

# AVID ARBORISTS, INC.

June 6, 2025

Ms. Alisa L. True, CPPB  
Senior Contract Specialist  
Charlotte County Purchasing Division  
18500 Murdock Circle, Suite 344  
Port Charlotte, FL 33948-1094

E-mail: [Alisa.True@CharlotteCountyFL.gov](mailto:Alisa.True@CharlotteCountyFL.gov)

## **Request for Proposal (R.F.P.) File #20250360 – DON PEDRO AND KNIGHT ISLAND NEIGHBORHOOD PLAN**

Ms. True,

Avid Arborists Inc. (A.A.I.) is pleased to submit our firm's interest in the subject project with the attached proposal and qualifications for your review and consideration, in partial fulfillment of the application criteria.

A.A.I. looks forward to the opportunity to assist Charlotte County and the island communities with the professional services being sought for this project, we are eager to engage with the County on this endeavor.

A.A.I. is a burgeoning consulting and design firm dedicated to providing the community with a broad range of expert consultation services for land use planning and land management needs. A.A.I. brings decades of experience from both private and public sectors, across Florida, assisting private property owner's and community groups in expert land management consultation.

We appreciate this opportunity to provide our proposal and qualifications to Charlotte County and look forward to a favorable selection for the opportunity of working with Charlotte County and the community on this project.

Sincerely,

**AVID ARBORISTS, Inc.**

Jarod A. Prentice, R.L.A.

Principal Manager

**Firm Qualifications:**

**Avid Arborists, Inc. (“A.A.I.”)** is a Cape Coral based Landscape Architectural and Consulting firm, re-incorporated in 2022 after Hurricane Ian left many local residents with questions and conditions of concern of what can and should be done with their storm blown trees and tattered landscapes.

**A.A.I.** currently has a professional staff of one Florida Registered Landscape Architect, one apprentice Landscape Architect , and one office support staff. Additional certifications held by our staff include Tree Risk Assessment Qualified Certified Arborist, Certified Arborists and Urban Forester. A.A.I. supports a Drug Free Workplace and is an Equal Opportunity employer.

**A.A.I.** possesses the comprehensive experience and background to provide a wide range of development consulting services. We focus on continued advancement in innovative approaches and state of the art applications of our defined professional services. For this reason, we firmly believe in the “team approach” to successful completion of projects that continually fulfills our Client’s goals. We take pride in providing our Clients with superior and innovative products, efficient project management, accurate and timely responses for the overall project economy.

Successful resilient land planning for coastal communities is an extremely challenging process. A.A.I. will strive to assist the island communities in accomplishing these goals by moderating a series of community meetings with the island communities. Stewardship of the natural and public resources for future generations is a primary precept we have pledged ourselves to uphold.

**Management Structure:**

A.A.I. recognizes the importance of a quality project management program. Therefore, we empower our team members to actively engage in project management activities throughout the project. Our team members have been providing professional consulting services for many years and are dedicated to providing project management services on schedule.

A.A.I. utilizes several methods of managing a project. These include regularly scheduled project meetings, regular in house reviews, tracking projects with appropriate software programs and weekly in-house schedule review/update. Project specific tasks and milestones are charted to evolve the project schedule.

Charlotte County’s various departments and staff members involved in this project will be considered vital team members. Project content and development is distributed to the County as with all team members. The form of this communication can take one or several forms. Face to face project meetings are expected at an intervals appropriate for the course of this project.

**Project Staff Responsibilities:**

**Mr. Jarod A. Prentice, R.L.A., I.S.A.**, Principal Manager will be the Principle in Charge for this project and throughout the duration will serve as the Project Manager and shall not be substituted without the expressed written permission of the County Mr. Prentice has served in both Public and Private sectors developing his land planning and land management acumen for over twenty years throughout Florida.

**Additional Qualifications of A.A.I.:**

- **Land Development Code and Municipal Regulation:** A.A.I.'s staff has direct experience in the municipal regulation framework. During his work for local government, Mr. Prentice had spearheaded Committee Meetings for code revisions to a Tree Protection and Landscape Standards ordinance for which he administered and enforced.
- **Geographic Information Systems (G.I.S.) and Mapping:** A.A.I. plays a vital role during the inventory and analysis of site conditions and features. A.A.I.'s staff is well versed in utilizing G.I.S. software systems for site mapping and data analysis, land use conflict analyses.
- **Community Involvement:** A.A.I. is ready and willing to meet with and work with the County's respective Departments and the public stakeholders throughout the project. With a shared common respect for community, a clearly stated vision for the island community and a stringent schedule, we believe have knowledge, skills, and experience suitable for the project needs.

## JAROD A. PRENTICE, R.L.A.

I.S.A. Certified Arborist & Landscape Architect



### **Biography**

Jarod Prentice holds a Master of Landscape Architecture degree and a Bachelor's degree in Environmental Horticulture, Public Garden Management Specialization from the University of Florida. Jarod's work is detail-oriented, ranging from arboreal consultations to master planning, site programming and design for A.A.I.. Jarod's career has focused on landscape planning and land development codes for the past twenty years, between public and private sector employment experiences. Jarod has completed multiple project using geospatial land use conflict analysis processes using geographic information software. Under previous municipal employment, Jarod has administered and enforced local government codes and ordinances as well as conducted public workshops for code revisions to tree protection and landscaping standards. He is responsible for all of A.A.I.'s consultation services, and is expected to serve as the active project manager and prime consultant for the project.

### **Education**

University of Florida, 2015 Master of Landscape Architecture  
University of Florida, 2001 BS Degree in Environmental Horticulture

### **Professional Experience**

2022- Present	Avid Arborists, Inc., Cape Coral, FL
2015-2025	David M. Jones, Jr. and Associates, Inc., Ft. Myers, FL
2013 (Summer)	Landscape Architecture Internship, Gainesville, FL
2003-2010	Landscape Reviewer, Clay County, FL
2002-2003	Operations Support Tech, City of Lakeland, FL

### **Professional Registration and Certificates**

Landscape Architect, State of Florida, No. 6667459  
International Society of Arboriculture (I.S.A.) Certified Arborist, Municipal Specialist, Tree Risk Assessment Qualified. No. FL-5296AM

# AVID ARBORISTS, INC.

Consulting Arborists and Landscape Architects

Charlotte County Purchasing Division  
R.F.P. No. 20250360

Date: June 5, 2025

**Short Title: DON PEDRO AND KNIGHT ISLANDS NEIGHBORHOOD PLAN**

## **BASIC SERVICES: TASKS**

Avid Arborists, Inc. (A.A.I.), CONSULTANT, shall perform all services and/or work necessary to complete the following task(s) and/or provide the following item(s) to Charlotte County (CLIENT) which are enumerated to correspond with the following task(s).

### **I. Intent**

The project intent is to convene four (4) community input sessions and deliver a revised neighborhood plan, based on the 2006 “Thornton Key, Palm Island, Knight Island, Don Pedro Island Community Plan” (The Plan). Consultant shall base The Plan updates on the community participation and input sessions convened, without making professional recommendations.

### **II. Summary Scope of Basic Services**

A summary of tasks A.A.I. will provide to complete this project include: convening a series community workshop meetings, in a phased progression, one meeting at the beginning of each phase and at the end of each chapter prior to moving onto the next phase. Scope phasing is intended to coincide with chapter progression of the 2006 Community Plan:

Phase 1 – Chapter One: Land Use and Chapter Two: Natural and Scenic Resources & Environmental Quality (Three meetings)

Phase 2 – Chapter Three: Navigation and Coastal Component, Chapter 4: Infrastructure, and Chapter 5: Fire, Emergency Medical Services and Disaster Planning (Four meetings)

Phase 3 – Chapter 6: Enforcement of Regulations and Chapter 7: The Future of the Island (Three meetings)

The meetings shall provide a comprehensive presentation of the review process and proposed revisions, provided by community/stakeholder input.

**Task #1 – Project Research and Scheduling**

The Consultant shall research, gather and assemble existing site data and Community Plan document upon start of project. Site graphics and aerial imagery shall be provided for use in location reference and discussion during the community workshop meetings.

A total of ten meetings are proposed for the project, based on scope phasing. Consultant proposes these meetings to be conducted in person, however, virtual options to participate may also be provided. Consultant proposes to conduct these ten meetings over the course of twelve to sixteen week period with progress, chapter, phasing reviews to occur approximately once every two weeks.

Should these community meetings be subject to State Statutes, with due public notice advertisements, this schedule may be adjusted accordingly. Client shall be responsible for meeting advertising notice content and applicable fees.

**Task #2 – Phase One Neighborhood Plan Review** (Chapter 1 and Chapter 2)

The Consultant shall schedule and convene three (3) community workshop meetings under this task. One meeting shall be conducted to initiate the review process and proposed project review schedule for the phase. Two meetings shall be conducted to receive community input and make associated revisions to The Plan. The Consultant will provide the Client and stakeholders with revisions to The Plan solely based on the community input received at each of the meetings convened. Community input revisions to The Plan shall be distributed for review at least one week prior to the next scheduled meeting to allow for Client and stakeholder vetting. This distribution of revisions for each chapter of The Plan revisions will be the deliverable for this phase. Any corrections shall be addressed by the following meeting date.

**Task #3 – Phase Two Neighborhood Plan Review** (Chapter 3, Chapter 4 and Chapter 5)

The Consultant shall schedule and convene four (4) community workshop meetings under this task. One meeting shall be conducted to initiate the review phase and proposed project review schedule. Three meetings shall be conducted to receive community input and make associated revisions to The Plan. The Consultant will provide the Client and stakeholders with revisions to The Plan solely based on the community input received at each of the meetings convened. Community input revisions to The Plan shall be distributed for review at least one week prior to the next scheduled meeting to allow for Client and stakeholder vetting. This distribution of revisions for each chapter of The Plan revisions will be the deliverable for this phase. Any corrections shall be addressed by the following meeting date.



**Task #4 – Phase Three Neighborhood Plan Review** (Chapter 6 and Chapter 7)

The Consultant shall schedule and convene three (3) community workshop meetings under this task. One meeting shall be conducted to initiate the review phase and proposed project review schedule for the phase. Two meetings shall be conducted to receive community input and make associated revisions to The Plan. The Consultant will provide the Client with revisions to The Plan solely based on the community input received at each of the meetings convened. Community input revisions to The Plan shall be distributed for review at least one week prior to the next scheduled meeting to allow for Client and stakeholder vetting. Any corrections shall be addressed and revision(s) vetted prior to final distribution of all Plan updates. The culmination of revisions provided by the community input shall be provided as final deliverable for the project.

**Task #5 – Additional Services**

The Consultant shall provide Additional Services only as requested and authorized by the Client. Any request for Professional Services beyond the stated scope of the contract shall be considered as Additional Services, subject to additional hourly rates and shall be approved by the Client in writing, prior to the Consultant performing the requested work.

**III. EXCLUDED SERVICES**

Specified services that are excluded from this Scope of Service include any component Professional Service NOT otherwise described within the stated scope. Should the Client request the Consultant to provide or perform professional services for this Project which are not set forth under the BASIC SCOPE OF SERVICES, as described herein above, the Consultant agrees to provide or secure such Additional Services as may be agreed to in writing by both parties to the Agreement. Such Additional Services shall constitute a continuation of the professional services provided under the Basic Agreement and shall be provided and performed in accordance with the covenants, terms, and provisions set forth in the Basic Professional Services Agreement and amendments thereto.

**IV. LIMITING CONDITIONS**

This is a Professional Service Agreement for the purposes of conducting community workshop meetings and documentation revisions based on previous work conducted by others, The Plan. CONSULTANT clearly recognizes the project request to withhold any professional recommendations which may be applicable to the content of The Plan and the intended revisions, updates, or community input. Therefore, in same recognition, the Client, by acceptance of the this proposal, also accepts that no professional recommendations are to be provided for or with the intended neighborhood plan updates and/or revisions that result from the stakeholder input. The Plan content being revised and updated shall only be that of the community input provided during the planning process.

## **V. PROVISIONS OF WORK**

The scope of this project is pending community/stakeholder input and involvement and applicable knowledge of the subject matter. A.A.I. shall provide no judgment or recommendation, but act as a moderating agent to convene meetings and revise/update content of The Plan.

## **VI. COMPENSATION**

All tasks with related fees are eligible for work in percentage progress payments. It is anticipated that the Consultant will invoice on a monthly basis for the services performed to that point in time.

Certain assumptions have been made in developing the Scope of Services. To the extent possible, they are stated in the scope. If changes to the project result in changes in the level of effort in the Scope, the Fees and Scope will be modified and billed accordingly.

### **PROFESSIONAL SERVICES FEES**

R.F.P. No. 20250360

<b>Task</b>	<b>Description</b>	<b>CONTRACT</b>
<b>1.00</b>	<b>Project Research and Schedule</b>	<b>\$7,500.00</b>
1.01	Historical Data Collection	
1.02	Site Mapping for Meetings	
1.03	Project Meeting Schedule Development	
<b>2.00</b>	<b>Phase 1 Neighborhood Plan Review</b>	<b>\$50,400.00</b>
2.01	Phase 1 Kickoff Meeting	
2.02	Chapter 1 Meeting	
2.02	Chapter 2 Meeting	
<b>3.00</b>	<b>Phase 2 Neighborhood Plan Review</b>	<b>\$67,200.00</b>
3.01	Phase 2 Kickoff Meeting	
3.02	Chapter 3 Meeting	
3.03	Chapter 4 Meeting	
3.04	Chapter 5 Meeting	
<b>4.00</b>	<b>Phase 3 Neighborhood Plan Review</b>	<b>\$54,000.00</b>
4.01	Phase 3 Kickoff Meeting	
4.02	Chapter 6 Meeting	
4.03	Chapter 7 Meeting	
<b>5.00</b>	<b>Additional Services</b>	<b>T.B.D.</b>
	(HOURLY, AS APPROVED)	



**Total** **\$179,100.00**

Presented by Avid Arborists, Inc.  
1026 N.W. 8th Terrace, Cape Coral, FL  
33993  
PH: 904.403.2566

**VII. PROJECT SCHEDULE**

The project schedule is outlined in the above scoped tasks. However, in recognition of the public input process, this schedule is subject to change and shall be coordinated with all representative parties.

**VIII. GENERAL TERMS AND CONDITIONS**

Services performed under this agreement shall be subject to the General Terms and Conditions on the attached page of this proposal. A.A.I. has industry standard insurance coverage as outlined in the attached; if additional coverage is required, associated additional charges will be added to contract fee and payable prior to work commencement.

Sincerely,

**AVID ARBORISTS, INC.**

*Jarod A. Prentice, R.L.A.*

Jarod A. Prentice, R.L.A.  
Registered Landscape Architect  
State License: LA6667459  
I.S.A. Certified Arborist, Urban Forester: FL-5296AM  
Principal Manager

### **General Terms and Conditions**

**Client's Responsibility** - The Client/Owner shall be responsible for providing all information on programs and schedules, for prompt review and decisions on work presented, and for surveys, tests and other information not specifically included in the scope of professional services. The Client/Owner shall be responsible for paying all application and permit fees.

**Accuracy of Information** - Avid Arborists, Inc. shall be entitled to rely upon the accuracy of services, information, reports and surveys supplied by others.

**Ownership of Drawings** - All original drawings, tracings plans, sketches and specifications are instruments of service and shall remain the property of Avid Arborists, Inc. The Client/Owner shall retain exclusive-use rights to all drawings.

**Hourly Consulting Services** - Principal - \$175.00 per hour; Consulting Arborist/Senior Landscape Architect - \$155.00 per hour; Landscape Architect/Designer - \$125.00 per hour; C.A.D./Design - \$90.00 per hour; Researcher - \$75.00; Administrative Assistant - \$60.00 per hour and Delivery - \$25.00 per hour. These rates shall apply to any work outside the original scope of work and billed hourly and DUE UPON RECEIPT.

**Reimbursable Expenses** - In-house Blueprints - \$1.50/ea.; Out of Office for Printing, Photography, Reproductions, Postage, Telephone/Fax, Courier Service - Cost + 10%; Travel - \$.65/mile, and Photocopies - \$.55/ea.

**Professional Expenses** - Cost incurred by this office on behalf of the Client/Owner for professional service such as surveys, structural engineering, etc. are reimbursable expenses at cost plus 10%.

**Billing** - All fees and reimbursable expenses shall be invoiced as work is completed and are payable on receipt. Adherence to this provision is necessary to provide continuous effort on our part. Accounts delinquent for 30 days shall be charged a 1 1/2% per month service charge.

**Additional Services** - If the Client/Owner finds it desirable or necessary to cause this office to provide additional services not described in the scope of work, Avid Arborists, Inc. will be compensated at the hourly rate outlined above. Revising previously approved drawings or other documents for changes not initiated by Avid Arborists, Inc. shall be considered additional services.

**Stop Work** - In the event payment is not made according to terms herein set forth, Avid Arborists, Inc., at its option, may stop work on the project until payment is received and not be in default under the terms and conditions of the agreement.

**Termination** - The Client/Owner reserves the right to terminate this and subsequent agreements at any time, with or without cause, by written notification, but shall be bound to pay all fees as outlined above. Avid Arborists, Inc. will rely upon this agreement to obtain services of others and to make commitments in this office to meet the provisions of this agreement. Should our services be terminated or suspended for any reason prior to completion, Avid Arborists, Inc. shall be compensated for all work completed at the date of termination or suspension at the hourly rates outlined above.

**Attorney Fees** - The Client/Owner agrees that these General Terms and Conditions shall be interpreted according to the laws of the State of Florida, and to reimburse Avid Arborists, Inc. for reasonable attorney's fees it may expend in enforcing these terms.

**Indemnification**: Client agrees to indemnify, defend and hold Landscape Architect harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees and all legal expenses and fees incurred through appeal, and all interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injuries or death, or economic losses, arising out of the Project and/or this Agreement, except that the Landscape Architect shall not be entitled to be indemnified to the extent such damages or losses are found by a court or forum of competent jurisdiction to be caused by Landscape Architect's negligent errors or omissions.

**Limitation of Liability**: Client, therefore, acknowledging its right to discuss this provision with legal counsel experienced in the design and construction process, as well as other design professionals, voluntarily agrees that, to the fullest extent permitted by law, Landscape Architect's total liability to Client for any and all injuries, claims, liabilities, losses, costs, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Landscape Architect's negligence, errors, omissions or breach of contract, shall not exceed total compensation received by Landscape Architect under this Agreement. This limitation of liability shall apply to Client's direct claims and Client's claims arising from third parties.

**Insurance**: A.A.I. carries \$2,000,000 of General Liability and Professional Liability policies. A.A.I. does not carry an "Umbrella" policy as the work performed is generally covered by the Professional Liability policy. Should the Client require changes or additions to A.A.I.'s current insurance coverage, A.A.I. reserves the right to pass to Client any additional fees associated with the Client's requested changes.



**PART IV - SUBMITTAL FORMS**  
**PROPOSAL SUBMITTAL SIGNATURE FORM**

[illegible]

NAME OF FIRM

AVI D ARBORISTS, INC.

(This form must be completed and returned)



**6. Minority Business:**Yes \_\_\_\_\_ No ☒

The County will consider the firm's status as an MBE or a certified MBE, and also the status of any sub-contractors or sub-consultants proposed to be utilized by the firm, within the evaluation process.

**Comments or Additional Information:**

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per contract, if the firm is awarded the Contract by the County. The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

By signing this form, the proposer hereby declares that this proposal is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

In accordance with section 287.135, Florida Statutes, the undersigned certifies that the company is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and does not have business operations in Cuba or Syria (if applicable) or the Scrutinized Companies that Boycott Israel List, or is not participating in a boycott of Israel.

As Addenda are considered binding as if contained in the original specifications, it is critical that the Consultant acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. 1 Dated 5/14/25 Addendum No. 2 Dated 5/19/25 Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Type of Organization (please check one):

INDIVIDUAL  
CORPORATION☒  
☒PARTNERSHIP  
JOINT VENTURE☐  
☐AVID ARBORISTS, INC.  
Firm Name(904) 403-2566  
Telephone

Fictitious or d/b/a Name

92-1089143  
Federal Employer Identification Number (FEIN)1026 NW 8th Terrace  
Home Office AddressCape Coral, FL 33993  
City, State, Zip3  
Number of Years in Business

Address: Office Servicing Charlotte County, other than above

Jared Prentice / Managing Principal  
Name/Title of your Charlotte County Rep.(904) 403-2566  
TelephoneJared Prentice / Managing Principal  
Name/Title of Individual Binding Firm (Please Print)Jared Prentice, R.I.A.  
Signature of Individual Binding FirmMay 29, 2025  
Datetheavidarborist@hotmail.com  
Email Address

(This form must be completed &amp; returned)

### DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that  
does:

Avid Arborists, Inc.  
(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's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid 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 employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

*David Pontie, Managing Principal*  
Proposer's Signature

5/29/2025  
Date

(This form must be completed & returned)



**HUMAN TRAFFICKING AFFIDAVIT  
for Nongovernmental Entities Pursuant To FS. §787.06**


**Charlotte County Contract #20250360**

The undersigned on behalf of the entity listed below, (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.
2. I am an officer or representative of the Nongovernmental Entity and authorized to provide this affidavit on the Company's behalf.
3. Nongovernmental Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525, Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

  
Signature

Jarod A. Pentice  
Printed Name

Managing Principal  
Title

Avid Arborists, Inc.  
Nongovernmental Entity

5/29/2025  
Date

END OF PART IV

NAME OF FIRM

AVID ARBORISTS, INC.

(This form must be completed & returned)