

**FORT PIERCE REDEVELOPMENT AGENCY  
CRA ADVISORY COMMITTEE**

CRA Regular Meeting - Wednesday, November 6, 2024 - 3:30 p.m.  
City Hall - Second Floor Conference Room, 100 North U.S. #1, Fort Pierce, Florida

1. **CALL TO ORDER**
  
2. **ROLL CALL**
  
3. **APPROVAL OF MINUTES**
  - a. Approval of the Minutes from the October 2, 2024 Meeting
  
4. **OLD BUSINESS**
  
5. **NEW BUSINESS**
  - a. Discussion to Eliminate Front-End Costs for the Filing of Grant Applications at the request of board member Amanda Geller
  
  - b. Recommendation to FPRA Board for RFQ Award for Manufactured/Modular Home Contractor
  
6. **PUBLIC COMMENT**
  
7. **STAFF AND COMMITTEE MEMBER COMMENTS**
  
8. **ADJOURNMENT**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (772) 467-3065 at least 48 hours prior to the meeting.

NOTE: All CRA Advisory Committee meetings are limited to one hour.

**CRA Advisory Committee**

**Meeting Date:** November 6, 2024

**Re:** Approval of the Minutes from the October 2, 2024 Meeting

**Submitted For:** Shyanne Harnage, CRA Administrator, City Manager

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**Information**

**SUBJECT**

Approval of the Minutes from the October 2, 2024 Meeting

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**Attachments**

CRA Minutes

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## CITY OF FORT PIERCE CRA ADVISORY COMMITTEE

### CRA Advisory Committee Minutes

**OF THE REGULAR MEETING OF THE FORT PIERCE CRA ADVISORY COMMITTEE HELD ON WEDNESDAY, OCTOBER 2, 2024 - 3:30 P.M., IN FORT PIERCE 2ND FLOOR CONFERENCE ROOM, 100 NORTH US HIGHWAY 1, FORT PIERCE, FLORIDA.**

#### 1. CALL TO ORDER

#### 2. ROLL CALL

Present: Al Johnson; Phil Thompson; Amanda Geller; Ed Becht; Daniel Lee; Brandon Nobile

Absent: Hoyt Murphy, Jr.; Michael Brown, Jr.; Carolyn Mann-Lurry

Staff Present: Sara Delgado, Redevelopment Specialist  
Shyanne Harnage, CRA Administrator  
Miriam Garcia, Redevelopment Specialist  
Awilda Colon, Redevelopment Assistant

Attendees: Paul Thomas, Building Director - Vacant Property Discussion  
Shaun Coss, Assistant Building Director - Vacant Property Discussion  
Janey Vanderhorst, Comm. Response Deputy Director - Vacant Property Discussion

#### 3. APPROVAL OF MINUTES

- a. Approval of the Minutes from the September 4, 2024 Meeting

**Motion was made by Ed Becht, and seconded by Amanda Geller**

AYE: Al Johnson, Amanda Geller, Brandon Nobile, Daniel Lee, Ed Becht, Phil Thompson  
Passed

#### 4. CHAIRMAN VIEWPOINTS

#### 5. OLD BUSINESS

- a. Continuation of Vacant and Abandoned Buildings Affecting Local Property Values, Crime and Health at the Request of Chairman Thompson

The CRA Advisory Board members held a discussion with staff from both the Building and Code Enforcement departments. They exchanged information to identify the issues and explore the current processes for handling vacant buildings.

#### 6. NEW BUSINESS

- a. Peacock Arts District Mural Program: New Mural located 607 Orange Ave

**Motion was made by Ed Becht, and seconded by Brandon Nobile**

AYE: Al Johnson, Amanda Geller, Brandon Nobile, Daniel Lee, Ed Becht, Phil Thompson  
Passed

Redevelopment Specialist Sara Delgado introduced the new PAD mural, set to be painted by Sitki Dogan on the wall of the Peacock Arts Cafe at 607 Orange Ave. The mural will cost \$12,000. A motion was made and approved to proceed with the mural and the associated costs.

- b. Freebee Discussion on expanding to a fifth vehicle during the season

**Motion was made by Ed Becht, and seconded by Daniel Lee**

AYE: Al Johnson, Amanda Geller, Brandon Nobile, Daniel Lee, Ed Becht, Phil Thompson  
Passed

Redevelopment Specialist Sara Delgado presented the board with the latest Ridership and Demand Analysis figures, highlighting the necessity for a fifth Freebee vehicle. The additional vehicle will reduce wait times and increase ridership. There is a one-time fee of \$1,500 and an additional monthly cost of \$10,833. A motion was made and subsequently approved to add this vehicle to the fleet and additional costs.

## 7. PUBLIC COMMENT

- a. Josh Chester - Broker, Caldwell Banker Realty - Vacant Properties

Mr. Josh Chester shared both historical and current insights about the vacant properties in the city. He expressed his willingness to volunteer his time to explore practical solutions to address this issue.

## 8. STAFF AND COMMITTEE MEMBER COMMENTS

## 9. ADJOURNMENT

**CRA Advisory Committee**

**Meeting Date:** November 6, 2024

**Re:** RFQ Award for Manufactured/Modular Home Contractor

**Submitted For:** Shyanne Harnage, CRA Administrator, City Manager

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**Information**

**SUBJECT**

Recommendation to FPRA Board for RFQ Award for Manufactured/Modular Home Contractor

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**Attachments**

Presentation

Journey C&D Group Submittal

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RFQ 2024-040

Manufactured/Modular Home Installer/Contractor



# Overview



The FPRA is embarking on an innovative project by using the inventory of FPRA owned vacant surplus lots to build modular/manufactured homes for sale, aiming to enhance housing diversity and foster infill development.

The FPRA is looking for a contractor who can handle site preparation, delivery, installation, site improvements such as landscaping and driveway construction and all other facets of delivering a fully finished product, primed and ready for the market.

# FPRA Plan Goal

## **GOAL 5**

**The Fort Pierce Redevelopment Agency shall diversify area housing stock, improve substandard homes and provide a mix of above and below-market rate housing.**

# Benefits of Modular Housing

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- Speed of Construction - Fraction of time than traditional housing.
- Cost-Effectiveness - Reduced labor costs and material waste.
- Quality and Sustainability - Modular homes are built to rigorous quality standards and incorporate energy efficient designs, contributing to long-term sustainability goals.
- Flexibility - Modular homes can be easily expanded or reconfigured, providing flexible solutions to accommodate changing community needs.



# Evaluation Criteria

Staff evaluated the applications on the following evaluation criteria:

- **Executive Summary (10 points)** - : Details on how the contractor plans to provide services based on the specifications or scope of work provided in the solicitation.
- **Qualifications of Company: (25 points)** - : Includes company qualifications, introduction, and company information
- **Personnel (30 points)** - Evaluation of personnel qualifications
- **Services (35 points)** - Services (past projects) and references that support your comments on the services you provide. Past clients related experience with your company. The number and size of relevant projects being performed currently. Status of each current project in regard to completion schedule.



# Cumulative Results

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RFQ NO. 2024-040  
MANUFACTURED / MODULAR HOME INSTALLER / CONTRACTOR  
CUMULATIVE EVALUATION MATRIX

RESPONDENTS	EVAL #1	EVAL #2	EVAL #3	TOTAL
Journey C D Group <i>(Fort Lauderdale, FL)</i>	93	78	90	261

CRITERIA	TOTAL POINTS
<b>Executive Summary:</b> Details on how you plan to provide your services based on the specifications or scope of work provided in this solicitation.	10
<b>Qualifications of Company:</b> Includes company qualifications, introduction, and company information	25
<b>Personnel:</b> Personnel qualifications	30
<b>Services/References:</b> Services (past projects) and references that support your comments on the services you provide. Past clients related experience with your company.	35
<b>TOTAL POINTS</b>	<b>100</b>



# Journey C&D Group, Inc.

- General Contractor with modular home installation experience
- Current project with FPRA
  - Florida Highwaymen Museum
- Scope of work experience
  - Hallandale Beach CRA (25 homes)
  - City of Miami Gardens

# Next Steps

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CRAAC to review and make recommendation to FPRA Board



FPRA Board will make final determination to approve RFQ



Project will be presented separately for approval

# Recommendation

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REVIEW AND RECOMMEND APPROVAL TO THE FPRA BOARD TO AWARD RFQ TO JOURNEY C&D GROUP INC.

# J O U R N E Y



**RFQ. 2024-040**

**MANUFACTURED / MODULAR  
HOME INSTALLER / CONTRACTOR**

# J O U R N E Y

**PLEASE SUBMIT TO THE OFFICES OF:**

**Miriam Garcia, FRA-RP Redevelopment Specialist**

100 North US Highway 1 Fort Pierce, FL 34950

Fax: 772-467-3780

Email: [mgarcia@cityoffortpierce.com](mailto:mgarcia@cityoffortpierce.com)

**LaTonya Hubbard Purchasing Agent**

100 North US Highway 1 Fort Pierce, FL 34950

Fax: 772-467-3848

Email: [purchasing@cityoffortpierce.com](mailto:purchasing@cityoffortpierce.com)

**Thank you for your time and consideration of our proposal.**



# ONE

## TABLE OF CONTENTS

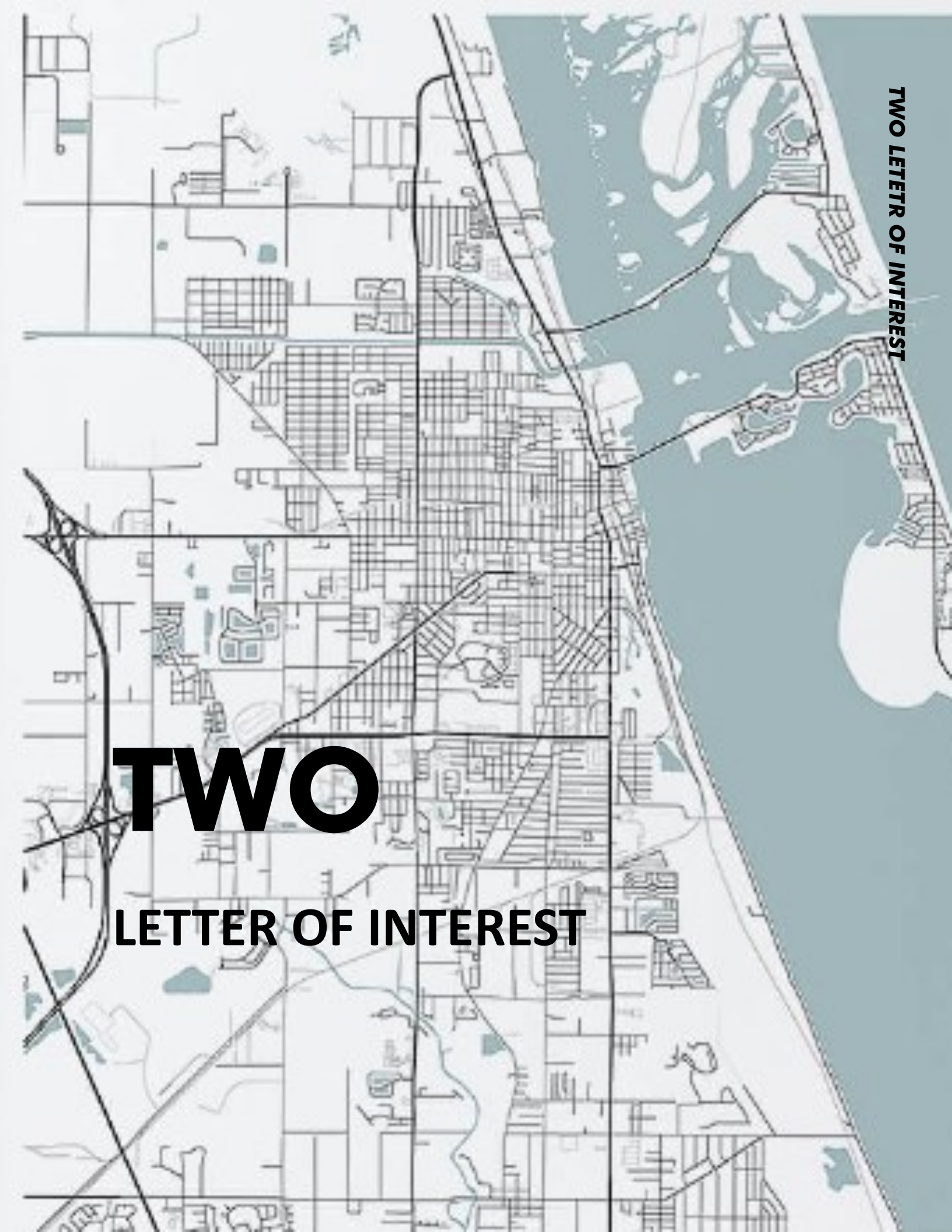
## **TABLE OF CONTENTS**

01 TABLE OF CONTENTS  
02 LETTER OF INTEREST  
03 EXECUTIVE SUMMARY  
04 QUALIFICATIONS  
05 KEY PERSONNEL  
06 SERVICE  
07 REFERENCES  
08 REQUIRED FORMS

**TWO LETTER OF INTEREST**

# **TWO**

**LETTER OF INTEREST**



# J O U R N E Y ///

BUILDING WITH THE EXPERIENCE IN MIND.

Date: June 18, 2024

Dear Members of the Fort Pierce City Council,

We hope this letter finds you well. We are writing to express our sincere interest in partnering with the City of Fort Pierce to provide and install modular housing for its residents. As a company dedicated to innovative construction solutions and community development, we are excited about the opportunity to contribute to the city's efforts in addressing housing needs.

We propose to deliver state-of-the-art modular housing units that are not only affordable but also customizable to meet the specific needs of Fort Pierce residents. Our modular homes are designed with the latest building technologies and can be quickly assembled on-site, minimizing disruption to the community and reducing construction timelines significantly.

## Benefits of Modular Housing

1. **Speed of Construction:** Modular homes can be built and installed in a fraction of the time required for traditional construction, addressing urgent housing needs efficiently.
2. **Cost-Effectiveness:** The controlled environment of modular construction ensures reduced labor costs and material waste, offering significant savings.
3. **Quality and Sustainability:** Our modular homes are built to rigorous quality standards and incorporate energy-efficient designs, contributing to long-term sustainability goals.
4. **Flexibility:** Modular homes can be easily expanded or reconfigured, providing flexible solutions to accommodate changing community needs.

Our team brings extensive experience and a proven track record in modular construction. We are committed to working closely with city officials and community stakeholders to ensure our housing solutions align with Fort Pierce's vision and requirements. Our approach prioritizes collaboration, transparency, and community engagement, ensuring a seamless and successful project delivery.

Sincerely,



Clifford L. Moore Jr.

Chief Executive Officer and Founder

CGC1524020



# THREE

## EXECUTIVE SUMMARY

## THREE EXECUTIVE SUMMARY

**Since 2018**, Our goal has been to provide private and government clients throughout Florida with quality, safe, and cost-effective facilities to work, live, protect, and learn.

From renovation to new construction, our team of project managers, designers, estimators, engineers, and superintendent's are committed to renewing and growing communities. We strive to deliver on our promises regardless of project type.

### Our Services ///

- Construction Management
- Architectural Design and Engineering
- Owners Representative
- Safety Management
- Development & Modular Housing Solutions

**“During the construction of our Fort Lauderdale Office. Journey listened to every need and fulfilled every request above expectation.”**

-Jeffrey Huber, AIA

Brooks +Scarpa



### Our Industries ///

- Aviation
- Commercial
- Education K-12
- Higher Education
- Luxury Residential
- Retail
- Public Safety
- **Government**
- Multi-Family
- Recreation
- **Affordable Housing**



J O U R N E Y ///

### THREE EXECUTIVE SUMMARY

Our approach is guided by the principle that we build with the experience in mind. This philosophy underscores every aspect of our work, from the initial consultation to the final touches. We prioritize communication, collaboration, and transparency throughout the entire construction process, ensuring that you're not just a client, but a valued partner in the journey.



### NOTABLE PARTNERS



# Legacy.



## WE MAKE AN IMPACT IN OUR COMMUNITIES.



**5000**  
ROLE MODELS  
OF  
EXCELLENCE  
PROJECT



South Florida's Premier Mentoring Program

# J O U R N E Y

# FOUR QUALIFICATIONS



## FOUR QUALIFICATIONS

### a. Company Information.

Journey C&D Group, Inc. is a full-service construction management and design firm with offices in Miami, West Palm Beach and Fort Lauderdale (HQ). We encompass the State of Florida for volume of work and focus on Client service and project safety. Our contact is (954) 368-7700 or [info@journeycdg.com](mailto:info@journeycdg.com).

### B. A brief company history.

Established in 2018, Our approach is guided by the principle that we build with the experience in mind. This philosophy underscores every aspect of our work, from the initial consultation to the final touches. We prioritize communication, collaboration, and transparency throughout the entire construction process, ensuring that you're not just a client, but a valued partner in the journey.

What sets our team apart is our unwavering commitment to quality and excellence. We meticulously plan and execute each project, leveraging our diverse experience and expertise to deliver results that exceed expectations. Whether it's a residential development, commercial complex, or community infrastructure, we approach every endeavor with the same dedication and attention to detail.

But it's not just about the end product; it's about the path we take together to get there. We understand that construction can be complex and daunting, which is why we're here to guide you every step of the way. From concept to completion, we're by your side, offering support, guidance, and innovative solutions to overcome any challenge that may arise.

### C. Number of years your organization has been in business as a provider of the services you are proposing to offer under this solicitation.

6 Years

### D. Number of years your organization has been in business under its present business name.

6 years

### E. Location of Consultant's corporate headquarters and location of the office(s) where the work will be produced.

1147 NE 7th Avenue Fort Lauderdale, FL 33304

### F. Experience of your company or firm with the services, products or combination thereof as stated in the scope of work or specification contemplated under this RFQ.

We are currently in the first year of a 5-year contract to provide and install modular housing across the City of Hallandale Beach for residential and commercial end users-with the residential component being affordable segment. In addition to this contract, we have been contracted by the City of Miami Gardens, FL to provide and install modular housing as well for their residents in need program. We have employed a full-time project manager (Jamiko Sands) that handles our modular projects and works intensively with manufactures and industry staff to ensure a successful experience for all users by project completion.

## FOUR QUALIFICATIONS

### BONDING CAPACITY



**NIELSON, WOJTOWICZ, NEU & ASSOCIATES**  
A NIELSON HOOVER GROUP COMPANY



June 18, 2024

1030 NW 111th Avenue

Miami, FL 33172

Re: **Journey C&D Group Inc.**

To Whom It May Concern:

This is to advise you that Nielson, Wojtowicz, Neu and Associates provides bid, performance, and payment bonds for **Journey C&D Group Inc.** The name of their surety is **American Contractors Indemnity Company**, which carries an A.M. Best Rating of **A++ XV**, and it is listed in the Department of Treasury's Federal Register.

Based upon normal and standard underwriting criteria at the time of the request, **American Contractors Indemnity Company** should be in a position to provide **Journey C&D Group Inc.** Performance and Payment Bonds for single projects in the amount of **\$3,000,000** and aggregate support in the amount of **\$6,000,000**. We reserve the right to review final contractual documents, bond forms and obtain satisfactory evidence of funding prior to final commitment to issue bonds.

**Journey C&D Group Inc.** is an excellent contractor and we hold them in highest regard. We feel extremely confident in our contractor and encourage you to offer them an opportunity to execute any upcoming projects.

This letter is not an assumption of liability, nor is it a bid or performance and payment bond. It is issued only as a bonding reference requested by our respected client. We assume no liability to the Obligee, **Journey C&D Group, Inc.** or its affiliates if for any reason we do not execute such bonds.

If you should have any questions, please do not hesitate to give me a call.

Sincerely,

Jessica Reno  
Surety Bond Specialist

1000 Central Avenue  
Suite 200  
St. Petersburg, FL 33705  
P: 727.209.1803  
F: 727.209.1335  
W: nielsonbonds.com

**J O U R N E Y** ///

FOUR QUALIFICATIONS

INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/19/2024

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

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

<b>PRODUCER</b> A & A Insurance Services Int, Inc. 951 Sansburys Way Suite 204 West Palm Beach FL 33411		<b>CONTACT NAME:</b> MEGAN LUCHEY <b>PHONE (A/C No. Ext):</b> (561) 366-9005 <b>FAX (A/C No):</b> N/A <b>E-MAIL ADDRESS:</b> MEGAN@AAINSURANCES.COM	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A :</b> UNITED WISCONSIN INSURANCE COMPANY <b>NAIC #</b> 29157	
<b>INSURED</b> JOURNEY C&D GROUP INC. 1147 NORTHEAST AVE FORT LAUDERDALE FL 33304		<b>INSURER B :</b> <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PROP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC509-0015-024-SZ	01/01/2024	01/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Coverage Provided for all employees of: Journey C&D Group Inc. Effective: 1/1/2024  
 Waiver of Subrogation in favor of certificate holder, as per written contract, while work is performed at or in: FL

<b>CERTIFICATE HOLDER</b> City of Fort Pierce Attn: Purchasing Department P.O. Box 1480 Fort Pierce, FL 3954	<b>CANCELLATION</b> 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 
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ACORD 25 (2016/03)

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# FOUR QUALIFICATIONS

## INSURANCE

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WC 42 03 04 B

(Ed. 6-14)

### FLORIDA WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

This endorsement applies only to the insurance provided by the policy because Florida is shown in Item 3.A. of the Information Page.

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule, but this waiver applies only with respect to bodily injury arising out of the operations described in the Schedule where you are required by a written contract to obtain this waiver from us.

This endorsement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

The premium for this endorsement is shown in the Schedule.

#### Schedule

1.  Specific Waiver  
Name of person or organization: City of Fort Pierce/Grants Administration and their members, officials, officers, and employees.
- Blanket Waiver  
Any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver. Coverage Provided for all leased employees but not subcontractors of: Journey C&D Group Inc. Effective: 1/1/2024 Waiver of Subrogation in favor of certificate holder, as per written contract, while work is performed at or in: FL
2. Operations:
3. Premium:  
The premium charge for this endorsement shall be 5% percent of the premium developed on payroll in connection with work performed for the above person(s) or organization(s) arising out of the operations described.
4. Advance Premium:

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 01/01/2024  
Insured Journey C&D Group Inc.

Policy No.  
WC509-0015-024-SZ

Endorsement No. 72789904  
Premium

Insurance Company

Countersigned by




United Wisconsin Insurance Company

WC 42 03 04 B  
(Ed. 6-14)


FOUR QUALIFICATIONS

LICENSES



Ron DeSantis, Governor


Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES




**MOORE, CLIFFORD LEE JR**  
JOURNEY C&D GROUP INC.  
1147 NE 7TH AVE  
FORT LAUDERDALE FL 33304

**LICENSE NUMBER: CGC1524020**

**EXPIRATION DATE: AUGUST 31, 2024**

Always verify licenses online at [MyFloridaLicense.com](http://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.



**STATE OF FLORIDA**  
**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES**  
**DIVISION OF MOTOR VEHICLES**

This is to Certify that

**Clifford L. Moore, Jr.**

*has satisfactorily completed a 12-hour training course on*

**Installation of Manufactured Homes**

*as prescribed by Florida Statutes 320.82-49*



*In Witness of, we hereby affix our signatures*  
*on this 20th day of June, 2019*

  
Palmer Brand, Bureau Chief

  
Joanne Mis, Operation Services Manager

# FOUR QUALIFICATIONS

## CERTIFICATIONS



### MIAMI-DADE COUNTY PUBLIC SCHOOLS



## Small Business Enterprise (SBE) Certificate

THIS CERTIFIES THAT  
**Journey C&D Group, Inc.**  
IS OWNED AND CONTROLLED BY A(N)  
**SBE Tier 1**

PURSUANT TO MIAMI-DADE COUNTY PUBLIC SCHOOL BOARD POLICY 6320.02

*Jennifer D. Andreu*

Jennifer D. Andreu  
Assistant Superintendent, Equity & Diversity  
Office of Economic Opportunity  
Miami-Dade County Public Schools  
1450 NE 2nd Avenue - Suite 428  
Miami, Florida 33132

April 20, 2022    April 20, 2025    6523770  
Issue Date    Expiration Date    Vendor No.



# FIVE KEY PERSONNEL

## Assigned Project Staff to RFQ 2024-040

### Pre Construction Personnel



CLIFFORD L. MOORE Jr.

Project Executive



HEATHER AKERS

Project Designer



JARAD WAHL

Pre Constructon

Coordiantion

### Project Phase to Completion



JAMIKO SANDS

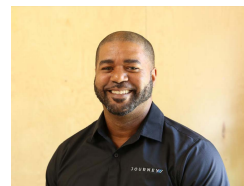
Project

Manager



JENNIFER TIFFEAU

Assistant Project Manager



DAVID L. NORRIS

Project Safety Officer

## FIVE KEY PERSONNEL



### CLIFFORD L. MOORE JR.

CHIEF EXECUTIVE OFFICER & SENIOR PROJECT EXECUTIVE

CGC1524020

Years in industry

15

Bachelors of Business  
Management



OSHA 10 OSHA 30

Certified General Contractor



Clifford has been instrumental in building and maintain the company's growth, and focus on providing professional construction management services, quality services and craftsmanship. Clifford understands the importance in establishing partnerships and strategic alliances to form a collaborative effort to construct impactful projects and quality renovations. Clifford has taken his experiences and real-time education, applying them to every detail of a project.

He is a mentor for the 5000 Role Models of Excellence in Miami-Dade County and also serves as a member of the board for the Handy Youth Foundation in Fort Lauderdale, FL.

### RELVANT PROJECT RESUME

#### BROOKS+SCARPA OFFICE

Project Executive | Interior Renovation

Project Cost \$350,000      2,400 SF

#### MIAMI BEACH POLICE HQ RENOVATIONS

Project Executive to OHLA\* | Multi-Story Interior Renovations

Project Cost \$19 Million      83,380 SF

#### FLORIDA HIGHWAYMAN MUSEUM

Project Executive | Interior & Exterior Renovations

Project Cost \$570,000      3,100 SF

#### HALLANDALE BEACH CRA AFFORDABLE HOUSING

Project Executive | Provide 25 Dwellings

Project Cost \$10 Million      25 Lots

## FIVE KEY PERSONNEL



### HEATHER AKERS, AIA

CHIEF DESIGN OFFICER & SENIOR PROJECT MANAGER

FL AR99542

Years in industry

11

Bachelors of Architecture  
2016



OSHA 10

Licensed Architect



Bridging the gap between designer Construction, Heather's expertise in architecture in building science provides a well-rounded and comprehensive understanding of local construction methods that add value and exceptional design to private and public spaces. The chief design officer, Heather is involved in each project from concept to move and act as a guide to the client for the project duration.

She sits on the AIA Fort Lauderdale executive board as the current Secretary. In addition, Heather has also taught architecture courses at Palm Beach State College.

### RELVANT PROJECT RESUME

#### BROOKS+SCARPA OFFICE

Project Executive | Interior Renovation

Project Cost \$350,000      2,400 SF

#### HALLANDALE BEACH CRA AFFORDABLE HOUSING

Project Executive | Provide 25 Dwellings

Project Cost \$10 Million      25 Lots



**JAMIKO SANDS**

SENIOR PROEJCT MANAGER

Years in industry

**18**

Bachelors of Civil Engineering  
20023



OSHA 10 OSHA 30  
Civil Engineer



**RELVANT PROJECT RESUME**

An articulate and methodical Senior Civil Construction Engineer and Project Manager with over 18 years of experience and a proven track record in planning, management, and leadership. Demonstrates consistent resilience in addressing challenges and adapting to changes within complex environments. Possesses adept experience in complex decision-making, consistently employing sound judgment to find effective solutions. Capable of managing multiple projects concurrently, ensuring tasks are completed efficiently, accurately, and within established timelines.

Jamiko is very active in youth baseball coaching in the City of Parkland and Palm Beach County.

**595 / I-75 EXPANSION LANES**

Asst. Project Manager | Transportation

Project Cost \$500 Million

**DALLAS HORESHOE BRIDGE**

Project Manager

Project Cost \$798 Million

**SFWMD Water Control Structure**

Asst. Project Manager | Water Treatment

Project Cost \$13 Million

**HALLANDALE BEACH CRA AFFORDABLE HOUSING**

Project Manager | Provide 25 Dwellings

Project Cost \$10 Million 25 Lots

## FIVE KEY PERSONNEL



**JENNIFER TIFFEAU**

PROJECT MANAGER

Years in industry

**18**

Bachelors of Architecture  
2002



New York University PMP 2016

Rutgers University Construction  
Manager in Training 2006



Exemplified by professionals like Jennifer, the project manager roles involves overseeing the planning, execution, and completion of construction projects. Jennifer's responsibilities include coordinating with stakeholders, such as clients, architects, and contractors, to ensure project objectives are met within budget and schedule constraints. She employs her expertise in project management to mitigate risks, resolve conflicts, and maintain quality standards throughout the construction process. Jennifer plays a pivotal role in facilitating communication among team members and stakeholders, ensuring efficient collaboration and timely decision-making. Through her leadership, problem-solving skills, and attention to detail, Jennifer ensures successful project delivery while upholding safety regulations and industry best practices.

### RELVANT PROJECT RESUME

#### **BROOKS+SCARPA OFFICE**

Project Executive | Interior Renovation

Project Cost \$350,000      2,400 SF

#### **AHFACHKEE LOWER SCHOOL & GYM**

Project Manager to WS\* | Addition and Renovations

Project Cost \$37 Million      67,000 SF

#### **FLORIDA HIGHWAYMAN MUSEUM**

Project Manager | Interior & Exterior Renovations

Project Cost \$570,000      3,100 SF

#### **MCCRANEY RESIDENCE COCOUNT GROVE, FL**

Project Manager | Luxury residence renovations

Project Cost \$400,000      2,890 SF

## FIVE KEY PERSONNEL



**DAVID NORRIS**

SAFETY DIRECTOR & SUPERINTENDANT

Years in industry

15

Bachelors of Business  
Management



OSHA 10 OSHA 30  
OSHA Fall Protection



David is a highly discipline and organized Safety Professional. He construction experience spans over 15 years with 5+ years of progressively safety experience. David responsibilities include creating specific tailgate meetings and quality toolbox meetings; introduce proper hazard/FLRA/group risk assessments, improve inspections and achieved buy-in from Operations. Throughout the project David implements management, safety control and Foremen specific training along with proper certifications for all management and supervisory safety personnel.

### RELVANT PROJECT RESUME

#### **BROOKS+SCARPA OFFICE**

Safety Manager | Interior Renovation

Project Cost \$350,000 2,400 SF

#### **HARVARD UNIVERSITY**

Safety Manager | Multi-Story Interior Renovations

Project Cost \$8 Million 2,500,000 SF

#### **SEMINOLE HARD ROCK GUITAR HOTEL**

Safety Manager | Interior & Exterior Renovations

Project Cost \$2.1 Billion 800,800 SF

#### **HALLANDALE BEACH CRA AFFORDABLE HOUSING**

Safety Director | Provide 25 Dwellings

Project Cost \$10 Million 25 Lots

# SIX SERVICE

Q.

In comparing previous similar projects your organization is involved with or has completed, do you see any areas where your organization possesses unique experience, resources, product offerings, personnel or other service reputation that should be considered with your ability to provide timely, quality product or services for the City of Fort Pierce?

A.

Journey C+D Group, as a distinguished construction management and architectural design firm, brings a wealth of unique experiences, resources, and expertise that position us as an ideal partner for the City of Fort Pierce. Here are several key areas where our organization excels:

**Extensive Project Portfolio:** We have successfully completed numerous projects that are similar in scope and complexity to those anticipated by the City of Fort Pierce. Our portfolio includes a diverse array of commercial, institutional, and municipal projects, demonstrating our ability to deliver high-quality results on time and within budget.

**Specialized Expertise:** Our team comprises seasoned professionals with specialized knowledge in both construction management and architectural design. This dual expertise ensures a seamless integration of design and construction processes, minimizing delays and enhancing overall project quality.

**Innovative Resources and Technologies:** Journey C+D Group leverages cutting-edge technologies and innovative construction methodologies to optimize project outcomes. Our use of Building Information Modeling (BIM) and other advanced project management tools allows us to foresee potential challenges and address them proactively, ensuring a smoother project execution.

**Dedicated Personnel:** Our team includes industry-leading architects, engineers, and project managers who are dedicated to maintaining the highest standards of excellence. Their extensive experience and commitment to continuous professional development enable us to bring fresh insights and best practices to each project.

**Community-Centric Approach:** As a member of AIA Fort Lauderdale and an active participant in the local community, Journey C+D Group is deeply committed to contributing to the growth and development of the regions we serve. Our local presence and understanding of the community's needs allow us to tailor our services to better align with the City of Fort Pierce's objectives.

# HALLANDALE BEACH CRA MODULAR HOUSING 5-YEAR CONTRACT

HALLANDALE BEACH, FL



**Description / Scope / Services:** Senior Project Manager Jamiko Sands is assigned to this 5-year continuing contract to provide and install steel modular residences for the City of Hallandale Beach CRA. The project is in the first year and in pre construction phase for the first set of homes that are expected to be installed in the 4th quarter of 2024.

**Location:** Hallandale Beach, FL

**Responsibility / Delivery Method:** CMAR, Developer, and Installer

**Size of Project:** 25 properties in total

**Construction Cost:** \$10 Million 5-Year continuing contract

**Status:** Completion of 5 Multi-family units per year until 2028

# BROOKS + SCARPA ARCHITECTS

FORT LAUDERDALE, FL



**Description / Scope / Services:** Renovation of an existing 2,400 SF curtain and drapery factory into a state-of-the-art architectural design studio and offices. The scope of work feature some complexities such as connecting two roofing systems to one, leveling concrete floors throughout, and LED solar powered technology.

**Location:** Fort Lauderdale, Florida

**Responsibility / Delivery Method:** CMAR

**Size of Project:** 2,400 SF Architect: Larry Scarpa, Angela Brooks, Jeffrey Huber

**Construction Cost:** Final \$350,000

**Status:** Completed 01.2021

## SIX SERVICE

Provide a description and dollar amount of any and all projects, which have been done, or currently being done during the past five (5) years for the City of Fort Pierce.

### FLORIDA HIGHWAYMAN MUSEUM

FORT PIERCE, FL



**Description / Scope / Services:** Led by Project Manager Jennifer Tiffeau. The renovation is expected to be completed in the third quarter of 2024. The project features interior and exterior renovations to improve the Florida Highwayman Art Museum in Fort Pierce.

**Location:** Fort Lauderdale, Florida

**Responsibility / Delivery Method:** CMAR

**Size of Project:** 2,400 SF Expo Studios

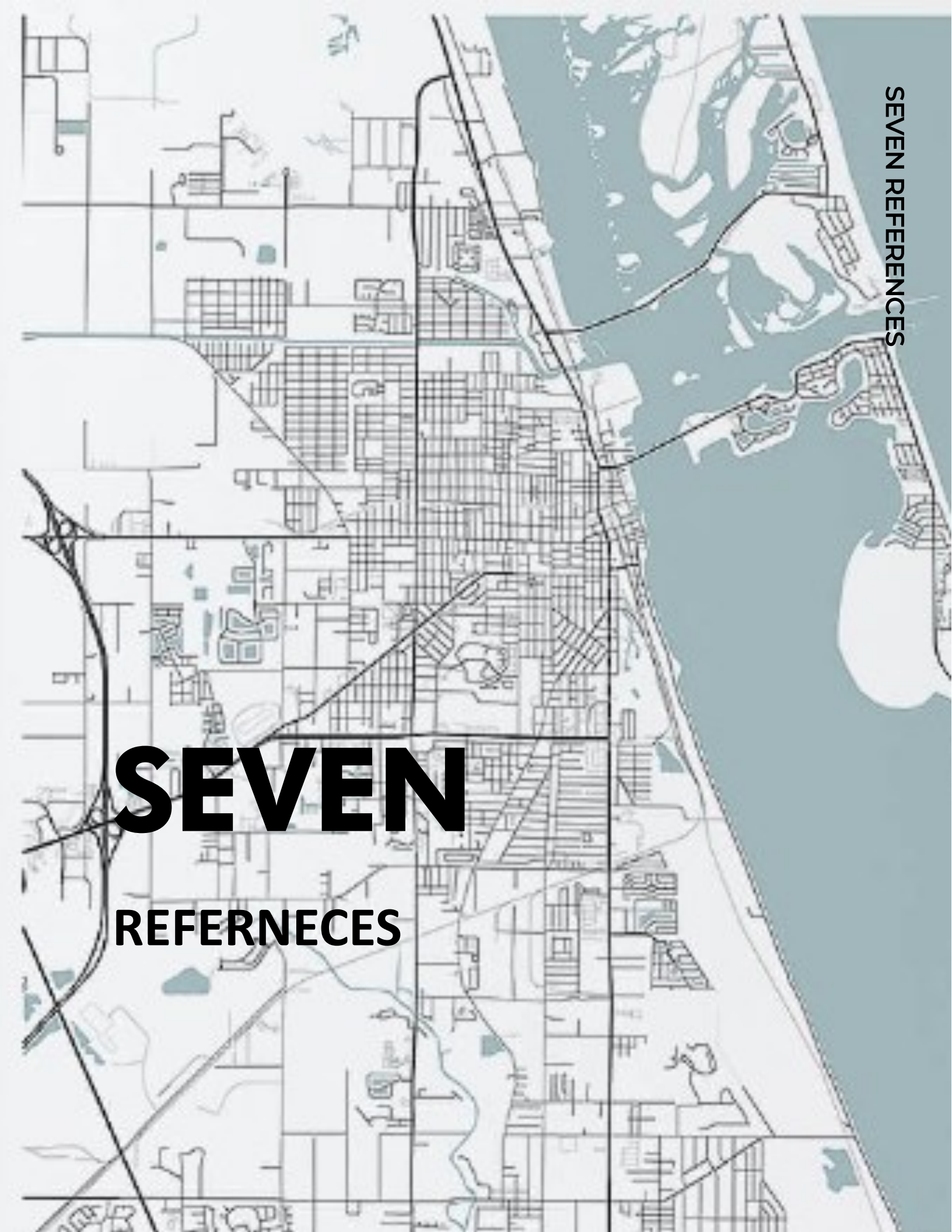
**Construction Cost:** \$556,000

**Status:** Completed Fall 2024

**J O U R N E Y** 

# SEVEN

## REFERNECES



## CITY OF MIAMI BEACH POLICE HQ RENOVATIONS

MIAMI BEACH, FL



Description / Scope / Services: Construction management partner to OHLA Building in the complete multi-story interior renovation of the Miami Beach Police HQ. This project is 83,835 SF and is expected to be completed in the winter of 2026.

Location: Miami Beach, Florida  
Responsibility / Delivery Method: CMAR

Size of Project: 83,835 SF Architect: Leo Daly

Construction Cost: Final \$19 Million USD

Status: *Expected to be Completed 02.2026*

Contact:

James Auld, OHLA Building

[jauld@ohla.com](mailto:jauld@ohla.com)

(561) 225-4164

## AHFACHKEE LOWER SCHOOL & GYM

CLEWISTON, FL



**Description / Scope / Services:** Addition of a brand-new two-story classroom building and gymnasium were built as an expansion of the existing K-12 school to aid the growing community. The nearly 50,000-square-foot classroom building, along with the 17,000-square-foot gymnasium, allow for more learning opportunities and sports to be added to the school curriculum. Journey served as the construction management partner to Wharton-Smith on this project.

**Location:** Clewiston, Florida  
**Responsibility / Delivery Method:** CMAR

**Size of Project:** 67,000 SF Architect: Zsycovich

**Construction Cost:** Final \$37 Million USD

**Status:** Completed 12.2023

**Contact:**

Tom Jakubisin, Wahrton-Smith Group

tjakubisin@whartonsmith.com

(561) 339-3056

# FLORIDA ATLANTIC UNIVERSITY STUDENT UNION AND VETERAN AFFAIRS OFFICE RENOVATIONS

BOCA RATON, FL



Description / Scope / Services: Trade partner to SKANSA USA. Providing glazing and concrete/masonry trades and services for the multi-story full renovation of the FAU Student Union and VA office. This project is 19,000 SF and was completed in the winter of 2020.

Location: Boca Raton Florida

Responsibility / Delivery Method: Trades

Size of Project: 21,000 SF Architect: Song + Associates

Construction Cost: Final \$17 Million USD

Status: *Completed December 2020*

Contact:

Kristopher Nickerson, SKANSA USA

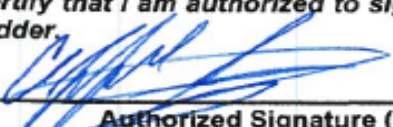
[kristopher.nickerson@skanskausa.com](mailto:kristopher.nickerson@skanskausa.com)

(480) 248-0237

# EIGHT REQUIRED FORMS





<p><b>DELIVER TO:</b>                  City of Fort Pierce, Purchasing Division                  Room 101                  100 North U.S. #1                  Fort Pierce, FL 34950</p> <p><b>MAIL TO:</b>                  City of Fort Pierce Purchasing Division,                  Room 101                  P.O. Box 1480                  Fort Pierce, FL 34954-1480</p>	<p><b>REQUEST FOR                  QUALIFICATIONS                  and                  PROPOSER ACKNOWLEDGMENT</b></p>
<p><b>Bid Writer:</b> Latonya Hubbard, 772-467- 3102</p>	<p><b>RFQ No:</b> 2024-040</p>
<p><b>Pre-Qualification Conference Time &amp; Date:</b>                  N/A</p>	<p><b>RFQ Title:</b> MANUFACTURED / MODULAR                  HOME INSTALLER / CONTRACTOR</p>
<p><b>Pre-Qualification Conference Location:</b>                  N/A</p>	<p><b>RFQ Opening Location:</b>                  City of Ft. Pierce Purchasing Division                  Room 101                  100 North U.S. #1, 1st Floor                  Ft. Pierce, Florida 34950</p>
<p><b>RFQ Due Date &amp; Time:</b>                  3:00PM, MONDAY, JULY 22, 2024</p>	<p>If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact this department as soon as possible.</p>
<p><b>Proposer Name:</b>                  Journey C D Group Inc.</p> <hr/> <p><b>Mailing Address:</b>                  1147 NE 7th Avenue</p> <hr/> <hr/> <hr/>	<p><i>I hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.</i></p> <p>X </p> <p style="text-align: center;">Authorized Signature (Manual)</p>
<p><b>City, State, Zip Code:</b> Fort Lauderdale, FL 33304</p>	<p><b>Typed or Printed Name:</b>                  Clifford L. Moore Jr.</p>
<p><b>Type of Entity (Select one):</b>                  Corporation <input checked="" type="checkbox"/> Yes                  Partnership _____                  Proprietorship _____</p>	<p><b>Title:</b> Chief Executive Officer</p>
<p><b>Incorporated in the State of:</b> Florida <b>Year:</b> 2018</p>	<p><b>Delivery in</b> _____ <b>days, ARO</b></p>
<p><b>Phone Number:</b> (954) 368-7700</p>	<p><b>Payment Terms:</b> Net 30 Days</p>
<p><b>Fax Number:</b></p>	<p><b>FEIN or SS Number:</b> 83-0791784</p>
<p><b>E-Mail Address:</b> cmoore@journeycdg.com</p>	<p><b>Local Business:</b> <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <b>MWBE:</b> <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</p>
<p><b>Bid Security is attached, when required, in the amount of \$</b> _____ <b>n/a</b>                  F.O.B. DESTINATION</p>	<p><b>If returning as a "No Bid" state reason:</b></p>
<p><b>THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR BID</b></p>	



## DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certified that  
Journey C&D Group, Inc. does:  
*(Name of Business)*

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employees community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

  
\_\_\_\_\_  
*Proposer's Signature*

June 17, 2024

\_\_\_\_\_  
*Date*



### NON-COLLUSION AFFIDAVIT FOR PRIME BIDDER

STATE OF Florida

COUNTY OF Broward

Clifford L. Moore Jr., being first duly sworn, deposes  
and says:

That he is Officer of the firm  
(a partner or officer of the firm, etc.)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the City of Fort Pierce, of the County of St. Lucie, or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Journey C&D Group, Inc.  
(Firm Name)

By: Clifford L. Moore Jr.

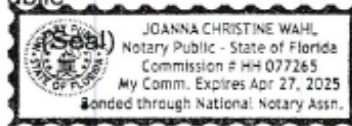
Title: Chief Executive Officer

Subscribed and sworn to before me this 17th  
day of June 2024.

Joanna Wahl   
Notary Public

My Commission expires:

04/27/2025





**PUBLIC ENTITY CRIMES AFFIDAVIT**  
SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted by City of Fort Pierce  
by Clifford L. Moore Jr.  
for Journey C&D Group, Inc.  
whose business address is 1147 NE 7th Ave Fort Lauderdale, FL 33304  
(If applicable) its Federal Employer Identification Number (FEIN) is 83-0791784

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: On the attached sheet). Required as per the IRS Form W-9.

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime: or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person.

A person 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 shall be considered an affiliate. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

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

Neither the entity submitted this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FWRIDA STATUTES, FOR CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

  
\_\_\_\_\_  
(Signature)  
June 17, 2024  
\_\_\_\_\_  
(Date)

**EIGHT REQUIRED FORMS**

STATE OF Florida

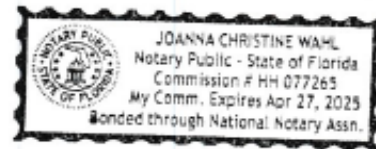
COUNTY OF Broward

PERSONALLY APPEARED BEFORE ME, the undersigned authority Clifford L. Moore Jr.  
(Name of individual signing)

Who, after first being sworn by me, affixed his/her signature in the space provided above on this  
day June of 17th, 2024.

Joanna Wahl  
(NOTARY PUBLIC)

My Commission Expires: 04/27/2025





### E-VERIFY AFFIRMATION STATEMENT

**Description:** Manufactured /Modular Home Installer/ Contractor

Pursuant to Section 448.095, Florida Statutes, Contractor/Proposer/Responder acknowledges and agrees:

- (a) to register with and use the E-Verify System to verify the work authorization status of all persons employed by the Contractor/Proposer/Responder to perform employment duties during the term of the Contract, and
- (b) to require any subcontractor (as defined in Section 448.095, Florida Statutes) assigned by Contractor/Proposer/Respondent to perform work pursuant to the Contract to register with and use the E-Verify System to verify the work authorization status of all persons employed by the subcontractor during the term of the Contract, and
- (c) if Contractor/Proposer/Responder enters into a contract with a subcontractor, Contractor/Proposer/Responder shall obtain an affidavit from every subcontractor stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor/Proposer/Responder shall maintain a copy of such affidavit for the term of the Contract, and
- (d) the Contractor/Proposer/Bidder shall use the E-Verify System during the term of the Contract, as a condition of the Contract.

Contractor/Proposer/Bidder Company Name: Journey C D Group Inc.

Authorized Company Person's Signature: Clifford L. Moore Jr.

Authorized Company Person's Title: Chief Executive Officer

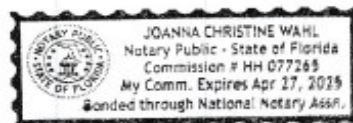
Date: June 17, 2024

STATE OF FLORIDA  
COUNTY OF Broward

Sworn (or affirmed) and subscribed before me by means of  physical presence or  online notarization this 17th day of June, 2024 by Clifford L. Moore Jr., who is

personally known or  produced identification (ID produced: Known).

Signature:  (Seal)  
 NOTARY PUBLIC  
 My Commission Expires: 04/27/2025





### CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS

Respondent Name: <u>Journey C&amp;D Group, Inc.</u>		
Respondent's Authorized Representative Name and Title: <u>Clifford L. Moore Jr. / CEO</u>		
Address: <u>1147 NE 7th Avenue</u>		
City: <u>Fort Lauderdale</u>	State: <u>FL</u>	Zip: <u>33304</u>
Phone Number: <u>(954) 368-7700</u>	Respondent FEIN: <u>83-0791784</u>	
Email Address: <u>cmoore@journeycdg.com</u>		

Section 287.135, Florida Statutes prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135, Florida Statutes, also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes.

**Certification:**

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.



**REFERENCES**

**RFQ NO. 2024-040**

**MANUFACTURED / MODULAR HOME INSTALER / CONTRACTOR**

Contact Person & Title	Faith Phinn, Director of CRA
Email Address	fphinn@hallandalebeachfl.gov
Phone No.	(954) 457-1489
Company Name	City of Hallandale Beach
Mailing Address	400 South Federal Highway
City, State, Zip	Hallandale Beach, FL 33009
Type of commercial work contracted	Provide and Install 25 modular homes for CRA
Contact Person & Title	Tracey-Ann Anthony, Director of Community Services
Email Address	tanthony@miamigardens-fl.gov
Phone No.	305-622-8000 Ext. 2300
Company Name	City of Miami Gardens
Mailing Address	18605 NW 27 Avenue
City, State, Zip	Miami Gardens, FL 33056
Type of commercial work contracted	Provide and install modular residence for City resident assistance program
Contact Person & Title	Jeffrey Huber, Principle
Email Address	huber@brooksscarpa.com
Phone No.	(954) 683-1236 Ext. 805
Company Name	Brooks and Scarpa Architects
Mailing Address	1147 NE 7th Avenue
City, State, Zip	Fort Lauderdale, FL 33304
Type of commercial work contracted	Exterior and Interior renovations of warehouse into commercial office

References

RFQ No. 2024-040

Form **W-9**  
(Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

**Name (as shown on your income tax return)** Journey C D Group

**Business name, if different from above**

Check appropriate box:  Individual/sole proprietor  Corporation  Partnership  
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ .....  Exempt payee  
 Other (see instructions) ▶

**Address (number, street, and apt. or suite no.)** 1147 NE 7th Avenue **Requester's name and address (optional)**

**City, state, and ZIP code** Fort Lauderdale, FL 33304

List account number(s) (see optional)

#### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Social security number**

OR

**Employer identification number**  
83 : 0791784

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

#### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**

Signature of U.S. person ▶

Date ▶ June 17, 2024

#### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Cat. No. 10231X

Form **W-9** (Rev. 10-2007)

W-9 Taxpayer Form

RFQ No. 2024-040

**CITY OF FORT PIERCE CHECKLIST**

This checklist is provided to assist each Proposer in the preparation of their bid response. Included in this checklist are important requirements, which is the responsibility of each Proposer to submit with their response in order to make their response fully compliant. This checklist is only a guideline, it is the responsibility of each Proposer to read and comply with the Request for Qualifications in its entirety.

**Check "Yes" or "No" to each of the following:**

	YES	NO
Is Request for Qualifications cover page (page 1) completed, signed and attached?	✓	
Include proof of proper insurance as stated in bid documents.	✓	
Are all of the Required forms complete and included?	✓	
Is each Addendum (when issued) signed and included?	✓	
Have you checked your proposal for proper organization, tabs are correct?	✓	
Are you in compliance with the page limitations?	✓	
Hard Copy Submissions. Confirmation of one (1) original and one (1) copy on USB Drive.	✓	
Did you submit your proposal electronically?	✓	
Have you made sure your corporate address matches your Sunbiz information ?	✓	
Are you registered on Demandstar to received addendums	✓	
Have all areas of the RFQ forms and related documents been signed off by and authorized agent of the company and / or witnessed / notarized where applicable?	✓	

**PLEASE SIGN AND RETURN WITH BID** \_\_\_\_\_ 

**CRA Advisory Committee**

**Meeting Date:** November 6, 2024

**Re:** CRA By-Laws

**Submitted For:** Shyanne Harnage, CRA Administrator, City Manager

---

**Information**

**SUBJECT**

**STAFF AND COMMITTEE MEMBER COMMENTS**

---

**Attachments**

Gateway Signs

CRA By-Laws

---

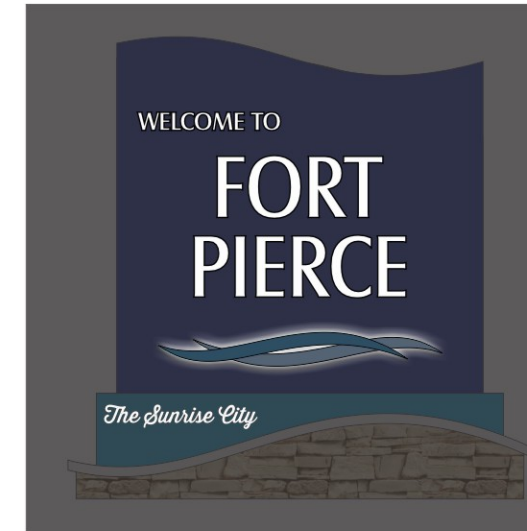
# Gateway Signs

## Scope of Work

Don Bell Signs to fabricate & install:  
**(9)** S/F internally-illuminated Gate-  
 way Signs, as shown.



Design Edits Approved 12/7/2023



Simulated nightview: NTS



Elevation of Intern. Illum. S/F Monument


(1) Req'd


Scale: 1/2"=1'

### COLOR SCHEDULE



Note: The color on your computer screen or printer output may vary. Please consult the specifications in this drawing and proper color guide for accurate color depiction.

 All signage to be installed in compliance with National Electrical Code - NEC 2017

 All signage to be constructed and installed according to ETL standards.

Electrical Requirements ( ) 20 AMP Circuit(s) @ 120v

**PRIMARY ELECTRIC BY OTHERS**



City of Ft. Pierce  
 City Signs

DESIGN #: 2100575 R9

DATE:

DRAWN BY: *Andrew*

#### Revisions / Date / Initials

- R5-NEW CONCEPTS FROM CUSTOMER
- R6-ADJUSTED OPT 1, ADDED NOTES OPT 2  
 MATCHED COLORS FOR WAYFINDING/DISTRICT
- R7-CHANGED COLOR OF DOWNTOWN TO BLUE
- R8-MADE DIRECTIONAL PANELS INTERCHANGEABLE
- R9-ADDED NEW WAVE TOP TO MONUMENT TO MATCH DIRECTIONAL

ETL Acct. #115459  
 UL 48 Listed Signage  
 All Sign Components shall be UL  
 listed and Recognized in the SAM Manual  
 All Wiring shall be at least 90° C rated

ACCOUNT #115459  120 Volt  
 277 Volt

## SHEET 1

ACCOUNT: XXXX

STREET: \_\_\_\_\_

CITY: XXXX STATE: FL

SALES REP: XXXX

SCALE: As Noted

FILE NAME: \_\_\_\_\_

PROGRAM: CorelDRAW

FONTS USED: \_\_\_\_\_

CUSTOMER APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Note: Primary power & signage lighting control by others. The primary power must be located within 5' of applicable signs installation location.

All penetrations to have bushings

**PRIMARY ELECTRIC BY OTHERS**

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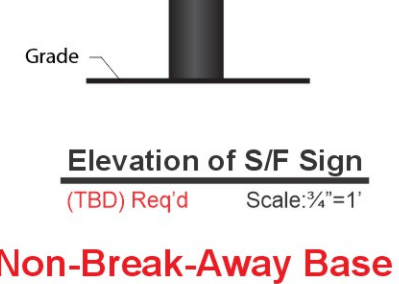
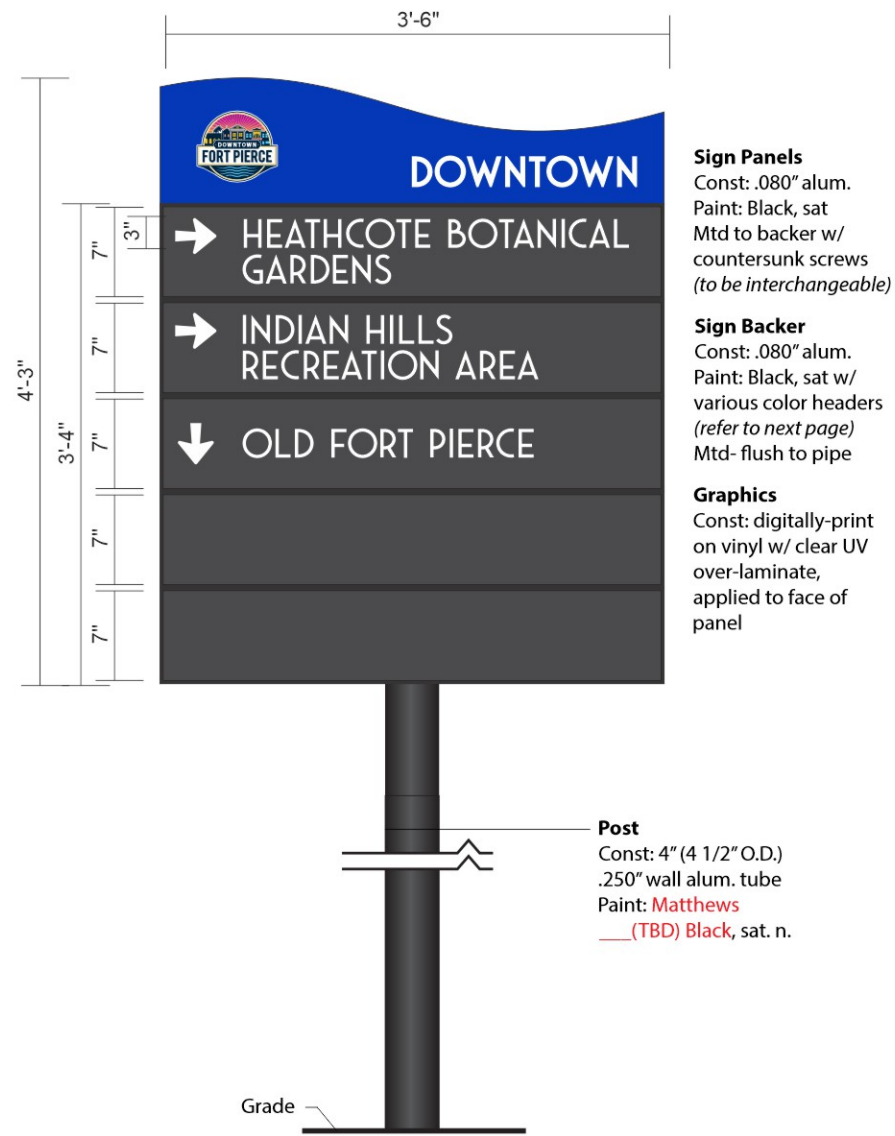
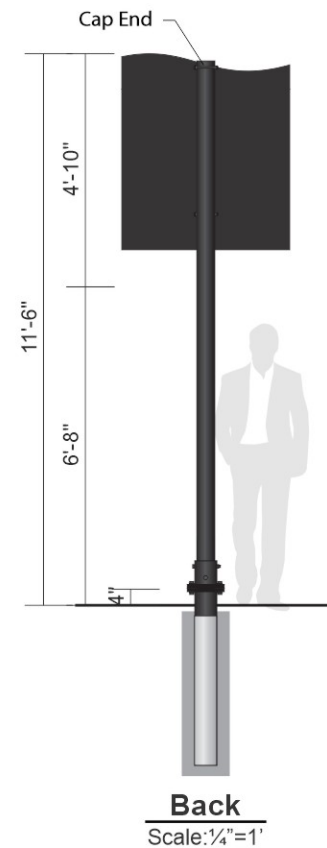
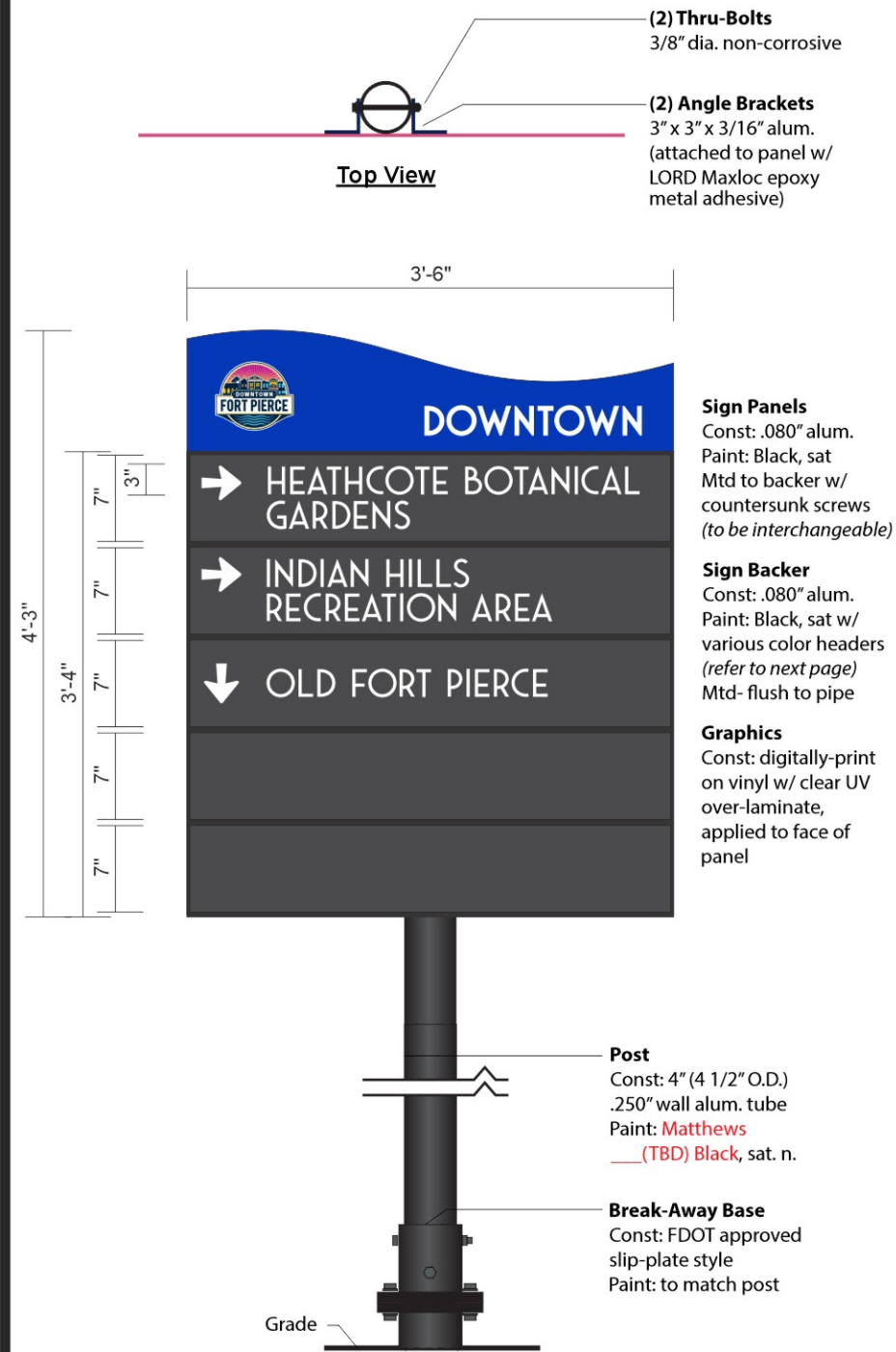


365 OAK PLACE  
 PORT ORANGE, FL 32127  
 386-788-8084  
 800-824-0080

# Wayfinding Signs

## Scope of Work

Don Bell Signs to fabricate & install:  
**(30)** S/F non-illuminated, Wayfinding Signs, as shown.



City of Ft. Pierce  
City Signs

DESIGN #: 2100575 R9

DATE:

DRAWN BY: Andrew

Revisions / Date / Initials

- R5-NEW CONCEPTS FROM CUSTOMER
- R6-ADJUSTED OPT 1. ADDED NOTES OPT 2
- MATCHED COLORS FOR WAYFINDING/DISTRICT
- R7-CHANGED COLOR OF DOWNTOWN TO BLUE
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- R9-ADDED NEW WAVE TOP TO MONUMENT TO MATCH DIRECTIONAL

ETL Acct. #115459  
UL 48 Listed Signage  
All Sign Components shall be UL listed and Recognized in the SAM Manual  
All Wiring shall be at least 90° C rated

ACCOUNT #115459  120 Volt  
 277 Volt

## SHEET 2

ACCOUNT: XXXX

STREET: XXXX

CITY: XXXX STATE: FL

SALES REP: XXXX

SCALE: As Noted

FILE NAME: CorelDRAW

PROGRAM: CorelDRAW

FONTS USED:

CUSTOMER APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**Note: Primary power & signage lighting control by others. The primary power must be located within 5' of applicable signs installation location.**

All penetrations to have bushings

**PRIMARY ELECTRIC BY OTHERS**

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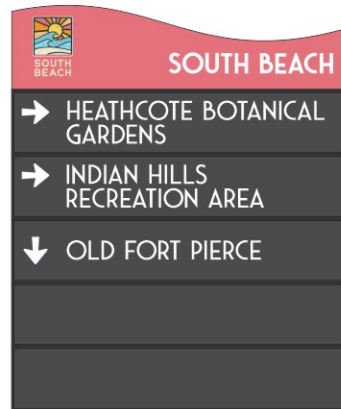
365 OAK PLACE  
PORT ORANGE, FL 32127  
386-788-8084  
800-824-0080

**Wayfinding Signs  
PANEL LAYOUTS**

NOTE: ALL COPY & ARROW DIRECTIONS TO BE PROVIDED BY CUSTOMER



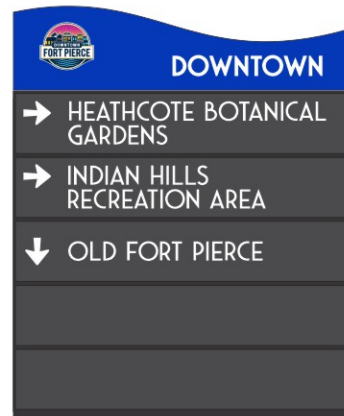
(TBD) REQ'D



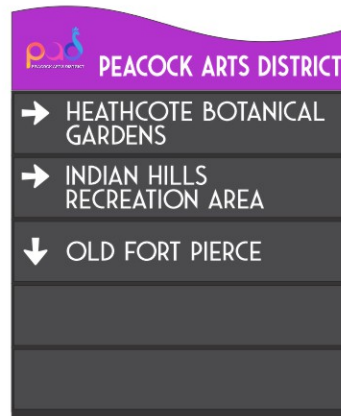
(TBD) REQ'D



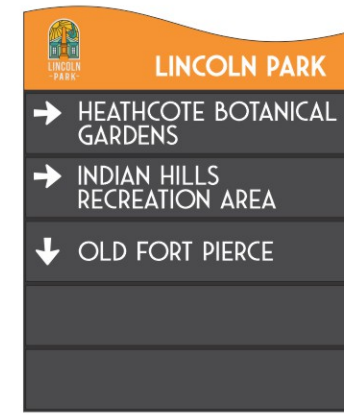
(TBD) REQ'D



(TBD) REQ'D



(TBD) REQ'D



(TBD) REQ'D

**Elevation of Panel District Sign Panels**

Scale: 1/2"=1'



City of Ft. Pierce  
City Signs

DESIGN #: 2100575 R9

DATE:

DRAWN BY: Andrew

Revisions / Date / Initials

- R5-NEW CONCEPTS FROM CUSTOMER
- R6-ADJUSTED OPT 1, ADDED NOTES OPT 2
- MATCHED COLORS FOR WAYFINDING/DISTRICT
- R7-CHANGED COLOR OF DOWNTOWN TO BLUE
- R8-MADE DIRECTIONAL PANELS INTERCHANGEABLE
- R9-ADDED NEW WAVE TOP TO MONUMENT TO MATCH DIRECTIONAL

ETL Acct. #115459  
UL 48 Listed Signage  
All Sign Components shall be UL listed and Recognized in the SAM Manual  
All Wiring shall be at least 90' C rated

ACCOUNT #115459  120 Volt  
 277 Volt

**SHEET 3**

ACCOUNT: XXXX  
STREET: XXXX  
CITY: XXXX STATE: FL  
SALES REP: XXXX  
SCALE: As Noted  
FILE NAME:  
PROGRAM: CorelDRAW  
FONTS USED:  
CUSTOMER APPROVAL: DATE:

**Note: Primary power & signage lighting control by others. The primary power must be located within 5' of applicable signs installation location.**

All penetrations to have bushings  
**PRIMARY ELECTRIC BY OTHERS**

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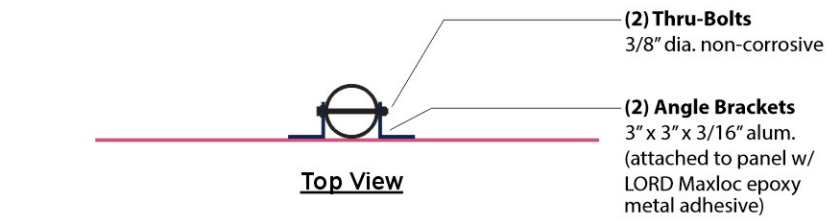


365 OAK PLACE  
PORT ORANGE, FL 32127  
386-788-8084  
800-824-0080

# District Brand Signs

## Scope of Work

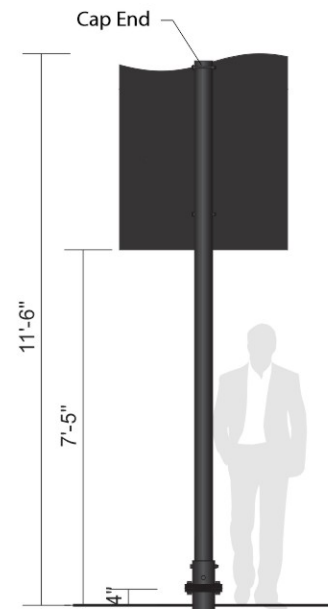
Don Bell Signs to fabricate & install:  
**(14)** S/F non-illuminated, District Brand Signs, as shown.



**Elevation of S/F Sign**

(TBD) Req'd Scale: 3/4"=1'

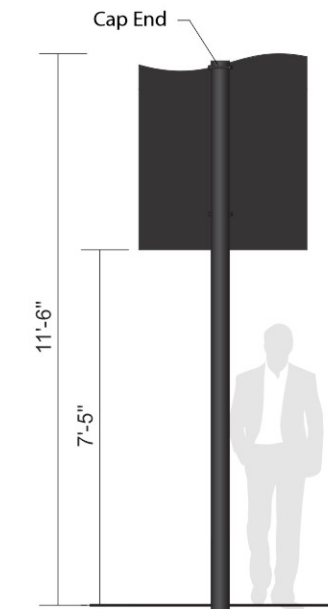
**FDOT Break-Away Base**



**Elevation of S/F Sign**

(TBD) Req'd Scale: 3/4"=1'

**Non-Break-Away Base**



DESIGN #: **2100575 R9**

DATE:

DRAWN BY: *Andrew*

**Revisions / Date / Initials**

- R5-NEW CONCEPTS FROM CUSTOMER
- R6-ADJUSTED OPT 1. ADDED NOTES OPT 2
- MATCHED COLORS FOR WAYFINDING/DISTRICT
- R7-CHANGED COLOR OF DOWNTOWN TO BLUE
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ETL Acct. #115459  
 UL 48 Listed Signage  
 All Sign Components shall be UL  
 listed and Recognized in the SAM Manual  
 All Wiring shall be at least 90° C rated

ACCOUNT #115459  120 Volt  
 277 Volt

**SHEET 4**

ACCOUNT: XXXX

STREET: \_\_\_\_\_

CITY: XXXX STATE: FL

SALES REP: \_\_\_\_\_

SCALE: XXXX

FILE NAME: As Noted

PROGRAM: CorelDRAW

CUSTOMER APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**Note: Primary power & signage lighting control by others. The primary power must be located within 5' of applicable signs installation location.**

**All penetrations to have bushings**  
**PRIMARY ELECTRIC BY OTHERS**

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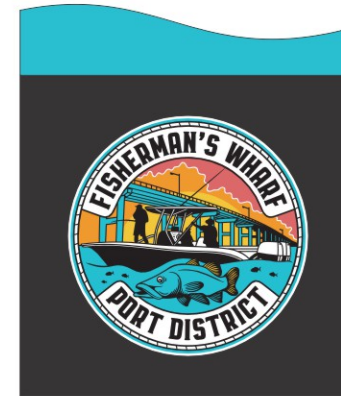


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 386-788-8084  
 800-824-0080

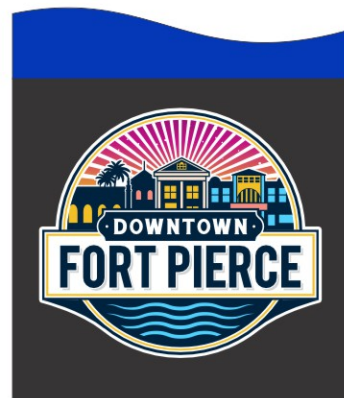
**District Brand Signs  
PANEL LAYOUTS**



(TBD) REQ'D



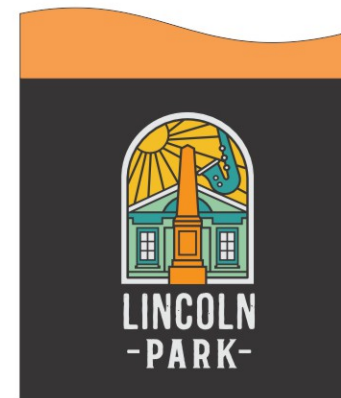
(TBD) REQ'D



(TBD) REQ'D



(TBD) REQ'D



(TBD) REQ'D



City of Ft. Pierce  
City Signs

DESIGN #: 2100575 R9

DATE:

DRAWN BY: *Andrew*

Revisions / Date / Initials

- R5-NEW CONCEPTS FROM CUSTOMER
- R6-ADJUSTED OPT 1. ADDED NOTES OPT 2
- MATCHED COLORS FOR WAYFINDING/DISTRICT
- R7-CHANGED COLOR OF DOWNTOWN TO BLUE
- R8-MADE DIRECTIONAL PANELS INTERCHANGEABLE
- R9-ADDED NEW WAVE TOP TO MONUMENT TO MATCH DIRECTIONAL

ETL Acct. #115459  
UL 48 Listed Signage  
All Sign Components shall be UL listed and Recognized in the SAM Manual  
All Wiring shall be at least 90' C rated

ACCOUNT #115459  120 Volt  
 277 Volt

**SHEET 5**

ACCOUNT: XXXX

STREET: \_\_\_\_\_

CITY: XXXX STATE: FL

SALES REP: \_\_\_\_\_

SCALE: XXXX

FILE NAME: As Noted

PROGRAM: CorelDRAW

CUSTOMER APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**Note: Primary power & signage lighting control by others. The primary power must be located within 5' of applicable signs installation location.**

**All penetrations to have bushings  
PRIMARY ELECTRIC BY OTHERS**

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PORT ORANGE, FL 32127  
386-788-8084  
800-824-0080

# District Brand Sign Location Map



City of Ft. Pierce  
City Signs

DESIGN #: 2100575 R9

DATE:

DRAWN BY: *Andrew*

**Revisions / Date / Initials**

- R5-NEW CONCEPTS FROM CUSTOMER
- R6-ADJUSTED OPT 1, ADDED NOTES OPT 2
- MATCHED COLORS FOR WAYFINDING/DISTRICT
- R7-CHANGED COLOR OF DOWNTOWN TO BLUE
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ETL Acct. #115459  
UL 48 Listed Signage  
All Sign Components shall be UL listed and Recognized in the SAM Manual  
All Wiring shall be at least 90' C rated

ACCOUNT #115459  120 Volt  
ETL us  277 Volt

**SHEET 6**

ACCOUNT: XXXX

STREET: XXXX

CITY: XXXX STATE: FL

SALES REP: XXXX

SCALE: As Noted

FILE NAME:

PROGRAM: CorelDRAW

FONTS USED:

CUSTOMER APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**Note: Primary power & signage lighting control by others. The primary power must be located within 5' of applicable signs installation location.**

**All penetrations to have bushings**  
**PRIMARY ELECTRIC BY OTHERS**

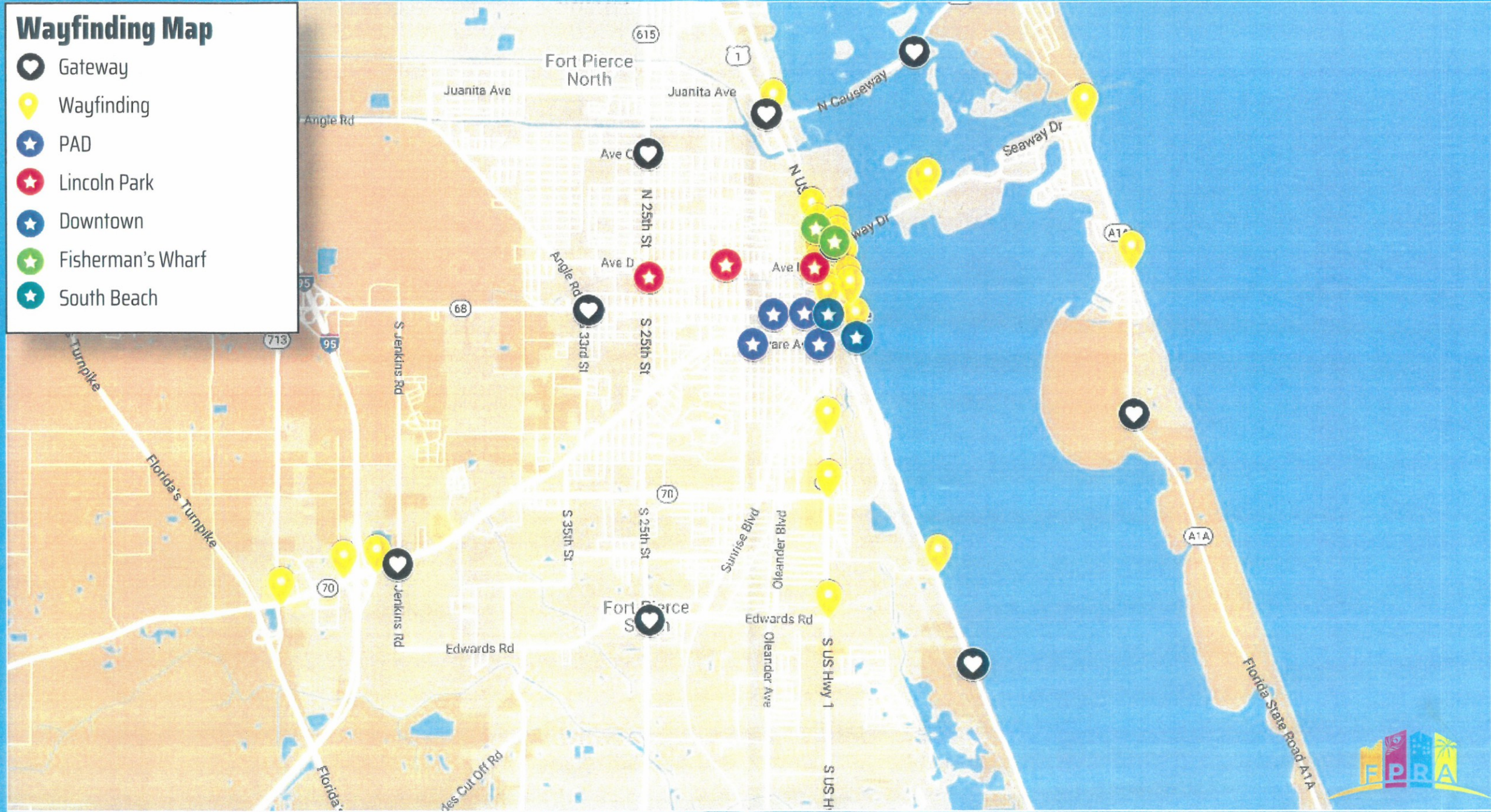
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800-824-0080

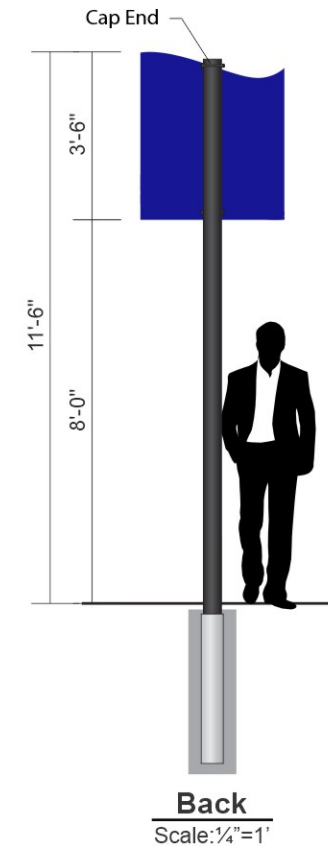
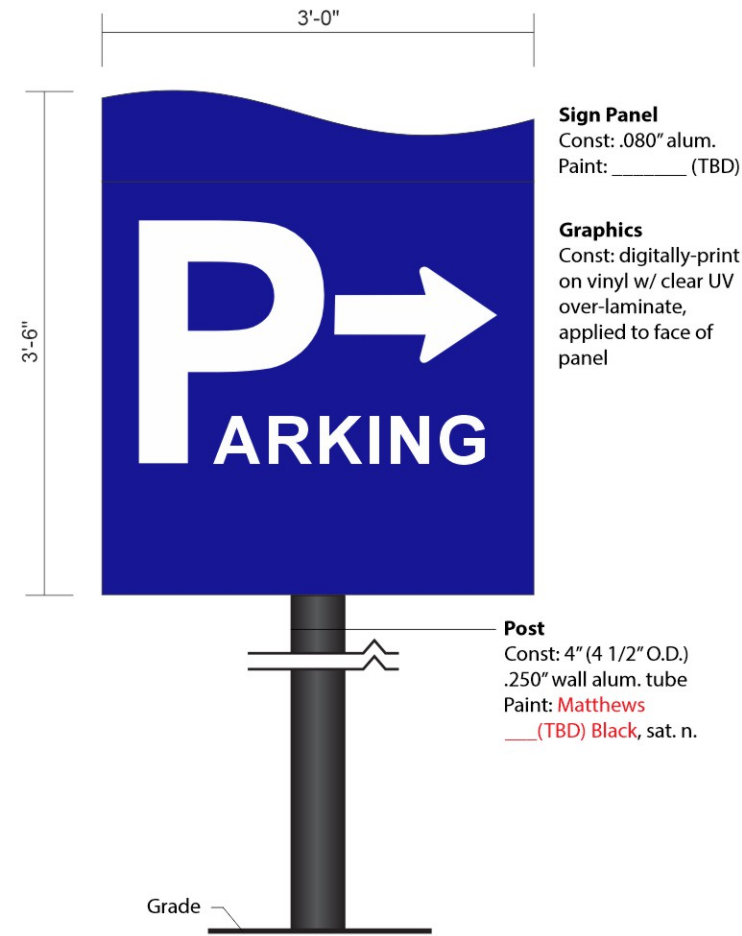
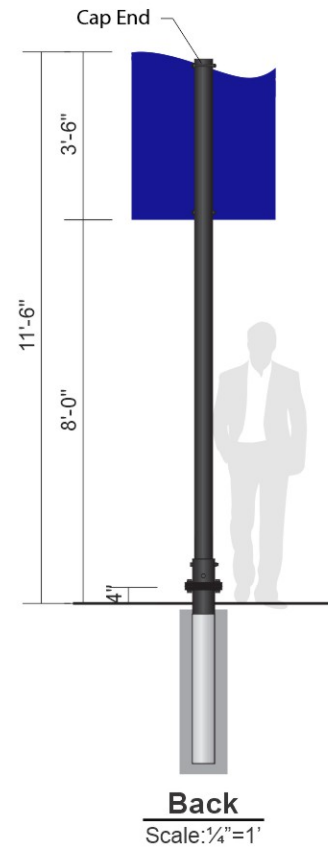
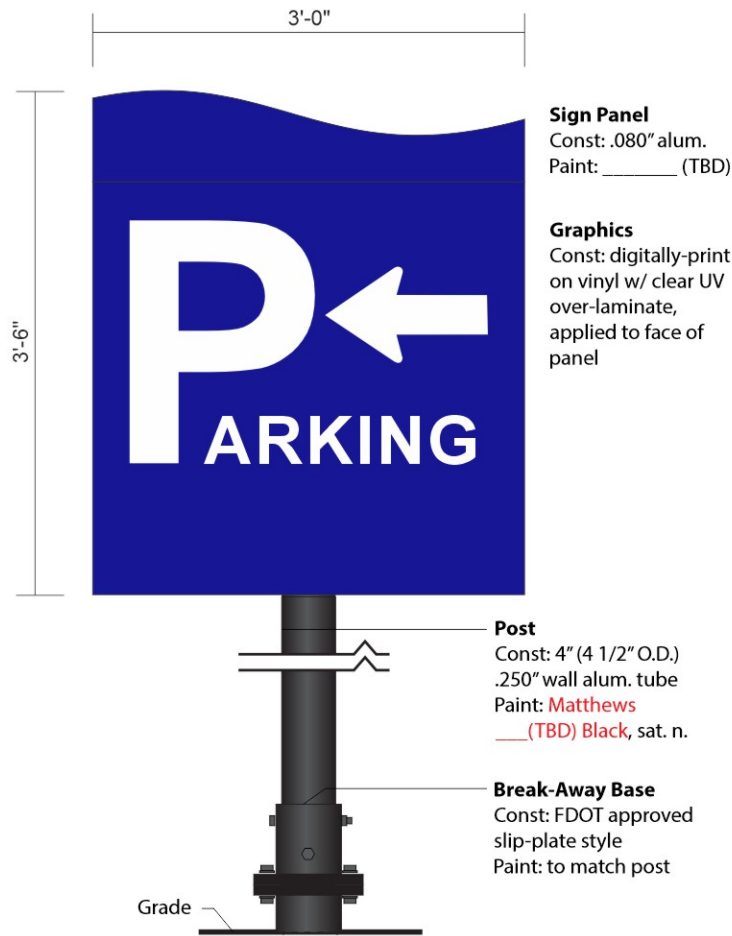
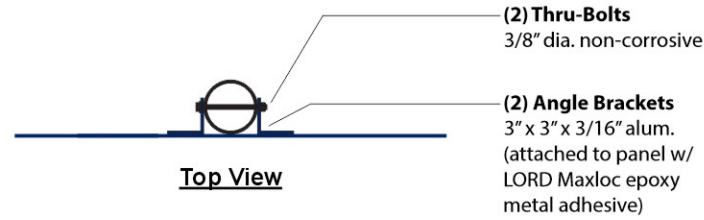
**Wayfinding Map**

- Gateway
- Wayfinding
- PAD
- Lincoln Park
- Downtown
- Fisherman's Wharf
- South Beach



# Parking Signs

Don Bell Signs to fabricate & install:  
**(10)** S/F non-illuminated, Parking Signs, as shown.



City of Ft. Pierce  
City Signs

DESIGN #: **2100575 R9**

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

DRAWN BY: *Andrew*

**Revisions / Date / Initials**

- R5-NEW CONCEPTS FROM CUSTOMER
- R6-ADJUSTED OPT 1. ADDED NOTES OPT 2
- MATCHED COLORS FOR WAYFINDING/DISTRICT
- R7-CHANGED COLOR OF DOWNTOWN TO BLUE
- R8-MADE DIRECTIONAL PANELS INTERCHANGEABLE
- R9-ADDED NEW WAVE TOP TO MONUMENT TO MATCH DIRECTIONAL

ETL Acct. #115459  
 UL 48 Listed Signage  
 All Sign Components shall be UL listed and Recognized in the SAM Manual  
 All Wiring shall be at least 90° C rated

ACCOUNT #115459  120 Volt  
 277 Volt

**SHEET 7**

ACCOUNT: XXXX

STREET: \_\_\_\_\_

CITY: XXXX STATE: FL

SALES REP: XXXX

SCALE: As Noted

FILE NAME: \_\_\_\_\_

PROGRAM: CorelDRAW

FONTS USED: \_\_\_\_\_

CUSTOMER APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**Note: Primary power & signage lighting control by others. The primary power must be located within 5' of applicable signs installation location.**

**All penetrations to have bushings**  
**PRIMARY ELECTRIC BY OTHERS**

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 800-824-0080



# Fort Pierce Redevelopment Agency CRA Advisory Committee By-Laws

1. The CRA Advisory Committee will meet the 1<sup>st</sup> Wednesday of each month. Meetings will begin at 3:30 PM and will be held in the Fort Pierce City Hall 2nd floor conference room.
2. Specific meetings may be held at any time upon request of the Chairperson, or by a majority of the voting members of the Committee, or upon the request of staff.
3. No member shall serve more than two (2) full consecutive terms (four years).
4. The Committee at its first regular meeting in January of each year shall elect a Chairperson and Vice-Chairperson. No member may serve more than two (2) full consecutive terms as Chairperson.
5. The duties and powers of the officers of the CRA Advisory Committee shall be as follows:
  - a. Chairperson:
    - 1) Preside at all meetings of the Committee
    - 2) Call special meetings of the Committee in accordance with these rules and regulations
    - 3) See that all actions of the Committee are properly taken
  - b. Vice-Chairperson:
    - 1) During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.
6. A majority is required to establish a quorum for the transaction of business in accordance with Robert's Rules of Order. A majority vote of the members present is necessary for approval or disapproval of any agenda.
7. Robert's Rules of Order are hereby adopted as official guidelines to govern.



# Fort Pierce Redevelopment Agency CRA Advisory Committee By-Laws

8. These rules may be amended at any meeting by a vote of the majority of the entire membership of the Committee. Deadline for Agenda information is due to staff ten (10) days prior to meeting date in order to have an item(s) placed on upcoming agenda.
9. Each member of the CRA Advisory Committee who has knowledge of the fact that he/she will not be able to attend a scheduled meeting of the CRA Advisory Committee shall notify the City Manager's office via email: [citymanager\\_dl@cityoffortpiere.com](mailto:citymanager_dl@cityoffortpiere.com) or 772-465-4170 at the earliest possible opportunity, and in any event, prior to 12:00 PM on the date of the meeting. Staff shall notify the Chairperson of the Committee in the event that projected absences will produce the lack of a quorum. A quorum is half plus one of membership.
10. All Advisory Committee members are expected to attend regularly scheduled meetings. Three (3) unexcused absences by any member during any 12-month period may result in removal of the member by the Advisory Committee. A member's absence is unexcused if the member fails to notify City staff in advance of a meeting that the member will not attend the meeting.
11. The following order will normally be observed; however, it may be rearranged by the Chairperson for individual items if necessary for the expeditious conduct of the business:
  - a. Call to Order
  - b. Roll Call
  - c. Approval of Minutes
  - d. Old Business
  - e. New Business
  - f. Committee Comments
  - g. Public Comments
  - h. Staff Comments
  - i. Close
12. The Vice-Chairperson shall succeed the Chairperson if he/she vacates office before term is completed; the Vice-Chairperson is to serve the unexpired term of the vacated office. A new Vice-Chairperson shall be elected at the next regular meeting.