

Land Development Code Rewrite

Request for Proposals No.

2025-05

Offeror

Calvin, Giordano & Associates, Inc.
311 Park Place Blvd, Suite 630
Clearwater, Florida 33759
727.394.3825

Due Date and Time

May 27, 2025 | 4:00 pm EDT

Project Manager

Luis Serna, AICP, Project Manager
727.394.3825
lserna@cgasolutions.com

Business Development Contact

Jessica Adkins, Account Manager
407.630.2859
jladkins@safebuilt.com

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Calvin, Giordano & Associates, Inc.

A SAFEbuilt[®] COMPANY

Building Code Services
Civil Engineering / Roadway
& Highway Design
Coastal Engineering
Code Enforcement
Construction Engineering &
Inspection (CEI)
Construction Services
Data Technologies &
Development
Electrical Engineering
Engineering
Environmental Services
Facilities Management
Grant Management &
Writing
Geographic Information
Systems (GIS)
Government Services
Indoor Air Quality (IAQ)
Landscape Architecture
Planning
Project Management
Redevelopment & Urban
Design
Surveying & Mapping
Transportation & Mobility
Transportation Planning
Water / Utilities Engineering
Website Development

311 Park Place Blvd
Suite 630
Clearwater, Florida 33759

Tel: 727.394.3825
Fax: 954.921.8807

www.cgasolutions.com

Tuesday, May 27, 2025

City of High Springs
Attention: City Clerk's Office
23718 W US Hwy 27
High Springs, FL 32643

RE: RFP No. 2025-05 – Land Development Code Rewrite

Dear Members of the Evaluation Committee,

Calvin, Giordano & Associates, Inc. (CGA) is pleased to submit our proposal in response to the City of High Springs' (City) Request for Proposals (RFP No. 2025-05) for Land Development Code (LDC) Rewrite services. We appreciate the City's forward-thinking initiative to modernize and streamline the LDC in support of sustainable growth and community vision, and we are excited about the opportunity to assist.

CGA is a multi-disciplinary firm with over 87 years of experience providing planning and development services to more than 80 Florida municipalities. Our team includes certified planners and technical experts with extensive experience in drafting, revising, and implementing land development codes that are practical, consistent, and aligned with local comprehensive plans. We are especially focused on promoting user-friendly, flexible, and environmentally responsible zoning frameworks that are implementable —core goals of this project.

Our team is well-versed in engaging communities of all sizes in meaningful, inclusive public processes. We understand the unique balance High Springs seeks between preserving its rural charm and supporting strategic growth. From zoning district restructuring to integrating sustainability principles, CGA has successfully supported cities including Eustis, Belleview, Belleair Bluffs, and Indiantown through similar initiatives.

Each project is led by a designated CGA Project Manager to ensure timely communication, responsiveness, and consistency throughout the process. Our collaborative approach includes stakeholder engagement, legislative compliance, and the application of best planning practices tailored to your community's values and future.

We are confident that CGA's experience, multidisciplinary team, and deep understanding of Florida land use regulations make us a strong partner for the City of High Springs. On behalf of our team, we thank you for the opportunity to be considered and look forward to potentially contributing to the future of your community.

Sincerely,

Chris Giordano
President, Calvin, Giordano & Associates, Inc. and Chief Executive Officer, SAFEbuilt, LLC



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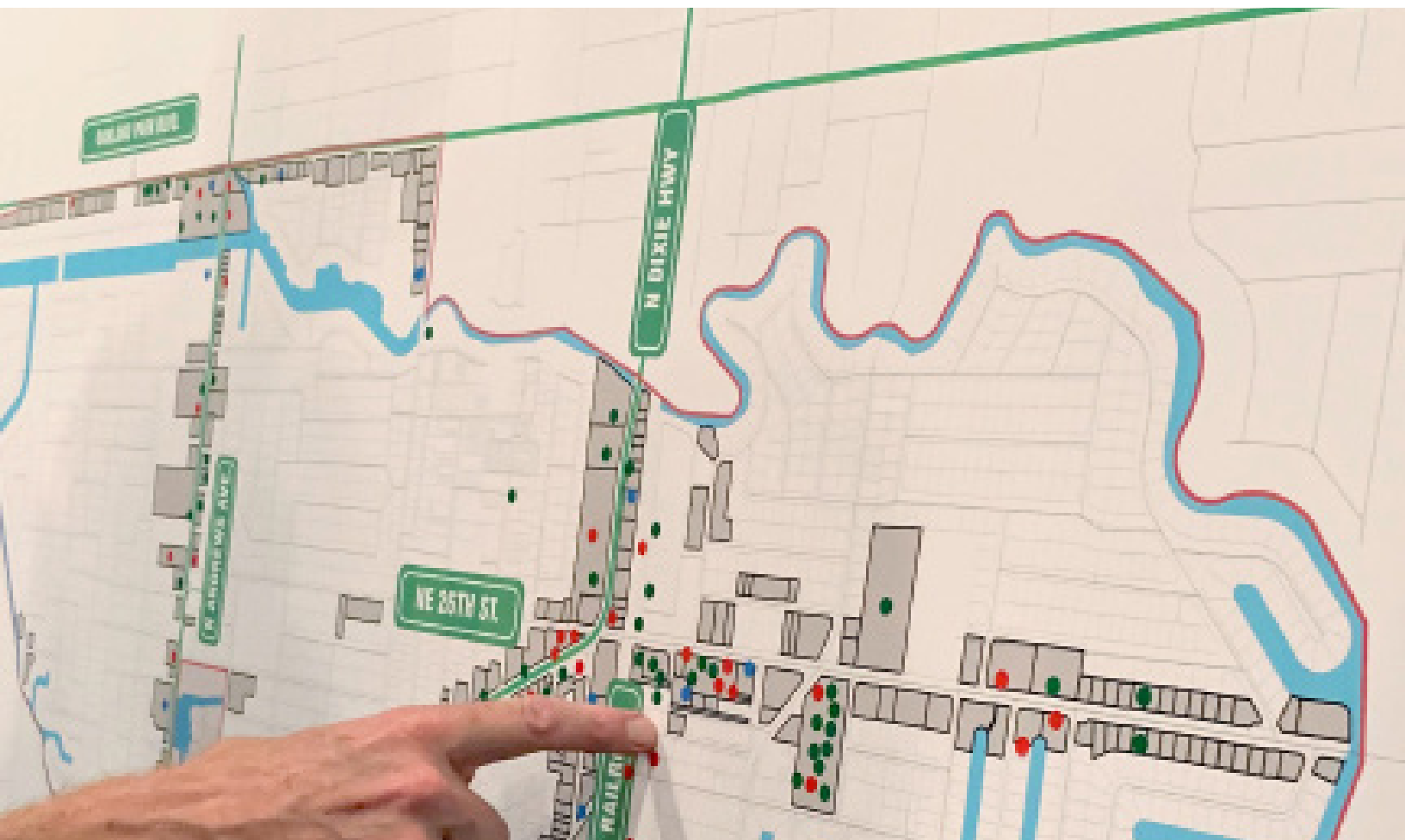
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Tab 1



Brief Profile and Statement



Brief Profile and Statement

CGA's Qualifications and Experience

Calvin, Giordano, & Associates, Inc.'s (CGA) history dates to 1937, when the company was formed. Over the past 86 years, our focus has remained on servicing the municipal client space in Florida. CGA maintains established offices in Clearwater, Fort Lauderdale, Miami-Dade, West Palm Beach, Port St. Lucie, and Estero. We have been providing municipal planning services for our clients since 2001.

From the beginning, much of our reputation was built on repeat business with clients from the public and private sectors. Our large number of repeat and long-term clients affirm that using a personal approach and delivering quality work is the key to our success. Because of our diversity, CGA can control the entire process, offering a host of professional services as a one-source partner or efficiently tackling time-sensitive individual projects, providing customized solutions with handpicked teams of highly experienced professionals.

For almost nine decades, we have gained institutional knowledge and a comprehensive understanding of how to provide municipal clients with the operational services they need. We have increased our service line delivery through the years to include and exceed those contemplated in this RFP package.

- **Planning**

- Comprehensive Planning
- Urban Planning/City Centers
- Community Planning
- Code Updates/Revisions
- Zoning/Land Use Regulation
- Platting
- Permitting
- Urban Design
- Land Use Amendments
- Rezoning
- Creating New Land Use Categories
- Municipal Planning Departments

CGA strategically provides a broad range of services to meet our client's needs. Our planning services include:

Familiarity with Code Revisions for Government Entities

Municipal land development codes encompass not only planning and zoning issues but also extend to landscape architecture, civil engineering, and traffic engineering, as well as legal review and editing. From our experience providing code updates to other Florida municipalities, we have selected a team of professionals who can support all required services necessary to create an effective land development code update to meet the City's goals and objectives.

Each member of our proposed team has previous experience in writing and supporting municipal land development code updates. Their comprehensive understanding and experience allows our team to envision and identify areas of concern, and make the necessary changes after implementation, and prior to them becoming issues.

The CGA team understands the importance of a code update which is:

- Clear, concise, and straightforward, using easy-to-understand language;
- Aligned with the broader goals and vision of the community, as well as address current issues and challenges;
- Flexible and adaptable to accommodate the City's ever-changing development and evolving needs;
- Consistent with zoning and planning principles in the region, complement the overall planning framework, and contribute to a cohesive development strategy; and
- In legal compliance with applicable county, state, and federal laws to avoid legal challenges and ensure the validity of the land development code.



Specialized Experience, Qualifications, and Technical Competence

CGA has eight AICP-certified planners on staff, making us one of the largest planning firms in the State of Florida. For this project, we offer the City support from four AICP-certified members of one of which is also LEED-accredited.

Based on our previous experience with updating land codes, our team includes two State of Florida-licensed Professional Engineers (PE) and an Engineering Intern (EI), a GIS technician, and a board-certified attorney to perform legal sufficiency. Additionally, one of our Planners is highly adept at providing public outreach. She will work with our Team to develop professional, easy-to-understand, and visually appealing handouts and visual aids for public interface meetings.

As previously mentioned, all members of our planning team have previous experience providing these services for municipalities in Florida, and much of this experience includes serving as directors or managers working directly for local government planning departments. Leveraging our diversified staff's experience and knowledge is what distinguishes CGA as a professional consultant—we not only draft regulations, we interact with them in many communities on a daily basis. Further, we understand the need to draft language that is clear and concise, but is implementable within the City's framework.

Our core planning services focus on preparing various local government plans and implementing those plans through an integrated regulatory system for communities throughout Florida. In addition, our continuing and long-standing relationships with many of our local government clients attests to both our clients' satisfaction with our services and our ability to understand and assist with the practical, day-to-day, administration and effectuation of those plans and regulations, and exceed the clients' expectations.

As a result of this experience, we are cognizant that services and work deliverables rendered should generate implementable solutions that take into account the regulatory and budgetary realities of the solutions and the provision of municipal services. Our team understands successful implementation of any project is driven not just by what is desired but by what is achievable.

Some recent and current code revision projects we have been engaged in on behalf of our municipal clients include the following:

- 9/22/2019 – 9/22/2020 Land Development Code; Village of Indiantown, FL
- 4/8/2020 – 4/7/2021 Code Amendments; Town of Palm Beach, FL
- 7/16/2020 – 7/15/2022 Zoning Code Updates; City of Margate, FL
- 3/20/2019 – 3/15/2021 Update and Simplify the City's Land Development Code; City of Pembroke Pines, FL
- 6/3/2021 – 6/2/2023 Land Development Code Updates; Village of Biscayne Park, FL
- 8/30/2021 – 8/29/2023 Land Development Code Update; City of Belleview, FL
- 9/9/2021 – 2/28/2023 Planning Services (includes updates to single- and multi-family zoning district regulations); Town of Hillsboro Beach, FL
- 1/28/2022 – 1/27/2023 Code Update-Planning Services; City of Eustis, FL
- 9/21/2022 – 9/20/2023 Village Code Updates (Residential Areas); Village of Sea Ranch Lakes, FL
- 10/18/2022 – 10/17/2023 Code Update for Neighborhood Beautification; City of Oakland Park, FL

"Quality assurance and the attention to detail was superb. Communication with the City team was consistent and effective."

— Althea Jefferson, AICP, former Community & Economic Development Director, Village of Indiantown, FL

Tab 2



Up-to-date Resume



Firm Resume

Evidence of Knowledge and Understanding of Federal, State, and Local Requirements and Guidelines

In addition to the many academic degrees and certifications earned and maintained by our team, every planning team member belongs to one or more of the nationally known and respected professional planning-related organizations, including the American Institute of Certified Planners (AICP), the Fellows of the American Institute of Certified Planners (FAICP) and the American Planning Association (APA). Their involvement with these organizations offers access to planning resources and changes to local, state, and national guidelines.

As a further testament to their knowledge, understanding, and expertise in their field, CGA's repeat business for planning projects and contracts offers the best demonstration of our team's ongoing success in providing consultant planning services. Additionally, our planning and ancillary teams are often recognized for the quality of their work with commendation letters and formal awards.

Years of Experience in Providing the Required Services

As previously mentioned, CGA has been providing planning services since 2001 with our first planning contract supporting the City of Weston. Today, we support over 80 municipalities with planning services and are proud to count the City of High Springs as one of our current and repeat clients.

"CGA is routinely applauded and complimented by the Town Commission for their professionalism and their expertise. They are more than a contractor to the Town, they are a critical strategic partner."

— Mac Serda, Town Manager, Town of Hillsboro Beach, FL



LUIS SERNA, AICP, LEED AP BD+C

Planning Director



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

30+ YEARS OF EXPERIENCE

8 YEARS WITH THE FIRM

EDUCATION

BS, Economic with an emphasis in Economics of Industry

Florida State University

Certificate of Planning Studies

Florida State University

LICENSES & CERTIFICATIONS

American Institute of Certified Planners (AICP)

#013237

LEED Accredited Professional, Building Design and Construction

#10282703

WORK EXPERIENCE

- **Planning Director**
Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
2017-Current

PROJECT EXPERIENCE

- **Planning Director**
Wakulla County Department of Planning & Community Development
Crawfordville, FL
Responsible for the daily operation of the Planning and Community Development Department.
- **Planning Director**
City of Madeira Beach Planning Services
Madeira Beach, FL
Providing ongoing planning services, including reviewing and processing application submittals to the Planning and Zoning Department, responding to general zoning and development inquiries, coordinating with city staff on code interpretation questions, presenting applications to review boards, and recommending changes to the comprehensive plan and land development regulations as needed.
- **Planning Director**
City of Tarpon Springs Planning Services
Tarpon Springs, FL
Providing ongoing planning services, including staff to City boards and reviewing and preparing recommendations on site plans and plan amendments. Preparation of comprehensive plan and code amendments to address sea level rise and other needed updates for consistency with State law and the Pinellas County mobility plan.
- **Planning Director**
City of Belleair Bluffs Planning Services
Belleair Bluffs, FL
Providing ongoing planning services and preparing an amendment to the City's Land Development Code to allow the development of townhouses in certain districts.

- **Planning Director**

Town of Belleair Planning Services
Belleair, FL

Providing ongoing planning services, including responding to general zoning and development inquiries, coordinating with City staff on code interpretation questions, and recommending changes to the comprehensive plan and land development regulations as needed. Preparation of comprehensive plan and code amendments to address sea level rise and other needed updates for consistency with State law and the Pinellas County mobility plan.

- **Planning Director**

Sarasota County Planning Services
Sarasota County, FL

Preparation of a Unified Development Code (UDC) that combined and updated the County's Land Development Code and Zoning regulations. The project included incorporating existing technical manuals and regulatory provisions from the County's Comprehensive Plan into new UDC, and updating for consistency with State and Federal regulations.

MEMBERSHIPS & AFFILIATIONS

Member

American Institute of Certified Planners
American Planning Association (APA)



ZAIN HUSAIN

Senior Planner

9 YEARS OF EXPERIENCE

>1 YEARS WITH THE FIRM



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

EDUCATION

Master of Public Administration, Concentration: Urban Planning

University of South Alabama

Bachelor of Arts, Political Science and Biology

University of South Alabama

WORK HISTORY

- **Senior Planner**
Calvin, Giordano & Associates, Inc.
February 2025 – Present
- **Assistant Community Development Director**
City of Safety Harbor
2023 – 2024
- **Urban Planner II**
City of Tampa
2021 – 2023
- **Senior Planner**
City of Madeira Beach
2019 – 2021
- **Entitlements Analyst/Project Manager**
D.R. Horton
2018 – 2019
- **Zoning Analyst**
City of Sarasota
2016 – 2018

PROJECT EXPERIENCE

- **Urban Planner II**
City of Tampa
2021 – 2023
Led the Development Coordination team in evaluating incoming projects through processes such as pre-application meetings, Development Review Committee reviews, and City Council meetings.
Prepared staff reports and presented at City Council meetings for proposed projects, including Special Use 2 applications, alcohol beverage sales applications, and rezoning requests.
Developed and revised program/project plans to address the City's economic, social, and physical needs, including goals, objectives, policies, and implementation strategies.
Developed and recommended procedures, guidelines, and priorities for implementing plans and grant projects; monitored progress and suggested adjustments as needed.
Assessed plans and proposals from external agencies, providing recommendations on their alignment with municipal needs and goals; negotiated contract terms for project execution.

Collaborated with utility engineers and service providers to identify utility line locations for projects.

MEMBERSHIPS & AFFILIATIONS

Member

American Planning Association, Texas Chapter, Florida Chapter
Florida City and County Management Association
Kappa Sigma Fraternity

AWARDS & RECOGNITION

Excellence in Political Science Award, 2013



DAVID "DAVE" DIXON, AICP

Planner III



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

15 YEARS OF EXPERIENCE

2 YEARS WITH THE FIRM

EDUCATION

MA, Urban Planning

University of California, Los Angeles

BA, Geography

University of California, Santa Barbara

LICENSES & CERTIFICATIONS

American Institute of Certified Planners

Certified Planner #028501

WORK HISTORY

- **Principal Planner**
Calvin, Giordano & Associates, Inc., a
SAFEbuilt Company
2023 – Present
- **Planner**
Cushing Terrell
2012 – 2022
- **Research Associate**
cityLAB, UCLA Department of Architecture
and Urban Design
2010 – 2012
- **Intern**
City of Los Angeles, CA
2010

PROJECT EXPERIENCE

- **Planner**
Comprehensive Plan EAR and Update
Riviera Beach, FL
Updates to the City's long-range plan to reflect community values, balancing neighborhood health, industry, and environmental resilience with broad public input.
- **Planner**
Miami Neighborhood Comprehensive Plan and EAR
Miami, FL
Updated the goals, objectives, and policies for the citywide plan for growth and redevelopment for a 10-year planning horizon.

- **Project Manager**
Comprehensive Plan Update
Chaffee County, CO
Managed the County's comprehensive plan update, incorporating input from 53 community engagement events. Delivered future land use maps for three municipalities, transportation improvements, and an infrastructure assessment with updates.
- **Project Manager**
Comprehensive Plan Update
Carbondale, CO
Managed the update to a Town's 2013 long-range plan, focusing on housing affordability, historic Main Street preservation, climate action initiatives, and light industrial redevelopment.
- **County Planner**
Carbon and Stillwater Counties, MT
Developed and enforced new regulations to protect a small town's character from industrial and commercial development impacts. Additionally, provided zoning administration and long-range planning for two neighboring counties to help manage population growth challenges.
- **Planner**
Master Plan Update
Routt County, CO
After nearly two decades without revision, Routt County, home to the rapidly expanding City of Steamboat Springs, undertook a comprehensive update of its long-range plan to address the challenges of rapid growth. This effort was subsequently complemented by an update to the land use code, introducing measures to mitigate impacts on the County's pastoral mountain character.
- **Project Manager**
Subarea Plan and Design Guidelines
Meridian, ID
Served as Project Manager for a 300-acre mixed-use development, overseeing the creation of site and architectural design standards.

- **Lead Planner**

West Downtown Neighborhood Plan
Boise, ID

Developed a redevelopment vision for a rapidly urbanizing neighborhood near Downtown Boise, incorporating streetscape typologies, design guidelines, and pedestrian-focused land use code updates to support walkability and sustainable growth.

- **Planner**

Shoreline District Urban Framework
Boise, ID

Contracted to develop an urban renewal and reinvestment framework for a 200-acre mixed-use district aimed at expanding downtown Boise, creating a diverse employment base, and increasing urban housing options.

MEMBERSHIPS & AFFILIATIONS

Member

American Planning Association Urban Land Institute



CRAIG PINDER

Senior Planner



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

10 YEARS OF EXPERIENCE

1 YEAR WITH THE FIRM

EDUCATION

BS, Architecture

Florida Atlantic University

WORK HISTORY

- **Senior Planner**
Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
2024 – Present
- **Senior Planner**
City of Boynton Beach, FL
2023 – 2024
- **Urban Planner/Planner II**
City of Boynton Beach, FL
2019 – 2023
- **Transit Oriented Development (TOD) Planner (Planner III)**
City of Fort Lauderdale, FL
2018 – 2019
- **Transportation Planner (Planner I)**
City of Fort Lauderdale, FL
2016 – 2018
- **Transportation Intern**
City of Fort Lauderdale, FL
2015 – 2016

PROJECT EXPERIENCE

- **Senior Planner**
Land Development Code Rewrite
Hallandale Beach, FL
Supported multiple tasks for the review and rewrite of the City's Land Development Code and relevant chapters of the Code of Ordinances. The Code had not been fully reviewed since its adoption in the late 1970s. Work also included updating the City's Comprehensive Plan and associated documents, such as the City-wide Master Plan and Design Guidelines.
- **Senior Planner**
On-Call Planning & GIS Services
Bradenton Beach, FL
Provided planning and GIS services under an ongoing contract with the City. Responsibilities included serving as staff to City Boards, administering the Land Development Code and Comprehensive Plan, reviewing building permits, site plans, variances, and special use permits, and updating zoning and the Future Land Use Map. Additionally, I worked on updates to the Code and Comprehensive Plan.

- **Senior Planner**
General Planning Services
Weston, FL
Planning team member for an ongoing professional planning services contract with the City of Weston. Services include site plan review, variances, conditional use applications, and future land use map amendments. The team has prepared all development standards, design guidelines, land development regulations, and administrative materials related to planning for the City of Weston.
- **Senior Planner**
Planning Services
Redington Shores, FL
As a member of the planning team, review and provide rewrite support to update the Land Development Code for the Town.
- **Senior Planner**
General Planning Services
Miami Springs, FL
Under the General Planning Services contract with the City, provide support for various planning & zoning activities, including reviewing planning and zoning applications, providing land development information to the public, and assisting builders and developers with land planning details. Also oversee the development and maintenance of land use and zoning maps, and develop policies and procedures for planning and zoning activities.
- **Senior Planner**
General Planning Services
South Miami, FL
Provide professional planning services, including general planning, Concurrency Review, Land Use and Zoning Analysis, transportation studies, environmental studies, plan and permit review, natural and cultural resources assessments, water resources planning, and public outreach.



JAMES "JIM" HICKEY, AICP

Director, Planning Department



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

28 YEARS OF EXPERIENCE

7 YEARS WITH THE FIRM

EDUCATION

MA, Urban Planning

Virginia Commonwealth University

BS, Geography and History

University of Massachusetts

LICENSES & CERTIFICATIONS

American Institute of Certified Planners (AICP)

Certified Planner #015985

WORK HISTORY

Director of Planning

Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
2020 – Present

Planning Administrator

Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
2018 – 2020

Assistant Director of Development Services

City of Coral Springs, FL
2007 – 2018

Principal Planner

Broward County, FL
2001 – 2007

Senior Project Manager

City of Somerville, MA
1996 – 2001

PROJECT EXPERIENCE

Development Services Director

City of Weston, FL

Provides ongoing planning assistance for the City, including site plan review and preparation of reports and analysis for the City Commission. Serve as the City's appointee on the School Board of Broward County's Staff Working Group.

Planning Director

City of Lighthouse Point, FL

Collaborated with the City and a developer to redevelop Lighthouse Point Yacht Club into a mixed-use site. This project involved amending the comprehensive plan map and text, rezoning the property, creating a new zoning district, reviewing the site plan, and finalizing a developer's agreement.

Project Manager

City of Pompano Beach, FL

Collaborates with the City to review large-scale Planned Development applications, offering technical analysis and site plan reviews. Also, prepares staff reports and presents these applications to the Planning and Zoning Board and City Commission.

Planning Consultant

City of Wilton Manors, FL

Completed the City's Urban Form and Density Report, which established where and how future redevelopments should occur. Other activities/services provided include drafting regulations for the implementation of the Form and Density Report rezoning of a diverse mixed-use area and two land use plan amendments to establish density requirements, increase density, and expand the City's mixed-use land use districts.

City Planner

City of West Park, FL

Completed an adoption of regulations to rezone the City's expanded Transit-Oriented Corridor (TOC), including public involvement, preparation of code language, and presentations to the Planning and Zoning Advisory Committee as well as the City Commission. This project included public engagement and dealt with many issues facing the City, including disinvestment, redevelopment opportunities as well as concerns with gentrification.

City Consultant

City of Margate, FL

Completed an update to substantial portions of the City's Code. The City had not completed a thorough review of the Code in over 30 years, and the proposed changes provide a modern, unified land development code that is clear, concise, and easily understood by City residents.



SILVIA VARGAS, FAICP, LEED AP

Principal Planner

32 YEARS OF EXPERIENCE

7 YEARS WITH THE FIRM



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

EDUCATION

MS, Urban Planning

University of Kansas

BA, Architectural Studies

University of Kansas

LICENSES & CERTIFICATIONS

American Institute of Certified Planners (FAICP)

Certified Planner #087875

U.S. Green Building Council

LEED Accredited Professional (Legacy)

WORK HISTORY

- **Principal Planner**
Calvin, Giordano & Associates, Inc. (CGA),
a SAFEbuilt Company
2018 – Present
- **Commissioner**
American Institute of Certified Planners
(AICP) Commission
2016 – 2020
- **President/Owner**
Silvia E. Vargas Community Planning, LLC
2016 – 2018
- **Senior Associate/Planner**
Wallace, Roberts & Todd
1996 – 2016
- **Senior Planner**
Monroe County
Marathon, FL
1993 – 1996

PROJECT EXPERIENCE

- **Principal Planner**
Future City: NoMi Beyond the Centennial
North Miami, FL
The Future City planning process honors North Miami's first 100 years and prepares for the next century. The updated plan emphasizes community health, climate resilience, housing affordability, and technology access. It is dynamic, user-friendly, and visually appealing.

- **Principal Planner**
Future Land Use Element (FLUE) and Future
Land Use Map (FLUM) Update
Miami Shores, FL

Led a public-driven process to address inconsistencies in the Village's FLUE and FLUM, and updated the FLUE for the Comprehensive Plan Evaluation and Appraisal Review (EAR).

- **City Planning & Zoning Official**
North Bay Village Planning Services
North Bay Village, FL
Serves as the City's Planning and Zoning Official, handling daily planning and zoning services, and leading special projects like annexation studies and EAR-based Comprehensive Plan processes.

- **Principal Planner/Public Engagement**
Town Center North Overlay Re-Visioning
Sunny Isles Beach, FL
Led the execution of a values-driven public engagement re-visioning project for the City.

- **Principal Planner/Public Engagement**
Indiantown Land Development Code
Indiantown, FL
Developed and implemented the public outreach and information program for CGA-led Land Development Code preparation process—the Village's first.

- **Principal Planner/Public Engagement**
Urban Form & Density Study
Wilton Manors, FL
Created public engagement activities for a study on increasing density in Wilton Manors, ensuring compatibility and protecting single-family neighborhoods.

- **Principal Planner/Public Engagement**
PlanIT Pompano!
Pompano Beach, FL
Developed & implemented the public engagement strategy the City's Comprehensive Plan Update.

- **Principal Planner/Public Engagement**
Zoning Code Update
Pembroke Pines, FL
Created the public outreach and engagement plan for a CGA project to update the City's 50-year-old Zoning Code.

- **Principal Planner**

Transit-Oriented Development District (TODD)
South Miami, FL

Led the preparation and testing of an amendment to modernize South Miami's TODD zoning district using massing studies.

- **Principal Planner/Public Engagement**
Land Use Plan, Major Street Plan and Ordinances Update
Mobile, AL
Assisted the City of Mobile in updating the City's Future Land Use Plan and Major Street Plan.

MEMBERSHIPS & AFFILIATIONS

Fellow & Member

American Planning Association (APA)

Member

U.S. Green Building Council (USGBC)

Director at Large

American Planning Association (APA)

Tab 3



Statement of Availability



Statement of Availability

Calvin, Giordano & Associates, Inc. (CGA) has the capacity and dedicated resources to begin work immediately and to remain fully accessible to the City of High Springs throughout the duration of the Land Development Code rewrite project.

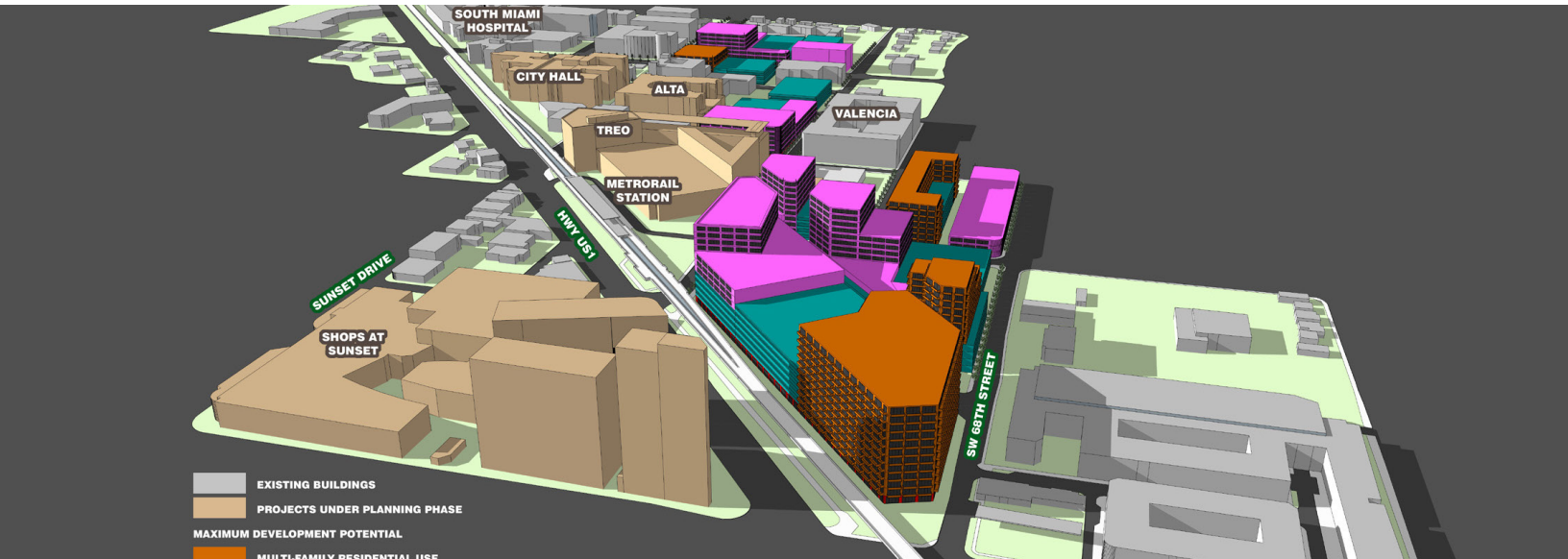
CGA's assigned project team—including certified planners and technical specialists—has availability built into their schedules to support this effort. Our firm utilizes a robust project management system (SAFETIME) to monitor workload, assign staff based on availability and expertise, and track project progress in real time. This ensures that staffing levels remain consistent and responsive to project demands.

The City will be assigned a dedicated Project Manager, serving as the single point of contact and responsible for coordination, communication, and timely delivery of milestones. Our project managers are committed to providing responses to the City within one business day, ensuring open communication and efficient collaboration.

We maintain an agile and collaborative structure that allows us to quickly scale our services and adjust resources as needed. Our team is available for in-person or virtual meetings, public engagement sessions, and site visits to High Springs as necessary. CGA is fully committed to being a responsive, engaged, and reliable partner to the City throughout the LDC rewrite process.

Please refer to the table below to view the specific workload availability for Key Personnel assigned to this project.

Team Member	Role	Availability									
		10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Luis Serna, AICP, LEED AP BD+C	Planning Director Tampa										
Zain Husain	Senior Planner										
David Dixon, AICP	Principal Planner										
Craig Pinder	Senior Planner										
James Hickey, AICP	Director of Planning										
Silvia Vargas, FAICP	Principal Planner										





Communication

Effective communication is vital throughout project planning, both internally and with our partners. CGA will coordinate with the City's project manager to establish preferred communication methods and timing. We recommend weekly check-ins and at least monthly written updates on major projects.

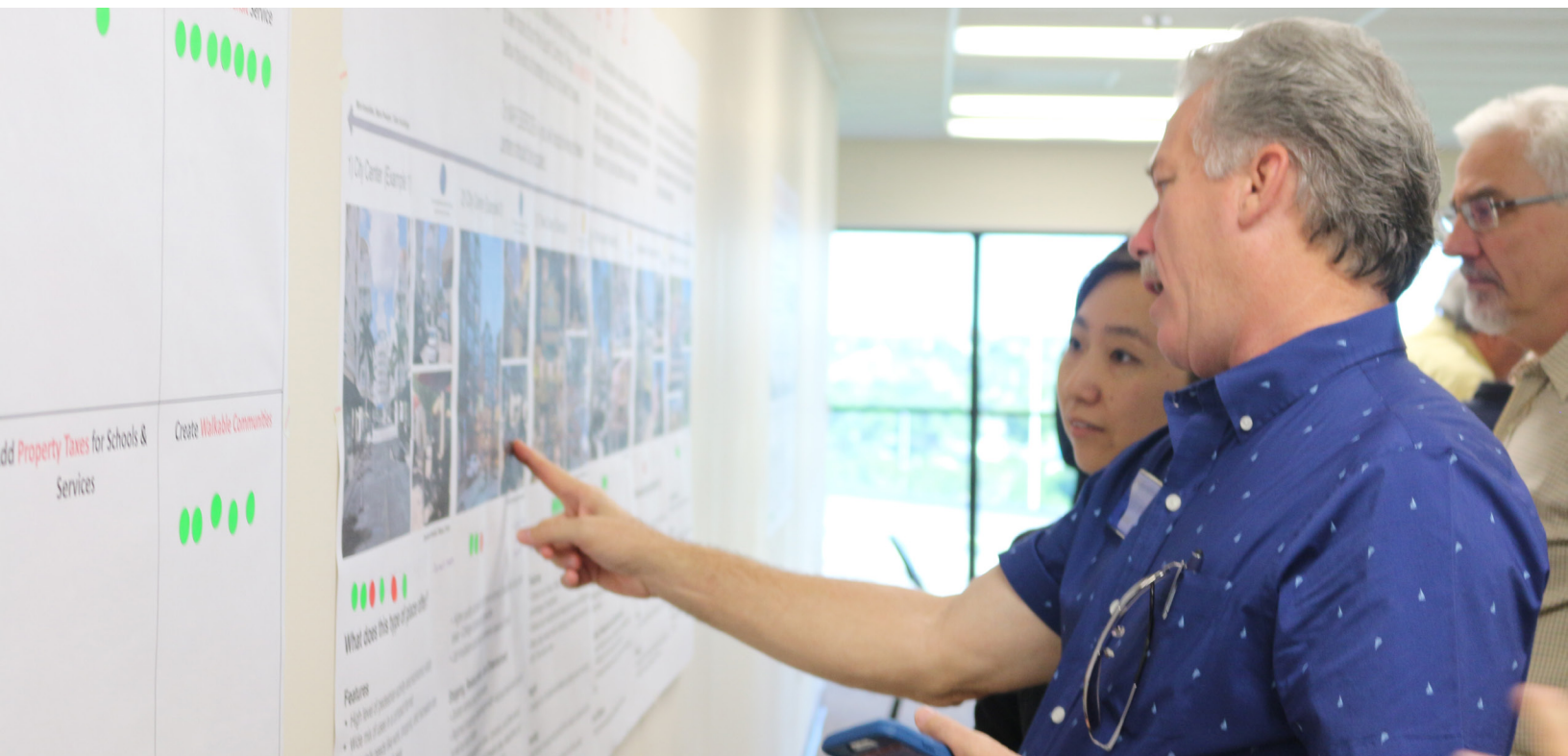
A Project Management Plan (PMP) should be approved at the project's start to outline completion processes, reporting, and change management. Each project will have a dedicated CGA project manager as a single point of contact, ensuring timely responses—typically within one business day. Real-time progress updates are available upon request through our project tracking software.

Many City projects will require public engagement. CGA specializes in interactive outreach strategies such as forums, workshops, charrettes, and public hearings. We utilize various tools—including project websites, flyers, surveys, and digital media—to gather community input. This feedback is essential for shaping project recommendations and draft documents for the City's review.

Resource Allocation and Personnel Assignments

Personnel from CGA will be assigned according to their specific area of expertise and availability. CGA has a seasoned planning staff with hands-on knowledge of similar communities and extensive experience serving urban, suburban, and rural areas throughout Florida.

Additionally, CGA utilizes online software web application to manage the full lifecycle of each project. As one of our project management tools, the system controls all aspects of the project including accounting, project management, and resource utilization in real time. This system is web-based, allowing full function capabilities via any internet connection. The system not only keeps a “live” accounting of all our project budgets, earnings to date, work in progress, and estimate to complete, but it also allows Project Managers to assign and resource-load our staff and projects.



Tab 4



Three (3) Professional References



Four (4) Professional References

As a result of our extensive planning experience with various municipalities, CGA has gained a unique understanding of the challenges faced by similar communities when it comes to providing planning and visioning services. The following client references showcase just a few of the many planning projects the proposed team has supported for our clients in Florida.



City of Belleair Beach, FL

Land Development Code Update and Continuing Planning Services

Kyle Riefler, CFM, CPRP, City Manager

737.229.8431 | Kyle.Riefler@CityofBelleairbeach.com



City of Belleview, FL

Comprehensive Plan Update

Shawna Chancey, MPA, Development Services Director

352.245.7021 | schancey@belleviewfl.org



City of Belleair Bluffs, FL

Land Use and Zoning Code Updates

Debra S. Sullivan, MMC, City Administrator

727.584.2151 | dsullivan@belleairbluffs-fl.gov



City of Bradenton Beach

Continuing Planning Services

John Chappie, Mayor

941.778.1005 | mayor@cityofbradentonbeach.com

"The staff at CGA has provided exceptional services for the City of Weston in the disciplines of traffic, civil and electrical engineering, planning, landscape architecture and surveying. In my experience with CGA, they have taken full responsibility for all aspects of projects from start to finish."

— Denise Barrett-Miller, Director of Communications, City of Weston, FL

Tab 5



Fee Schedule



Fee Schedule

City of High Springs Land Development Code Update: Proposed Budget	
Phase	Total
Task 1: Data Collection and Kickoff Meeting	\$ 13,370.00
Task 2: Public Workshop	\$ 5,730.00
Task 3: Code Framework and Annotated Outline	\$ 15,280.00
Task 4: Creation of Draft Code Revisions	\$ 15,280.00
Task 5: Final Draft and Adoption	\$ 3,820.00
Total Project Costs	\$ 53,480.00

Tab 6



Appendix



Project Approach

CGA's approach to providing professional planning services involves extensive research into the conditions that give rise to development forms that are contextually driven and responsive to the uniqueness of each community. Because of CGA's experience with updating land development regulations for other communities in Florida, we completely understand a formulaic, cookie-cutter approach will not effectively serve the needs of the City; therefore, we have crafted an approach (described in the following sections) that is uniquely tailored to our understanding of the issues and the expectations of the City.

Essential to the success of any project is having the right team perform the work. CGA offers a seasoned team of professionals to provide the City with a complete review and rewrite of the City's Land Development Code. We understand an update of this magnitude requires more than just planning personnel to complete; thus, our team also includes experienced engineers, landscape architects, and land-use attorneys.

CGA's proposed team has decades of multi-disciplinary expertise working with municipal and local governments, quasi-governmental entities, private sector clients, developers, and community and neighborhood-based organizations throughout Florida and beyond. This experience includes serving as directors and managers working directly for local government planning departments. Because of this first-hand public sector experience, we are very cognizant of the fact that consultants should generate solutions that are practical and implementable – not just "pretty pictures" or "best practices" from other places that do not consider the local regulatory and budgetary realities of proposed design solutions. We also understand that the successful implementation of any project is driven not just by what is desired or desirable but by that which is fiscally and politically achievable. To this end, we offer our broad base of knowledge and expertise throughout the entire process to formulate a realistic, legally defensible, locally relevant zoning and land development code (LDC), and related documents which are all consistent with the future vision of the City of High Springs

Approach to the Land Development Code (LDC) Rewrite

Based on our initial assessment and given the piecemeal nature and reactionary amendments that have occurred since the initial adoption of the LDC, CGA recommends first establishing a framework for the rewrite of the LDC. This will require input from all "power users" of the Code, e.g., internal stakeholders such as staff in the Planning Department and Community Redevelopment Agency (CRA), Planning Board, other external stakeholders such as property owners, developers, architects, engineers and others in the development industry.

Task 1: Data Collection and Kickoff Meeting

The main component of this Task is to collect all pertinent information regarding the Code and to meet with City staff. The purpose of the meeting is to kick off the project to:

- Collect all base information such as plans, studies, reports and any other documents available from the City.
- Agree on the project schedule, timing and content of workshop, record keeping standards, and communications with the City, distribution procedures, meeting dates, public notification, and preliminary and final submissions.
- Discuss ongoing and/or planned land development projects, ordinances, community issues, and other items that serve to frame the context of the regulations pertaining to land use and development.





- Meeting: One Staff Kickoff Meeting
- Staff responsibilities: Attendance at meeting and collection of documents and materials for dissemination to consultant.
- CGA Responsibilities: Establishment of timeline for public input as well as review and adoption schedule.

Task 2 - Public Workshop

- CGA will conduct a public workshop to identify additional issues and concerns from elected officials and the public. We will use our analysis of the current Code to create materials that easily communicate concepts and issues to the public, and to solicit input.
- Meeting: One Public Workshop
- Staff responsibilities: Schedule public meeting date and attendance at meeting. Assistance with advertisement of meeting on social media and City website.
- CGA Responsibilities: CGA will create all graphics, handouts, and presentations for the meeting and will provide staff for a public meeting.

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Pompano Beach, FL

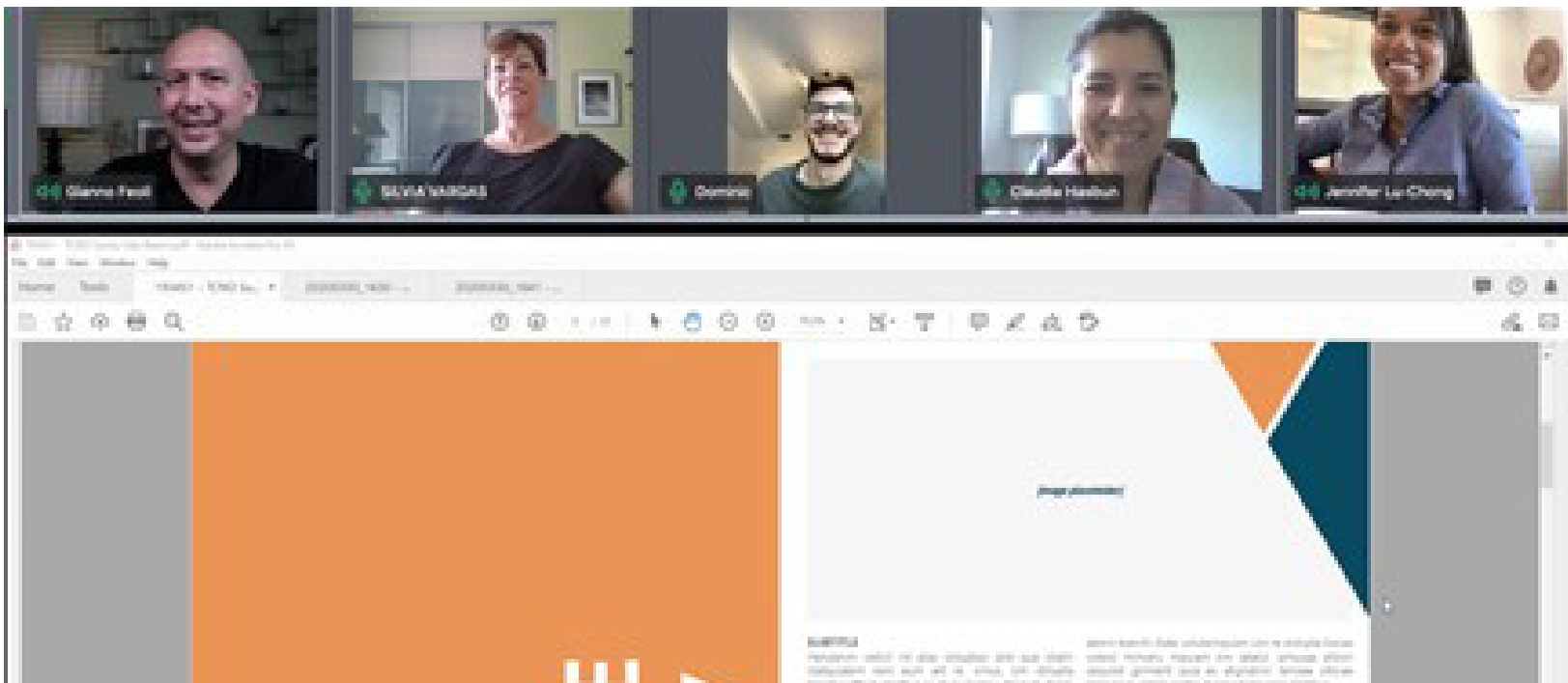


Task 3 – Code Framework and Annotated Outline

- Based on the input received, CGA will prepare an organizational framework of the revised Code that will include recommended conceptual revisions dealing with specific subject areas addressed during these meetings. This organizational framework will serve as the basis for the development of an annotated outline that will include a detailed description of the proposed changes to the Code, and a commentary explaining the rationale for the recommended approach. The annotated outline will be submitted to the City for review and will be continuously updated throughout the process, thereby serving as a tracking mechanism to easily show and compare old and new sections as they are updated.
- Meetings: None
- Staff's responsibilities: Staff review of draft annotated outline.
- CGA responsibilities: Draft Initial Annotated Outline and new framework of the revised Code and edits.

Task 4 - Creation of Draft Code Revisions

- CGA will embark on the reorganization and drafting of the new Code. As part of this task, CGA recommends a review meeting be scheduled with the Planning Board prior to further refinement of individual Code sections. CGA has found this to be a valuable step in the process to seek the advice of the board and keep its members informed. If City staff would prefer, this meeting could be used to provide an update to the City Commission of the project and to provide a basic overview of the proposed changes.
- The actual rewrite of each section of the Code will be completed and submitted for review in logical "blocks" to facilitate review. The process of completing the rewrite will include the following: Secure comments/input from City staff on each section that will be changed, updated and/or moved; Research and review of best practices and alternatives to present recommendations; and Receive input from City staff on the proposed policies and provisions as needed.
- Prior to general public distribution of the draft, CGA will conduct an in-depth review process with staff and will prepare a second revised draft for publication based on feedback received.



- It is anticipated for CGA to make one major set of edits based on the staff's review meetings above as well as one edit based on input received by City staff. Any additional review is not included in this scope and can be provided as an additional service.
- Meetings: Three Staff Meetings focused on reviewing draft section revisions and one Planning Board meeting to introduce the code rewrite project.
- Staff's responsibilities: Review of draft code provided and attendance at meetings. For more effective meetings, the pertinent section should be reviewed prior to the meeting so the meetings can be focused on potential concerns and changes to the proposed language.
- CGA's Responsibilities: Provide draft of Code changes and updated Annotated Outline will be provided in both written and electronic format

Task 5 - Final Draft and Adoption

- CGA will prepare a final draft of the Code for City staff to review. The proposed changes will be presented to the Planning Board with the opportunity for modifications, revisions, additions, and deletions. The final revised draft of the Code will then be presented to the City Commission. CGA will prepare the necessary agenda memorandums for the Planning Board and City Commission Public Hearings. It is anticipated for CGA to make up to two major set of edits based on the two City Commission public meetings and a third set of edits if a Planning and Zoning Board is needed. Any additional review is not included in this scope and can be provided as an additional service.

"CGA is very responsive, professional and serviceable. Great to work with and a great team member."

— Ariel Guitian, Senior Project Coordinator, City of Miami Beach, FL