultant expenses must also comply with the requirements of this section.

3.1.7 Consumer Price Index (CPI): The Consumer Price Index for All Urban Consumers (CPI-U) for Tampa-St Petersburg-Clearwater, All Items (1982-84=100), not seasonally adjusted, as promulgated by the Bureau of Labor Statistics of the U.S. Department of Labor, as amended or replaced by the agency or, if no such index shall be published, such similar index reasonably designated by the County. Amounts subject to adjustment shall be adjusted annually (increased or decreased, as applicable) by the lesser of (a) three (3%) percent, or (b) the percentage change in CPI as compared to the prior year period.

3.1.8 FEMA: The Federal Emergency Management Agency, an agency of the United States Department of Homeland Security.

3.1.9 Project: The total undertaking to be accomplished for the County by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the Services to be performed by Consultant are a part.

3.1.10 County Representative: The County employee assigned to the Project, or any part thereof, to observe the Services and perform certain other obligations of the County.

3.1.11 Services: The work described in the Contract Documents or a subsequently issued Change Order including engineering services, architectural services and other professional services as applicable for the Project and procured under this Agreement.

3.1.12 Subcontractor: Any entity or individual engaged by Consultant to provide Services to the County for which Consultant is contractually obligated, responsible, and liable to provide and perform under this Agreement.

ARTICLE IV SERVICES

4.1 Scope of Services

4.1.1 Consultant shall provide all Services as set forth in the Contract Documents, including all necessary, incidental, and related activities required for full and complete performance of this Agreement (the "Services").

4.1.2 Services provided by the Consultant shall be under the general direction of the St. Johns County Intergovernmental Affairs Department, or the St. Johns County Purchasing Department, who shall act as the County's representative during the performance of Services under this Agreement.

4.1.3 The Consultant shall provide and perform all Services pursuant to this Agreement in accordance with generally accepted standards of professional practice and in accordance with all Applicable Laws and the requirements of any applicable grant agreements.

4.1.4 The Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion, and the coordination of all data, studies, reports, memoranda, other documents and other services, and materials performed, provided, or furnished by the Consultant. The Consultant shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in such data, studies, and other services, and materials resulting from the negligent acts, errors, omissions, or intentional misconduct of the Consultant.

4.1.5 Review, approval, or acceptance by the County of data, studies, reports, memoranda, and incidental professional services, and materials furnished by the Consultant under this Agreement shall not relieve the Consultant of responsibility for the adequacy, completeness, and accuracy of its Services and materials. Neither the County's review, approval, or acceptance of, nor payment for, any part of the Consultant's Services, and materials shall be construed to operate as a waiver of any of the County's rights under this Agreement, or any cause of action it may have arising out of the performance of this Agreement.

ARTICLE V SCHEDULE

5.1 Schedule

5.1 Consultant shall perform the Services within the time periods specified in Exhibit A. Consultant's Services for

each Project, or portion thereof, shall commence upon receipt of a written Notice to Proceed from the County.

5.2 If Services are scheduled to end due to the expiration of this Agreement, at the request of the County, Consultant agrees to continue to provide Services for an extension period defined by the County, upon the same terms and conditions as contained in this Agreement. The County will issue an Amendment or Change Order prior to the expiration of this Agreement authorizing any such extension period. Consultant shall be compensated for such Services at the rate in effect when the extension is invoked by the County.

ARTICLE VI COMPENSATION

6.1 General

The County agrees to pay and Consultant agrees to accept for Services rendered pursuant to this Agreement, amounts determined by a Compensation Method defined in Section 3.1.6 above. Payments made to Consultant pursuant to this Agreement shall be the sole and complete compensation to which Consultant is entitled.

6.2 Method of Payment

6.2.1 Compensation shall be based on the method of compensation as stated in in Exhibit B or as otherwise set forth in a mutually agreed Change Order or Amendment.

6.2.1.1 For lump sum items, any Proposal provided by the Consultant must contain a breakdown of the various elements of the Services comprising the lump sum items for the purpose of arriving at agreement on the basis for progress payments. Consultant shall submit invoices only after satisfactory completion and County approval of any Services, based on such mutually agreed lump sum breakdown.

6.2.1.2 For hourly rate-based items, Consultant shall be entitled to payment of compensation for Services satisfactorily performed based on the hourly rates set forth in Exhibit B subject to the NTE compensation amount identified therein. In no event shall Consultant be reimbursed in excess of the total NTE amount, unless the NTE amount has been modified in writing by a fully executed Change Order or Amendment to increase the specified amount.

6.2.2 It is expressly understood that Consultant is not entitled to the amount of compensation set forth in Exhibit B. Rather, Consultant's compensation is based upon Consultant's satisfactory completion of all Services and delivery of all work product and deliverables identified in the Contract Documents. No payment by the County shall be interpreted to constitute approval or acceptance of any Services, nor shall it be considered a waiver by Consultant of any of the terms of this Agreement.

6.2.3 On or before the tenth (10th) day of each calendar month, Consultant shall submit monthly invoices to the County for Services satisfactorily performed in the preceding month, along with such supporting documentation as the County may reasonably require. The County may prescribe the format of such invoice. In the event Consultant's supporting documentation is not adequate for the County to verify Consultant's invoice, the County will request additional documentation or information and the timeframe for payment will be extended accordingly. Payment by the County shall be made in compliance with the provisions of the Local Government Prompt Payment Act (Section 218.70, Florida Statutes, et seq.).

6.3 Withheld Payment

The County may decline to make payment, may withhold funds otherwise payable and, if necessary, may demand the return of some or all of the amounts previously paid to Consultant for any costs or expenses that the County incurs or reasonably expects to incur as a result of Consultant's failure to comply with the Contract Documents, this Agreement or as a result of Consultant's failure to pay Subconsultants.

6.4 Final Payment

Before being eligible for final payment of any amounts due, the Consultant shall deliver to the County all Work Product (as defined in Paragraph 7.1 below) prepared by and for the County under this Agreement. The Consultant shall clearly state "Final Invoice" on the Consultant's final/last billing to the County. This shall constitute Consultant's certification that all Services have been properly performed and all charges, costs and Expenses have been invoiced to the County. Any other charges, costs or Expenses not properly included on this Final Invoice are waived by Consultant.

6.5 Availability of Funds

The County's obligations under this Agreement are subject to the availability of lawfully appropriated County funds. While the County will make all reasonable efforts, in order to provide funds needed to perform under this Agreement, the County makes no express commitment to provide such funds in any given County Fiscal Year. Moreover, it is expressly noted that the Consultant cannot demand that the County provide any such funds in any given County Fiscal Year.

ARTICLE VII OWNERSHIP OF WORK PRODUCT AND CONFIDENTIALITY

7.1 Ownership of Work Product

All concepts, products, processes (patentable or otherwise) and copyrightable material (including but not limited to documents, specifications, calculations, maps, sketches, notes, reports, studies, proposals, data, models, samples, surveys, drawings, designs, electronic software, and any other results of the Work), first developed, produced or reduced to practice by Consultant or Subconsultant, or purchased under this Agreement, or at the County's expense ("Work Product"), shall be and remains the County's property upon creation. At the County's request, Consultant shall provide the County with copies of supporting computations, analyses, sketches, or similar items pertaining to the Consultant's Work Product.

The Consultant may not reuse Work Product developed by Consultant for the County without the express written permission of the County. The County may, at its option, reproduce and reuse Work Product (in whole or in part) and Consultant agrees to such reuse in accordance with this provision. Any plans which the Consultant provides under this Agreement shall contain a statement that they are subject to reuse in accordance with the provisions of Section 287.055(10), Florida Statutes.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to, any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

7.2 Confidentiality

Subject to Chapter 119, Florida Statutes (Public Records Law), Consultant shall keep all information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the County, or at its expense, confidential. Such information shall not be disclosed to any other party, directly or indirectly, without the County's prior written consent, unless required by a lawful order.

ARTICLE VIII AUTHORIZED REPRESENTATIVE AND PERSONNEL

8.1 Authorized Representative

Prior to commencing Services, Consultant shall designate in writing a competent, authorized representative(s) acceptable to the County to represent and act for Consultant ("Authorized Representative"). Such Authorized Representative shall be authorized to receive and accept any and all communications from the County. All communications given to the Authorized Representative shall be binding upon Consultant. An Authorized Representative may be added, removed or changed upon prior written notice given in the manner provided in this Agreement.

8.2 Personnel

8.2.1 The Consultant represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Services as described in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with, the County. All of the Services required hereunder shall be performed by the Consultant, or under its supervision.

8.2.2 In the event Consultant wishes to substitute personnel for the key personnel identified in Consultant's proposal and selection presentation, the Consultant shall notify the County in writing and request written approval for the substitution at least ten (10) business days prior to effecting such substitution.

ARTICLE IX SUBCONTRACTORS

9.1 Subcontractors

9.1.1 Consultant may obtain the assistance of other contractors, consultants and suppliers ("Subcontractors") by subcontract for the performance of a portion of these Services, provided that any such Subcontractor shall perform its services to the standards set forth herein for Consultant's Services, and that Consultant obtains prior written approval of Subcontractor(s) from the County. The Consultant is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities. The County hereby approves those Subcontractors specifically named by Consultant in Consultant's proposal.

9.1.2 The County reserves the right to disqualify any Subcontractor based upon unsatisfactory performance. If a Subcontractor fails to satisfactorily perform in accordance with the Contract Documents, and it is necessary to replace the Subcontractor to complete the Services in a timely fashion, the Consultant shall promptly do so, subject to approval by the County.

9.1.3 The use of any such Subcontractor shall not relieve the Consultant from any liability or responsibility assumed under this Agreement.

ARTICLE X CHANGES IN THE SERVICES

10.1 Changes in the Services

10.1.1 The County reserves the right to make changes to the Services, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant of the County's notification of a contemplated change, the Consultant shall: (1) if requested by the County, provide an estimate for the increase or decrease in cost due to the contemplated change; (2) notify the County of any estimated change in the completion date; and (3) advise the County in writing if the contemplated change shall effect the Consultant's ability to meet the completion dates or schedules of this Agreement. If the County instructs in writing, the Consultant shall suspend work on that portion of the Project, pending the County's decision to proceed with the change. If the County elects to make the change, the County shall issue a Change Order. The Consultant shall not commence work on any such change until such Change Order has been issued and signed by each of the parties.

10.1.2 Consultant's written acceptance of a Change Order shall constitute a final and binding contract to the provisions thereof and a waiver of all claims in connection therewith, whether direct, indirect, or consequential in nature.

ARTICLE XI DISPUTES / CONTRACT CLAIMS

11.1 If any dispute between the County and Consultant arises under this Contract and such dispute cannot be resolved by good faith negotiations at the field level between the Authorized Representative of the Consultant and county, such dispute shall be promptly escalated to the senior representatives of the parties, upon request of either party, who shall meet as soon as conveniently possible, but in no case later than fourteen (14) calendar days after such a request is made, to attempt to resolve such dispute or disagreement. Five (5) calendar days prior to any meetings between the senior representatives of the Consultant and County, the parties will exchange relevant information that will assist the parties in resolving the dispute or disagreement.

11.2 The Senior Representative for the County shall be the director, or designee, of the County's Intergovernmental Affairs department.

11.3 The Senior Representative for the Consultant shall be the supervisor of the Project Manager or a principal of the Consultant.

11.4 If after meeting, the Senior Representatives determine that the dispute or disagreement cannot be resolved on terms satisfactory to both parties, the Consultant shall submit a contract claim as provided herein.

11.5 Prior to filing a contract claim, Consultant shall first exhaust all remedies set forth in the contract documents. Claims arising from this contract shall be filed with the purchasing director within five (5) business days of exhausting all remedies set forth above. Pending final resolution of a dispute or claim, unless otherwise agreed in writing by both parties, the contractor is required to proceed with performance of the services as set forth herein. The contract claim shall include, at a minimum, the following:

A) The name and address of the contractor and any legal counsel; and
B) The Consultant address to which the county's rendered decisions shall be sent; and
C) Identification, and a copy, of the final adverse decision or document that is the subject of the contract claim and any exhibits, evidence or documents which the contractor deems applicable to the issues raised in the claim; and
D) Identification of the administrative remedies provided for in the contract that were pursued prior to the claim and the outcome; and
E) A statement of the grounds for each issue raised in the contract claim to be reviewed and the applicable provisions of the contract, as well as any applicable laws, or other legal authorities which the Consultant deems applicable to the claim.

11.6 during the purchasing director's review of the contract claim, the purchasing director may request additional information from the representatives of both parties. The parties must provide the requested information within the time period set forth in the request. Failure of either party to timely comply may result in resolution of the claim without consideration of the requested information.

11.7 the purchasing director shall render a decision on the contract claim within twenty-one (21) calendar days of the deadline for receipt of all requested information. The written decision of the purchasing director shall be sent to the contractor at the address provided in the contract claim, or as otherwise agreed to by the parties.

11.8 the decision for any contract claim by the purchasing director may be appealed by the Consultant to the County Administrator. Consultant must submit their appeal to the County Administrator, including any and all information, documentation, backup data, or other supplemental facts or figures within five (5) business days of receipt of the purchasing director's decision. Failure by the Consultant to submit an appeal within the prescribed timeframe shall be a waiver of a right to appeal the rendered decision. The appeal shall include any and all information, documentation, and data relative to the contract claim and subsequent appeal. The County Administrator shall render a decision within thirty (30) calendar days of receipt of all information. The County Administrator's decision shall be considered final, unless contractor takes legal action in circuit court.

ARTICLE XII TERMINATION

12.1 Termination

12.1.1 The County may terminate this Agreement, in whole or in part, for its convenience upon thirty (30) calendar days written notice to the Consultant. In such event, Consultant will be entitled to compensation for Services previously authorized and satisfactorily performed up through the date of termination identified in the County's notice. Consultant shall not be entitled to compensation or profit for Services not performed.

12.1.2 Consultant may terminate this Agreement for any reason upon sixty (60) calendar days written notice, provided that any outstanding authorized Services are completed by Consultant. Consultant further agrees to cooperate and provide assistance to the County upon request in order to complete any Service or Project. In such event, the County shall compensate Consultant at its hourly rates set forth in Exhibit B for Services provided after termination.

12.1.3 The County may terminate this Contract, in whole or in part, for cause or default. In the event of Consultant's default, the County shall issue a Notice of Default to the Consultant, articulating the obligations under this Contract which the Consultant has defaulted, or failed to perform. Consultant shall have no less than ten (10) calendar days from the receipt of the Notice of Default to cure the default, or submit, in writing, an acceptable plan to cure the default identified in the County's Notice. If Consultant fails to cure the default, or to submit an acceptable plan for curing the default, to the satisfaction of the County within the stated time period, the County shall issue a Notice of Termination, stating the date this Contract shall terminate for cause, and the County may take over and perform the Services. In such case, the Consultant shall be liable to the County for reasonable additional costs incurred by the County in performance of the Services.

12.1.4 Upon receipt of a notice of termination, except as otherwise directed by the County in writing, the Consultant shall:
(1) Stop Services work on the date and to the extent specified in the notice of termination;
(2) Terminate and settle all orders and subcontracts relating to the performance of the terminated Services;

(3) Transfer all Work Product, including work in process, and any other materials related to the terminated Services to the County; and
(4) Continue and complete all parts of the Services that have not been terminated.

12.1.5 In the event Consultant changes names, merges with another company, becomes a subsidiary, or makes any other substantial change in structure or in principals, the County reserves the right to terminate this Agreement subject to the terms described above.

12.1.6 For purposes of this Termination provision, Consultant shall be deemed in default if Consultant (1) persistently or repeatedly refuses or fails to perform the Services in accordance with this Contract, (2) fails to supply enough properly skilled Workers, supervisory personnel or proper equipment or materials, (3) fails to make prompt payment to Subcontractors, or suppliers for materials or labor, (4) becomes insolvent or becomes the subject of voluntary or involuntary bankruptcy proceedings, (5) persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or (6) breaches or violates a material provision of this Contract. If the termination is attributable to the default of Consultant, the County shall have the right, without prejudice to any other right or remedy, to take possession of the Facility and of all materials, equipment, tools, thereon owned by Consultant and may perform the Services by whatever methods it may deem expedient. In such case, Consultant shall not be entitled to receive any further payment.

12.1.7 The rights and remedies of the County provided in this Section 12.1 are in addition to any other rights and remedies provided by law or under this Contract.

ARTICLE XIII WARRANTY, INDEMNITY, AND INFRINGEMENT

13.1 Warranty of Performance

13.1.1 The Consultant hereby represents and warrants that it is fully experienced and properly qualified, licensed, and financed to perform the Services under this Agreement and that it shall continue to maintain all licenses and approvals required to conduct its business and that it shall conduct its business activities in a reputable manner at all times.

13.1.2 Consultant represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all required and optional Services under this Agreement, and that each person and entity that will provide Services is duly qualified to perform such Services by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will render such Services. Consultant represents and warrants that the Services shall be performed in a skillful and respectful manner, and that the quality of all such Services shall equal or exceed prevailing industry standards for the provision of such Services.

13.1.3 The Consultant represents that it has, or shall secure at its own expense, all necessary personnel required to perform the Services as noted in the Contract Documents. It is expressly understood that such personnel shall not be employees of, or have any contractual relationship with, the County. All of the Services required hereunder shall be performed by the Consultant, or under its supervision. All personnel engaged in performing the Services shall be fully qualified and, if required, authorized or permitted under federal, state and local law to perform such Services.

13.2 Indemnity

13.2.1 Consultant shall indemnify and hold harmless the County and its officers and employees ("Indemnified Party"), from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant or other persons employed or utilized by Consultant in the performance of this Agreement.

13.2.2 To the extent permitted by, and in accordance with Section 768.28 of the Florida Statutes, Consultant further agrees that "damages, losses and costs", includes fines, citations, court judgments, insurance claims, restoration costs or other liability, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Consultant and persons employed or utilized by Consultant in the performance of this Agreement.

13.2.3 To the extent permitted by, and in accordance with Section 768.28 of the Florida Statutes, for purposes of indemnity, the "persons employed or utilized by Contractor" shall be construed to include, but not be limited to,

Consultant, its staff, employees, subconsultants, all deliverers, suppliers, furnishers of materials or services or anyone acting for, on behalf of, or at the request of Consultant.

13.2.4 This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

13.2.5 If any provision(s), or portion(s) of a provision(s) of this Section, or the application thereof to any person or circumstance shall, to any extent, be held to be invalid, illegal or unenforceable for any reason whatsoever, the validity, legality and enforceability of the remaining provision(s), or part of the provision(s), shall not in any way be affected or impaired thereby; and shall be interpreted to the fullest extent possible to be enforceable and to give effect to the intent manifested by the provision(s), or portion(s) thereof, held invalid, illegal or unenforceable.

13.3 Infringement

Consultant shall not infringe upon any patents, trademarks or copyrights ("Intellectual Property") in performance of the Services. In the event that Consultant is alleged to have infringed upon such Intellectual Property, in addition to Consultant's obligations under the Indemnity provisions in Section 13.2 above, Consultant shall, at the sole discretion of County and at Consultant's sole expense: (i) procure for County the right to continue using the infringing subject matter; (ii) replace or modify the infringing subject matter so that it becomes non-infringing but still complies with the requirements of the Contract; or (iii) reimburse County for all payments made to Consultant relating to or impacted by the infringing material and all costs incurred by County resulting from such infringement.

ARTICLE XIV INSURANCE

14.1 Consultant's Insurance Requirements

14.1.1 Consultant shall, at its sole expense, obtain and maintain the minimum insurance coverages stated herein. All insurance policies shall be satisfactory to the County and be issued by companies authorized and duly licensed to transact business in the State of Florida. Consultant shall furnish proof of insurance to the County prior to performance of Services. No Services shall commence until Consultant has obtained all insurance coverages required under this section. The County will not make any payment to Consultant until Consultant has complied with the requirements of this Article XIV. Certificates of insurance shall clearly indicate Consultant has obtained insurance of the type, amount, and classification as required by this Agreement. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, for the duration of the Agreement and until all performance required by Consultant has been completed, as determined by the County. Consultant shall maintain insurance coverage against Claims relating to any act or omission by Consultant, its agents, representatives, employees, or Subconsultants in connection with this Agreement.

14.1.2 No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within thirty (30) days of expiration of the current policy.

14.1.3 The types and amounts of insurance required under this Agreement do not in any way limit the liability of Consultant including under any warranty or indemnity provision of this Agreement or any other obligation whatsoever Consultant may have to the County or others. Nothing in this Agreement limits Consultant to the minimum required insurance coverages found in this Article XIV.

14.2 Additional Insured Endorsements and Certificate Holder

The term "Additional Insured", as used in this Agreement, shall mean St. John's County, its elected officials, officers, employees, agents and representatives. Certificates of insurance shall specifically name each Additional Insured for all policies of insurance except Workers' Compensation and Professional Liability. A copy of the endorsement showing the required coverages must accompany the certificate of insurance**.**

Certificate Holder Address:

St. Johns County, a political subdivision of the State of Florida
4040 Lewis Speedway
St. Augustine, FL 32084
Attn: Purchasing

14.3 Workers Compensation

Consultant shall procure and maintain during the life of this Agreement, adequate Workers' Compensation Insurance in at least such amounts as is required by law for all of its employees per Chapter 440, FS. In claims against any person or entity indemnified under this Paragraph by an employee of the Consultant, a Subconsultant, any one directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Consultant or a Subconsultant under workers' compensation acts, disability benefits acts or other employee benefit acts.

14.4 Commercial General Liability

Consultant shall procure and maintain during the life of this Agreement, Comprehensive General Liability Insurance with minimum limits of $1,000,000 per occurrence, $2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the Services and/or operations completed under this Agreement, whether such Services or operations are by Consultant or anyone directly or indirectly employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

14.5 Automobile Liability

Consultant shall procure and maintain during the life of this Agreement, Comprehensive Automobile Liability Insurance with minimum limits of $2,000,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

14.6 Professional Liability

14.6.1 Consultant shall procure and maintain, during the life of this Agreement, Professional Liability or Errors and Omissions Insurance with minimum limits of $1,000,000 with 4-year tail coverage starting upon completion of all Services, as determined by the County. Consultant's professional liability policy should not have an exclusion for environmental compliance management or construction management professionals.

14.6.2 In the event that Consultant employs professional engineering or land surveyor services for performing field engineering or preparing design calculations, plans, and specifications, Consultant shall require the retained engineers and land surveyors to carry professional liability insurance with limits not less than $1,000,000 each claim with respect to negligent acts, errors, or omissions in connection with professional services to be provided under this Contract.

14.7 Other Requirements

14.7.1 The required insurance limits identified in Sections 14.4 and 14.5, above may be satisfied by a combination of a primary policy and/or Umbrella or Excess Liability Insurance policy. Consultant shall require each lower-tier subconsultant to comply with all insurance requirements appropriate for its scope of Services, and any deficiency shall not relieve Consultant of its responsibility herein. Upon written request, Consultant shall provide County with copies of lower-tier subconsultant certificates of insurance.

14.7.2 Providing and maintaining adequate insurance coverage is a material obligation of Consultant. County has no obligation or duty to advise Consultant of any non-compliance with the insurance requirements contained in this Section. If Consultant fails to obtain and maintain all of the insurance coverages required herein, Consultant shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been covered by such insurance had Consultant complied with its obligations herein.

14.7.3 County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

ARTICLE XV GENERAL CONSIDERATIONS

15.1 Independent Contractor

Consultant shall act as an independent consultant and not as an employee, agent or servant of the County in performing all Services and activities under this Agreement. Consultant shall at all times and in all places maintain complete control over its employees and all of its Subconsultants. Nothing contained in this Agreement shall create any contractual relationship between any such Subconsultant and the County. Consultant shall perform all Services in accordance with

the requirements of this Agreement and in accordance with its own means and methods subject to compliance with this Agreement. The Consultant does not have the power or authority to bind the County in any promise, agreement or representation other than specifically provided for in this Agreement.

15.2 Taxes

15.2.1 Consultant shall pay and be solely responsible for any and all taxes, levies, duties and assessments of every nature which may be applicable to any Services performed under this Agreement, including, without limitation, any tax that Consultant is required to deduct or withhold from any amount payable under this Agreement and shall make all payroll deductions and withholdings required by law. Consultant herein indemnifies and holds the County harmless from any liability on account of any and all such taxes, levies, duties and assessments. The indemnity provision of this Paragraph 14.2 shall survive the expiration or earlier termination of this Agreement. Consultant may not use County's tax-exempt status unless specifically authorized in writing in advance.

15.2.2 Foreign Entity Tax Withholding. Amounts due to certain foreign persons or entities may be subject to backup withholding taxes under federal law. If Consultant is a foreign person or entity that is required to complete Internal Revenue Service ("IRS") Form W-8ECI, Consultant shall provide County a copy of Consultant's current Form W-8ECI prior to issuance of any invoice or payment under this Agreement. If Consultant fails to timely provide a completed, current Form W-8ECI, County will withhold all backup withholding taxes from the amounts due Consultant, remit such sums to the IRS, and pay Consultant only the remainder. County makes no representation regarding the tax treatment of amounts due to Consultant, and Consultant releases and holds County harmless from any claims or damages in any way relating to or arising from any tax withholding by County pursuant to this section.

15.3 Publicity and Advertising

15.3.1 Consultant shall not make any announcement or release any information or publish any photographs concerning this Agreement, or the Services or any part thereof, to any member of the public, press or any official body, unless prior written consent is obtained from the County.

15.3.2 Use of the County Seal or County Logo is strictly prohibited. In accordance with, County Ordinance 92-2 and County Administrative Policy 101.3, Consultant may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal or Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

15.4 Examination of Consultant's Records

The County or its authorized representative shall, for a minimum of five (5) years after expiration or termination of this Agreement (or until resolution of any audit findings, whichever is longer), have access to, and the right to examine any directly pertinent books, documents, papers and records of Consultant involving transactions relating to this Agreement, and to make copies, excerpts and transcriptions thereof. If any such examination reveals that Consultant has overstated any component price, Task Order, Change Order, Claim, or any other County payment obligation arising out of this Agreement, then Consultant shall, at the election of the County, either immediately reimburse to the County or offset against payments otherwise due Consultant, the overstated amount plus interest. The foregoing remedy shall be in addition to any other rights or remedies the County may have.

15.5 Governing Law & Venue

This Agreement shall be governed by the laws of the State of Florida. Venue for any administrative and/or legal action arising under the Agreement shall be St. Johns County, Florida.

15.6 Arbitration

The County shall not be obligated to arbitrate or permit any arbitration binding on the County under any of the Contract Documents or in connection with this Agreement in any manner whatsoever.

15.7 Assignment and Arrears

15.7.1 Neither the County nor the Consultant shall assign, transfer, or encumber its interest in this Agreement without the written consent of the other Party. Any assignment, transfer, encumbrance or subcontract in violation of this section shall be void and ineffective, constitute a breach of this Agreement, and permit the non-assigning Party to immediately terminate this Agreement, in addition to any other remedies available to the non-assigning Party at law or in equity. County reserves the right to condition its approval of any assignment, transfer, encumbrance, or subcontract upon

further due diligence and an additional fee paid to the County to reasonably compensate it for the performance of any such due diligence.

15.7.2 The Consultant shall not pledge the County's credit, or make it a guarantor of payment, or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

15.8 Severability

If a court deems any provision of the Agreement void, invalid or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

15.9 Section Headings

The heading preceding the articles and sections herein are solely for convenience of reference and shall not constitute a part of this Agreement, or affect its meaning, construction or effect.

15.10 Disclaimer of Third-Party Beneficiaries

Both the County and the Consultant explicitly agree, and this Agreement explicitly states that no third-party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

15.11 No Waiver; Course of Dealing

The delay or failure by the County to exercise or enforce any of its rights or remedies under this Agreement shall not constitute or be deemed a waiver of the County's right thereafter to enforce those rights or remedies, nor shall any single or partial exercise of any such right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy. The conduct of the parties to this Agreement after the Effective Date shall not be deemed a waiver or modification of this Agreement. In any action brought by either party for the enforcement of the obligations of the other party, the prevailing party shall be entitled to recover reasonable attorney's fees.

15.12 No Waiver of Sovereign Immunity

Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance and obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

15.13 Conflict of Interest

The Consultant represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of Services required hereunder. The Consultant further represents that no person having any interest shall be employed for said performance.

The Consultant shall promptly notify the County in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Consultant's judgment or quality of Services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant may undertake and request an opinion of the County, whether such association, interest, or circumstance constitutes a conflict of interest if entered into by the Consultant.

The County agrees to notify the Consultant of its opinion by certified mail within 30 days of receipt of notification by the Consultant. If, in the opinion of the County, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Consultant, the County shall so state in the notification and the Consultant shall, at his/her option enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to Services provided to the County by the Consultant under the terms of this Agreement.

15.14 Execution in Counterparts

This Agreement may be executed in counterparts, each of which shall be an original document, and all of which together shall constitute a single instrument. The parties may deliver executed counterparts by e-mail transmission, which shall be binding. In the event this Agreement is executed through a County-approved electronic signature or online digital

signature service (such as DocuSign), such execution shall be valid, effective and binding upon the party so executing. Execution and delivery of an executed counterpart of this Agreement and/or a signature page of this Agreement by electronic image scan transmission (such as a "pdf" file) or through a County approved electronic signature service will be valid and effective as delivery of a manually executed counterpart of this Agreement.

15.15 Entire Agreement

This Agreement, together with the Contract Documents for the Services, constitutes the entire Agreement between County and Consultant relating to the subject matter hereof and supersedes all prior or contemporaneous Contracts, negotiations, discussions and understandings, oral or written.

15.16 Modifications, Amendments, Waivers and Extensions

This Agreement may not be modified, amended, changed or supplemented, nor may any obligations hereunder be waived or extensions of time for performance granted, except by written instrument signed by Authorized Representatives of both parties. No waiver of any default or breach of any agreement or provision herein contained shall be deemed a waiver of any preceding or succeeding default or breach thereof or of any other agreement or provision herein contained. No extension of time for performance of any obligations or acts shall be deemed an extension of the time for performance of any other obligations or acts.

15.17 Survival

The provisions of the Contract Documents which by their nature survive termination of the Contract, including without limitation all warranties, indemnities, insurance, taxes, enforcement costs, payment obligations, and the County's right to audit Consultant's books and records, shall in all cases survive the expiration or earlier termination of this Agreement.

15.18 Convicted and Discriminatory Vendor Lists

Consultant warrants that neither it nor any Subconsultant is currently on the convicted vendor list or the discriminatory vendor list maintained pursuant to Sections 287.133 and 287.134 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. Consultant shall immediately notify the County in writing if its ability to perform is compromised in any manner during the term of this Agreement.

15.19 Scrutinized Companies Lists

Section 287.135 of the Florida Statutes prohibits agencies from contracting with companies for goods or services that are on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel, and from contracting with companies for goods or services of $1,000,000 or more that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations in Cuba or Syria. The lists are created pursuant to §215.473 and §215.4725, F.S. By execution of this Agreement, Consultant certifies that it is not listed on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria, and understands that pursuant to §287.135, F.S., the submission of a false certification may subject Consultant to civil penalties, attorney's fees, and/or costs. In accordance with §287.135, F.S., the County may terminate this Agreement if a false certification has been made, or the Consultant is subsequently placed on any of these lists, or engages in a boycott of Israel or is engaged in business operations in Cuba or Syria.

15.20 Employment Eligibility and Mandatory Use of E-Verify

As a condition precedent to entering into this Contract, and in accordance with section 448.095, F.S., Consultant and its subcontractors shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after July 1, 2023.

a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of this Contract.

b. The County, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated section 448.09(1), F.S. or these provisions regarding employment eligibility shall terminate the contract with the person or entity.

c. The County, upon good faith belief that a subcontractor knowingly violated these provisions regarding

employment eligibility, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.

d. Contractor acknowledges that, in the event that the County terminates this Contract for Contractor's breach of these provisions regarding employment eligibility, then Contractor may not be awarded a public contract for at least one (1) year after such termination. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the County as a result of the County's termination of this Contract for breach of these provisions regarding employment eligibility.

e. Contractor acknowledges that, in the event that the County terminates this Contract for Contractor's breach of these provisions regarding employment eligibility, then Contractor may not be awarded a public contract for at least one (1) year after such termination. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the County as a result of the County's termination of this Contract for breach of these provisions regarding employment eligibility.

15.21 Nondiscrimination

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, political affiliation, disability, age, or sex (including sexual orientation and gender identity/expression) pregnancy, marital status or national origin (including limited English proficiency). Consultant shall include the foregoing or similar language in its contracts with any Subconsultants.

15.22 Drug Free Workplace

To the extent required under the Drug-Free Workplace Act (Chapter 112, Florida State Statutes), Consultant certifies that it has and will maintain a drug-free workplace program for the duration of this Agreement.

15.23 Public Records

15.23.1 To the extent Consultant is acting on behalf of the County, Consultant shall comply and shall require all of its subconsultants to comply with the State of Florida's Public Records Statute (Chapter 119), specifically to:

(1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;

(2) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by Applicable Law;

(3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by Applicable Law for the duration of this Agreement and following expiration of this Agreement, or earlier termination thereof, if Consultant does not transfer the records to the County; and

(4) Upon completion of this Agreement, or earlier termination thereof, transfer, at no cost, to the County all public records in possession of Consultant or keep and maintain for inspection and copying all public records required by the County to perform the Services.

15.23.2 If Consultant, upon expiration of this Agreement or earlier termination thereof:
i) transfers all public records to the County, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements; and ii) keeps and maintains public records, Consultant shall meet all Applicable Law and requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

15.23.3 Failure by Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF

CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (904) 209-0805, PUBLICRECORDS@SJCFL.US, 500 SAN SEBASTIAN VIEW, ST. AUGUSTINE, FLORIDA 32084

15.24 Enforcement Costs

If any legal proceeding, lawsuit, or action is instituted in connection with any dispute, breach, default, misrepresentation or controversy arising out of this Agreement or the enforcement of any right hereunder, the prevailing party will be entitled to recover, in addition to actual costs, such sums as the court may adjudge reasonable as attorney fees, including fees on any appeal.

15.25 Contingency Fees

The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement. Failure by Consultant to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

15.26 Written Notice

Any and all notices, requests, consents, approvals, demands, determinations, instructions, and other forms of written communication ("Notices") under this Agreement shall be validly given when delivered as follows:

i. Hand delivered to Consultant's Authorized Representative or hand delivered during normal business hours and addressed as shown below, or

(a) Delivered by U.S. Mail, electronic mail or commercial express carrier, (postage prepaid, delivery receipt requested), to the following addresses:

St. Johns County
4040 Lewis Speedway
St. Augustine, FL 32084
Attn: Purchasing Director
Email Address: SJCPurchasing@sjcfl.us

Kimley-Horn and Associates, Inc.
12740 Gran Bay Parkway West, Suite 2350
Jacksonville, FL 32258
Attn: Joe Crozier, AICP, Associate
Email Address: joe.crozier@kimley-horn.com

With a copy to:

St. Johns County
Office of the County Attorney
500 San Sebastian View
St. Augustine, FL 32084
Email Address: BCCAttorney@sjcfl.us

Notices shall be deemed to have been given on the date of delivery to the email address listed above without regard to actual receipt by the named addressee. County and Consultant may each change the above addresses at any time upon prior written notice to the other party.

15.27 Non-Exclusive Right

Consultant has no exclusive right to provide the Services required within this Agreement. The County may at its sole discretion contract with others to perform the same duties or any part of the Services.

15.28 Truth-In-Negotiation Representation

By execution of this Agreement, Consultant hereby certifies that, in accordance with Florida Statutes, Section 287.055(5)(a), the wage rates and other factual unit costs supporting the compensation under this Agreement are accurate, complete and current as of the date of entering into this Agreement. The Parties agree that the County may adjust the original Agreement price and any additions thereto to exclude any significant sums by which

the County determines the Agreement price was increased due to inaccurate, incomplete or noncurrent wage rates and other factual unit costs.

15.29 Compliance with Florida Statute 287.138

Pursuant to 287.138 F.S., effective July 1, 2023, the County may not enter into contracts which grants the Consultant access to personal identifying information if: 1) the Consultant is owned by the government of a Foreign Country of Concern (as defined by the statute: (b) the government of a Foreign Country of Concern has a controlling interest in the entity; or (c) the Consultant is organized under the law of or has its principal place of business in a Foreign Country of Concern. The County shall be entitled to immediately terminate this Agreement with liability to ensure the County's continued compliance with the statute.

Pursuant to 287.138 F.S., effective January 1, 2024, if Consultant may access, receive, transmit, or maintain personal identifiable information under this Agreement, Consultant must submit a Foreign Entity Affidavit to the County. Additionally, effective July 1, 2025, Consultant shall submit a Foreign Entity Affidavit to the County prior to any renewals of this Agreement. Failure or refusal to submit a Foreign Entity Affidavit shall be cause for immediate termination of this Agreement by the County.

15.30 Equal Employment Opportunity

During the performance of this Contract, Contractor agrees as follows:

15.30.1 Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, disability, age, sex (including sexual orientation and gender identity/expression), national origin (including limited English proficiency), marital status, or familial status. Contractor will take affirmative action to ensure that applicants and employees are treated during employment without regard to their race, color, religion, disability, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, familial status, genetic information or political affiliation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertisement, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

15.30.2 Contractor will, in all solicitations or advertisements for employees placed for, by, or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, familial status, or genetic information.

15.30.3 Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with Contractor's legal duty to furnish information.

15.30.4 Contractor will send to each labor union or representatives of workers with which it has a collective bargaining Contract or other contract or understanding, a notice to be provided by the County, advising the labor union or workers' representative of Contractor's commitments, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

15.30.5 Contractor will comply with all rules, regulations, and relevant orders of the Secretary of Labor.

15.30.6 Contractor will furnish all information and reports required by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the County and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

15.30.7 In the event of Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of

such rules, regulations, or orders, this Contract may be cancelled, terminated or suspended in whole or in part and Contractor may be declared ineligible for further contracts in accordance with procedures authorized by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

15.30.8 Contractor will include the provisions of paragraphs 15.30.1 through 15.30.7 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor, so that such provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontractor or vendor as may be directed to the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, Contractor may request the United States to enter into such litigation to protect the interest of the United States.

****

The authorized representatives hereto have executed this Agreement effective as of the Effective Date. Consultant's authorized representative executing this Agreement represents that he or she is duly authorized to execute this Agreement on behalf of Consultant.

County

St. Johns County (Seal)
(Typed Name)

By: _____
(Signature of Authorized Representative)

_____
(Printed Name)

_____
(Title)

_____
(Date of Execution)

Consultant

Kimley-Horn and Associates, Inc. (Seal))
(Typed Name)

By: _____
(Signature of Authorized Representative)

_____
(Printed Name)

_____
(Title)

_____
(Date of Execution)

Legally Sufficient:

_____
(Office of County Attorney)

_____
(Date of Execution)

CONSULTANT'S FINAL RELEASE AND WAIVER OF LIEN

Owner: St. Johns County (hereafter "County")	**County Department/Division:**
Agreement No.:	**Consultant Name:**
Project:	**Consultant Address:**
Project Address:	**Consultant License No.:**
Payment Amount:	**Amount of Disputed Claims:**

The undersigned has been paid in full for all Services provided to the Project or to the County and does hereby waive and release any notice of lien, any right to mechanic's lien, any bond right, any claim for payment and any rights under any similar ordinance, rule or statute related to a claim or payment rights the undersigned has on the above described Project, except for the payment of Disputed Claims, if any, described below.

The undersigned warrants that he or she either has already paid or will use the monies received from this final payment to promptly pay in full all of its Subconsultants or anyone else acting for, on behalf of, or at the request of Subconsultant for all Services provided for or to the above referenced Project.

Before any recipient of this document relies on it, the recipient should verify evidence of payment to the undersigned.

Disputed Claims: The following invoices, pay applications, retention, or extra Services are reserved by undersigned from this final payment (if there are no Disputed Claims enter **"None"**):

None

Signed this __day of _____, 20__

_____
Consultant Name

By: _____
Signature

_____
Printed Name

_____
Title

NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY, AS SUCH RIGHTS RELATE TO PAYMENT ONLY, AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT TO THE EXTENT OF THE PAYMENT AMOUNT OR THE AMOUNT RECEIVED.

St. Johns County, Florida
RFP 2911; Grant Writing Services

EXHIBIT A – SCOPE OF WORK

As the County seeks to address documented County needs, including service delivery and the strategic goals of the St. Johns County Board of County Commissioners, the Consultant shall assist the County in pursuing Federal and State opportunities supporting qualifying government projects and services. All grant pursuits must align with County strategic priorities, capital improvement plans, resilience initiatives, and must be compliant with existing legislation, Federal/State codes, and administrative rules.

Strategic Grant Research & Prospecting (services to be provided at no charge to the County): The Consultant must maintain a proactive and continuous search for funding opportunities across key sectors: economic development, resiliency, transportation, environmental protection, parks and recreation, public safety, historic preservation, and general infrastructure. The Consultant will utilize industry-standard grant research tools, databases, and subscriptions to ensure comprehensive coverage.

Ongoing Surveillance (services to be provided at no charge to the County): Consultant must remain current on evolving funding sources from government agencies (Federal/State), private foundations, and philanthropic providers. Consultant must conduct thorough research to identify relevant grant opportunities in key areas or projects.

Meetings: Consultant must participate in monthly meetings (most will be virtual meetings) with designated County staff to review upcoming long-range and current funding opportunities, and the County's needs.

Deliverables: Consultant will provide monthly:

- "Funding Alerts" tailored to specific County projects or to designated County staff. Funding alerts must include key items such as an eligibility summary, estimated funding, match requirements, level of competitiveness, and recommended next steps.
- Report on research conducted to identify relevant grant opportunities in key areas or projects.
- Report on available funding sources, government programs, private foundations, and other potential grant sources.

Analysis and Assessment: Consultant must analyze each identified grant opportunity to determine its suitability, including the type of grant, funding availability, required match, timelines, potential impacts to the community, and other relevant requirements or conditions.

Meetings: Monthly focused sessions to review specific project competitiveness and matrix updates.

Deliverables: For each viable grant opportunity identified, the Consultant will develop a standardized evaluation framework and perform a "Go/No-Go" analysis to ensure alignment with County goals and resource availability.

Information Sharing: Consultant will report to appropriate County staff, or Project Manager, all relevant information about findings (grantors/applicability, etc.), status, match requirements, likelihood of an award, and others.

Strategic Roadmap: Develop a two (2) to three (3) year timeline of grant opportunities, detailing the preparatory steps and timeline needed to position the County as a top-tier candidate for specific large-scale funds.

Risk Assessment: Identify potential barriers, "loopholes," or compliance challenges associated with prospective grants.

Coordination and Collaboration: Consultant shall coordinate and collaborate with assigned County staff prior to writing and applying for any grants. They shall act as a liaison between County departments and external stakeholders to ensure all applications are data-driven and technically accurate.

Meeting: On a monthly basis, the Consultant shall meet with the assigned County staff to review grant opportunities goals of the St. Johns County Board of County Commissioners, and priorities of relevant stakeholders.

Deliverables: Report collaboration efforts with County staff and Departments to ensure seamless coordination, record completion of pre-grant application-related activities, record communication and consultation efforts with County Commissioners and stakeholders.

Grant Writing & Submission: Upon County approval, the Consultant will lead the development of full application packages. The Consultant will also draft versions for County review, respond to edits requested by the County, prepare final submission packages, and maintain copies of all submitted materials.

Meetings: Bi-weekly "sprint" meetings for each active application to ensure milestones are met.

Deliverables: Write and prepare apply for all grants approved by County staff including completion of narratives and all application forms. All submissions must meet high-quality narratives and clarity, budget justifications, compliance and all required forms/attachments, consistent with top-tier grant applications.

Master Submission Log: In coordination with County staff, Consultant shall maintain an updated master list of all grants applied for and the application status (submitted, pending, awarded, denied), and a record of total funding requested and funding awarded.

Pre-Grant Agreement Activities: Assist the County in the "Final Mile" between notification of award and the execution of the grant agreement by producing all pre-agreement documents as required by the grantor.

Deliverables: Development of grant agreements upon notification of an award, ensuring they comply with all necessary regulations, guidelines, and documentation requirements. Ensure all documentation meets grantor compliance requirements and audit standards.

Facilitate the grant agreement process with grantors and County staff to submit for final approval by the St. Johns County Board of County Commissioners.

Provide a handoff package to County staff for post-award management, that includes: an award summary; key compliance requirements; reporting deadlines.

Project Management Requirements:

Deliverable: For each assigned grant, the Consultant must submit a Project Management Plan for County approval. This plan must include:

- **Work Schedule:** Detailed milestones leading to the submission deadline.
- **Responsibility Matrix:** Defined roles for the Consultant, sub-consultant, and County staff.
- **Meeting Management:** Consultant will prepare all agendas and provide summary notes within 48 hours of any meeting.
- **Responsiveness:** The Consultant must respond to routine inquiries within 24 hours and emergency requests (e.g., last-minute grant openings) within short periods of time.

County Oversite: The County will appoint a **Project Manager** to serve as the primary point of contact. While the County will provide access to internal documents and facilitate meetings, the Consultant is expected to provide the professional expertise and independent drive necessary to meet all deadlines and quality standards. The Project Manager, in coordination with the Consultant, will establish project timelines and budgets for each project and

monitor the Consultant's compliance with the agreed timelines and budgets. Final approval for all submissions rests with the County.

Timeline and Budget: All deliverables must be completed within the limits of the executed Professional Services Agreement. The Consultant is responsible for tracking expenditures against the contract cap and providing monthly invoices detailed by task and project.

St. Johns County, Florida
RFP 2911; Grant Writing Services

EXHIBIT B – RATES
CONSULTANT'S RATE SHEET

I. HOURLY RATES

Compensation for services satisfactorily performed shall be in accordance with the Hourly Rates provided below, which shall be approved prior to execution of the Contract, and shall remain firm throughout the duration of the Contract, unless otherwise agreed to by the Parties, as provide in the Contract Documents.

JOB CLASSIFICATION (JOB TITLE)		2026 BASE WAGE RATE		HOURLY RATE
Senior Professional II		$117.22		$309.47
Senior Professional I		$92.28		$243.62
Project Professional		$86.14		$236.87
Professional II		$65.31		$179.60
Professional I		$51.38		$141.30
Administrative Support		$33.74		$92.79

Hourly Rates. The above hourly rates shall constitute full payment for satisfactory performance of the Services including but not limited to all payroll costs and taxes, insurances, fees, overhead and profit, and any and all other costs or expenses of whatever nature incurred by Consultant.

Weekend and Holiday Rates. No additional compensation shall be paid for any Service performed before or after Consultant's standard operating hours or on weekends and holidays, without prior written approval by County.

Quantity of Work. Consultant understands that the County makes no commitments or guarantees as to the total amount or value of the Services to be performed by Consultant. Payment under this Agreement shall be made on the basis of the actual amount of Services satisfactorily performed and completed in accordance with the Contract Documents.

Hourly Rate Adjustments. Consultant may request an increase to the hourly rates on an annual basis, in accordance with the most current Consumer Price Index (CPI) percentage, as defined in the definitions section of this Agreement, but shall not exceed three percent (3%) in any given year. Requests for hourly rate adjustments must be submitted to the SJC Purchasing Division no later than sixty (60) days prior to the anniversary of the Effective Date of the Agreement for the County's review and approval. The County is under no obligation to grant any requested hourly rate adjustments. Approved hourly rate adjustments shall be effective only upon the County's issuance of a fully executed Amendment. If Consultant fails to request and/or receive approval for any adjustment to the hourly rates in any given year, the Consultant shall forego any available adjustment for that year, and shall not combine and/or compound any requested hourly rate adjustment in subsequent year(s).

II. REIMBURSEABLE EXPENSES

In addition to the hourly rates and subject to Section 112.061, Florida Statutes, the Consultant may also be reimbursed for actual, direct costs (i.e. travel costs, travel-related expenses, or other direct non-salary expenses) incurred in the performance of the Services, provided supporting documentation such as third-party invoices, receipts, or other data as required by the County to support the validity of the expenses incurred shall be submitted with each invoice.

NOTICE OF INTENT TO AWARD

September 15, 2026

RFP No: 2911; Grant Writing Services

St. Johns County hereby issues this Notice of Intent to Award a contract, upon successful negotiations, with Kimley-Horn and Associates, Inc., as the highest ranked Proposer, based upon evaluation of submitted Proposals under RFP 2911.

Any actual Bidder, Proposer or Supplier who is aggrieved in connection with the Notice of Intent to Award a Contract, where such grievance is asserted to be the result of a violation of the requirements of the St. Johns County Purchasing Policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest to the Director of Purchasing & Contracts. The Protest must be made in writing and filed by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award, and must be submitted in accordance with Section 13, SJC Purchasing Policy.

Should no Protest be received in response to this Notice, the County will proceed with negotiations, and upon successful negotiations, award of a Contract in accordance with SJC Purchasing Policy.

Please forward all correspondence, requests or inquiries directly to Greg Lulkoski, Procurement Coordinator, via email at glulkoski@sjcfl.com or phone at 904-209-0156.

St. Johns County, FL
Board of County Commissioners
Purchasing Department

Date: 9/15/26

Leigh A. Daniels, CPPB, FCCM
Purchasing Manager
(904) 209-0154 – Direct
ldaniels@sjcfl.us

ST. JOHNS COUNTY, FLORIDA

RFP 2911; GRANT WRITING SERVICES

	PURCHASING	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR	EVALUATOR			
PROPOSER	**Average Proposed Hourly Rate**	**Maribeth Beck**	**Robin Robbins**	**Monica Dominguez**	**Dick D'Souza**	**Michael Nimitz**	**TOTAL**	**RANK**	**COMMENTS**
Kimley-Horn and Associates, Inc.	**9**	**65**	**68**	**68**	**56**	**62.61**	**328.61**	**1**	
Langton Associates, Inc.	**11**	**63**	**66**	**69**	**48**	**45.98**	**302.98**	**2**	
Grant and Funding Solutions Company (GAFS Co.)	**15**	**44**	**55**	**62**	**55**	**42.15**	**273.15**	**3**	
LM Genuine Solutions	**10**	**35**	**49**	**64**	**44**	**43.73**	**245.73**	**4**	

APPROVED: Christine Valley Valliere, Director Christine Valliere

APPROVED: Leigh A. Daniels, Purchasing Manager Leigh A. Daniels 9/15/24

Posted to Demandstar: 09-15-26

NOTE:
THE RANKING SHOWN ABOVE SHALL BE FOLLOWED UNLESS SPECIAL CONDITIONS MERIT A CHANGE IN THE NEGOTIATING ORDER, IN THIS CASE, THE SPECIAL CONDITIONS MUST BE EXPLAINED IN DETAIL AND ATTACHED TO THIS EVALUATION SUMMARY SHEET. ALL RECORDS SHALL BECOME AVAILABLE FOR INSPECTION AND COPYING PURSUANT TO CHAPTER 119, F.S.

ANY ACTUAL BIDDER, PROPOSER, SUPPLIER, OR RESPONDENT WHO IS AGGRIEVED IN CONNECTION WITH A NOTICE OF INTENT TO AWARD A CONTRACT, WHERE SUCH GRIEVANCE IS ASSERTED TO BE THE RESULT OF A VIOLATION OF THE REQUIREMENTS OF THE ST. JOHNS COUNTY PURCHASING POLICY AND ASSOCIATED PROCEDURES, OR ANY APPLICABLE PROVISION OF LAW BY THE OFFICERS, AGENTS, OR EMPLOYEES OF THE COUNTY, MAY FILE A PROTEST WITH THE PURCHASING DIRECTOR AS PROVIDED IN SECTION 13 OF THE SJC PURCHASING POLICY.

GRANT WRITING SERVICES

TRFLSTP017562.2026

RFP NO: 2911

ST. JOHNS COUNTY



Kimley»Horn

Expect More. Experience Better.

Table of Contents

1.	PROPOSAL COVER PAGE AND COVER LETTER	5
2.	COMPANY AND STAFF QUALIFICATIONS	13
3.	RELATED EXPERIENCE	35
4.	APPROACH/METHODOLOGY	41
5.	PRICING	57
6.	ADMINISTRATIVE INFORMATION	59

1

Proposal Cover Page And Cover Letter



RFP 2911; GRANT WRITING SERVICES

COVER PAGE

ST. JOHNS COUNTY PURCHASING DEPARTMENT
4040 LEWIS SPEEDWAY
ST. AUGUSTINE, FLORIDA 32084

FULL LEGAL NAME OF PROPOSER: Kimley-Horn and Associates, Inc.

MAILING ADDRESS: 12740 Gran Bay Parkway West, Suite 2350, Jacksonville, FL 32258

NAME & TITLE OF PRIMARY CONTACT: Joe Crozier, AICP, GPC, Project Manager

EMAIL ADDRESS: Joe.Crozier@kimley-horn.com

STATE OF FLORIDA, DEPAERTMENT OF STATE, Division of Corporations Registration #: 821359

FEIN # : 56-0885615

POINT OF CONTACT FOR INVITATION TO PAYMENTWORKS:

NAME & TITLE: Joe Crozier, AICP, GPC, Project Manager

EMAIL ADDRESS: Joe.Crozier@kimley-horn.com

DATE: 08.26.2026



August 26, 2026

SJC Purchasing Division
4040 Lewis Speedway
St. Augustine, FL 32084

REQUIRED INFORMATION AT A GLANCE

Full legal company name:

Kimley-Horn and Associates, Inc.

Company type:

Corporation

Physical street address and mailing address (same):

12740 Gran Bay Parkway West, Suite 2350 Jacksonville, FL 32258

Other locations which may perform portions of the services:

- 800 SW 2nd Avenue, Suite 100 Gainesville, FL 32601
- 2619 Centennial Boulevard Suite 200, Tallahassee, FL 32308
- 200 Central Avenue, Suite 600 St. Petersburg, FL 33701
- 1800 2nd Street, Suite 900 Sarasota, FL 34236
- 1514 Broadway, Suite 301 Fort Myers, FL 33901
- 8201 Peters Road, Suite 2200 Plantation, FL 33324
- 200 South Tryon Street, Suite 200 Charlotte, NC 28202

Primary point of contact:

Joe Crozier, AICP, GPC
727.371.8921
joe.crozier@kimley-horn.com

1. PROPOSAL COVER PAGE AND COVER LETTER

Dear Members of the Selection Committee:

Kimley-Horn is fully committed to helping St. Johns County identify, pursue, and secure funding for its priority projects. As a full-service engineering, planning, and design consulting firm, we understand that rising construction costs, evolving regulations, and increasing infrastructure demands continue to challenge local governments throughout Florida. These challenges are compounded by the upcoming expiration of the current federal surface transportation authorization and potential changes to local revenue sources, including those associated with Amendment 3. Our team actively monitors emerging federal and state policies and funding programs and works directly with national transportation leaders and industry organizations to help shape and understand future funding opportunities. Through these efforts, we provide the technical expertise, strategic guidance, industry relationships, and supporting documentation needed to develop competitive grant applications for transportation, utilities, resiliency, parks, public facilities, community development, and other priority initiatives.

BRIEF STATEMENT OF COMPANY HISTORY. Founded in 1967, Kimley-Horn has grown into one of the nation's leading planning, engineering, and design consulting firms, with more than **170** offices and nearly **11,000** professionals across North America. Our team continuously monitors federal, state, regional, and private funding opportunities and develops competitive grant applications that align projects with agency priorities and community goals. The depth of our technical expertise, national resources, and local knowledge allows us to support St. Johns County's funding objectives from project conception through award and implementation.

Kimley-Horn has helped secure funding for several transformative projects within St. Johns County, including a $9.5 million Economic Development Administration (EDA) grant for a 20,000-square-foot workforce training center in Hastings, a $320,000 grant for the Countywide Safety Action Plan, and $12.2 million for the SMART St. Augustine project being implemented by the Florida Department of Transportation (FDOT) and the City of St. Augustine. **Over the past five years, our team has helped secure approximately $44 in awarded funding for every $1 invested by clients in grant services for projects within St. Johns County.**

GRANT EXPERTS WITH LOCAL KNOWLEDGE. Kimley-Horn's funding professionals have successfully secured federal, state, local, and private funding for public-sector clients throughout Florida and across the nation. We understand the challenges facing St. Johns County, including increasing demands on transportation infrastructure, utilities, resiliency initiatives, and coastal resource protection. With a proven track record of securing more than **$4 billion in funding nationwide, including over $330 million in Florida during the past five years,** our team possesses a deep understanding of funding program requirements, regulatory compliance, eligibility considerations, and agency expectations.

Our services include funding strategy development, opportunity identification, grant application preparation, technical support, stakeholder coordination, grant management, and post-award administration. We also leverage longstanding relationships with funding agencies and local partners to better understand program priorities, evaluation criteria, and emerging funding opportunities.

INNOVATIVE TOOLS AND APPROACH. Kimley-Horn is committed to helping St. Johns County maximize available funding resources and strategically position projects for long-term success. Through decades of experience, we have developed a comprehensive library of federal, state, regional, and private funding resources that support both immediate project needs and long-term capital investment strategies.

We leverage GrantSource, Kimley-Horn's proprietary funding database and tracking platform, which contains hundreds of active and recurring funding opportunities. GrantSource enables our team to identify programs that align with specific project needs, schedules, eligibility requirements, and funding objectives, helping clients focus on the opportunities most likely to succeed.



Secondary point of contact:
Michelle Mecca, PE
904.828.3925
michelle.mecca@kimley-horn.com

Date of establishment:
February 10, 1967

Number of years in business:
59 years

Number of employees:
nearly 11,000

Business philosophy:
At Kimley-Horn, people and client success are at the forefront of everything we do. Guided by integrity, collaboration, and strategic planning, our multidisciplinary team delivers creative, high-quality solutions, combining the personalized service of a local firm with the resources of a nationally ranked engineering firm, earning the trust reflected in nearly 90% repeat business.

For information regarding Kimley-Horn's interest in this solicitation, please see the full cover letter.

For example, when the County budgets transportation improvements such as roadway, bridge, bicycle, pedestrian, or safety projects, we can quickly identify relevant funding opportunities through agencies such as US Department of Transportation (USDOT), Federal Highway Administration (FHWA), and Florida Department of Transportation (FDOT). Our first step is often the development of a comprehensive funding matrix that aligns County priorities with available funding programs, anticipated application cycles, eligibility requirements, match considerations, and project readiness factors. This proactive planning approach positions projects well before funding opportunities are announced.

Although many state and federal funding programs have become less predictable in recent years, our team's relationships and regular coordination with agency staff, legislative stakeholders, and transportation leaders in Tallahassee and Washington, D.C., provide valuable insight into evolving priorities and upcoming opportunities.

The Kimley-Horn team provides ongoing intelligence regarding funding programs, application requirements, and implementation strategies, enabling clients to act quickly and effectively when competitive funding opportunities become available.

PROVEN EXPERIENCE. Our team has successfully secured and supported funding through a wide range of federal and state agencies, including the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Aviation Administration (FAA), Federal Emergency Management Agency (FEMA), U.S. Economic Development Administration, U.S. Environmental Protection Agency (EPA), U.S. Department of Housing and Urban Development (HUD), The Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Florida Department of State (FDOS), Florida Fish and Wildlife Conservation Commission (FWC), and state legislative appropriations. Beyond grant writing, we provide strategic planning, benefit-cost analyses, compliance assistance, and post-award support to help ensure successful implementation.

COMMITTED. Kimley-Horn understands the complexities of public funding programs and remains committed to helping St. Johns County secure and effectively manage funding opportunities. We look forward to serving as a trusted partner in advancing the County's strategic priorities and delivering projects that enhance quality of life, strengthen resiliency, and create lasting community value.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.

Joe Crozier, AICP, GCP
Project Manager

Michelle Mecca, PE, RSP1
Principal-in-Charge

George Roland, PE
Vice President
Authorized Signer

**As Vice President, George Roland, PE is legally authorized to bind Kimley-Horn and Associates, Inc. George Roland, PE is an employee-owner, though additional documentation about the delegation of authority can be found on the following pages.*

Names and titles of principals, partners, or owners can be found on the following page.

PRINCIPAL OFFICERS:	
Names/Titles	**Business Address**
Brent H. Mutti, President, Chief Executive Officer	1001 West Southern Avenue, Suite 131, Mesa, AZ 85210
Steven E. Lefton, Executive Chair	11400 Commerce Park Drive, Suite 400, Reston, VA 20191
Tammy L. Flanagan, CFO, Executive Vice President	421 Fayetteville Street, Suite 600, Raleigh, NC 27601
Aaron W. Nathan, COO, Executive Vice President	801 Cherry Street, Unit 1, Suite 301, Fort Worth, TX 76102
David L. McEntee, Senior Vice President, Treasurer	421 Fayetteville Street, Suite 600, Raleigh, NC 27601
Ashley R. Keil, Secretary	421 Fayetteville Street, Suite 600, Raleigh, NC 27601
DIRECTORS:	
Names/Titles	**Business Address**
Ashley M. Frysinger, Senior Vice President	11700 Katy Freeway, Suite 800, Houston, TX 77079
Aaron W. Nathan, Executive Vice President	801 Cherry Street, Suite 1300, Unit 11, Fort Worth, TX 76102
Brent H. Mutti, President, Chief Executive Officer	1001 West Southern Avenue, Suite 131, Mesa, AZ 85210
Brian A. Good, Senior Vice President	445 24th Street, Vero Beach, FL 32960
Emily H. Meador, Senior Vice President	421 Fayetteville Street, Suite 600, Raleigh, NC 27601
Jennifer L. Harry, Senior Vice President	401 B Street, Suite 600, San Diego, CA 92101
Joseph D. Kaltsas, Executive Vice President	401 B Street, Suite 600, San Diego, CA 92101
Kevin M. Schanen, Senior Vice President	1920 Wekiva Way, Suite 200, West Palm Beach, FL 33411
Lori A. Hall, Executive Vice President	11400 Commerce Park Drive, Suite 400, Reston, VA 20191
Steven E. Lefton, Executive Chair	11400 Commerce Park Drive, Suite 400, Reston, VA 20191
Stephen W. Blakley, Jr., Senior Vice President	200 South Tryon Street, Suite 200, Charlotte, NC 28202
Scott W. Colvin, Executive Vice President	4582 South Ulster Street, Suite 1500, Denver, CO 80237
Tammy L. Flanagan, Executive Vice President	421 Fayetteville Street, Suite 600, Raleigh, NC 27601

Kimley»Horn

Certificate of Secretary

To Whom It May Concern:

I am the duly qualified and acting Secretary of Kimley-Horn and Associates, Inc., a North Carolina Corporation.

The following is a true copy of a resolution duly adopted by the Board of Directors of the corporation at the Board meeting held on December 15, 2025 and entered in the minutes of such meeting in the minute book of the corporation.

"The Board unanimously approved the contract signing authority of employees as presented." (Copies of the employee lists as presented are enclosed.)

The resolution is in conformity with the articles of incorporation and bylaws of the corporation, has never been modified or repealed, and is now in full force and effect.

Dated: December 30, 2025

Ashley Keil

Ashley R. Keil, Secretary

(corporate seal) KIMLEY-HORN AND ASSOCIATES, INC. CORPORATE SEAL NC

Kimley-Horn and Associates, Inc.
FULL CONTRACT SIGNING AUTHORITY
December 15, 2025

The following individuals have authority to sign both standard and non-standard agreements directly related to serving clients ("Project Agreements"). Project Agreements include client contracts, subcontracts, project-specific vendor agreements, IPO's, contract amendments, non-disclosure agreements, teaming agreements, project-specific equipment and facility rental agreements for specific projects, and certifications related to proposals. This document does not grant authorization to sign other types of contracts or legal documents not directly related to client service such as office leases, software purchase or license agreements, tax returns, purchase agreements for supplies, or agreements to procure accounting, legal, recruiting, or similar services.

Atlantic

Baltimore City
Kraft, Jon
Miller, Sean
Smith, Jeff

Baltimore County
Bishop, Matt
Leffner, Nick
Linkous, Blaine

Boston
Jacques, Christopher
Keegan, Kathy

Charlottesville
Oliver, Jonathan

Harrisburg
Bankert, Larry
McGinley, Stephen

Loudoun
Bollinger, Kyle
Giffin, Geoff
Millot, Sean
Phillips, Mark

Montgomery County
Murphy, Erin

New York City - KHNY
Esch, Kelly
LoFrisco, Daniel

Northern Virginia
Carter, Erica
D'Alessandro, Jonathan
Elman, Paul
Frosch, Colin
Howell, Chris
Kauppila, John
Knox, Sarah
Koopman, Jennifer

Lefton, Steve
McIntyre, Emma
Musson, David
Powell, Meredith
Prunty, Rob
Samba, David
Sauro, Tom
Schrader, Carly
Smith, Andy
Teague, Zach
Whyte, David

Philadelphia Center City
Harmon, Amanda
Hewitt, Maddy
Hughes, Paul
Morgan, Taylor

Pittsburgh
Beaves, Adele
Beduhn, Tyler
Moldovan, Bill

Princeton
Diggan, Tony
Gibson, Adam

Richmond
Harrell, Matt
Hill, Corey
Lickliter, Ashley
Madary Crum, Katie
McCray, Danielle
McPeters, Brian
White, Tim

Richmond West
Chance, Max
Dougherty, Sean
Perkins, Ryan

Virginia Beach
Dallman, David
Davidson, Scott
Falk, Kathy

Farthing, Andrew
France, Dave
Funk, Scott
Holland, Kimberly
Holland, Stephen
Mertig, Karl
Moser, Emily
Niss, Robyn
Schmitt, Greg
Votava, Chip
Wharton, Michelle
Williams, Kyle
Yee, Jeremy

White Plains - KHNY
Apostoleris, Dean
Canning, John
Van Hise, Kevin

Williamsburg
Basic, Christopher

California

Escondido
Kirby, Jennifer

Long Beach
Hewitt, Melissa
Phillips, Chad
Starkey, Hunter

Los Angeles
Duong, Dan
Fares, Jean
Kyle, Greg
Phaneuf, Alyssa
Ranta, Sherry

Monterey
Falgout, Mark

Oakland
Akwabi-Ameyaw, Kwasi
Colety, Mike
Dankberg, Adam

Orange
Adrian, Darren
Bossu, Dave
Glaze, Jacob
Kerry, Nikki
Koivuniemi, Kyle
Marechal, Jason
Matson, Jason

Melchor, Jason
Melvin, Pearse

Pleasanton
Chazbek, Chadi
Johnson, Miles
Mowery, Mike
Sowers, Brian
Thal, Nicole

Riverside
Alvarez, Leticia

Sacramento
Bhatt, Sheetal
Pittalwala, Fareed

Schmitt, Mike
Weir, Matt

San Diego
Barlow, Matthew
Becker, Justin
Cowan, Davie
Harry, Jennifer
Heustess, Aaron
Kaltsas, Joe
Madsen, Michael
McCormick, Matt
McWhorter, Sam
Podegracz, Anthony
Ulery, Megan
Valencia, Jason

San Jose
Hedayat, Leyla
Mehta, Parag
Venter, Frederik

San Mateo
Pulliam, John

Santa Clarita
Chakravarthy, Sri

Temecula
Pollock, John

Carolinas

Charleston
Edmonson, Cole
Guy, Jonathan

Charlotte
Blakley, Steve
Denney, Seth
Edwards, Matt
Lewis, Ryan
Racer, Joseph

Taylor, Ben

Columbia
Iser, Chris

Durham
Lewellyn, Earl
Raney, Nolan

Fort Mill
Holcomb, John

Greenville
Hensley, Alex

Holly Springs
Brewer, Jordan

Raleigh
Adams, Richard

Barber, Barry
Beck, Chad
Brewer, Brian
Carter, Tim
Cochran, Adam
Cook, Richard
Flanagan, Tammy
Glass, Bri
Gresham, Teresa
Hartshorn, Jason

Howell, Cory
Keil, Ashley
Kuzenski, John
Leverett, Chris
Meador, Emily
Netzer, Lesley
Royal, Randy
Thompson, Erin

Central

Dallas
Fraccaro, Joe
Galloway, Steve
Harris, Mark
Henrichs, Tyler
Lawhorn, Caroline
Moss, Brad
Rader, Aaron
Samarripas, Anthony

Sulkowski, Nick
Williamson, Sarah

Fort Worth
Arnold, Doug
Arnold, Scott
Brewer, Cody
Hill, Bradley
Igo, Chris

James, Jeff
Kubista, Kyle
Landon, Jeff
Nathan, Aaron
Webb, Cole

Frisco
Coppin, Tom
Dickey, Kyle

Duenwald, Matt
Hodge, Blake
McCracken, Paul
Ross, Casey

Irving Las Colinas
Ante, Nathan

Oklahoma City

Schmidt, Luke

Richardson
Hoppers, Kevin
New, Nathan

Terrell
Lucas, Matt

Kimley-Horn and Associates, Inc.
FULL CONTRACT SIGNING AUTHORITY
December 15, 2025

Midwest

Chicago Downtown
Lemmon, Peter
Marnell, Colleen
Mayer, Joe
Morton, J.J.
Panter, Jake
Whitson, Bryan

Chicago North Suburbs
Cooper, Jason
Stoehr, Peter
Tracy, Eric

Chicago West Suburbs
Albers, Emma
Fancler-Splitt, Rory
Garner, Chad
Heinen, Andy
Kaufman, Philip
Walker, Drew
Walker, Michi

Columbus
Muller, Justin
Reeves, Mike
Schall, Andy
Schnug, Regan

Indianapolis
Butz, Bill
Schreeg, Brandon
Sheward, Bryan
Timko, Mike
Wolfred, Drew

Kansas City
Kist, Matt
McKerrow, Jeff

Kansas City South
Myers, Zach

Northeast Ohio
Clements, Kevin

Twin Cities
Bourdon, Brandon
Elegert, Brandon
Jensen, Matt
Matzek, Will
Phipps, Ryan
Schmitz, Bill
Tadt, Eric
Wall, Lisa
Zimmerman, David

Twin Cities South
Fosmo, Eric
Moren, Luke

Twin Cities West
Kuhnau, JoNette
Manning, Jon
Wurdeman, Brian

Mountain Pacific

Aspen
Christensen, Bryce

Boise
Bard, Teller
McDougald, Brandon

Broomfield
Mack, Dana
Pratt, Anthony

Colorado Springs
Gunderson, Eric
Hess, Mitchell

McCallum, Jessica

Denver
Andryscik, Kory
Colvin, Scott
Garinger, Amy
Griffin, Erin
Heiberger, John
Hopkins, Christopher
Krell, Gabe
Madrid, Shelby
McGee, Meaghan
Phelps, Randall
Rowe, Curtis

Salvagio, Robin
Skeehan, Dan
Sobieski, Dennis
Watson, Kyle
Wolterstorff, Darren

Denver Downtown
Wilhelm, Will

Everett
Lincoln, Brad

Fort Collins
Felton, Emily

Sheahan, Caitlin

Lehi
Bick, Chris

Portland
Belsick, Jody
Lahey, Anna
Meyerhofer, Peter

Salt Lake City
Borg, Alex
Crowther, Brent
Herrick, Christine

Johnson, Zach
O'Brien, Molly

Seattle
Chen, Nick
Kamerath, Marcy
Reeverts, Canaan
Valentine, Brian
Williams, David

North Florida

Daytona Beach
Stubbs, Jarod

Gainesville
Brighton, Ali
Towne, Chris

Jacksonville
Deitsch, Brian

Mecca, Joe
Mullis, Mike
Roland, George
Shelton, Mark

Lake Nona
Ashby, Brian
Martin, Jon
Parker, Tiffany

Stickler, Brooks

Melbourne
Husainy, Kinan

Ocala
Busche, Richard
Elliott, Cara
Gartner, Amber

Losito, Gene

Orlando
Chau, Hao
Lenzen, Brent
Littrell, Lance
Mingonet, Scott
Roberts, Heather
Thigpen, Jonathan

Wagner, Kasey
Wetherell, Ryan

Tallahassee
DeVeau, Zach
Kalbli, Shawn
Lewis, Kelsey

South

Alpharetta
Dufour, Zac
Fanney, Angela
Fanney, Lawson
Hamilton, Jim
James, Alvin
Shearouse, Sarah
Stricklin, David
Walker, John
Zittrauer, Derek

Atlanta Midtown
Bosman, Eric

Coleman, Sean
Elsey, Jeffrey
Pastore, Cristina
Ross, Rob
Triplett, Kate

Birmingham
Bailey, Clark
Johnson, Elizabeth

Chamblee
Manners, Jason

Chattanooga
Skidmore, Ben

Franklin
Espelet, Leo

Memphis
Danley, Drake
Minor, Henry
Peregoy, Jarmon
Peregoy, Jennifer

Mobile
Starling, Charles

Nashville
Boyd, Jenna
Boyd, Mark
Creasman, Brett
Gram, Ryan
McMaster, Ryan
Neal, Philip
Rhodes, Chris

Peachtree Corners
Ergle, Kevin
Horbal, Bradley
Smith, Patrick

Savannah
Gwaltney, Jamie
Hunt, Rhodes
Marsengill, Chris

Woodstock
West, Brian

South Florida

Boca-Delray
Haggerty, Jordan
Tercilla, Lindsey
Webber, Jason

Fort Lauderdale
Alam, Mudassar
Capelli, Jill
Cordasco, John
Dabkowski, Adrian

Emmons, Erin
Falce, Chris
McWilliams, John
Robertson, Stewart
Viola, Stefano

Miami
Almonte Royer, Leonte
Baldo, Burt
Collier, Julio

Fye, Barton
Herrera, Alberto
Pasken, Ken

Palm Beach Gardens
Long, Jamea
Meyer, Allie

Vero Beach
Good, Brian

Hollen, Chris
Lawson, Jacob
Thomas, Melibe
Van Rens, Peter

West Palm Beach
Lee, Jason
Rapp, Bryan
Regueiro, Eric
Schanen, Kevin

Schwartz, Mike
Walthall, David

West Palm Downtown
Heggen, Chris
Spruce, Mike

Kimley-Horn and Associates, Inc.
FULL CONTRACT SIGNING AUTHORITY
December 15, 2025

Southwest

Las Vegas
Jones, Chris
Moles, Richard
Moore, Devin
Mosley, Michael
Wolf, Treasea

Mesa
Burm, Jason
Ehrick, Taylor
Grandy, Michael
Margetts, Sterling
Mutti, Brent
Walnum, Nate

Phoenix
Artiles, Arnoldo
Christian, Raj
Connelly, Alissa
Delmarter, Michael
Henderson, Ben
Kay, Tyler
Kimm, Kevin
Kissinger, John
Leistiko, David
Marella, Damon
Perillo, Adam
Schmidt, Zachary
Sjogren, Tim
Smalkoski, Brian

Reno
Hildebrandt, Heath
Hughey, Stephen
Nasset, Brent

Scottsdale
Haney, Steve
Thoma, Jayme
Whitehurst, Eric

Tucson
Payne, Kevin
Rhine, Tim
Jupp, Andrew
Melvin, Enda
Rutkowski, David

Texas South

Austin East
Hamilton, Bob
Ponton, CJ

Austin North
Araque, Santiago
Boecker, Brian
Hudson, Harrison
Kiewit, Jordan
Neal, Trey
Parker, Brian
VanLeeuwen, Andy

Austin South
Mason, Sean
West, Craig
Williams, Ben

Bryan College Station
Harris, Chris
Lucas, Michael

Houston
Cargill, Kenneth
Frysinger, Ashley
Frysinger, Chris
Guillory, Brandon

Pearland
Deshpande, Vivek
Hall, Andy

San Antonio
Brignon, Brit
Cobler, Nathan
Farnsworth, Jeff
Holscher, Nick
Pierce, Nolan
Tait, Zach

The Woodlands
Freeman, Steven
Kirkland, Mark
Lewis, Tyler
Pickering, Brad

West Florida

Fort Myers
Bryant, Lewis
Clark, Kellie

Lakeland
Lewis, Jason
White, Wayne
Wynn, Jared

Sarasota
Cianfaglione, Chris
Klepper, Kelley
Leep, Jordan
Pankonin, James
Schmid, Seth

St Petersburg
Arriaga, Brooke
Bishop, Mark
Dodge, Dawn
Walker, Jordan

Tampa
Brenny, Martin
Bulloch, Kelly
Coffman, Jon
Collins, Carroll
Gilner, Scott
Lee, Nathan
Nadeau, Gary
Truman, Steve

2

Company and Staff Qualifications



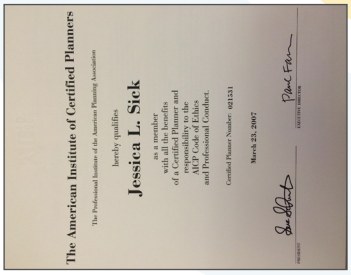
2. COMPANY AND STAFF QUALIFICATIONS

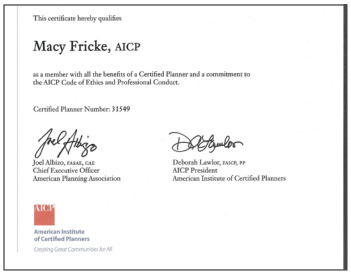
LICENSES


STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES
MECCA, MICHELLE B.
12740 GRAN BAY PARKWAY W
SUITE 2350
JACKSONVILLE FL 32258
LICENSE NUMBER: PE58659
EXPIRATION DATE: FEBRUARY 28, 2027
Always verify licenses online at MyFloridaLicense.com
Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.


The Transportation Professional Certification Board
Certifies that
Mrs. Michelle B. Mecca, P.E., RSP1
successfully holds the Road Safety Professional® (Level 1) certification
Original Certification Date: 12/21/2018
Certification Valid Through: 12/21/2027
Steve Kuciemba, Executive Director and CEO
Joseph C. Baliskus, P.E., PTOE, RSP1 TPCB Chair
Certification Number: 156

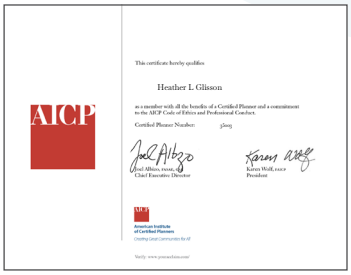

This certificate hereby qualifies
Joseph R Crozier, AICP
as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.
Certified Planner Number: 30804


The American Institute of Certified Planners
The Professional Institute of the American Planning Association
hereby qualifies
Jessica L. Sick
as a member with all the benefits of a Certified Planner and responsibility to the AICP Code of Ethics and Professional Conduct.
Certified Planner Number: 021251
March 23, 2007


This certificate hereby qualifies
Macy Fricke, AICP
as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.
Certified Planner Number: 31549
Joel Albizo, FAIA, CAE, Chief Executive Officer, American Planning Association
Deborah Lawlor, FAICP, PP, AICP President, American Institute of Certified Planners

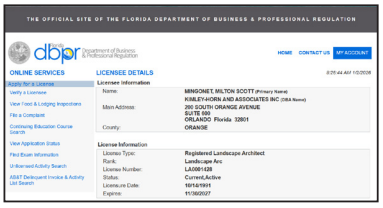

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES
JURNEY, MATTHEW ALAN
12740 GRAN BAY PARKWAY WEST
SUITE 2350
JACKSONVILLE FL 32258
LICENSE NUMBER: LA6666993
EXPIRATION DATE: NOVEMBER 30, 2027
Always verify licenses online at MyFloridaLicense.com
ISSUED: 12/30/2025
Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

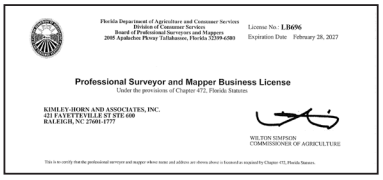

This certificate hereby qualifies
Blair Knighting, AICP
as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.
Certified Planner Number: 31913
Joel Albizo, FAIA, CAE, Chief Executive Officer, American Planning Association
Deborah Lawlor, FAICP, PP, AICP President, American Institute of Certified Planners

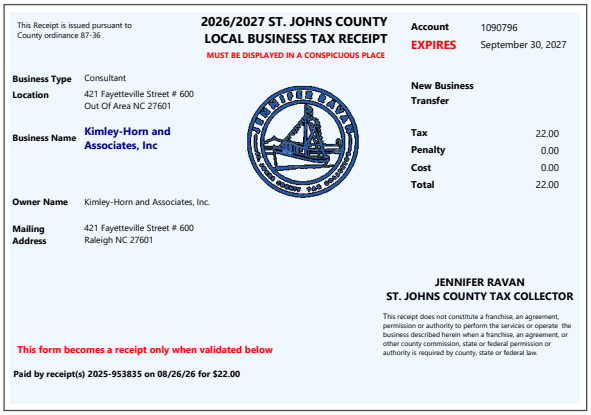

This certificate hereby qualifies
Heather L Glisson
as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.
Certified Planner Number:
Joel Albizo, FAIA, CAE, Chief Executive Director
Karen Wolf, FAICP, President


State of Florida
Department of State
I certify from the records of this office that KIMLEY-HORN AND ASSOCIATES, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on April 24, 1968.
The document number of this corporation is 821359.
I further certify that said corporation has paid all fees due this office through December 31, 2026, that its most recent annual report/uniform business report was filed on January 10, 2026, and that its status is active.
I further certify that said corporation has not filed a Certificate of Withdrawal.
Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Tenth day of February, 2026
Secretary of State
Tracking Number: 9013963510CU
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.
https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication


THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION
dbpr Department of Business & Professional Regulation
HOME CONTACT US MY ACCOUNT
ONLINE SERVICES
LICENSEE DETAILS
Licensee Information
Name: KIMLEY-HORN & ASSOCIATES, INC. (Primary Name)
Main Address: 421 FAYETTEVILLE STREET SUITE 600 RALEIGH North Carolina 27601 OUT OF STATE
License Mailing: 421 FAYETTEVILLE STREET SUITE 600 RALEIGH NC 27601 OUT OF STATE
License Information
License Type: Engineering Business Registry
Rank: Registry
License Number: 696
Status: Current
Licensure Date: 05/15/1977
Expires:


THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION
dbpr Department of Business & Professional Regulation
HOME CONTACT US MY ACCOUNT
ONLINE SERVICES
LICENSEE DETAILS
Licensee Information
Name: MINGONET, MILTON SCOTT (Primary Name)
KIMLEY-HORN AND ASSOCIATES INC (DBA Name)
Main Address: 200 SOUTH ORANGE AVENUE SUITE 800 ORLANDO Florida 32801 ORANGE
License Information
License Type: Registered Landscape Architect
Rank: Landscape Arc
License Number: LA0001428
Status: Current,Active
Licensure Date: 10/14/1991
Expires: 11/30/2027


Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500
License No: LB696
Expiration Date: February 28, 2027
Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes
KIMLEY-HORN AND ASSOCIATES, INC.
421 FAYETTEVILLE ST STE 600
RALEIGH, NC 27601-1777
WILTON SIMPSON
COMMISSIONER OF AGRICULTURE


This Receipt is issued pursuant to County ordinance 87-36
2026/2027 ST. JOHNS COUNTY LOCAL BUSINESS TAX RECEIPT
MUST BE DISPLAYED IN A CONSPICUOUS PLACE
Account 1090796
EXPIRES September 30, 2027
Business Type Consultant
Location 421 Fayetteville Street # 600 Out Of Area NC 27601
Business Name Kimley-Horn and Associates, Inc
Owner Name Kimley-Horn and Associates, Inc.
Mailing Address 421 Fayetteville Street # 600 Raleigh NC 27601
New Business
Transfer
Tax 22.00
Penalty 0.00
Cost 0.00
Total 22.00
JENNIFER RAVAN
ST. JOHNS COUNTY TAX COLLECTOR
This receipt does not constitute a franchise, an agreement, permission or authority to perform the services or operate the business described herein when a franchise, an agreement, or other county commission, state or federal permission or authority is required by county, state or federal law.
This form becomes a receipt only when validated below
Paid by receipt(s) 2025-953835 on 08/26/26 for $22.00



Kimley-Horn has assembled a team of grant writing professionals supported by a deep bench of subject matter experts across engineering, planning, and technical disciplines. Our grant writers work alongside civil engineers, stormwater and resiliency specialists, roadway designers, policy experts, and economists who contribute directly to application development. This integration of grant expertise with technical depth allows us to produce applications that are not only well-written but technically credible and competitive. Several members of our team have worked with St. Johns County for more than two decades, giving us an understanding of the County's priorities, infrastructure needs, and staff that few firms can offer.

Kimley-Horn has a long record of providing consulting and professional services to communities across Florida and the United States. We have helped clients at the county, municipal, regional, and state levels develop successful applications for federal, state, and private funding. We understand that securing funding is often the critical first step in advancing a capital improvement project, and we approach every application with that responsibility in mind.

Kimley-Horn is a one-stop shop for all your grant writing needs. With a multidisciplinary team of professionals, Kimley-Horn offers a comprehensive range of services to support your organization's grant writing efforts. From initial research and strategy development to crafting application narratives, performing benefit cost analyses, project management, and reporting, Kimley-Horn can handle every aspect of the grant writing process. There are several reasons why hiring a multidisciplinary firm to write grants can be beneficial, as shown in the merit criteria on the following page.



WE'RE YOUR ONE-STOP SHOP FOR GRANT WRITING SUCCESS



MERIT CRITERIA

Grant writing is not a standalone service. The strongest applications are built on accurate technical data, sound project scoping, credible cost estimates, and persuasive narratives that speak directly to merit criteria while speaking to unwritten funding agency priorities. Kimley-Horn's structure as a full-service firm means the County has access to all of those capabilities under one contract. The following highlights what sets our team apart:

ONE-STOP SHOP: Our team brings together grant specialists, engineers, economists, and environmental specialists who collaborate on every application. This cross-disciplinary approach produces proposals that are technically grounded and strategically positioned, giving the County competitive advantage across a wide range of program types.

DEDICATED NATIONAL GRANT TEAM: Kimley-Horn's national grant team is led from and based in Florida. The team focuses full time on supporting complex funding needs and participates regularly in training and professional development through organizations such as the Grant Professionals Association to stay current on funding trends, program changes, and evolving federal requirements. **We are not only tracking the new surface transportation bill, but are actively forming it to advocate for our clients, with staff such as Steve Lefton, who is part of the USDOT Advisory Board helping create this new legislation.**

END-TO-END PROJECT SUPPORT: Our involvement does not begin and end with the application. We support the County from initial opportunity identification and strategy development through application preparation, pre-award coordination, grant agreement development, and post-award handoff. This continuity reduces burden on County staff and supports a smooth transition from award to project execution.

ORGANIZATIONAL CAPACITY: Grant writing is time-intensive, and deadlines are often compressed. As a firm of more than nearly 11,000 employees, Kimley-Horn has the depth to surge resources when needed, confirm that short-notice opportunities are pursued without disrupting other active work, and maintain consistent quality across multiple concurrent applications. This ability was demonstrated when writing two BUILD grants for the County this round, which were submitted on time and within budget. The application seeking funding for SR-16 improvements was selected as a Project of Merit by USDOT.

QUALITY CONTROL FOLLOWED BY QUALITY ASSURANCE: Every deliverable we produce for the County goes through a structured three-tier review process, moving from technical review through independent peer review to a final grammatical and formatting check before submission. This process reflects the same discipline we apply to engineering deliverables and confirms that every application presents the County's projects in the strongest possible light.

A TRUSTED, LONG-TERM PARTNER: Our relationship with St. Johns County spans more than two decades of continuous service. We know the County's staff, its capital program, and its community priorities. We do not approach this engagement as a new client relationship; we approach it as an extension of the work we have already been doing on the County's behalf, with the same commitment to responsiveness, quality, and results.





Economic Development
Jessica Rossi, AICP



Resiliency
Macy Falcon, AICP, CFM



Transportation
Joe Crozier, AICP, GPC



Principal-in-Charge
Michelle Mecca, PE, RSP1



Environmental Protection
Diana Bello, MBA



Project Manager
Joe Crozier, AICP, GPC



Parks and Recreation
Matt Jurney, PLA



QC/QA Manager
Tami Bailey



Public Safety
Tami Bailey



Historic Preservation
Blair Knighting, AICP



General Infrastructure
Heather Glisson, AICP

PROJECT TEAM

The organization chart below illustrates our team structure and outlines the responsibilities of management and staff performing on the project. Kimley-Horn has all employees necessary for performance of all the required work on the firm's payroll. We currently do not have any conflicts of interest.





PROFESSIONAL CREDENTIALS

- Master, Urban and Regional Planning, Florida State University
- Bachelors, Environmental Geography, Florida State University
- American Institute of Certified Planners, #30894
- American Planning Association (APA), Member
- National Grants Management Association (NGMA), Member
- Grant Professionals Association (GPA), Member, National Governmental Advocacy Committee

BENEFIT TO CLIENT

- National grant writing and administration expert, supporting clients to win over $1.5B.
- Known leader in public policy focused on the future trends of state and federal funding.
- Proven trainer who has conducted comprehensive, hands-on training for public sector staff on applying for state and federal grants.
- Close partner with the Florida Department of Transportation, leading grant writing, project prioritization, benefit-cost analysis, and other key funding needs.

Joe Crozier, AICP, GPC

Project Manager

INTRODUCTION

Joe Crozier, AICP, GPC, is a national leader in securing and administering state and federal funding, with proven success delivering more than $1.5 billion in awarded grants across the United States. A certified planner and certified grant professional, Joe brings a deep background in transportation planning and public policy, allowing him to understand, and strategically address, the nuances grant reviewers look for. This perspective gives his clients a distinct advantage in developing competitive, successful applications. Joe is passionate about supporting projects from concept through closeout, using grant funding as a tool to turn complex ideas into delivered, impactful projects.

RELEVANT EXPERIENCE

Grant Writing Services, St. Johns County, FL — Project Manager. Kimley-Horn currently provides St. Johns County with applications and technical support for federal and state funding programs, including BRIC, PROTECT, USDOT Active Transportation, and EDA Disaster grants, supporting transportation, trail, pedestrian, and resilience projects.

St. Johns County Safe Streets for All Safety Action Plan, St. Johns County, FL
Project Manager. Joe assisted the County in preparing a grant application for submission to the USDOT for the Safe Streets and Roads for All (SS4A) discretionary grant program. This grant supports the development of a comprehensive safety action plan that identifies the most significant roadway safety issues in St. Johns County.

South Florida Regional Transportation Authority (SFRTA), Grant Program Miami-Dade, Broward, and Palm Beach Counties FL — Project Manager. Kimley-Horn led the SFRTA grant program and has supported the award of over $100M in funding. One project in this contract included consulting services to help secure $12.9M in funding for the Intercity Passenger Rail project which aims to improve safety at Tri-Rail crossings. The USDOT approved the funding for these upgrades. Additionally, we provided grant consulting services for a $71.7M grant approved by the Federal Transit Administration (FTA) that was supported by additional FDOT and local funding.

FDOT Central Office Of Policy Planning, Grants Coordination And Technical Support Services, Statewide Planning Consultant, Statewide, FL — Project Manager. Kimley-Horn leads FDOT's statewide federal grant program, handling application development, benefit-cost analyses, and coordination efforts. In two years, the team has supported over $500 million in successful grants for projects improving transportation safety and mobility across Florida. Key wins include Tampa Heights Mobility Corridor, SMART St. Augustine, I-4 Truck Parking Facility, and other major infrastructure upgrades.

FDOT Central Office Landscape Architecture and Scenic Highway Support Services Statewide, FL — Project Manager. Kimley-Horn serves as the prime consultant on the Landscape Architecture and Scenic Highway Support Services Contract through FDOT Central Office. This contract includes ongoing administration and coordination support for the Florida Scenic Highways Program at the direction of the State Landscape Architect, with tasks that range from standards, policies, and procedures review, data collection, materials development, meeting and conference planning and coordination, and grant support, most notably for the National Scenic Byway Grant Program through the Federal Highway Administration (FHWA).





Michelle Mecca, PE, RSP[1]

Principal-in-Charge

PROFESSIONAL CREDENTIALS

- Bachelor, Civil Engineering, University of Florida
- Professional Engineer in Florida, #55059
- Institute of Transportation Engineers (ITE), Member
- International Municipal Signal Association (IMSA), Member

BENEFIT TO CLIENT

- Expertise providing safety and traffic operations analysis, including crash analysis, qualitative assessments, safety and operational studies, alternative intersection control, countermeasure selection, preparation of benefit-cost analysis reports, traffic signal design, utility coordination, and specifications.
- Has served the FDOT District Two in the past 25 years as the project manager for the Districtwide Traffic Safety Studies Consultant with three renewals.
- Expertise in safety studies, having performed more than 100 studies in northeast Florida and around the state.

INTRODUCTION

Michelle's 32 years of experience includes traffic engineering studies, transportation planning studies, and traffic impact analyses, as well as the preparation of designs and construction plans for signalization, signal systems, signing, and pavement marking. Michelle contributes to a variety of Kimley-Horn projects, including environmental/corridor studies, environmental documentation, and air quality/noise analysis models. She has been a resident and worked in the greater Jacksonville area for the past 26 years and has developed strong working relationships with many of the local agencies in northeast Florida and FDOT District Two.

RELEVANT EXPERIENCE

St. Johns County Safe Streets for All Safety Action Plan, FL — Project Engineer. Kimley-Horn assisted the County in preparing a grant application for submission to the USDOT for the Safe Streets and Roads for All (SS4A) discretionary grant program which was due on July 10, 2023. This grant supports the development of a comprehensive safety action plan that identifies the most significant roadway safety issues in St. Johns County. The County was successfully awarded $320,000.

FDOT District Two, SR 5A Resurfacing from King Street to SR 16, St. Johns County, FL — Project Engineer. Kimley-Horn is providing professional engineering and plans production services for the milling and resurfacing of SR 5A from north of King Street to SR 16 (Picolata Road) for the County of St. Johns. The project also includes drainage improvements, sidewalk, signalization upgrades, and the installation of Rapid Rectangular Flashing Beacons (RRFBs) at uncontrolled pedestrian crossings through downtown historic St. Augustine. The drainage improvements are being made to replace existing drainage outfall pipes with backflow preventers to mitigate storm surge flooding in response to Hurricanes Matthew and Irma. In addition, the existing on-street parking is inventoried to remove non-compliant spaces that interfere with sight distance at intersections.

Roberts Road Improvement Study, St. Johns County, FL — Project Manager. The study limits of the project included Roberts Road from Longleaf Pine Parkway to SR 13. The purpose of the study was to evaluate safety, operational and geometric deficiencies, and recommend improvements for the study intersections and the collector as a whole. The primary goal of these improvements was to increase safety while also improving the operational and geometric characteristics of the corridor. This assessment was based on peak-hour turning movement counts, three years of crash data, observations made during field reviews, field data collection, and drainage data. Recommendations for short-term and long-term improvements with estimated construction costs included.

CR 2209/CR 244 Intersection Improvements, St. Johns County, FL — Project Engineer. Kimley-Horn designed improvements at the intersection of CR 2209 and CR 244 that consisted of adding a second northbound left-turn lane, removal of the existing traffic island in the northwest corner of the intersection, reducing the radius at the northwest corner of the intersection, adjusting the crosswalks across the north and west legs of the intersection, adding a westbound right-turn lane, and the corresponding signal modifications.





Tami Bailey

QC/QA | Public Safety

PROFESSIONAL CREDENTIALS

- Bachelor, Psychology, Truman State University

BENEFIT TO CLIENT

- Awarded Project Manager of the Year, United States Department of Agriculture (USDA), 2016
- Highly experienced in supervising programs for CDBG, HOME, ESG, CDBG-DR, CDBG-MIT, DOEA, OAA, DOE, FDEM, and various other funders.
- Proficient in strategic planning, fiscal management, and compliance monitoring.

INTRODUCTION

Tami brings 16 years of extensive expertise in grants administration, demonstrated by her impressive track record in securing, as well as managing $200 million in grant awards. Tami has overseen the full lifecycle of grant funding, including application, compliance, reporting, and closeout, ensuring alignment with organizational and funder requirements. Her skills in strategic planning, fiscal oversight, and team leadership have had a notable impact on previous organizations. Tami's proven ability to manage complex projects while ensuring compliance with organizational and funder requirements makes her an invaluable asset to our grants team.

RELEVANT EXPERIENCE

Haines City Small Cities CDBG Grant Administration, Haines City, FL — Project Manager. Kimley-Horn provided CDBG–Small Cities grant administration services to the City of Haines City for a Neighborhood Revitalization project in the Park Avenue neighborhood. The project included the installation of approximately 9,049 linear feet of new concrete sidewalks to address pedestrian infrastructure deficiencies. The City received $750,000 in CDBG–Small Cities funding, with a $50,000 local match, for a total project budget of $800,000. The improvements enhanced pedestrian safety, improved neighborhood connectivity, and benefited approximately 165 households and 579 residents in underserved communities, meeting CDBG national objective requirements. Kimley-Horn supported the City with grant administration throughout the life of the grant, including compliance with Florida Small Cities CDBG program requirements, coordination with state agencies, preparation of required reports and reimbursement requests, and completion of project closeout activities. The project was implemented in accordance with all applicable federal and state regulations and completed within the established grant period.

Sarasota County Grant Writing On-Call Consultant Services, Osprey, FL — Project Manager. Grant Administrator. Kimley-Horn provides on-call consultant services to the County. Current services include supporting the County's FEMA appeal response tied to North Casey Key.

Fort Hamer Road and Bridge PD&E Study and Final Design, Manatee County, FL Grant Administrator. Kimley-Horn was the prime consultant for the PD&E study and final design for widening of the existing two-lane Fort Hamer Road to four lanes from Upper Manatee River Road to US 301, approximately four miles, within unincorporated Manatee County. The scope of services included an evaluation of the traffic needs, intersection control evaluations, pond siting, bridge analysis, bridge hydraulics, contamination screening, natural resource evaluation, cultural resource assessment, and public involvement to FDOT standards. The PD&E study was conducted to FDOT standards to maintain federal funding eligibility for future phases. The bridge (Bridge #134123) included within the project limits, carrying Fort Hamer Road across the Manatee River, is also proposed to be widened to four lanes. The goal of this project is to address the capacity and transportation demand of the corridor while enhancing safety conditions and better accommodating multimodal activity within the area. The PD&E study began in 2023 and the final design is anticipated to be complete in 2027.

Lincoln Park Pedestrian Bridge (HUD funding), Manatee County, FL — Grant Administrator. This project will build a pedestrian bridge over US 41 south of 17th St. E to provide safe access for bicyclists and pedestrians between Lincoln Park, Lincoln Middle School, and the surrounding community. The bridge addresses the need for a safe crossing of the busy four-lane highway, which sees nearly 40,000 vehicles daily and separates the Palmetto community from the park.





PROFESSIONAL CREDENTIALS

- Master, Community and Regional Planning, University of Rhode Island
- Bachelor, Environmental Studies, Alfred University
- American Institute of Certified Planners, #164330

BENEFIT TO CLIENT

- 22 years of real estate market research, economic impact, policy and finance experience.
- Works on a wide variety of planning and economic development projects.
- Specializes in identifying and quantifying market opportunities for real estate developments and acquisitions, forecasting land demand for comprehensive planning initiatives, preparing financial analyses, and conducting cost/benefit analyses for local governments.

Jessica Rossi, AICP

Economic Development

INTRODUCTION

With more than 22 years of visioning and economic development work experience, Jessica brings a comprehensive perspective to all consulting assignments. As a national resource for the firm, Jessica's leadership has guided high-quality and innovative research and planning strategies that are grounded in a market reality. Jessica regularly provides socioeconomic, land use, and real estate data points to prepare financial analyses and conduct cost/benefit analyses for governments.

RELEVANT EXPERIENCE

Lakeland Dixieland CRA, Lakeland, FL — Project Planner. Kimley-Horn is leading the comprehensive update of the Lakeland Community Redevelopment Area (CRA) Dixieland District Redevelopment Plan. This work includes an in-depth analysis of existing conditions, a full tax-increment financing (TIF) review, market and socioeconomic assessments, and a detailed gap analysis of previous planning efforts. Kimley-Horn will develop a Strategic Reinvestment Plan that outlines updated goals, objectives, performance measures, catalytic redevelopment opportunities, and a 10-year capital improvement and implementation strategy. The team will also conduct historic resource surveying, facilitate extensive public and stakeholder engagement, and support the CRA through the regulatory, ordinance, and approval process to ensure a coordinated, actionable, and community-driven plan for the district's long-term revitalization.

Winter Haven East Peace Creek Flood Mitigation Plan and One Water Master Plan, Winter Haven, FL — Project Planner. Kimley-Horn is working with the City of Winter Haven on this CDBG-MIT grant-funded project to further evaluate and conceptualize future development in the project area. Goals of this project include resolving regional flooding concerns, water quantity and quality degradation, and habitat losses. Our team will evaluate past flooding problems, water storage, and wetland restoration areas; determine quantity of storage needed to mitigate future flooding problems and investigate locations for water storage as well as water recharge; coordinate and make plans with existing landowners and regulatory agencies; our team will conceptualize a comprehensive land use plan for the entire area including residential and commercial areas, water storage and recharge areas, a recreation/multimodal transportation plan, utility master plan, and a modernized resilient land development regulation code for the area.

Marion County Silver Springs (CRA) Master Plan, Silver Springs, FL — Project Planner. Kimley-Horn prepared a Master Plan specific to the Silver Springs study area. The effort incorporated previous master planning and related studies while analyzing existing conditions which may contribute to the overall success of the County's redevelopment vision for the area. Project tasks included community outreach, land use planning, transportation and mobility planning, infrastructure analysis, marketing, wayfinding, and development of community themes, redevelopment strategies, and accompanying capital improvements plan. This project earned the 2025 FRA Roy F. Kenzie Large City Planning Studies Project of the Year Award.

Oakland Park Comprehensive Plan Rewrite, Oakland Park, FL — Project Planner. Kimley-Horn was selected by the City of Oakland Park to help rewrite their Comprehensive Plan. It will be an 18-month project and involve a full redesign and refresh of their Goals, Objectives, and Policies to guide the future for the next 20 years. In addition to the current chapters they have, Kimley-Horn will be helping with three new chapters not required by Florida Statute: Sustainability/Climate Resiliency, Property Rights, and Economic Development.





Macy Falcon, AICP, CFM

Resiliency

PROFESSIONAL CREDENTIALS

- Master, Urban and Regional Planning, Florida State University
- Bachelor, Environmental Geography, Florida State University
- American Institute of Certified Planners, #31549
- Certified Floodplain Management, #US-15-08700

BENEFIT TO CLIENT

- Experienced in hazard mitigation and resiliency plan development, grant writing and management, floodplain management practice and outreach, resiliency assessment, loss avoidance reporting, and benefit-cost analysis.
- Has provided complete grant cycle services to Florida counties to obtain federal grants and implement projects that mitigate flood risk.
- Served as an analyst for vulnerability assessments and holistic benefit-cost analyses for federal grants for metropolitan clients.

INTRODUCTION

Macy has more than 11 years of planning experience in data management, technical analysis, grant application and management, and floodplain management. She is experienced in providing complete grant cycle services to Florida counties to obtain federal grants and implement projects that mitigate flood risk. She also has served as an analyst for vulnerability assessments and holistic benefit-cost analyses for federal grants for metropolitan clients. Her background includes hazard mitigation and resiliency plan development, grant writing and management, floodplain management practice and outreach, resiliency assessment, loss avoidance reporting, and benefit-cost analysis. Macy also is experienced with task and project management, policy analysis and program implementation, and public involvement and outreach. Her software experience includes ArcGIS, FEMA BCA Toolkit, Hazus, and IMPLAN.

RELEVANT EXPERIENCE

Avenida Menendez Seawall Flood Barrier Phase 1, Hazard Mitigation Grant Program, St. Augustine, FL — Project planner. Macy provided grant management assistance including quarterly reporting, reimbursement requests, grant compliance, and closeout. Kimley-Horn provided planning, permitting, design, development of bid documents, and bidding services for the reinforcement, replacement, and installation of a seawall with appropriate tidal backflow prevention to achieve a continuous elevation and a level of protection against a 100-year storm event. Our services were governed by regulations and requirements stipulated in the Hazard Mitigation Grant Contract H0483 (HMGP) which the City secured through the State of Florida Division of Emergency Management.

Sarasota-Manatee Metropolitan Planning Organization Long-Range Transportation Plan Resiliency/Vulnerability Assessment, Sarasota, FL — Project Planner. Kimley-Horn is developing a resiliency plan that includes a regionally focused vulnerability and risk assessment and project identification and prioritization process. Infrastructure vulnerability to acute shocks and chronic stressors were assessed to inform incorporating risk into the MPO's project prioritization process. Cost-effective strategies to mitigate risk associated with hazards to transportation infrastructure were also identified. The study's recommended projects and action items will integrate resiliency planning with transportation planning and decision making.

St. Vincent's Medical Center Riverside, Jacksonville, FL — Project Planner. The Hazard Mitigation Grant Program (HMGP) becomes available to impacted communities after a Presidential disaster declaration and helps communities implement mitigation measures that reduce risk to people and property from future disasters. After Hurricane Matthew, Kimley-Horn worked with the hospital to develop a comprehensive mitigation solution to protect the hospital campus from stormwater flooding and flooding from St. Johns River. The mitigation project includes a vertical flood barrier, a stormwater pumping system, a stormwater storage system, and stormwater conveyance improvements.

Federal Emergency Management Agency (FEMA) Public Assistance (PA), Florida Division of Emergency Management (FDEM), FL — Project Planner. The Public Assistance Grant Program supports communities' recovery from major disasters by providing grant assistance for debris removal, life-saving emergency protective measures, and restoring public infrastructure. Kimley-Horn provides program administration support services to the Recovery Bureau at FDEM to implement the FEMA Public Assistance Grant Program for Hurricane Irma. On behalf of FDEM, Kimley-Horn works directly with local communities to validate project worksheets, collect supporting documentation, develop quarterly reports, approve requests for reimbursement, and conduct project closeout.





PROFESSIONAL CREDENTIALS

- Master, Business Administration, Nova Southeastern University
- Bachelor, Political Science, Florida International University

BENEFIT TO CLIENT

- Development of internal controls to meet public funding requirements.
- Application and administration of FDEP State Revolving Fund (SRF) loans.
- Development of financial sustainability plans formats SRF program loans.

Diana Bello, MBA

Environmental Protection

INTRODUCTION

Diana has 19 years of grants management consulting experience, which includes 13 years of experience as a capital projects manager and internal programmatic auditor for publicly funded utility and septic-to-sewer conversion infrastructure projects. She has experience assisting municipalities in drafting federal procurement guidelines, developing internal controls, and implementing procedures to meet federal and state programs' requisites. Additionally, throughout her career, Diana has assisted project managers in managing administrative teams and construction inspectors working on infrastructure capital projects, helping them to ensure compliance with regulations such as the Davis-Bacon Act and the American Iron and Steel Act. She has also trained staff and developed workflows in preparation for agency audits. Consequently, Diana's experience working with engineering teams has been instrumental in the development and implementation of compliance programs to meet the rigorous expectations of FEMA and other federal programs.

RELEVANT EXPERIENCE

Joe's Creek Greenway Restoration Project, Pinellas County, FL — Grant Administrator. This project combines two major infrastructure improvement projects within Community Redevelopment Areas (CRAs). The first improvement project involves Joe's Creek Greenway, including channel widening for improved capacity and water quality and riparian habitat enhancements and a multimodal trail (approximately 4.1 miles) as programmed by Forward Pinellas, the metropolitan planning organization for Pinellas County. The second improvement project involves implementation of flood mitigation projects identified in the Joe's Creek Watershed Management Plan, which will lower the base flood elevation within the 100-year floodplain, reducing flood risk. The Kimley-Horn team delivered an all-inclusive project management/grant administration service, sometimes called a coordinated single project approach. In doing this, our team supports the County to develop procurement procedures, budgets, and environmental assessments required by the CDBG-MIT program; develop project timeline schedules; provide guidance on alternative delivery; assist with progress meetings; develop public engagement programs; and manage other consultants delivering services for the project.

Winter Haven East Peace Creek Flood Mitigation Plan and One Water Master Plan, Winter Haven, FL — Grant Administrator. Kimley-Horn is working with the City of Winter Haven on this CDBG-MIT grant-funded project to further evaluate and conceptualize future development in the project area. Goals of this project include resolving regional flooding concerns, water quantity and quality degradation, and habitat losses. Our team will evaluate past flooding problems, water storage, and wetland restoration areas; determine quantity of storage needed to mitigate future flooding problems and investigate locations for water storage as well as water recharge; coordinate and make plans with existing landowners and regulatory agencies; our team will conceptualize a comprehensive land use plan for the entire area including residential and commercial areas, water storage and recharge areas, a recreation/multimodal transportation plan, utility master plan, and a modernized resilient land development regulation code for the area.

On Top of the World North Advanced Wastewater Treatment, Marion County, FL — Grant administrator and Program Manager. Initially, the Kimley-Horn team assisted the client to obtain $26.1 million in funding to support the expansion of an Advanced Wastewater Treatment Facility. When the construction costs became higher due to increases in the cost of materials, it became apparent that the client needed additional funding to finalize the project. The Kimley-Horn team of engineers and grant professionals coordinated a series of protocols and interim audits that placed the client in a favorable position to apply for additional funding. A second grant application was prepared and successfully awarded the project an additional $33.9 million to finalize construction and include additional reclaimed water systems. The funds were secured via the Florida Department of Environmental Protection Water Quality Improvement Grant program.





Matthew Jurney, PLA

Parks and Recreation

PROFESSIONAL CREDENTIALS

- Bachelor, Landscape Architecture, University of Georgia
- Professional Landscape Architect in Florida, #6666993

BENEFIT TO CLIENT

- Experience includes land development, master planning, residential design/build, landscape construction and administration, highest and best use studies, transportation landscape architecture including conceptual design, construction documents, and PD&E studies.
- Extensive experience in municipal planning and permitting and has established relationships with area contractors, design professionals, and governmental leadership.

INTRODUCTION

Matthew has 22 years of diverse landscape architectural and land planning services experience. His professional responsibilities include land development, master planning, residential design/build, landscape construction and administration, highest and best use studies, transportation landscape architecture including conceptual design, construction documents and PD&E studies. Matt has extensive experience in municipal planning and permitting and has established relationships with area contractors, design professionals, and governmental leadership.

RELEVANT EXPERIENCE

SJC San Sebastian Boat Ramp Master Plan, St. Augustine, FL — Project Manager and Landscape Architect. The objectives for this project were to create a new multi-use public park that will be considered the "Crown Jewel" of St. Johns County parks while simultaneously protecting and enhancing the existing natural resources and beauty of the land. The 30-acre park is situated at the edge of the intra-coastal waterway marsh with frontage on the San Sebastian River in St. Augustine, Florida. The new park will feature an internal boat basin with a four-ramp boat launch with floating docks. The new boat launch facility will be the largest boat launch in St. Johns County when completed. Additional park features include picnic pavilions, new floating dock along San Sebastian River, public safety boat dock with lifts, kayak and paddle board launch, butterfly and tortoise exhibit, treetop canopy walk and playground structure, bathroom facilities, nature trail system, marsh boardwalk, scenic overlook tower, and boat trailer parking for up to 170 boat trailers.

Durbin Crossing Park, St. Johns County, Florida — Project Manager. Kimley-Horn is providing landscape architect services for the Durbin Crossing Park expansion in St. Johns County, delivering a thoughtfully designed recreational environment that enhances community use and aesthetics. The project incorporated four small-sided synthetic turf soccer fields with integrated under-drain systems, complemented by field lighting, shade structures, and pedestrian-friendly sidewalks. Additional improvements included portable bleachers, chain-link fencing, upgraded restrooms, and expanded parking, all seamlessly integrated to create a functional and visually appealing park experience.

Veterans Park - Feasibility Study and Master Plan, Clay County, FL — Project Manager. Kimley-Horn provided planning, landscape architecture, environmental, and feasibility services for Phase I of Veterans Park, a proposed 641±-acre regional park in northwest Clay County, Florida. The team completed a comprehensive feasibility study evaluating site conditions, environmental constraints, regulatory requirements, and public access challenges, conducting data collection, environmental assessments, access and circulation analysis, and public engagement through surveys, stakeholder interviews, and a virtual workshop. The effort resulted in a feasibility report and programmatic framework that informed potential recreation programming, access solutions, and phased implementation considerations for future park development.

Fernandina Beach Parks and Recreation Master Plan, Fernandina Beach, FL — The City of Fernandina Beach's Beach Access Facility Master Plan, also referred to as Phase 1 of the Parks and Recreation Master Plan, is an ongoing effort led by Kimley-Horn to evaluate the City's parks, recreation centers, aquatic facilities, athletic complexes, and beach access facilities. The project will assess existing conditions, community needs, recreation trends, service levels, and operational challenges through data analysis and public engagement. The resulting Needs and Priorities Assessment Summary Memorandum will identify key findings, priorities, service gaps, and strategic opportunities to guide future policy decisions, capital investments, partnerships, and the development of a future Phase 2 Master Plan.





Blair Knighting, AICP

Historic Preservation

PROFESSIONAL CREDENTIALS

- Master, Historic Preservation, University of Florida
- Bachelor, Psychology, University of Florida
- American Institute of Certified Planners, #31913
- American Planning Association (APA), Member
- Florida Planning Zoning Association (FPZA), Executive - Local
- American Institute of Certified Planners, Member
- Cultural Resource Review Board, St. Johns County
- First Coast Florida Planning and Zoning Association (FCFPZA), Executive Board

BENEFIT TO CLIENT

- Historic Preservation Planner for the City of Jacksonville, she regulated the city's three historic districts, ensuring exterior alterations complied with preservation regulations and the Secretary of the Interior's Standards for Rehabilitation.
- Qualified Secretary of the Interior Architectural Historian with a focus on historic preservation planning.
- Experience with applying and managing Florida Division of Historical Resource Small Matching Grants.

INTRODUCTION

Blair has more than 13 years of historic preservation planning experience, analyzing zoning overlay regulations, land development entitlement procurements, and grant writing and management. with Kimley-Horn and the City of Jacksonville. She serves as an extension of staff for public sector clients, with expertise in landmark designations, historic resource surveys, and preservation policy writing. Her role required proficiency in preservation planning, zoning overlay analysis, and grant management. Throughout her career, Blair has also developed strong skills in working with stakeholders, leading community meetings, supporting historic preservation commissions, and engaging with neighborhood advocacy groups.

RELEVANT EXPERIENCE

Phase II Historic Resources Survey, Dunedin, FL — Project Manager and Historic Preservation Planner. The City of Dunedin earned a Small Matching Grant from the Department of State's Division of Historical Resources for the City's Historic Resources Survey Phase II. This grant project builds upon the previous survey (Phase I) conducted by Kimley-Horn in January 2021. Our team is utilizing the Phase I survey data and the Phase II map submitted with the grant application to document up to 260 structures according to Chapter 1A-46 (Florida Administrative Code) requirements. Subsequent tasks include completing the required Florida Master Site File (FMSF) forms and attachments, drafting the survey report, and submitting the final report to the Florida Division of Historical Resources. Once reviewed by the State, Kimley-Horn will submit the final report, digital and hard copies of the FMSF packets, and the GIS data to both the State and the City.

DeFuniak Springs Historic Preservation Services, Defuniak Springs, FL — Project Planner. Kimley-Horn is providing professional consulting services related to the preservation of historical buildings and landmarks for the City of DeFuniak Springs. Founded in the late 1880s as a railroad stop, DeFuniak Springs is one of Florida's 40 oldest towns. The town has around 200 historic buildings; 40 or so of which are listed in the National Register of Historic Places. These historical homes, buildings, and churches are all located on Circle Drive in the historic district of DeFuniak Springs. This neighborhood rests on the banks of a perfectly round, Spring-fed Lake called Lake DeFuniak. Our specific services for the City include reviewing Certificates of Appropriateness applications for adherence to the historic preservation regulations and the Secretary of the Interior's Standards for Rehabilitation.

JEA Headquarters Design Approval, Jacksonville, FL — Project Planner. This project included project coordination between the municipality, land use attorney, architectural firm, and the civil engineering team (including landscape architect). She coordinated with the land use attorney to submit application packages for Conceptual and Final Approval by the Downtown Design Review Committee (DDRB) of new construction plans for the JEA Headquarters building in Downtown Jacksonville. As co-writer of the written description for the project, this description helped demonstrate the applicable land development codes met with the design and was paramount in the approval of each application by DDRB. Coordination between the architectural firm, civil engineer, and landscape architect to ensure all codes were met and waivers were not needed on a project of that scale was one of the reasons the DDRB was favorable to the project.





Heather Glisson, AICP

General Infrastructure

PROFESSIONAL CREDENTIALS

- Master, Urban and Regional Planning, University of Florida
- Bachelor, Language and Linguistics, University of Florida
- American Institute of Certified Planners (AICP), #35003
- Grant Professionals Association (GPA), Member
- American Planning Association (APA), Florida Chapter, Member

BENEFIT TO CLIENT

- Experience submitting a variety of grant applications such as RAISE, SS4A, BRIC, CPTA, and REO grants.
- Substantial experience in ArcGIS Pro, research, data gathering, data analysis, and narrative writing.

INTRODUCTION

Heather Glisson is a public-sector professional with experience spanning grant writing, grant administration, and urban planning. She has supported local governments and public agencies in identifying funding opportunities, developing competitive grant applications, and managing awards in compliance with federal, state, and local requirements. Her background in urban planning informs a practical, data-driven approach to aligning grant-funded projects with community priorities, long-range plans, and regulatory frameworks. Known for her collaborative style, Heather works closely with multidisciplinary teams, stakeholders, and funding agencies to advance projects from concept through implementation, helping communities translate strategic goals into measurable outcomes.

RELEVANT EXPERIENCE

Reconnecting Communities Pilot Grant Preparation, Oakland Park, FL — Project Manager. Prepared a Reconnecting Communities Pilot planning grant application for the Cities of Oakland Park, Wilton Manors, and Fort Lauderdale. The project area, an 11-square-mile area across the three Cities, contains approximately 71,000 people—at least 56% of which are minority and 55% of which are low-and moderate-income residents. The roadways initially identified present barriers to access (jobs, education, and recreation), mobility, and economic development (redevelopment discouraged by unsafe roads). If awarded, the grant will enable the Cities to analyze barriers dividing the communities socially, racially, and economically, as well as identify and prioritize projects to reduce or eliminate the barriers. The grant application was submitted in October 2022, and if awarded, the City will use $1 million to create a Tri-City Connectivity Master Plan.

Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant Application Support, Debary, FL — Project Planner. Kimley-Horn worked with the City of DeBary to submit an SS4A grant application for a $263,600 Planning and Demonstration Grant to create a Comprehensive Safety Action Plan (CSAP) for the City of DeBary. By establishing a data-driven Comprehensive Safety Action Plan, the City will qualify for an SS4A Implementation grant or a Highway Safety Improvement Program (HSIP) grant to obtain design and construction funds for future safety projects. These future improvements to the US Highway 17/92 corridor, which is effectively the Citys “main street,” could include narrowing lanes, moving curb lines, replacing bicycle lanes with multi-use paths, adding medians, and undergrounding utilities.

FEMA Building Resilient Infrastructure and Communities (BRIC) Grant Preparation, Palm Beach, FL — Grant Writer. Kimley-Horn provided the Town of Palm Beach with grant services related to preparing a Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) grant for the Town-wide Undergrounding of Utilities Program. Awards for this cycle have not yet been announced.

FY25 RAISE Gateway Greenway, Palmetto, FL — Project Manager. Kimley-Horn provided comprehensive federal grant development and economic analysis services to Manatee County for the FY 2025 U.S. Department of Transportation Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application for the Gateway Greenway Rails-with-Trails project. Services included leading application preparation for a resubmittal effort; coordinating kickoff and progress meetings with County staff; preparing all required federal forms, technical narratives, project descriptions, budgets, schedules, mapping, and project readiness documentation; and developing a complete benefit-cost analysis consistent with current USDOT guidance. Kimley-Horn translated conceptual project information into a competitive, equity-focused application for an approximately 11.25-mile shared-use trail connecting the historically disadvantaged communities of Palmetto and Parrish, emphasizing safety, mobility, environmental sustainability, economic opportunity, and regional connectivity.

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT C
CONFLICT OF INTEREST DISCLOSURE FORM

Project (RFP) Number/Description: RFP 2911; GRANT WRITING SERVICES

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a Firm's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Firm is expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Firm, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Firm's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

☑ I hereby attest that the undersigned Proposer has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

☐ The undersigned Proposer, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Full Legal Name of Proposer: Kimley-Horn and Associates, Inc.

Authorized Representative(s):



Signature — George Roland, PE, Vice President (Print Name/Title)



Signature — Mark Shelton, AICP, Vice President (Print Name/Title)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/16/2026

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

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

PRODUCER Edgewood Partners Ins Center 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	**CONTACT NAME:** Jerry Noyola **PHONE (A/C, No, Ext):** 7702207699 **FAX (A/C, No):** **E-MAIL ADDRESS:** greylingcerts@greyling.com
INSURED KIMLASS Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** National Union Fire Ins Co of Pittsburg / 19445 **INSURER B :** New Hampshire Insurance Company / 23841 **INSURER C :** Lloyd's of London / 85202 **INSURER D :** Columbia Casualty Company / 31127 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1790432787 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR X Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [X] LOC [ ] OTHER:			GL5268169	4/1/2026	4/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 25,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A A	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			CA4489663 (AOS) CA2970071 (MA)	4/1/2026 4/1/2026	4/1/2027 4/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $
D	X **UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED X RETENTION $ 10,000			8038116944	4/1/2026	4/1/2027	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
B B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC067961230 (AOS) WC013711885 (CA)	4/1/2026 4/1/2026	4/1/2027 4/1/2027	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 2,000,000 $ 2,000,000 $ 2,000,000
C	Professional Liability/ Pollution Liability			RLUSP26000552026	4/1/2026	4/1/2027	Per Claim Aggregate	$2,000,000 $2,000,000

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

Evidence of Coverage

CERTIFICATE HOLDER

Sample Certificate

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Gregg Bachelor

© 1988-2015 ACORD CORPORATION. All rights reserved.

This form is not applicable to Kimley-Horn's proposal.

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT I
LIST OF PROPOSED SUB-CONSULTANTS

Proposer shall submit any and all Sub-Consultant proposed to perform any portion of the Services for review/approval by the County. Proposer shall attach any and all applicable licenses or certifications held by the proposed Sub-Consultant related to the portion of the Services for which they are proposed, as stated below. All Sub-Consultant are subject to the approval of the County.

Company Name	Verified Status (if applicable) : DBE/SBE/MBE /WBE	Services to be Performed	Primary Contact Name and Email	Percentage (%) of Total Services

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT F
CLAIMS AND LITIGATION HISTORY

Proposers must complete all questions below and provide information requested as applicable. Failure to appropriately complete the questions below or provide requested information may be grounds for disqualification. Any material misrepresentation of information may also be grounds for disqualification.

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subconsultant) or been sued by or had a formal claim filed by an owner, subconsultant or supplier resulting from a contract dispute? Yes ✓ No _____ If yes, please attach additional sheet(s) to include:
   Description of every action Captions of the Litigation or Arbitration

   Amount at issue: _____ Name (s) of the attorneys representing all parties:
   Please see response following this form.

   Amount actually recovered, if any: _____

   Name(s) of the contract owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration.
   See list attached.

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.
   See list attached.

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.
   No judgement have been entered against Kimley-Horn, and no federal, state or local tax Leins have been assessed against the firm.

5. Have you ever abandoned a contract, been terminated, or had an agency submit a claim on a performance/surety bond to take over a contract?

   Yes _____ No ✗ If yes, please explain in detail:

6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes ____ No____ If no, please explain why?

Kimley-Horn is free of any claims that could impede its capacity to deliver services under the terms of this contract. Furthermore, no judgments have been rendered against Kimley-Horn.

7. List the status of all pending claims currently filed against your company:

Please see attached.

Liquidated Damages

1. Has an Agency ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes _____ No ___X___ If yes, please explain in detail:

Kimley-Horn has not assessed any penalties, such as stipulated or liquidated damages.

(Use additional or supplemental pages as needed)



Kimley-Horn and its subsidiaries have provided services in all 50 states and numerous countries. Because of the many varied projects we have completed, we are subject to various legal proceedings from time to time and in the ordinary course of business. It is not practical to provide a complete list as part of this proposal. In the last seven (7) years, Kimley-Horn has had more than 36,203 active projects in Florida, 46 of which had some form of litigation. Of these cases, 7 were dismissed, 27 were settled, and 12 are pending. This represents 0.1077% of all projects completed by Kimley-Horn in Florida over the past seven years. None of the pending cases, if decided against Kimley-Horn, would have a material impact on our financial statements or impair in any way our ability to serve our clients. Generally, these matters are covered by insurance, and we consider them to be without merit. If you would like to discuss our legal matters in more detail, please contact Kimley-Horn's General Counsel, Ashley Keil, at 919.678.4179.

Legal proceedings in Florida within the past seven (7) years are as follows:

1. 3315 Tower Condominium Association, Inc., v. Tower 3315, LLC, et al; 11th Judicial Circuit Court, Miami-Dade County, FL; Cause No. 2020-019825-CA-01; filed 2020; alleged economic loss; settled; closed 2021
2. Angela Briguglio v Palm Avenue Hospitality Holdings LLC, et al; In the Circuit Court of the 12th Judicial Circuit of Sarasota County, Florida; Cause No 2022-CA-3952-NC; filed 2022; served 2022; alleged personal injury; settled; closed 2023
3. Community Asphalt Corporation v. Wantman Group, Inc., et al; Florida Department of Transportation; 11th Judicial Circuit Court, Miami-Dade County, FL; Cause No. 2018-029816-CA-01; filed 2018; alleged economic loss; settled; closed 2023
4. Cone & Graham, Inc. v. Kimley-Horn and Associates, Inc.; In the Circuit Court of Broward County, Florida; Cause No. CACE-21-014631; filed 2021; alleged economic loss; settled; closed 2022
5. Kathleen Conti v. Simon Property Group, Inc., et al: 15th Judicial Circuit Court Palm Beach County; Case No. 502017CA008616XXXXMB Division: AE; filed 2017; personal injury claim; settled; closed 2019.
6. Jennifer Curell v Florida Department of Transportation, et al; 19th Judicial Circuit in and for St. Lucie County, Florida; Cause No. 562022CA001297AXXXXHC; alleged personal injuries claimed; settled; closed 2024
7. Florida Silt and Sod, Inc. v. City of Plant City, et al: 13th Judicial Circuit Court, Hillsborough County, Florida; Case No. 22-CA-004094; filed 2022; alleged economic loss; settled; closed 2023
8. Irene Gomes v. Aldi, L.L.C., et al; In the Circuit Court of the 11th Circuit, Miami-Dade County, Florida; Cause No. 2020-009878-CA-01; filed 2020; served 2022; alleged personal injuries claimed; settled 2022
9. Grande Oaks at Heathrow Association v Kolter Signature Homes, et al; 18th Judicial Circuit Court, Seminole County; Case No. 2020-CA-003188; filed 2020; alleged economic loss; settled; closed 2023.
10. Barbara Kline v. Simon Property, et al: 15th Judicial Circuit Court Palm Beach; Case No. 502019CA009926; filed 2019; served 2021; personal injury claim; settled; closed 2022
11. Jennifer Lancaster v. VCC, LLC, et al; 15th Judicial District Court of Palm Beach County, Florida; Cause No. 502019CA011526; filed 2019; served 2020; alleged personal injuries claimed; settled; closed 2021
12. Medline Industries, Inc. V. McShane Construction Company, LLC v. Ware Malcomb, Inc., et al.; 10th Judicial Circuit Court, Polk County, FL; Case # 2020-CA-0022790; filed 2020; alleged economic loss; settled; closed 2023
13. Harris Mitchell v. Frank Anderson, et al; 15th Judicial Circuit Court, Palm Beach County, Florida; Case No. 50-2019-CA-006676; filed 2019, served 2020; alleged personal injuries claimed; settled; closed 2020
14. Yolanda Peaslee v The City of West Palm Beach, et al; Circuit Court of the 15th Judicial Circuit, Palm Beach County, Florida; Cause No. 502021CA004964XXXXMB; personal injury claim; settled 2023
15. Sherri Reed v. Town Center Boca Raton Trust, et al: 15th Judicial Circuit Court Palm Beach; Case No. 21CA005161; filed 2021; personal injury claim; settled 2023
16. Christ Rose v. Wal-Mart Stores, Inc., et al; 17th Judicial Circuit Court, Broward County, FL; Cause No. CACE-18-027255; filed 2018; served 2020; alleged personal injuries claimed; settled; closed 2021
17. Sema Construction, Inc. v. City of Altamonte Springs; 18th Judicial Circuit Court, Seminole County; Case No. 215-CA-002951-15-W; filed 2016; alleged economic loss; settled; closed 2024
18. Esther Silberman v Town Center at Boca Raton, et al; 15th Judicial District Court of Palm Beach Co, Florida; Cause No. 50-2018-CA-009724-MB; filed 2018; served 2021; alleged personal injuries claimed; settled; closed 2021
19. Kevin Sona, et al v. Stone Creek Community Association, et al; Circuit Court of the Fifth Judicial Circuit, Marion County, FL; Case # 20CA0026; filed 2020; served 2021; alleged personal injuries claimed; settled; closed 2022
20. Terrazas Riverpark Village Condominium Association, Inc. v. Windmoor Project LLC, et al; 11th Judicial Circuit Court, Miami-Dade County, FL; Cause No. 2020-017647-CA-01; filed 2020; alleged economic loss; settled; closed 2021
21. Wal-Mart Stores East, LP, et al. v. Bandes Construction Company, Inc., et al; 15th Circuit Court, Palm Beach County; Case No. 2019CA005775; filed 2019; alleged economic loss; settled; closed 2019.
22. Vernon Brown v. Marriott International, Inc., et al: 9th Judicial Circuit Court, Orange County, FL; Case No. 2019CA007825O; filed 2019; personal injury claim; dismissed; closed 2019.
23. Kala Gurley, as Personal Representative of the Estate of Jerry Bell, Deceased v Marriott International, Inc., et al: 9th Judicial Circuit Court, Orange County, FL; Case No. 2019CA108550; wrongful death claim; dismissed; closed 2019



24. Lawrence Milder v. RT GeoSolutions Inc., et al; In the Circuit Court of the 17th Judicial District Court, in and for Broward County, Florida; Case No. 20-020512(25); filed 2020; served 2023; alleged personal injuries claimed; Kimley-Horn dismissed; closed 2023
25. Leticia Zavala, as Personal Representative of the Estate of Lorenzo Zavala, Deceased v Marriott International, Inc., et al: 9th Judicial Circuit Court, Orange County, FL; Case No. 2019CA97810; wrongful death claim; dismissed; closed 2019.
26. Morrison-Cobalt JV v. Kimley-Horn and Associates, Inc.; 11th Judicial Circuit in and for Miami-Dade County, Florida; Cause No. 2021-013239-CA-01; alleged economic loss; settled; closed 2025
27. Maurico Suarez v Miami -Dade County, et al; 11th Judicial Circuit Court, Miami-Dade County, FL; Cause No. 2024-011127-CA-01; filed 2024; served 2025; alleged personal injuries claimed; dismissed; closed 2025
28. Donald Stroman, Jr. v FDOT, et al; Cause No. 2023-CA-007165-O; In the Ninth Judicial District Court of Orange County, Florida; filed 2023; alleged personal injuries claimed; dismissed; closed 2025
29. Adrian E. Langford v. Suffolk Construction Co., et al; 12th Judicial Circuit Court, Sarasota County, FL; Cause No. 582020CA005449XXXANC; filed 2020; served 2021; alleged personal injuries claimed; settled; closed 2026
30. Iconbrickell Master Association, Inc. v Complete Property Services, Inc., et al; 11th Judicial Circuit, Miami-Dade County, Florida; Case No. 2023-028981-CA-0121; filed 2023; served 2024; alleged property damage claimed; settled 2026
31. Acosta Tractors, Inc. v Biltmore Construction Co, Inc, et al; In the Circuit Court of the 11th Judicial Circuit of Miami-Dade, Florida; Cause No 18-020135-CA-25; filed 2018; served 2022; alleged economic loss; pending
32. Enrique R. Antezana, et al. v Kimley-Horn and Associates, Inc.; Applied Technical Services, LLC; and City of Miramar; 17th Judicial Circuit for Broward County, Florida; Case No. CACE23012261; filed 2023; alleged property damage; pending
33. Royal Palm Polo Property Owners Association, Inc. v. Toll FL I, LLC, et al; In the Circuit Court of the 15th Judicial Circuit, Palm Beach County, Florida; Cause No. 50-2024-CA-006059XXXAMB; Filed 2024; alleged economic loss, settled; closed 2026
34. Julington Lakes Homeowners Association, Inc. v Toll FL XIII Limited Partnership, et al; In the Circuit Court of the 7th Judicial Circuit, St. Johns County, Florida; Case No. CA24-0901; Filed 2024; served 2025; alleged economic loss, pending
35. North Meridian Condominium Association, Inc. v North Meridian, LLC, et al;11th Judicial Circuit Court, Miami-Dade County, FL; Case No. 2025-001550-CA-01; filed 2025; alleged economic loss, pending
36. City of Sunrise v West Construction, Inc. v Kimley-Horn, et al; 17th Judicial Circuit in and for Broward County, FL; Case No. 24-017627; filed 2024; served 2025; alleged economic loss, settled 2026
37. Maria Agostino Albanese v ACME Barricades LC, et al; In the Circuit Court of the 15th Judicial Circuit in and for Palm Beach County, Florida; Case No. 50-2025-CA-005639XXXAMB; filed 2025; bicycle accident; wrongful death claimed; settled 2026
38. PC Construction Company dba PCEO v Palm Beach County, et al; In the Circuit Court of the 15th Judicial Circuit in and for Palm Beach County, Florida; Case No. 50-2025-CA-011062XXXAMB; filed 2025; alleged economic loss; pending
39. John Karangis, Personal Rep for Estate of Phyllis Karangis vs. Flotech Environmental, LLC, et al; 5th Judicial Circuit, in and for Sumter County Circuit Court, Florida; Case 2025CA000636AXMX; filed 2025; wrongful death; pending
40. Williams Portfolio 26, LLC v Radius Owner, LLC, et al; 9th Judicial Circuit in and for Orange County, FL; Case No. 2025-CÃ- 003407-O; filed 2025; alleged economic loss, pending
41. Southwest Florida Water Management District v Pop Florida v. Kimley-Horn; 5th Judicial Circuit in and for Sumter County, FL; Case No. 2024-CA-000191; filed 2025; served 2025; alleged economic loss, dismissed; closed 2026
42. Coach Homes IV At Gran Paradiso Condominium Association, Inc. vs. Lennar Homes, LLC, et al; 12th Judicial Circuit in and for Sarasota County, FL; Case No. 2025 CA 0043I 9; filed 2025; alleged economic loss, pending
43. Coach Homes III At Gran Paradiso Condominium Association, Inc. vs. AD-LER Roofing, Inc., et al; 12th Judicial Circuit in and for Sarasota County, FL; Case No. 2026 CA 001665 NC; filed 2026; alleged economic loss, pending
44. Susan Alexander v Town of Cutler Bay, et al; 11th Judicial Circuit in and for Miami-Dade County, FL; Case No. 2026-001498-CA-0I; filed 2026; alleged personal injury, pending
45. Shalette Daugherty vs. WMG Development LLC, et al; 9th Judicial Circuit in and for Orange County, FL; Case No. 2026-CA-002178-O; filed 2026; alleged personal injury, pending
46. Sailfish Cove Condominium Association, Inc. vs. Sailfish Cove Stuart, LLC, et al; 19th Judicial Circuit in and for Martin County, FL; Case No. 26000241CAAXMX; filed 2026; alleged economic loss, pending

3 Related Experience





3. RELATED EXPERIENCE

FDOT FEDERAL GRANT SUPPORT ON-CALL

SUMMARY OF SERVICES PROVIDED

Kimley-Horn supports the FDOT statewide federal discretionary grant process through oversight of project identification and screening, staff and partner training, grant writing, benefit-cost analyses, political support coordination, grant submission, and adherence to state/federal regulations. This includes the development or guidance for over $200 million awarded in federal grants. Specific transportation grant experience includes:

- Advanced Digital Construction Management Systems (ADCMS)
- Advanced Transportation and Congestion Management Technologies Deployment Program (ATCMTD)
- Advanced Transportation Technology and Innovation (ATTAIN)
- American Rescue Plan Act of 2021 (ARPA)
- Bridge Investment Program (BIP)
- Commuter Authority Rail Safety Improvement (CARSI)
- Consolidated Rail Infrastructure and Safety Improvements (CRISI)
- Federal-State Partnership for State of Good Repair (FSP)
- Grants for Buses and Bus Facilities Program
- Infrastructure for Rebuilding America (INFRA)
- Low or No Emission Vehicle Program – 5339(c)
- National Infrastructure Project Assistance (Mega)
- National Scenic Byways Grant Program (NSB)
- Passenger Ferry Grant Program – Section 5307
- Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation Program (PROTECT)
- Rebuilding American Infrastructure with Sustainability and Equity Program (RAISE)
- Rural Surface Transportation Grant Program (Rural)
- Strengthening Mobility and Revolutionizing Transportation (SMART)
- Wildlife Crossing Pilot Program (WCPP)

TIMEFRAME OF PERFORMANCE:
3/2021 to ongoing

TOTAL CONTRACT VALUE:
$1.7 million

POINT OF CONTACT:

NAME: April Combs

TITLE: Statewide Federal Grant Coordinator

EMAIL: april.combs@dot.state.fl.us

PHONE: 850.414.4807





SOUTH FLORIDA REGIONAL TRANSPORTATION AUTHORITY

SUMMARY OF SERVICES PROVIDED

Kimley-Horn leads the South Florida Regional Transportation Authority (SFRTA) grant program and has supported the award of over $100 million in funding.

- **Federal-State Partnership for Intercity Passenger Rail Grant Program**
  Kimley-Horn provided grant consulting services for this project to help secure $12.9 million in funding. This project aims to improve safety at Tri-Rail crossings, and the USDOT approved the funding for these upgrades. The funding will go toward upgrades for LED lights, signal houses, gate mechanisms, cantilevers, and light assemblies.
- **Rail Vehicle Replacement Program**
  Kimley-Horn provided grant consulting services for a $71.7 million grant approved by the Federal Transit Administration. This funding will allow SFRTA to purchase new Tri-Rail train vehicles.

TIMEFRAME OF PERFORMANCE:
10/2019 to 08/2023

TOTAL CONTRACT VALUE:
$71,786 (total for multiple applications)

POINT OF CONTACT:

NAME: Loraine Kelly-Cargill

TITLE: Planning & Capital Development/EEO Office

EMAIL: cargillL@sfrta.fl.gov

PHONE: 954.788.7921



GOING ABOVE AND BEYOND

In addition to the grant writing services provided, Kimley-Horn assisted in securing a $36 million match from FDOT.

Scan to learn more!



BLATNIK BRIDGE INFRA GRANT

SUMMARY OF SERVICES PROVIDED

This project addresses aging bridge and interchange infrastructure that is reaching the end of its service life. Carrying nearly 34,000 vehicles a day over St. Louis Bay, Blatnik Bridge is one of only two roadway connections between Duluth, MN, and Superior, WI.

Kimley-Horn led the effort to write the successful grant narrative to secure $1,058,398,200 in federal funding.

By updating the decaying infrastructure and preventing fatalities and serious injuries, the project will contribute to the overall well-being and safety of the community. Additionally, improving employment access for daily commuters will enhance economic growth and development opportunities. Overall, the project's goals are to address critical infrastructure needs, promote safety, support economic growth, and enhance transportation options.

TIMEFRAME OF PERFORMANCE:
7/2020 to 6/2024

TOTAL CONTRACT VALUE:
$1,457,836 (includes preliminary engineering)

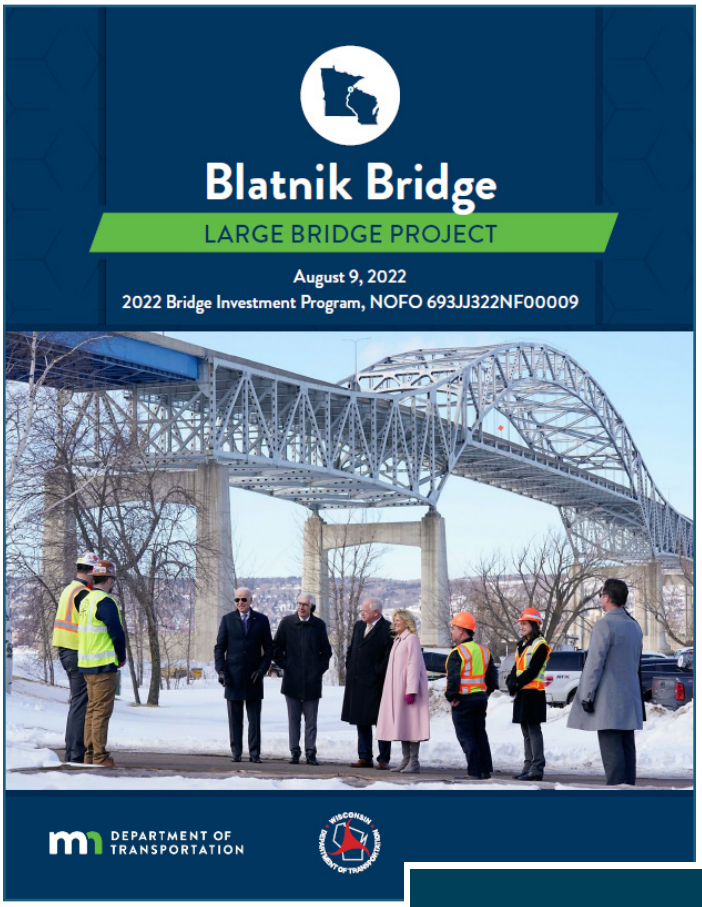
POINT OF CONTACT:

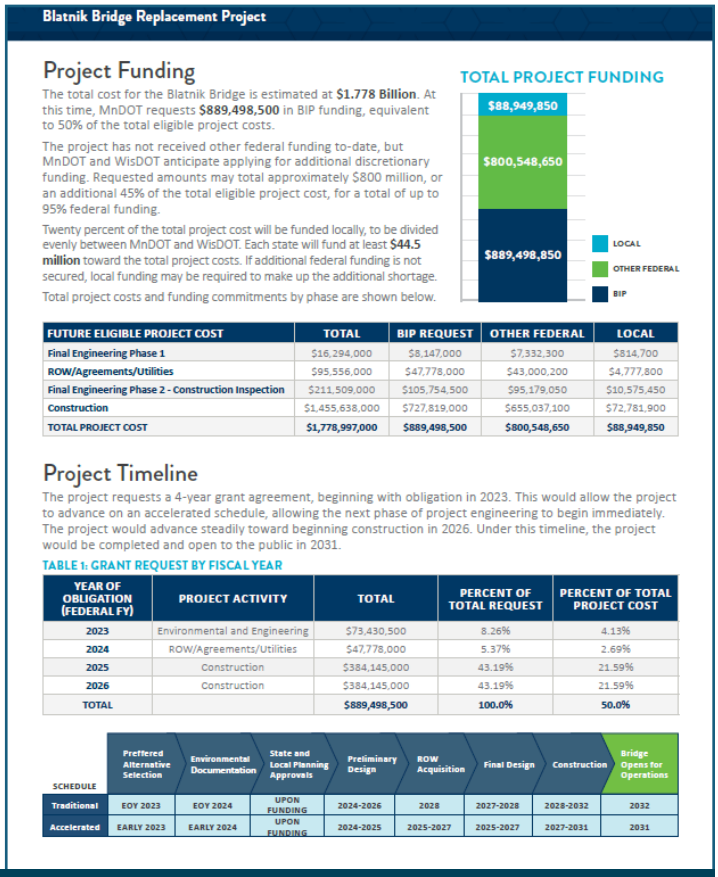
NAME: Chris Roy

TITLE: Assistant Division Director - Operations Division

EMAIL: chris.roy@state.mn.us

PHONE: 651.296.3000





Blatnik Bridge Replacement Project

Project Funding

The total cost for the Blatnik Bridge is estimated at **$1.778 Billion**. At this time, MnDOT requests **$889,498,500** in BIP funding, equivalent to 50% of the total eligible project costs.

The project has not received other federal funding to-date, but MnDOT and WisDOT anticipate applying for additional discretionary funding. Requested amounts may total approximately $800 million, or an additional 45% of the total eligible project cost, for a total of up to 95% federal funding.

Twenty percent of the total project cost will be funded locally, to be divided evenly between MnDOT and WisDOT. Each state will fund at least **$44.5 million** toward the total project costs. If additional federal funding is not secured, local funding may be required to make up the additional shortage.

Total project costs and funding commitments by phase are shown below.

TOTAL PROJECT FUNDING

FUTURE ELIGIBLE PROJECT COST	TOTAL	BIP REQUEST	OTHER FEDERAL	LOCAL
Final Engineering Phase 1	$16,294,000	$8,147,000	$7,332,300	$814,700
ROW/Agreements/Utilities	$95,556,000	$47,778,000	$43,000,200	$4,777,800
Final Engineering Phase 2 - Construction Inspection	$211,509,000	$105,754,500	$95,179,050	$10,575,450
Construction	$1,455,638,000	$727,819,000	$655,037,100	$72,781,900
TOTAL PROJECT COST	**$1,778,997,000**	**$889,498,500**	**$800,548,650**	**$88,949,850**

Project Timeline

The project requests a 4-year grant agreement, beginning with obligation in 2023. This would allow the project to advance on an accelerated schedule, allowing the next phase of project engineering to begin immediately. The project would advance steadily toward beginning construction in 2026. Under this timeline, the project would be completed and open to the public in 2031.

TABLE 1: GRANT REQUEST BY FISCAL YEAR

YEAR OF OBLIGATION (FEDERAL FY)	PROJECT ACTIVITY	TOTAL	PERCENT OF TOTAL REQUEST	PERCENT OF TOTAL PROJECT COST
2023	Environmental and Engineering	$73,430,500	8.26%	4.13%
2024	ROW/Agreements/Utilities	$47,778,000	5.37%	2.69%
2025	Construction	$384,145,000	43.19%	21.59%
2026	Construction	$384,145,000	43.19%	21.59%
TOTAL		$889,498,500	100.0%	50.0%

SCHEDULE	Preffered Alternative Selection	Environmental Documentation	State and Local Planning Approvals	Preliminary Design	ROW Acquisition	Final Design	Construction	Bridge Opens for Operations
Traditional	EOY 2023	EOY 2024	UPON FUNDING	2024-2026	2028	2027-2028	2028-2032	2032
Accelerated	EARLY 2023	EARLY 2024	UPON FUNDING	2024-2025	2025-2027	2025-2027	2027-2031	2031

PROJECT HIGHLIGHTS

- Largest INFRA grant ever awarded
- Largest federal grant ever awarded to the state of Minnesota
- Largest federal grant ever awarded to the state of Wisconsin



Below is a list of grants our firm has secured in Florida over the past five years, further demonstrating our team's expertise in successful grant funding sources. Additional information on each of these grants as well as other grants prepared and submitted on the behalf of our clients, including name of entity/agency, summary of services provided, timeframe of performance, cost of services provided, and point of contact with agency with contact information, is available upon request.

Please note that Kimley-Horn does not track grant timelines from award to closeout for all projects.

Client	Grant Title	Grant Program	Amount Awarded	Grant Timeline
City of Crestview	Crestview - Downtown Action Roadmap Tactic	Community Planning Technical Assistance Grant	$73,500	Not tracked
City of Pompano Beach	Pompano Beach SS4A	Safe Streets and Roads for All (SS4A)	$320,000	Not tracked
Town of Greenville	Advanced Water Treatment Facility Upgrade	Water Quality Improvement Grant	$3,107,510	Not tracked
City of Tallahassee	Southside Triangle Septic-to-Sewer	Water Quality Improvement Grant	$10,000,000	Not tracked
City of Archer	Archer Holly Hills Community Center	African American Cultural and Historical grant	$500,000	Not tracked
City of Boca Raton	Boca Raton SS4A	Safe Streets and Roads for All (SS4A)	$4,000,000	Not tracked
City of Boynton Beach	Boynton Beach Drainage, Utilities, & Roadway Improvements	CDBG - Rebuild Florida Mitigation General Infrastructure Program (MIT GIP)	$16,500,000	Not tracked
City of Carrabelle	Carrabelle Airport Strategic and Economic Development Plan	Community Planning Technical Assistance Grant	$68,475	Not tracked
City of Hollywood	Floodplain Management Plan	CDBG-MIT Rebuild Florida	$400,000	Not tracked
City of Hollywood	Hollywood Liberia-Oakwood Wastewater and Infrastructure Improvements	CDBG-Disaster Recovery (DR)	$3,435,000	Not tracked
Marion County Board of County Commissioners	Marion County FL	Safe Streets and Roads for All (SS4A)	$19,020,640	Not tracked
Village of Palm Springs	Palm Springs Septic to Sewer Plan	Community Planning Technical Assistance Grant	$50,000	Not tracked
St. Lucie County	St. Lucie County Safety Action Plan	Safe Streets and Roads for All	$348,000	Not tracked
City of Winter Haven	Winter Haven CPTAG	Community Planning Technical Assistance Grant	$75,000	Not tracked
City of Temple Terrace	Complete Streets and Safety Action Plan CPTAG	Community Planning Technical Assistance Grant	$50,000	Not tracked
City of Archer	Archer Competitive Florida Partnership Grant	Competitive Florida Partnership	$46,000	Not tracked
City of DeBary	City of DeBary Comprehensive Action Plan	Safe Streets and Roads for All (SS4A)	$263,600	Not tracked
City of Fort Walton	Fort Walton Beach Comprehensive Action Plan	Safe Streets and Roads for All (SS4A)	$292,000	Not tracked
Florida DOT	Green Mountain Scenic Byway	National Scenic Byways Program (NSBP)	$650,000	Not tracked
Highlands County	Highlands County Memorial Trailhead	Florida Recreation Development Assistance Program (FRDAP)	$200,000	Not tracked
Hillsborough County	Hillsborough County Equitable Transportation Programs	Safe Streets and Roads for All (SS4A)	$9,880,000	Not tracked



Client	Grant Title	Grant Program	Amount Awarded	Grant Timeline
Florida DOT	I-4 Truck Parking	Infrastructure for Rebuilding America (INFRA)	$15,000,000	Not tracked
City of Lakeland	Lakeland FL	Safe Streets and Roads for All (SS4A)	$292,000	Not tracked
City of Naples	Naples Beach Outfall Removal Resiliency Project	Resilient Florida Program	$5,000,000	Not tracked
Florida DOT	Onsite Signal Safety Improvements CARSI 2022	Commuter Authority Rail Safety Improvement Grants (CARSI)	$12,919,248	Not tracked
South Florida Regional Transportation Authority (SFRTA)	SFRTA FTA's FY22-23 Competitive Grants for Rail Vehicle Replacement	Competitive Grants for Rail Vehicle Replacement	$71,700,000	Not tracked
Florida DOT	Smart St. Augustine	Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	$12,263,159	Not tracked
Florida DOT	SR 907 Alton Road	Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation Program (PROTECT)	$18,046,551	Not tracked
St. Johns County	St. Johns County Technical College	Disaster Supplemental Funding	$9,500,000	Not tracked
St. Johns County	St. Johns Countywide SAP	Safe Streets and Roads for All (SS4A)	$320,000	Not tracked
Sumter County	Sumter County Comprehensive Safety Action Plan	Safe Streets and Roads for All (SS4A)	$318,400	Not tracked
City of Zephyrhills	Zephyrhills Economic Development and Disaster Recovery	Competitive Florida Partnership	$35,000	Not tracked
Port Miami	PortMiami Net Zero Program - RAISE Grant	Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	$16,000,000	Not tracked
City of High Springs	High Springs Downtown Parking Plan	Community Planning Technical Assistance Grant	$45,000	Not tracked
City of Oakland Park	Oakland Park Affordable Housing Study Phase II	Community Planning Technical Assistance Grant	$50,000	Not tracked
Sumter County	Sumter County SS4A ADA Transition Plan	Safe Streets and Roads For All	$100,000	Not tracked
Bay Laurel CDD	On Top of the World North Advanced Wastewater Treatment Construction Project Phase II	Water Quality Improvement Grant	$33,900,000	Not tracked
Emerald Coast Regional Council (ECRC)	Emerald Coast Regional Council FL	Safe Streets and Roads for All (SS4A)	$10,000,000	Not tracked

4 Approach/Methodology





4. APPROACH/METHODOLOGY

Our approach to grant writing services is built on a foundation of disciplined project management, proactive communication, and a deep understanding of federal and state funding programs. For every engagement, we develop a clear understanding of the County's objectives and funding needs before any application work begins. We then create a comprehensive work plan and schedule, assign a dedicated task order manager, hold regular milestone meetings to maintain accountability, involve relevant stakeholders and subject matter experts, coordinate with external agencies, and foster a collaborative team environment throughout the process.

A Full-Spectrum Grant Partner for St. Johns County

One of Kimley-Horn's most significant advantages for the County is the breadth of our grant writing capability. Our team spans disciplines including transportation, environmental science, economic development, community planning, public safety, and infrastructure design, which means we approach each funding opportunity with the technical fluency needed to build a credible, competitive application. From large federal discretionary programs to state competitive grants, private foundation awards, and philanthropic initiatives, we have the resources and cross-sector expertise to pursue the full range of opportunities that matter to the County. When a new program emerges or an unexpected opportunity arises, the County has a single, capable partner ready to respond, without the need to source specialized support elsewhere.

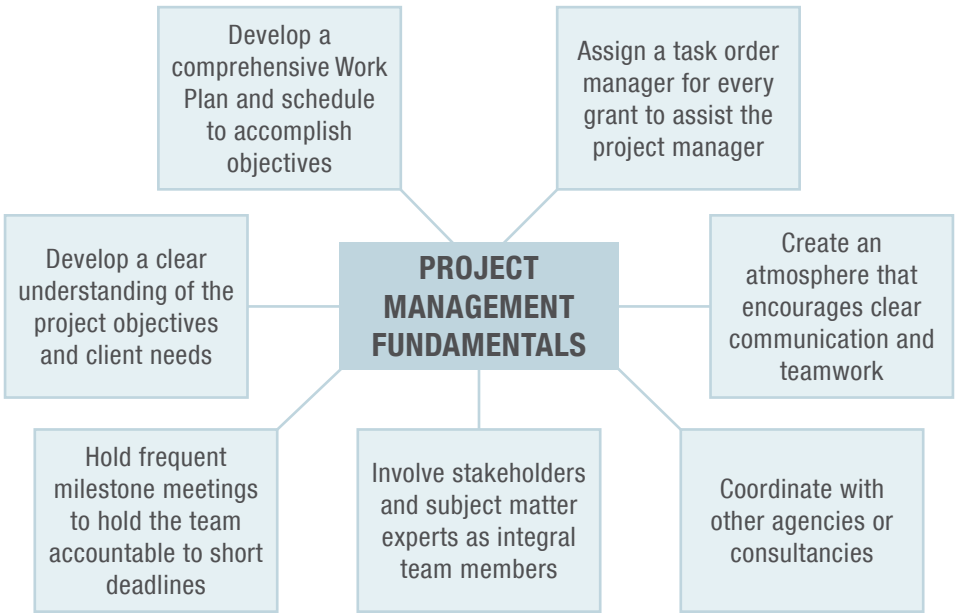
A particular strength of our team is our established relationship with the FDOT District Two. This relationship gives us direct insight into FDOT funding priorities, program timelines, and the coordination requirements that shape competitive applications for state and federally administered transportation programs. We work closely with District Two staff on an ongoing basis, which positions the County to move quickly and confidently when FDOT-administered opportunities arise.

Readiness and Responsiveness

Response timelines for funding programs are commonly short and non-negotiable. Our team is not only familiar with funding cycles but also tracks changes to funder priorities, requirements, and other critical information circulated before a Notice of Funding Opportunity (NOFO) is released. This means we are positioned to mobilize quickly and move with urgency upon a NOFO's release, in the same manner we have historically served St. Johns County.

We focus on providing high-quality, responsive professional services and will respond to County requests quickly and efficiently. Our team is available to meet with County staff immediately through virtual meetings, calls, messages, or in person when something critical needs to be discussed during application development. We have found consistent success through establishing ongoing coordination meetings with key County staff and funding partners to keep action items and open issues front and center. These meetings are complemented by written documentation of all action items and outstanding coordination items, with meeting notes delivered to County staff within 48 hours.

Kimley-Horn operates as an extension of County staff, emphasizing clear and continuous communication from inception through completion of every grant engagement. Our project management methodology is founded on this commitment to high-quality deliverables, and it is reflected in every task order we undertake on the County's behalf.

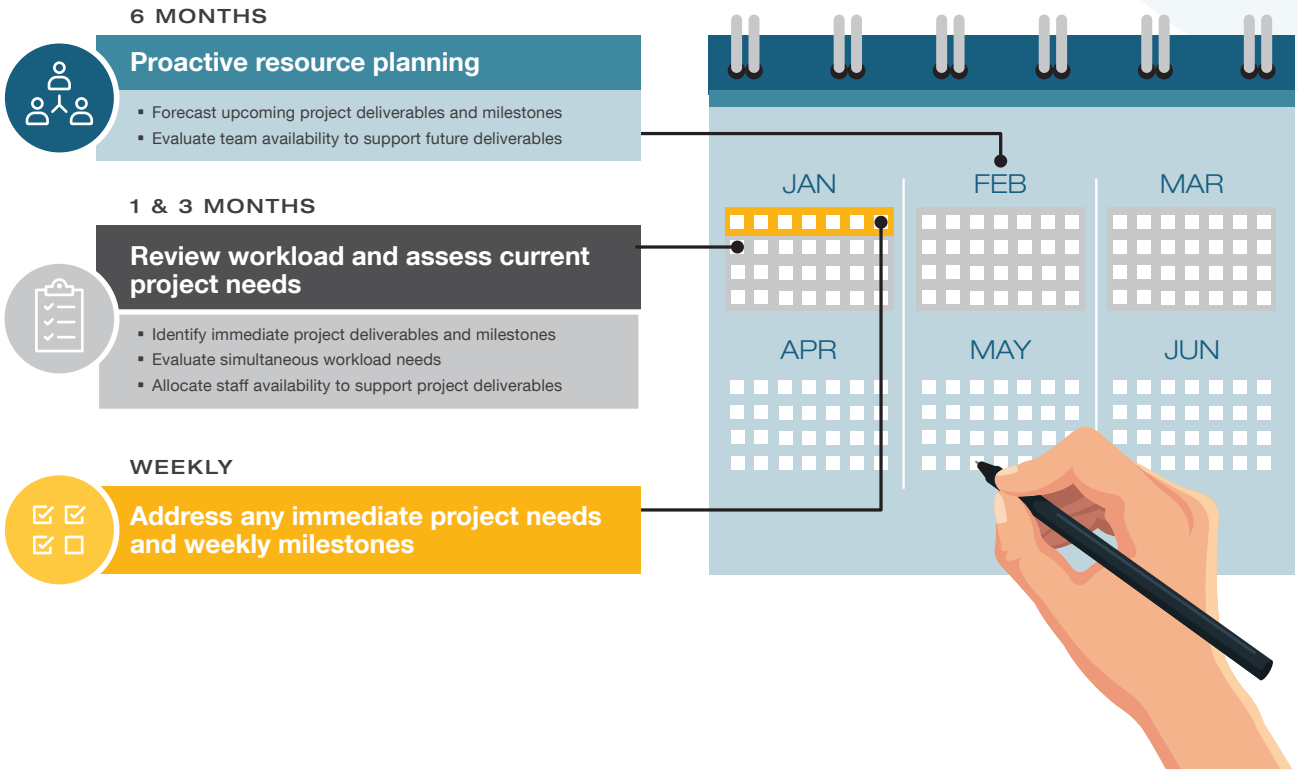


Resource Management

Kimley-Horn uses a proactive internal management system called Castaheads to detail personnel needs and determine staff availability in real time.

This system allows project managers to balance workloads across offices, confirm production staff capacity, and verify that all deadlines can be met before commitments are made. Weekly production meetings support the distribution of resources and allow early identification of any staffing adjustments needed to keep work on track. For time-sensitive or emergency requests, our team structure allows us to surge capacity quickly without disrupting other active engagements.

Project manager **Joe Crozier, AICP, GCP,** will be directly involved in all aspects of the project and will assign all resources necessary to meet the schedule and exceed the County's expectations. Based on a review of our Castaheads system, we can assure you that the Kimley-Horn staff members selected for this team are available immediately to serve the County and are in an excellent position to handle the workload required to complete the scope of work.



TASK 1:
Strategic Grant Research and Prospecting

We begin each engagement cycle by identifying funding opportunities that align with the County's goals and project priorities. Our team uses industry-standard tools and proprietary databases to conduct ongoing surveillance of federal, state, private foundation, and philanthropic funding providers. This is not a periodic exercise; we maintain continuous monitoring so that emerging programs, supplemental funding rounds, and short-notice opportunities are captured as soon as they become available.

Our team networks with industry organizations and government agencies to stay current on program guidance, policy changes, and funding priorities. We collaborate across disciplines, including transportation, environmental, economic development, and public safety, to share insights and identify cross-sector opportunities that may benefit the County.

AT KIMLEY-HORN, WE STAY CURRENT WITH AVAILABLE FUNDING SOURCES, ANALYZE EACH GRANT OPPORTUNITY FOR SUITABILITY, AND DEVELOP A CALENDAR OF ANNUAL GRANTS WITH SIGNIFICANT DATES THROUGH A SYSTEMATIC AND PROACTIVE APPROACH. HERE'S HOW WE DO IT:



RESEARCH AND RELATIONSHIPS

We actively research and network with industry organizations, government agencies, and other relevant sources to stay updated on available funding sources. This includes attending conferences, workshops, and webinars, subscribing to newsletters, and following relevant websites and social media platforms.

GRANT OPPORTUNITY ANALYSIS

When a grant opportunity arises, we thoroughly analyze its suitability for our clients. This involves reviewing the grant requirements, eligibility criteria, funding priorities, and deadlines. We assess how well the grant aligns with our clients' goals and objectives and their capacity to meet the grant requirements.

COLLABORATION AND KNOWLEDGE SHARING

We foster a collaborative environment within our firm, where team members across disciplines share information and insights about grant opportunities. This collaboration helps us leverage our collective expertise and identify the most promising grants.

GRANT CALENDAR DEVELOPMENT

We develop a calendar of annual grants with significant dates to ensure that we stay organized and proactive in pursuing funding opportunities. This calendar includes deadlines for grant applications, important milestones, and any additional requirements specific to each grant.

CONTINUOUS LEARNING AND PROFESSIONAL DEVELOPMENT

We prioritize continuous learning and professional development to enhance our grant writing and management knowledge and skills. This includes attending training programs, participating in webinars, and staying updated on grant-seeking and administration best practices.

TASK 2:
Grant Analysis, Assessment, and Strategic Planning

Once opportunities are identified, we evaluate each for project fitness and competitiveness using a standardized evaluation framework. This framework drives a Go/No-Go Analysis for every viable opportunity, confirming alignment with County goals, staff capacity, match availability, and the likelihood of a competitive application. This analysis is documented and shared with County staff before any application work begins, so resources are directed toward the strongest opportunities.

We develop and maintain a Grant Matrix that organizes opportunities by agency, funding maximums, required match, program priorities, and the County's competitiveness score. The matrix is updated monthly during focused sessions with County staff and serves as the primary tool for tracking the full pipeline of opportunities.

A distinguishing element of our approach is the development of a Strategic Roadmap covering a two- to three-year horizon. This roadmap identifies upcoming large-scale funding opportunities, outlines the preparatory steps the County should take to position itself competitively, and aligns grant pursuits with the County's capital improvement program and community priorities. The roadmap is reviewed and updated annually to reflect changes in the federal and state funding landscape.

For each viable opportunity, we also conduct a Risk and Compliance Assessment that identifies potential barriers, eligibility constraints, compliance challenges, and audit considerations before the application is developed. This proactive review reduces the likelihood of disqualification and positions the County to meet post-award requirements from the outset.

TECHNOLOGY IN ACTION:
APPLYING MICROSOFT PROJECT TO WIN FUNDING

Microsoft Project is an invaluable tool for managing grant writing projects. Our team applies its comprehensive features and user-friendly interface to simplify the complex grant writing process. Using Microsoft Project, our grant writers can create detailed project plans, define tasks, set deadlines, and allocate resources. The software allows for easy tracking of project milestones, dependencies, and critical paths, enabling our team to manage project timelines and meet submission deadlines effectively.

Microsoft Project also facilitates collaboration among different disciplines and subject matter experts. It allows for the sharing of project documents, real-time updates on task statuses, and seamless communication among team members. This ensures that everyone is on the same page and working towards the common goal of submitting a high-quality application on time.

ST. JOHNS COUNTY FUNDING OPPORTUNITY MATRIX

#	Grant Name	Agency	Funding Max	Required Match	Date Open	Date Due	Grant Period	Program Details	Eligible Projects
1	**319(h) Grant**	Florida Department of Environmental Protection (FDEP)	$1M	40%	07/01/26	09/01/26	36 months	**Purpose:** 319(h) is one of two grants that make up the Nonpoint Source Management Grant Program. This grant is available to local governments and nonstate entities to implement eligible shovel-ready stormwater treatment projects that reduce or eliminate nonpoint-source nutrient pollution in verified impaired waterbodies. This program prioritizes projects located within a Basin Management Action Plan. Florida receives approximately $3M annually from the Environmental Protection Agency to award through 319(h).	**Eligible Projects:** - Demonstration and evaluation of Best Management Practices (BMPs), including reclaimed water, retention, and detention - Nonpoint pollution reduction in priority watersheds (e.g., areas with water quality restoration plans, etc.) - Green stormwater infrastructure (GSI)/low-impact development for stormwater - Groundwater protection from nonpoint sources - Public education program on nonpoint source management - Septic-to-sewer projects
2	**Appropriations Project**	State House of Representatives District 18: Kim Kendall District 19: Sam Greco District 20: Judson Sapp	N/A	0%	TBD	*01/01/27*	N/A	**MUST BE SUBMITTED BY MEMBER OF THE HOUSE OF REPRESENTATIVES.** Fund a specific item/project for: 1. A local government, private entity, or privately operated program. 2. A specific transportation facility not part of DOT's 5-year work program. 3. An education fixed capital outlay project. 4. A specified program, research initiative, center, or similar entity at a state college or university. 5. A local water project.	**Eligible Projects:** Any. Past requests have included roadway improvements, stormwater improvements, fire station, regional park, fairgrounds arena roof, invasive plant removal, public safety land purchase, cyberattack and natural-disaster vulnerability reduction.
3	**Better Utilizing Investments to Leverage Development (BUILD)**	United States Department of Transportation (USDOT)	$25M	20%*	*11/15/26*	*01/15/27*	60 months	**Purpose:** To fund transportation projects that will have a significant local or regional impact that advance the departmental priorities of safety, equity, climate and sustainability, and workforce development, job quality, and wealth creation. BUILD can only fund the surface transportation infrastructure elements of a project that may also include housing, employment opportunities, and economic development strategies. *The project limits are within an Area of Persistent Poverty, meaning the project is potentially eligible for a 0% match.	**Eligible Projects:** - Planning and/or constructing surface transportation infrastructure, including Complete Streets

Italicized Dates are ANTICIPATED, not exact.

#	Grant Name	Agency	Funding Max	Required Match	Date Open	Date Due	Grant Period	Program Details	Eligible Projects
4	**Bucee's Community Grants**	Buc-ee's	N/A	0%	Rolling	Rolling	N/A	**Purpose:** To contribute where the need is critical and the effect is long-term for their customers and employees.	**Eligible Projects:** Projects that contribute to a critical need for customers and employees.
5	**Cape Branch Foundation Grant**	Cape Branch Foundation	$25,000	0%	Rolling	Rolling	N/A	**Purpose:** The Cape Branch Foundation makes general support grants in the following interest areas: arts and culture, education, food programs, human services, municipal support, public safety, and religion. Grants are primarily made in New York, New Jersey, Florida, and Massachusetts.	**Eligible Projects:** - Municipal general support or infrastructure improvements
6	**Community Challenge Flagship Grant**	American Association of Retired Persons (AARP)	$50,000	0%	*02/01/27*	*03/01/27*	12 months	**Purpose**: The AARP Community Challenge provides small grants to fund quick-action projects that can help communities become more livable for people of all ages. AARP evaluates each project based on its consistency with the AARP mission to serve the needs of people 50-plus.	**Eligible Projects:** - Creating vibrant public places that improve open spaces, parks, and access to other amenities - Transportation and mobility options that increase connectivity, walkability, bikeability, and access to public and private transit - Supporting community resilience through investments that improve disaster management, preparedness, and mitigation for residents

#	Grant Name	Agency	Funding Max	Required Match	Date Open	Date Due	Grant Period	Program Details	Eligible Projects
7	**Community Partnerships Program**	Raising Cane's	N/A	0%	Rolling	Rolling	N/A	**Purpose:** Through fundraisers, sponsorships, or donations of gifts and goods, Raising Cane's provides funding to projects within six areas of focus: Education, Feeding the Hungry, Active Lifestyles, Pet Welfare, Entrepreneurship, and Everything Else. May require a 501(c)(3) partner to apply.	**Eligible Projects:** - Infrastructure improvements that support the community getting active
8	**Community Project Funding (CPF) Requests**	Congress District 5: House Representative John Rutherford District 6: House Representative Randy Fine	N/A	0%	TBD	*04/02/27*	N/A	**MUST BE SUBMITTED BY DISTRICT CONGRESSPERSON.** Community Project Funding (CPF) allows Congress to fund projects that will make a real difference in the lives of our constituents, particularly now as so many people and communities are hurting. There are limitations on the number of requests each member of Congress may submit each fiscal year.	**Eligible Projects:** Any. Past requests have included a fire station, a major park, pedestrian and bicycling roadway improvements, a new utility facility.
9	**Developer Contributions / Proportionate Share**	St. Johns County	N/A	N/A	N/A	N/A	N/A	**Purpose**: Developer contributions and proportionate share are public-private infrastructure funding tools where private builders pay their exact, calculated share of the costs for new roads, utilities, and public services. The project must be listed in the local capital improvement plan as an already targeted upgrade.	**Eligible Projects:** - Roadway Improvements - Bike/pedestrian Facility Improvements - Utility Improvements

#	Grant Name	Agency	Funding Max	Required Match	Date Open	Date Due	Grant Period	Program Details	Eligible Projects
10	**Florida Recreation Development Assistance Program (FRDAP)**	Florida Department of Environmental Protection (FDEP)	$200,000	50%	*09/01/26*	*09/30/26*	N/A	**Purpose:** FDEP provides grants to local governments with the legal responsibility for providing outdoor recreation sites and facilities for the use and benefit of the public. Development projects must consist of at least 50% primary costs. Note: Enclosed structures, with the exception of restrooms and concession stands, are ineligible.	**Eligible Projects:** - Parkland acquisition - Parkland development For development, primary costs include facilities such as beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, and shade structures for recreation facilities. Support facilities include those facilities that have little or no public outdoor recreational value without the primary facility, such as restrooms, concession stands, parking, landscaping, and security lighting.
11	**Frank L. Weyenberg Charitable Trust Grant**	The Frank L. Weyenberg Charitable Trust	$15,000	0%	Rolling	04/01/27	N/A	**Purpose:** The Frank L. Weyenberg Charitable Trust awards grants to organizations supporting charitable, religious, scientific, literary, or educational purposes. Grant applications are reviewed annually during the May grant meeting. Grantmaking is focused in Florida and Wisconsin. Must partner with a 501(c)(3) to apply.	**Eligible Projects:** - Projects that provide public/society benefit
12	**Land and Water Conservation Fund (LWCF)**	Florida Department of Environmental Protection (FDEP)	$1.5M	50%	TBD	TBD	N/A	**Purpose:** Since 1965 the LWCF has provided more than $5.2 billion through more than 44,000 grants for a wide variety of projects such as parks, sports and playfields, swimming and boating areas, trails, campgrounds, and similar facilities. Each state is responsible for administering competitions, selecting projects, and then submitting project applications to NPS for review and a final award decision. Development projects must consist of at least 50% primary costs. Note: Enclosed structures, with the exception of restrooms and concession stands, are ineligible.	**Eligible Projects:** - Parkland acquisition - Parkland development For development, primary costs include facilities such as beach access, picnic facilities, fishing piers, ball fields, tennis courts, trails, trailheads, playgrounds, kayak/canoe launches, boat launches, observation decks/boardwalks, exercise stations, pavilions, and shade structures for recreation facilities. Support facilities include those facilities that have little or no public outdoor recreational value without the primary facility, such as restrooms, concession stands, parking, landscaping, and security lighting.

#	Grant Name	Agency	Funding Max	Required Match	Date Open	Date Due	Grant Period	Program Details	Eligible Projects
13	**Lloyd L. and Helen R. Dilworth Foundation**	Wells Fargo	Average grant size: $2,500 to $5,000	0%	Annual application deadline: September 30	Annual application deadline: September 30	N/A	**Purpose**: To support a variety of charitable causes primarily in the state of Florida.	**Eligible Projects:** - Arts, culture, and humanities - Education - Environment and animals - Health - Human services - Public/society benefit - Religion
14	**Local Funding Initiative Request**	State Senate District 7: Senator Tom Leek	N/A	0%	TBD	*01/01/27*	N/A	**MUST BE SUBMITTED OR SPONSORED BY MEMBER OF THE SENATE.** Fund a specific item/project for: 1. A local government, private entity, or privately operated program. 2. A specific transportation facility not part of DOT's 5-year work program. 3. An education fixed capital outlay project. 4. A specified program, research initiative, center, or similar entity at a state college or university. 5. A local water project.	**Eligible Projects:** Any. Past requests have included a workforce program for people with developmental disabilities, a community health and residential treatment facility, a community engagement program, a fire station renovation, a road enhancement, a senior center, and bridge safety.
15	**Outdoor Recreation Legacy Partnership (ORLP) Program**	FDEP	$15M	50%	TBD	TBD	N/A	**Purpose:** ORLP is a nationally competitive grant program that delivers funding to urban areas with priority given to projects located in economically disadvantaged areas and lacking in outdoor recreation opportunities. Note: Historically, ORLP projects were required to be located in a disadvantaged census tract as identified by the Climate and Environmental Justice Screening Tool. Since this tool has been taken down, a new determination process should be anticipated for this year.	**Eligible Projects:** Projects may include any or all manner of outdoor recreation activities such as structured and unstructured play areas, playgrounds, campgrounds, picnicking, sports fields, court sports such as basketball, tennis, and pickleball, tracks and paths for running, walking, skating, or biking, birdwatching areas, water-based recreation facilities such as fishing, swimming pools, paddling, boating, and spray playgrounds, as well as outdoor recreation facilities and some supporting facilities and infrastructure like restrooms, bathhouses, or parking areas, when part of an overall recreation project. Development projects must consist of at least 50% primary costs.

#	Grant Name	Agency	Funding Max	Required Match	Date Open	Date Due	Grant Period	Program Details	Eligible Projects
16	**People for Bikes Grants**	PeopleforBikes	$10,000	Not required, but favored	*Fall 2026*	*Fall 2026*	TBD	**Purpose:** PeopleforBikes accepts grant applications from city or county agencies or nonprofits with a focus on bicycling, active transportation, or community development.	**Eligible Projects:** - Bike paths, lanes, trails - Mountain bike facilities - Bike parks and pump tracks - BMX facilities - End-of-trip facilities such as bike racks, bike parking, bike repair stations, and bike storage
17	**Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Grant**	United States Department of Transportation (USDOT)	No Max Min: $500,000	20%*	TBD	TBD	60 months	**Purpose:** The vision of the PROTECT Discretionary Grant Program is to fund projects that improve the resilience of the surface transportation system, including highways, public transportation, ports, and intercity passenger rail. *The nonfederal share may be reduced if the state has developed a Resilience Improvement Plan and prioritized the project on that plan or if that plan is incorporated into the metropolitan transportation plan or statewide long-range transportation plan.	**Eligible Projects:** - Resilience improvements (e.g., installing cool pavement technologies to combat extreme-heat damage, raising or relocating flood-prone roadways, and upgrading stormwater drainage systems) - Community resilience and evacuation routes (e.g., strengthening key local roads used for emergency response and disaster evacuation, adding nature-based solutions like slope stabilization along critical regional escape paths)
18	**Recreational Trail Program (RTP)**	Florida Department of Environmental Protection (FDEP)	$350,000*	20–50%	04/13/26	05/28/26	N/A	**Purpose:** To provide financial assistance for the development and maintenance of recreational trails, trailheads, and trailside facilities for both nonmotorized and motorized recreational trail uses. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function. *This number represents the maximum funds that could be requested for nonmotorized recreational trails in FY 2025–26. This number is subject to change annually. Different funding amounts are available for motorized and mixed-use trails.	**Eligible Projects:** - Nonmotorized trail - Motorized trail - Mixed-use trail Note: Sidewalks are not eligible.

#	Grant Name	Agency	Funding Max	Required Match	Date Open	Date Due	Grant Period	Program Details	Eligible Projects
19	**Safe Streets and Roads for All (SS4A) Implementation Grant**	United States Department of Transportation (USDOT)	$25M Min: $2.5M	20%	*04/01/27*	*06/26/27*	60 months	**Purpose**: Implementation Grants provide Federal funds to implement projects and strategies identified in an Action Plan to address a roadway safety problem. Eligible projects and strategies can be infrastructural, behavioral, and/or operational activities. Project must be identified in a Safety Action Plan (SAP) adopted by the local government.	**Eligible Projects:** - Low-cost safety treatments - Network risk reduction (e.g., improving pedestrian crosswalks by adding high-visibility pavement markings, lighting, and signage at transit stops) - Complete Streets improvements - Pedestrian safety enhancements (e.g., closing sidewalk gaps, crosswalk visibility enhancements, beacons, refuge islands, road diets, signal improvements) - Bike network development - Safe Routes to School and Transit - Safety technologies and strategies
20	**Shade Structure Grant**	American Academy of Dermatology Association (AAD)	$8,000	0%	10/01/26	12/15/26	N/A	**Purpose:** The AAD's Shade Structure Program awards funds to schools, daycares, parks, and other nonprofit organizations for installing permanent shade structures where children learn and play. Requires a 501(c)(3) applicant that provides services, programs, and curricula to children and teenagers aged 18 and younger.	**Eligible Projects:** - Permanent shade structure
21	**State Water Quality Assistance Grant (SWAG)**	Florida Department of Environmental Protection (FDEP)	$1M	0%*	07/01/26	09/01/26	36 months	**Purpose:** SWAG is one of two grants that make up the Nonpoint Source Management Grant Program. This grant is available to local governments and nonstate entities to implement eligible shovel-ready stormwater treatment projects that reduce or eliminate nonpoint-source nutrient pollution in verified impaired waterbodies. This program prioritizes projects located within a Basin Management Action Plan. Florida appropriates approximately $5M annually to SWAG. *Providing a match earns the application additional points in evaluation.	**Eligible Projects:** - Demonstration and evaluation of Best Management Practices (BMPs), including reclaimed water, retention, and detention - Nonpoint pollution reduction in priority watersheds (e.g., areas with water quality restoration plans, etc.) - Green stormwater infrastructure (GSI)/low-impact development for stormwater - Groundwater protection from nonpoint sources - Public education program on nonpoint source management

#	Grant Name	Agency	Funding Max	Required Match	Date Open	Date Due	Grant Period	Program Details	Eligible Projects
22	**Transportation Alternatives Program**	Florida Department of Transportation (FDOT) District 2	$10M allocated to District 2	20%	TBD	*08/25/26*	TBD	**Purpose:** The Transportation Alternatives (TA) Program is designed to help fund connected infrastructure for nonmotorized users. The goals of the program include improving safety, health, and quality of life. Local Agency Program (LAP) certification is required to administer the project.	**Eligible Projects:** - Sidewalk facilities - Bicycle facilities - Trailways - Complete Streets projects - Safe Routes to School projects - Lighting - Safety-related infrastructure
23	**Transportation Regional Incentive Program (TRIP)**	FDOT District 2	Unknown	50%	TBD	TBD	TBD	**Purpose:** TRIP was created to improve regionally significant transportation facilities in "regional transportation areas."	**Eligible Projects:** - Surface transportation improvements that benefit regional travel and commerce



TASK 3:
Coordination and Collaboration

Successful grant applications require alignment across departments, agencies, and community stakeholders. We manage coordination across all relevant parties, supporting County staff to confirm seamless integration of pre-application activities.

MONTHLY MEETINGS

We participate in monthly virtual meetings with County staff to review long-range and current opportunities, discuss the Grant Matrix, and align priorities for the coming month. These meetings are structured around a prepared agenda and are followed by summary notes delivered to County staff within 48 hours.

BI-WEEKLY SPRINT MEETINGS

For each active application, we hold bi-weekly sprint meetings to confirm milestones are being met, resolve open items, and coordinate any outstanding data or documentation needs. Agendas are prepared in advance, and notes are distributed within 48 hours of each meeting.

STAKEHOLDER COORDINATION

Where multijurisdictional partnerships or community stakeholder engagement strengthens an application, we facilitate those relationships and document them through letters of support and memoranda of understanding.

RESPONSIVENESS STANDARDS

We commit to a 24-hour response time for all routine County inquiries. For emergency situations, such as last-minute grant openings or short-notice funding announcements, our team is structured to respond immediately and mobilize application resources within hours of notification.

TASK 4:
Grant Writing

Our grant writing process combines technical rigor with persuasive narrative development. We identify the data needed to support each application, including BCAs, equity analyses, crash data, environmental documentation, and project cost estimates, and develop compelling narratives that directly address merit criteria.

CREATIVE STORYTELLING THROUGH DATASETS

A distinguishing element of our approach is what we call Creative Storytelling Through Datasets. Our team of engineers, planners, and cartographers works together to develop data-supported narratives presented through infographics, maps, and visual exhibits that communicate project significance clearly and memorably to reviewers. All materials are prepared to meet applicable accessibility standards.

Our full application development process includes:

- Preparing draft application packages for County review
- Incorporating County edits and responding to staff feedback
- Preparing final submission packages with all required attachments and certifications

We maintain a Master Submission Log that tracks every grant applied for, including submission status (submitted, pending, awarded, or denied), total funding requested, and total funding awarded.

The Master Submission Log is updated continuously and shared with County staff so that the full portfolio of grant activity is visible and current at all times.

TASK 5:
Grant Writing and Submission

When an award is announced, our work does not stop at submission. We provide what we call **“Final Mile”** support, assisting the County through the critical period between award notification and execution of the grant agreement.



PRE-GRANT AGREEMENT ACTIVITIES

We produce all required pre-agreement documentation, confirm compliance with grantor requirements, and facilitate the agreement process between the grantor and the County Board of County Commissioners. Our familiarity with federal and state grant agreement processes allows us to move quickly through this phase and reduce the time between award notification and project initiation.

GRANT AGREEMENT DEVELOPMENT

We review all grant agreement documents to confirm that terms, conditions, and compliance requirements are clearly understood by County staff and that all documentation meets grantor compliance and audit standards before execution.

POST-AWARD HANDOFF PACKAGE

Upon execution of each grant agreement, we provide County staff with a structured Post-Award Handoff Package that includes an award summary, key compliance requirements, reporting deadlines, and any conditions attached to the award. This package is designed to support a smooth transition to the County's project management and finance teams and to reduce the risk of compliance issues during the grant performance period.

AWARD TRACKING

We maintain an ongoing record of all awarded grants, including award amounts, performance periods, reporting milestones, and closeout requirements. This tracking is integrated into the Master Submission Log and reviewed during monthly meetings with County staff.

TASK 6:
Project Management

For every assigned grant, we prepare and submit a **Project Management Plan** that includes:

- A detailed work schedule with milestones leading to the submission deadline
- A responsibility matrix clearly defining roles for Kimley-Horn, any sub-consultants, and County staff, with reporting lines to the County Project Manager
- Identified risks and mitigation strategies
- A communication plan aligned with the responsiveness standards described above

We take responsibility for meeting documentation, detailed notes, and prompt follow-through on all action items. Our team tracks progress against the approved scope and budget throughout each engagement and communicates proactively when adjustments are needed.

SCHEDULE AND BUDGET CONTROL

Kimley-Horn uses an internal Management Information System (MIS) to monitor effort and performance across all active engagements. The MIS produces a Project Effort Report twice monthly, showing actual effort expended by task against the approved budget. This allows our project managers to identify variances early, make necessary adjustments, and keep work on schedule and within budget. We share relevant reporting with County staff to maintain transparency throughout each engagement.

Winning Grant Application

- Sustainable Design
- Public Involvement
- Site and Master Planning
- Civil Engineering and Design
- Railway Grade Separations
- Bicycle Planning and Engineering
- Stormwater Management
- Hydrology/ Hydraulic Studies
- Traffic and Transportation Engineering/Planning
- Parking Analysis and Design
- Environmental Permitting, Assessment, and Remediation
- Landscape Architecture and Urban Design
- Paving and Drainage Design and Rehabilitation
- Roadway, Bridge, Utility, and Drainage Design
- Street Lighting

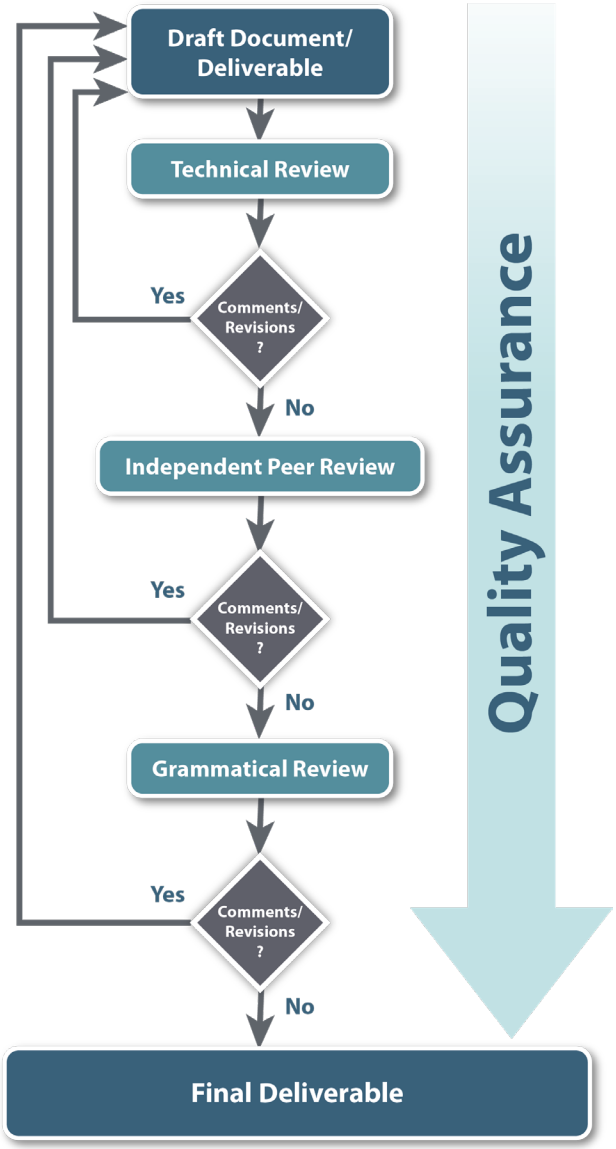


QUALITY CONTROL AND QUALITY ASSURANCE

Kimley-Horn follows a dedicated quality control and quality assurance (QC/QA) process for all grant deliverables. Our process includes three tiers of review before any document is submitted:

1. **TECHNICAL REVIEW:** Confirms that application content aligns with program requirements and merit criteria.
2. **INDEPENDENT PEER REVIEW:** Provides a neutral perspective to identify gaps, inconsistencies, or opportunities to strengthen the narrative.
3. **GRAMMATICAL REVIEW:** Confirms style, accuracy, and formatting before final submission.

The objective of our QC/QA program is to produce deliverables that conform to your scope and minimize the number of errors and omissions. Quality control measures are put in place to control the quality of deliverables, the process, and communication with you. Our project managers assign professionals not otherwise associated with the project to serve as quality control reviewers and provide detailed project checks from a neutral perspective. We will plan a carefully structured scope of services, corresponding schedule, and accurately developed budget and determine appropriate stages for quality reviews. We do not begin an assignment until these elements are mutually agreed upon. This saves you time and money by ensuring the job is done right the first time.



What's the Difference?

QUALITY CONTROL

Quality control refers to reviewing and editing the grant proposal to ensure that it meets specific quality requirements. It involves checking for grammar and spelling errors, ensuring consistency in formatting and style, and verifying that all necessary information is included. Quality control focuses on identifying and correcting any issues or deficiencies in the proposal before submission.

QUALITY ASSURANCE

Quality assurance in grant writing is a proactive process that aims to prevent issues or deficiencies from occurring in the first place. It involves establishing and implementing processes, procedures, and standards to ensure that grant proposals meet the desired quality requirements consistently. This can include training and guidance to grant writers, conducting regular reviews and evaluations of the proposal development process, and ensuring compliance with grant guidelines and requirements.

MONTHLY DISCRETIONARY GRANT NEWSLETTER

St. Johns County's growing infrastructure, mobility, safety, and resilience needs require a proactive approach to identifying and positioning projects for competitive federal discretionary funding.

Kimley-Horn can provide St. Johns County with a monthly discretionary grant newsletter to track the status of priority grant programs, relevant legislative updates, and alignment with County projects. The newsletter will present priority opportunities in a decision-ready format, allowing County staff to quickly determine which programs should advance, continue to be monitored, or be deferred based on eligibility, timing, project readiness, match requirements, and strategic fit.

Newsletter Content

1. Executive Grant Outlook

Each issue will begin with an Executive Grant Outlook that presents the most important discretionary funding updates in a concise, decision-ready format. Legislative updates and potential impacts on current or future funding programs will also be included. Recent awards and program award updates will also be summarized in this section.

2. Opportunity Forecast

The Opportunity Forecast will highlight the most time-sensitive deadlines, newly forecasted opportunities, and program focus areas for upcoming programs. This format will help County staff quickly distinguish between immediate opportunities, near-term preparation needs, longer-range positioning efforts, and updates to previously tracked guidance or deadlines.

3. Program Profiles

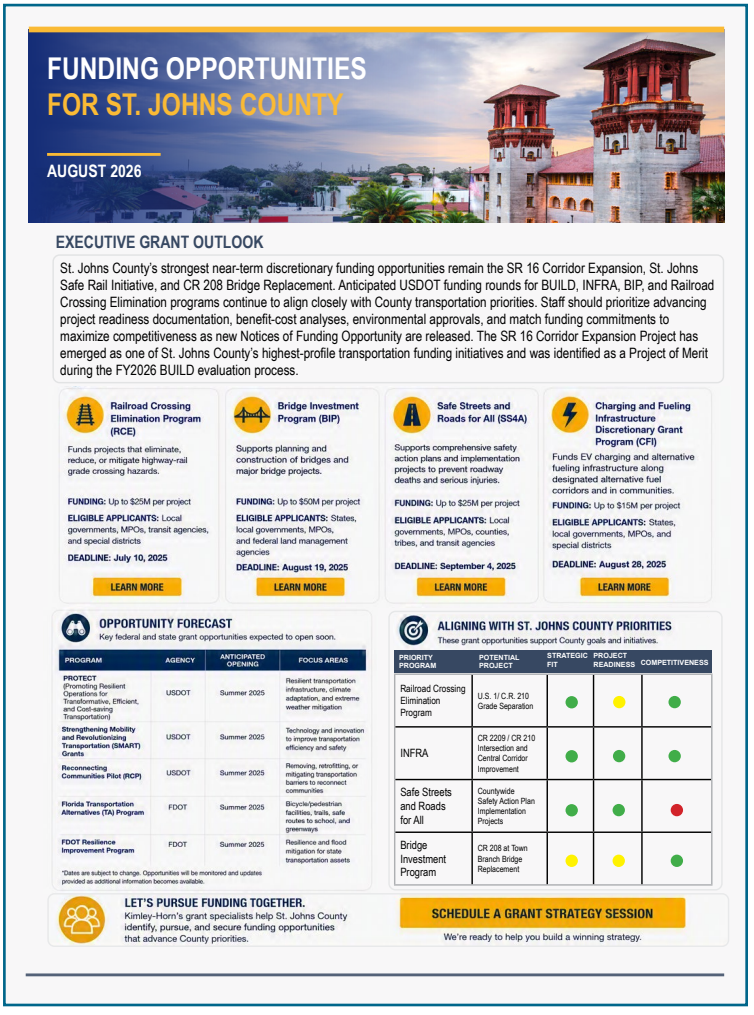
Program Profile will provide a concise summary of priority opportunities, including the program name, administering agency, status, County alignment, readiness considerations, match requirements, and recommended next step. When applicable, this section will also include a targeted review of prior awards to identify typical award amounts, common project types, and funding priorities that may inform the County's pursuit strategy.

4. County Project Program Alignment

Priority programs will be evaluated through a County Project Program Alignment using High/Medium/Low or Red/Yellow/Green indicators. The alignment will summarize strategic fit, project readiness, competitiveness, potential constraints, and recommended go/no-go actions so staff can focus on opportunities with the strongest likelihood of advancing County priorities.

Monthly Deliverables

Each month, Kimley-Horn will provide a discretionary grant newsletter organized around the four core sections described above: Executive Grant Outlook, Opportunity Forecast, Program Profile, and County Project Program Alignment. The newsletter will help the County maintain awareness of relevant funding activity, understand how emerging opportunities may support County priorities, and help make informed decisions about when and how to position projects for future grant pursuits. Supporting deliverables will include verified source references, priority alerts for time-sensitive changes, and one 30-minute monthly briefing to review key findings, confirm County direction, and identify follow-up actions.



FUNDING OPPORTUNITIES
FOR ST. JOHNS COUNTY

AUGUST 2026

EXECUTIVE GRANT OUTLOOK

St. Johns County's strongest near-term discretionary funding opportunities remain the SR 16 Corridor Expansion, St. Johns Safe Rail Initiative, and CR 208 Bridge Replacement. Anticipated USDOT funding rounds for BUILD, INFRA, BIP, and Railroad Crossing Elimination programs continue to align closely with County transportation priorities. Staff should prioritize advancing project readiness documentation, benefit-cost analyses, environmental approvals, and match funding commitments to maximize competitiveness as new Notices of Funding Opportunity are released. The SR 16 Corridor Expansion Project has emerged as one of St. Johns County's highest-profile transportation funding initiatives and was identified as a Project of Merit during the FY2026 BUILD evaluation process.

Railroad Crossing Elimination Program (RCE)
Funds projects that eliminate, reduce, or mitigate highway-rail grade crossing hazards.
FUNDING: Up to $25M per project
ELIGIBLE APPLICANTS: Local governments, MPOs, transit agencies, and special districts
DEADLINE: July 10, 2025
LEARN MORE

Bridge Investment Program (BIP)
Supports planning and construction of bridges and major bridge projects.
FUNDING: Up to $50M per project
ELIGIBLE APPLICANTS: States, local governments, MPOs, and federal land management agencies
DEADLINE: August 19, 2025
LEARN MORE

Safe Streets and Roads for All (SS4A)
Supports comprehensive safety action plans and implementation projects to prevent roadway deaths and serious injuries.
FUNDING: Up to $25M per project
ELIGIBLE APPLICANTS: Local governments, MPOs, counties, tribes, and transit agencies
DEADLINE: September 4, 2025
LEARN MORE

Charging and Fueling Infrastructure Discretionary Grant Program (CFI)
Funds EV charging and alternative fueling infrastructure along designated alternative fuel corridors and in communities.
FUNDING: Up to $15M per project
ELIGIBLE APPLICANTS: States, local governments, MPOs, and special districts
DEADLINE: August 28, 2025
LEARN MORE

OPPORTUNITY FORECAST
Key federal and state grant opportunities expected to open soon.

PROGRAM	AGENCY	ANTICIPATED OPENING	FOCUS AREAS
PROTECT (Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation)	USDOT	Summer 2025	Resilient transportation infrastructure, climate adaptation, and extreme weather mitigation
Strengthening Mobility and Revolutionizing Transportation (SMART) Grants	USDOT	Summer 2025	Technology and innovation to improve transportation efficiency and safety
Reconnecting Communities Pilot (RCP)	USDOT	Summer 2025	Removing, retrofitting, or mitigating transportation barriers to reconnect communities
Florida Transportation Alternatives (TA) Program	FDOT	Summer 2025	Bicycle/pedestrian facilities, trails, safe routes to school, and greenways
FDOT Resilience Improvement Program	FDOT	Summer 2025	Resilience and flood mitigation for state transportation assets

*Dates are subject to change. Opportunities will be monitored and updates provided as additional information becomes available.

ALIGNING WITH ST. JOHNS COUNTY PRIORITIES
These grant opportunities support County goals and initiatives.

PRIORITY PROGRAM	POTENTIAL PROJECT	STRATEGIC FIT	PROJECT READINESS	COMPETITIVENESS
Railroad Crossing Elimination Program	U.S. 1/ C.R. 210 Grade Separation	●	●	●
INFRA	CR 2209 / CR 210 Intersection and Central Corridor Improvement	●	●	●
Safe Streets and Roads for All	Countywide Safety Action Plan Implementation Projects	●	●	●
Bridge Investment Program	CR 208 at Town Branch Bridge Replacement	●	●	●

LET'S PURSUE FUNDING TOGETHER.
Kimley-Horn's grant specialists help St. Johns County identify, pursue, and secure funding opportunities that advance County priorities.

SCHEDULE A GRANT STRATEGY SESSION
We're ready to help you build a winning strategy.

5 Pricing



RFP 2911; GRANT WRITING SERVICES

ATTACHMENT G
CONSULTANT'S RATE SHEET

I. HOURLY RATES

Compensation for services satisfactorily performed shall be in accordance with the Hourly Rates provided below, which shall be approved prior to execution of the Contract, and shall remain firm throughout the duration of the Contract, unless otherwise agreed to by the Parties, as provide in the Contract Documents.

JOB CLASSIFICATION (JOB TITLE)		2026 BASE WAGE RATE		HOURLY RATE
Senior Professional II		$125.57		$345.31
Senior Professional I		$98.85		$271.84
Project Professional		$86.14		$236.87
Professional II		$69.96		$192.39
Professional I		$55.04		$151.36
Administrative Support		$36.14		$99.39

Hourly Rates. The above hourly rates shall constitute full payment for satisfactory performance of the Services including but not limited to all payroll costs and taxes, insurances, fees, overhead and profit, and any and all other costs or expenses of whatever nature incurred by Consultant.

Weekend and Holiday Rates. No additional compensation shall be paid for any Service performed before or after Consultant's standard operating hours or on weekends and holidays, without prior written approval by County.

Quantity of Work. Consultant understands that the County makes no commitments or guarantees as to the total amount or value of the Services to be performed by Consultant. Payment under this Agreement shall be made on the basis of the actual amount of Services satisfactorily performed and completed in accordance with the Contract Documents.

Hourly Rate Adjustments. Consultant may request an increase to the hourly rates on an annual basis, in accordance with the most current Consumer Price Index (CPI) percentage, as defined in the definitions section of this Agreement, but shall not exceed four percent (4%) in any given year. Requests for hourly rate adjustments must be submitted to the SJC Purchasing Division no later than sixty (60) days prior to the anniversary of the Effective Date of the Agreement for the County's review and approval. The County is under no obligation to grant any requested hourly rate adjustments. Approved hourly rate adjustments shall be effective only upon the County's issuance of a fully executed Amendment. If Consultant fails to request and/or receive approval for any adjustment to the hourly rates in any given year, the Consultant shall forego any available adjustment for that year, and shall not combine and/or compound any requested hourly rate adjustment in subsequent year(s).

II. REIMBURSEABLE EXPENSES

In addition to the hourly rates and subject to Section 112.061, Florida Statutes, the Consultant may also be reimbursed for actual, direct costs (i.e. travel costs, travel-related expenses, or other direct non-salary expenses) incurred in the performance of the Services, provided supporting documentation such as third-party invoices, receipts, or other data as required by the County to support the validity of the expenses incurred shall be submitted with each invoice.

6 Administrative Information





6. ADMINISTRATIVE INFORMATION

This section compiles all required administrative attachments submitted with our proposal in full compliance with St. Johns County RFP No. 2911 and all issued addenda. Each attachment is a mandatory component of our response and has been completed, signed, and included as directed by the solicitation documents.

- **Attachment A - Affidavit of Solvency**
- **Attachment B - Proposal Affidavit**
- **Attachment D - Drug-Free Workplace Form**
- **Attachment E - E-Verify Affidavit**
- **Attachment H - Affidavit Regarding The Use Of Coercion For Labor And Services**
- **Attachment J - Acknowledgement Of Addenda**
- **Attachment K - Sworn Statement Under Section 287.133(3)(A), Florida Statutes On Public Entity Crimes**
- **Attachment L - Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion-Primary Covered Transactions**
- **Attachment M - Byrd Anti-Lobbying Compliance And Certification Regarding Lobbying**
- **Attachment N - Non-Collusion Certification**
- **Attachment O - Equal Opportunity Report Statement**

The following can be found in other sections of the proposal:

- **Attachment C - Conflict of Interest Disclosure Form**
- **Attachment F - Claims and Litigation History**
- **Attachment G - Consultant's Rate Sheet**
- **Attachment I - List of Proposed Sub-Consultant/Suppliers**

All forms are submitted as mandatory attachments and are considered integral to this proposal package. Any questions regarding these materials may be directed to our designated contact.

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT A
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF Kimley-Horn and Associates, Inc. (Proposer) being of lawful age and being duly sworn I, George Roland, PE (Affiant) as Vice President (Title) *(ex: CEO, officer, president, duly authorized representative, etc.)* hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.

2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.

3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.

4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this day of August 26, 2026.

George Roland
Signature of Affiant

STATE OF Florida

COUNTY OF Hillsborough

Sworn to (or affirmed) and subscribed before me by means of ☑ physical presence or ☐ online notarization, this _____ day of August 26, 2026, by Affiant, who is personally known to me or has produced _____ as identification.

Victoria Graterol
Notary Public
My Commission Expires: 11-12-28

NOTARY PUBLIC STATE OF FLORIDA
VICTORIA GRATEROL
Commission # HH 611915
Expires November 12, 2028

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT B
PROPOSAL AFFIDAVIT

ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS
ST. AUGUSTINE, FLORIDA

At the time the proposal is submitted, the Proposer shall attach to his proposal a sworn statement. The sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association or corporation submitting the proposal and shall be sworn to before a person who is authorized by law to administer oaths.

Before me, the undersigned authority, George Roland, PE (Affiant) who, being duly sworn, deposes and says he/she is Vice President (Title) of Kimley-Horn and Associates, Inc. _____ (Proposer) submitting the attached proposal for the services covered by the RFP documents for **RFP 2911; GRANT WRITING SERVICES** .

The Affiant further states that no more than one proposal for the above referenced project will be submitted from the individual, his/her firm or corporation under the same or different name and that such Proposer has no financial interest in the firm of another Proposer for the same work, that neither he, his firm, association nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm's proposal on the above described project. Furthermore, neither the firm nor any of its officers are debarred from participating in public contract lettings in any other state.

Kimley-Horn and Associates, Inc.
(Proposer Firm)

By _____
(Affiant Signature)

George Roland, PE, Vice President
(Printed Name & Title)

08.26.2026
Date of Signature

STATE OF Florida

COUNTY OF Hillsborough

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of August 26, 2026, by Affiant, who is personally known to me or has produced _____ _____ as identification.

_____
Notary Public
My Commission Expires: 11-12-28

NOTARY PUBLIC STATE OF FLORIDA
VICTORIA GRATEROL
Commission # HH 611915
Expires November 12, 2028

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT D
DRUG-FREE WORKPLACE FORM

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Kimley-Horn and Associates, Inc. does:

Name of Firm

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 danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the contractual services that are described in St. Johns County's Request for Proposal a copy of the statement specified in paragraph 1.

4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, 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 or plea.

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. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

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

George Roland, PE, Vice President

Signature

08.26.2026

Date

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT E
E-VERIFY AFFIDAVIT

STATE OF Florida
COUNTY OF Hillsborough

I, George Roland, PE (Affiant), being duly authorized by and on behalf of Kimley-Horn and Associates, Inc. (Proposer) hereby swears or affirms as follows:

1. Proposer understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.

2. If awarded, for the duration of Contract No. RFP NO: 2911 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Proposer and shall expressly require any subconsultants performing work or providing services pursuant to the awarded Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant.

3. Proposer shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.

4. Proposer understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subconsultant s performing work under the awarded Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the awarded Agreement for which St. Johns County may immediately terminate the awarded Agreement without notice and without penalty. The Proposer further understands and agrees that in the event of such termination, Proposer shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Firm's breach.

DATED this 26 day of August, 20 26.

Signature of Affiant

George Roland, PE
Printed Name of Affiant

Vice President
Printed Title of Affiant

Kimley-Horn and Associates, Inc.
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this 26th day of August, 20 26, by Affiant, who is personally known to me or has produced _____ as identification.

Notary Public
My Commission Expires: 11-12-28

NOTARY PUBLIC STATE OF FLORIDA
VICTORIA GRATEROL
Commission # HH 611915
Expires November 12, 2028

Kimley-Horn and Associates, Inc. Profile ACTIVE

Company Information

Company Name
Kimley-Horn and Associates, Inc.

Doing Business As (DBA) Name

Company ID
2023677

Enrollment Date
Nov 16, 2022

Employer Identification Number (EIN)
560885615

Unique Entity Identifier (UEI)
DS7JWCWDLQU7

DUNS Number
061099131

Total Number of Employees
5,000 to 9,999

NAICS Code
541

Sector
Professional, Scientific, and Technical Services

Subsector
Professional, Scientific, and Technical Services

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT H
AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES

Section 787.06(14), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

As an officer or authorized representative of Proposer, I certify that the company identified below does not, for labor or services:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare and affirm that I have read the foregoing document and that the facts stated in it are true and correct.

DATED this 26th day of August, 2026.

Signature of Affiant

George Roland, PE, Vice President
Printed Name of Affiant

Vice President
Printed Title of Affiant

Kimley-Horn and Associates, Inc.
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this 26th day of August, 2026, by Affiant, who is personally known to me or has produced _____ as identification.

VICTORIA GRATEROL
Commission # HH 611915
Expires November 12, 2028

Notary Public
My Commission Expires: 11-12-28

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT J
ACKNOWLEDGEMENT OF ADDENDA

Proposer hereby acknowledges receipt of the following Addenda, issued by the County and incorporated into and made a part of the RFP Documents. By acknowledging the Addenda listed below, Proposer hereby certifies that the information, clarifications, revisions, or other items included in each Addenda have been incorporated into the Proposer's Proposal. Failure to acknowledge and incorporate issued Addenda may result in a Proposer being deemed non-responsive to the requirements of the RFP, and removed from further consideration.

ADDENDUM NUMBER	DATE RECEIVED	PRINTED NAME OF PROPOSER'S AUTHORIZED REPRESENTATIVE	TITLE OF PROPOSER'S AUTHORIZED REPRESENTATIVE	SIGNATURE OF PROPOSER'S AGENT
01	08.18.2026	George Roland, PE	Vice President	George Roland

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT K
SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

I, George Roland, PE ("Affiant"), being duly authorized by and on behalf of Kimley-Horn and Associates, Inc. ("Proposer") hereby swears or affirms as follows:

1. The principal business address of Proposer is: 12740 Gran Bay Parkway West, Suite 2350, Jacksonville, FL 32258

2. I am duly authorized as Vice President (Title) of Proposer.

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" is defined in Section 287.133 of the Florida Statutes to mean 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 guilt or nolo contendere.

5. I understand that "affiliate" is defined in Section 287.133 of the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the Proposer, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. **(Draw a line through paragraph 6 if paragraph 7 below applies.)**

7. ~~There has been a conviction of a public entity crime by the Proposer, or an officer, director, executive, partner, shareholder, employee, member or agent of the Proposer who is active in the management of the Proposer or an affiliate of the Proposer. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____. A copy of the order of the Division of Administrative Hearings is attached to this statement.~~ **(Draw a line through paragraph 7 if paragraph 6 above applies.)**

George Roland — George Roland, PE, Vice President
Signature of Affiant — Printed Name & Title of Affiant

Kimley-Horn and Associates, Inc. — 08.26.2026
Full Legal Name of Proposer — Date of Signature

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this 26 day of August, 20___, by Affiant, who is ☑ personally known to me or ☐ has produced _____ as identification.

Victoria Graterol — 11-12-28
Notary Public — My Commission Expires

VICTORIA GRATEROL
Commission # HH 611915
Expires November 12, 2028

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT L
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-PRIMARY COVERED TRANSACTIONS

The Proposer certifies that, the firm or any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

1. Must have no exclusions listed in www.SAM.gov.

2. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency.

3. have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property

4. are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and

5. have not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Proposer certifies that it shall perform a debarment verification on any sub-consultant, sub-consultant, material supplier or vendor, that it proposes to contract with to perform any work under this RFP, and shall not enter into any transaction with any sub-consultant, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by St. Johns County.

Signature of Authorized Principal(s):

NAME (print): George Roland, PE

SIGNATURE: 

TITLE: Vice President

FULL LEGAL NAME OF PROPOSER: Kimley-Horn and Associates, Inc.

DATE: 08.26.2026

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT M
BYRD ANTI-LOBBYING COMPLIANCE AND CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding $100,000). The undersigned [Consultant] certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or Current as of 9-26-16 11 cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Consultant, Kimley-Horn and Associates, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Consultant understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Authorized Principal(s):

NAME (print): George Roland, PE

SIGNATURE: George Roland

TITLE: Vice President

FULL LEGAL NAME OF PROPOSER: Kimley-Horn and Associates, Inc.

DATE: 08.26.2026

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT N
NON-COLLUSION CERTIFICATION

St. Johns County requires, as a matter of policy, that any Proposer receiving a contract or award resulting from this Request for Qualification issued by St. Johns County shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to me, our firm, partnership or corporation, that no members of the elected governing body of St. Johns County nor any professional management, administrative official or employee of the County, nor members of his or her immediate family including spouse, parents or children, nor any person representing or purporting to represent any member or members of the elected governing body or other official, has solicited, has received or has been promised, directly or indirectly, any financial benefit including but not limited to a fee, commission, finder's fee, political contribution, goods or services in return for favorable review of any Qualifications submitted in response to this Request for Qualification or in return for execution of a contract for performance or provision of services for which Qualification are herein sought.

DATED this 26th day of August, 20 26.

Signature of Affiant

George Roland, PE, Vice President

Printed Name & Title of Affiant

Kimley-Horn and Associates, Inc.

Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of August 26, 2026, by Affiant, who is ☑ personally known to me or ☐ has produced _____ as identification.

VICTORIA GRATEROL
Commission # HH 611915
Expires November 12, 2028

Notary Public

My Commission Expires: 11-12-28

RFP 2911; GRANT WRITING SERVICES

ATTACHMENT O
EQUAL OPPORTUNITY REPORT STATEMENT

The Proposer shall complete the following statement by signing this form where indicated. Failure to complete this form may be grounds for rejection of bid:

The awarded Consultant shall comply with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Florida Civil Rights Act of 1992, as amended) prohibiting employment discrimination and shall comply with the regulations and guidelines promulgated pursuant to this Act by the Secretary of the Interior and the Heritage Conservation and Recreation Service.

During the performance of this contract, the awarded Consultant, for itself, its assignees and successors in interest ("Consultant") agrees as follows:

(1) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

(3) The Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Consultant's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Consultant will comply with all rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Consultant will furnish all information and reports required by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Consultant's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts or federally assisted construction contracts, and such other sanctions as may be imposed and remedies invoked as provided by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Consultant will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor so that such provisions will be binding upon each subconsultant or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means

of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or vendor as a result of such direction by the administering agency the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

DATED this 26th day of August, 20 26.

Signature of Affiant

George Roland, PE, Vice President

Printed Name & Title of Affiant

Kimley-Horn and Associates, Inc.

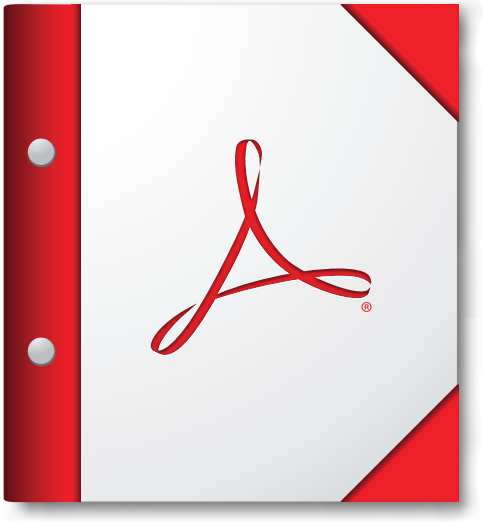
Full Legal Name of Proposer

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of August 26, 2026, by Affiant, who is ☑ personally known to me or ☐ has produced _____ as identification.

VICTORIA GRATEROL
Commission # HH 611915
Expires November 12, 2028

Notary Public

My Commission Expires: 11-12-28



For the best experience, open this PDF portfolio in Acrobat X or Adobe Reader X, or later.

Get Adobe Reader Now!