

LOI Form

LOI

If you would like to complete this Letter of Intent in Word first and copy your answers over later, use the following link: [Download LOI](#)

The rubric that will be used to score your Letter of Intent can be found here: [Download LOI Rubric](#)

Please pay attention to character limits while working on your draft. These limits include spaces.

Organization Name*

Creative Pinellas, Inc

Project Name*

Create a brief name for this large capital project. This is how it will appear throughout the PCF grant portal.

Creative Pinellas Arts Campus Revitalization

EIN*

45-2414664

Incorporation Year*

What year did your organization incorporate? This will be the year listed on your determination letter from the Internal Revenue Service.

2011

Organizational Mission Statement*

What is your organization's mission statement? This should be no longer than one or two sentences.

Creative Pinellas' mission is to foster and sustain a vibrant, inclusive, and collaborative arts community across Pinellas County. We provide support, connection, and opportunities to artists, organizations, and the public in order to grow and sustain the area as an internationally recognized arts and cultural destination.

Unique Entity ID (SAM)

Please provide your organization's Unique Entity ID number. This is a specific number used by the federal government to identify your organization. **This is different from a DUNS number, which the federal government no longer uses.**

If you do not have a Unique Entity ID number, you can create an account on [SAM.gov](#) and apply for one here (it is

free and may take 3-4 days for approval): <https://sam.gov/content/home>

This field is optional as to not stop a qualifying organization from applying. HOWEVER, a Unique Entity ID number will be required if your organization is approved for a grant. Your organization should apply for a number now if it does not yet have one.

Character Limit: 12

Q5C2A3CNZKL9

Annual Operating Budget Size*

Please provide the amount of your annual operating budget (expenditures only) for your entire organization.

\$1,233,574.00

Amount Requested*

The maximum grant amount is \$5 million. You may request up to 5% for grant administration, project management, and other indirect costs. Please be sure your indirect cost rate is represented in the figure you put below.

Note: You will be required to upload a more detailed budget if you are approved for the full application stage. You will need to also attach any bids, estimates, and agreements with contractors or other vendors in relation to the proposed project.

\$355,703.70

Does the total project cost exceed the amount your organization is requesting?*

Please note: Answering "Yes" will cause additional questions to load later in this application.

Examples

ABC Childcare is seeking funding for a new playground. ABC Childcare is asking PCF to fund \$150,000 for certain equipment, and will seek other funding and donations for the remaining \$20,000 of the playground. ABC Childcare would select "Yes" for this question.

Better Tomorrow, a mental health provider, is looking to expand their counseling center by two rooms to meet increased service demand arising from the pandemic. Better Tomorrow has secured \$25,000 in private contributions, and wants to request the remaining \$125,000 in this grant. Better Tomorrow would select "Yes" for this question.

DBE Food Pantry is seeking funding for a new HVAC unit for their pantry, and is requesting \$40,000 from PCF to cover the entire cost. DBE Food Pantry would select "No" for this question.

No

Parent Non-Profit/Subsidiaries*

If your organization has a parent non-profit that has multiple subsidiaries, will multiple subsidiaries be applying in this process?

Example

Better Tomorrow is the parent non-profit of three organizations. Two of those organizations want to apply in this process. Both would select "Yes" on this question.

No

Request Specifics

Organization Programming Background*

Please describe the programming your organization offers to the community and the length of time it has been doing so. That is, what does your organization **do** and **how long** has it been doing it?

Creative Pinellas (CP) was formed as a 501c4 organization in 2011 to promote arts & culture as part of the County's economic development strategies. It became a 501c3 nonprofit in 2017 & has grown from 1 FTE to 6.

Creative Pinellas provides arts-centric programs throughout the County. Located in central Pinellas, CP presents multidisciplinary programs in its extensive gallery space. CP utilizes a large courtyard between the office & gallery buildings plus the park's 100 seat auditorium, drawing visitors & residents to engage with presentations, exhibitions & workshops.

Key Creative Pinellas programs include:

- The Gallery at Creative Pinellas -offering exhibition, performance/convening space & a sales venue where Pinellas' artists can sell their work
- Professional Development – workshops, live & streaming panels & Co.Starters artpreneurial training
- Grants - to professional & emerging artists, murals & special projects & for recovery/job retention
- SPACEcraft – traveling art project utilizing repurposed shipping containers as classrooms
- Workshops & Presentations – WE CONVENE – community meetings on topics of interest in the arts
- Performances – interdisciplinary performing & visual arts events in the Gallery

CP regularly exhibits works by CP grant awardees (all genres) plus national/international artists of merit. The space is also used for convenings on equity/inclusion, artist wellbeing (physical/mental/economic) & arts & social justice. Outreach programs for youth & families extend further into the community including community murals, participant-driven funding for youth arts summer camps & hands-on public art projects.

SPACEcraft brings arts engagement to communities where access is/has been historically limited. Facilitated, interactive programming is provided over 6-weeks, drawing new & repeat visits to the sites & positive feedback on the programs. Creative Pinellas is the only arts center providing free arts/cultural programming mid-county.

Community Need*

Please describe the community need that exists for your programming. If you are able to cite quantitative, local data, that will strengthen your proposal.

Keenly aware of the demographics of Pinellas County, its historically segregated, poverty vulnerable & transportation/opportunity limited areas, Creative Pinellas' (CP) programs are intended to build/enhance audiences & community participation through the arts. CP's programs purposefully engage underserved areas as well as the County's cultural hubs. CP is the only affordable mid-county venue with free arts programming available to all & free or very low cost for artists.

The nearby neighborhoods of Ridgcrest and Orange Lake Village (both QTC zones) are over 50% Black, 23% White and 11% Hispanic, with a median income below \$40,000; 19% of the families live in poverty.

The cluster of Creative Pinellas, Florida Botanical Gardens & Heritage Village provide a central location for community engagement. The buildings CP occupies were completed in 2001 & need upgrades to fully benefit the communities served & the programs offered. The buildings meet the minimum ADA requirements but are not welcoming to people of differing mobilities: doors are heavy & open only manually; limited auditorium wheelchair access forces guests to sit in the back rows.

There is no place to purchase food or drink in the park area around the Gallery. An upgrade to the Gallery reception/gift shop area can offer beverages & snacks to the 1,400 monthly visitors to the gallery & 30,000 monthly visitors to the park to further enjoy their stay.

The Gallery's cement floors, high angular ceilings & open space cannot muffle or separate sounds. CP utilizes the space for poetry readings, staged performances/live readings, theatre performances, lectures, public meetings & panel discussions. Yet even with microphones the acoustics make it difficult to hear & diminish the impact of the event. Other upgrades to the gallery & surrounding facilities will make it easier & more compelling for the community to utilize all that the park has to offer including high quality visual art, live performances & nature.

Negative Economic Impact*

The following question is the keystone of a strong application in this process. If your organization cannot demonstrate a negative economic impact from the pandemic, your application will not qualify for committee review. If you are uncertain about what constitutes negative economic impact or how to demonstrate it, please contact PCF staff for technical assistance.

Describe your organization's negative economic impact arising from the COVID-19 pandemic. Examples could include:

- A reduction in revenue from 2019 to 2020
- Inflationary pressures
- Increases in demand for services that have not been compensated for through new revenue
- The use of reserves for unbudgeted expenses since the onset of the pandemic, and such use of reserves has prevented the purchase of capital assets
- A need for capital assets to offset community need for which your organization does not have the resources to purchase due to the negative economic harm from the pandemic
- A need for additional capital assets to adapt operations to accommodate health and safety guidelines by the CDC
- Growth in restricted pandemic-related revenue that does not permit capital asset acquisition

Note: If you are applying for both a Small Purchase and Large Project, you may reuse the answer for this question PROVIDED THAT the negative economic impact is relevant to both requests.

Our budget from the Convention & Visitors Bureau (CVB) was cut from \$896,070 to \$537,642 as a result of the downturn in tourism dollars. The \$358,428 difference was not made up, hitting us hard in 2020. Creative Pinellas received a \$141,222 PPP Loan, and the CVB contribution was returned to the 2020 funding level in 2022, but the \$217,206 shortfall/impact carried over into the present as we did not receive an inflationary adjustment in 2022 or 2023, even though operating costs have gone up.

Further, the needs of both the community at large & the creative community have grown. The creative economy was significantly impacted by the downturn. As the Local Arts Agency for Pinellas County, arts organizations look to us for help, increasing the demand for services & additional outreach. Theatres are experiencing audiences slow to return. Residents of the surrounding communities have few affordable places to go to experience the arts. Small presentation venues in central Pinellas County are difficult to come by for meetings/convenings for cultural & community events. Creative Pinellas stepped up to meet these needs, further challenging the resources of the organization.

In recognition of the role and importance of the arts, the County has approved Creative Pinellas to build a countywide cultural plan. While this is a very positive step, additional funding for the arts is suspended until the plan is completed. Fortunately, prior to this decision, we did receive a commitment to fund a small pilot program providing funds for artists and organizations to advertise/promote their products/services to County visitors via local media outlets.

Other new and expanded programs responding to the needs of the creative community (including First Monday performances by American Stage, as a perfect example) have been funded through reserves through & since the pandemic, but that solution is not sustainable. Further, Creative Pinellas has not budgeted for capital projects that are now needed to accommodate the increased community need.

Creative Pinellas is developing other sources of funding for the increased demand, but that is a longer-term solution. The combined \$217,206 shortfall, flat funding, inflation & the County's Covid-related denial of new funding initiatives over the last 3 years is keenly felt, creating an estimated minimum negative impact of between \$350,000 & \$600,000 in unfunded requests. The need is now, to adapt to the new conditions & provide more equitable free cultural programming that will benefit the community. The capital improvements will allow Creative Pinellas to serve both the creative & the greater community more effectively.

Proposal Description*

The American Rescue Plan Act requires a request that is reasonable and proportional to the level of economic impact your organization experienced. This means the request you describe below should not be greater than the economic harm your organization has suffered.

Please describe your project proposal and address the following:

- What project will be undertaken with these funds?
- What is the estimated lifespan of the project/property improvement?
- How does it address the negative economic harm you described in the previous question?

Built in 1997-2001, the buildings have not been modernized. Deteriorating exterior conditions do not promote an inviting setting for either recreation or arts & culture. This revitalization project will update our facilities making them available, accessible & more versatile for new and expanded programming by Creative Pinellas and the community at large. A detailed building conditions assessment and recommendations is uploaded below. Below is a summary of the proposed improvements to the Gallery, auditorium, CP offices, courtyard & exterior/parking area:

Gallery & Offices

- Restroom updates
- Doorways – minor repair + ADA automatic doors
- Acoustic mitigation
- General refurbishment of the reception/store area
- Minor refurbishment to office spaces

Courtyard

- Repair rusting railings & benches
- Create ADA accessibility ramps
- Construct shade structure for part of the courtyard
- Exterior painting/general cleanup

Auditorium & surrounds

- Exterior painting & repair of doors, mesh panels
- Restroom updates
- Repair/replace exterior drinking fountains for public use
- Update ADA sidewalk curb ramps & parking proximity

All these improvements will extend the life of the facilities by at least 10 years. All improvements provide welcoming upgrades to a much needed cultural/recreational asset of Pinellas County. Creative Pinellas is the only organization providing such services in central Pinellas County. The upgrades will transform an outdated, overlooked campus into a quality park with free arts programming designed to engage the historically low-income community and beyond.

This project will help to mitigate the numerous denied funding requests to the County over the past 3 years, offsetting the need for updates that will enable Creative Pinellas to provide more free/affordable services to our county. We are asking for less than \$500,000 for the upgrades. While this will not make up the past funding shortfall and the more than \$600,000 in unfunded programs articulated in our 2019 to 2021 strategic plan, it will go far toward promoting present and future recovery.

Number Served*

How many people will directly benefit from this capital project annually?

16800

Unduplicated vs. Duplicated*

Is the number indicated above duplicated or unduplicated?

Duplicated: A client is counted each time they access services

Unduplicated: A client is counted once, regardless of the number of times they access services

Example: ABC Food Bank operates two mobile food pantries, one in Clearwater and one in St. Petersburg. Taylor, a Pinellas County resident, goes to both food pantries. If ABC Food Bank counts Taylor's visit TWICE, it is duplicated. If ABC Food Bank counts Taylor's visit ONCE, it is unduplicated.

Unduplicated

Other (Explanation Required)

If you selected "Other" in the previous question, please explain how your organization determined the number of clients that will benefit from the proposed capital project.

The Gallery at Creative Pinellas serves 16,800 unduplicated persons annually, plus an additional 50,000 to 100,000 visitors to the park. Making our facilities more welcoming & attractive will in turn build awareness of, and create more critical mass for, the programs and services we offer. It will also provide more opportunities for artists to display and sell their work.

Additionally, Creative Pinellas' outreach programs such as SPACEcraft mobile arts classrooms, hosting events by arts organizations such as American Stage's First Monday performances & much more, draw in new visitors to the center or introduce arts to outlying areas, encouraging inspiration and creativity.

Rent vs. Own*

Does your organization rent or own the property for which you are proposing modifications?

Note: Selecting "Rent" will cause more questions to load below.

Rent

Guiding Principles - Client Impact*

The American Rescue Plan Act, which provides the funding for this grant program, aims to ensure an equitable recovery from the COVID-19 pandemic. The term "equity" is defined as:

The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

One of the guiding principles of this fund is that it will apply a lens of equity to ensure the needs of specified priority populations are met.

Will this project benefit the community members defined above that have experienced disproportionate negative impacts from the COVID-19 pandemic? If so, how?

The Gallery at Creative Pinellas lies in what is otherwise an arts desert. The art centers offering arts education to children & adults are in St. Petersburg, Dunedin, Safety Harbor & in beach communities. Art museums are in located in St. Petersburg + one in Tarpon Springs. Pinellas' 2 professional theatre companies are in St. Petersburg. There are both a transportation & financial barrier to participation.

Creative Pinellas is located just south of Ridgecrest, a predominantly Black neighborhood & is close to other mostly Black/Hispanic neighborhoods with high poverty rates. The close neighborhood proximity makes the arts programs that we offer more accessible, as it reduces the barriers caused by lack of transportation, especially for young people. Our diverse programs are offered free of charge & available to people of any/all income levels.

Making the gallery, auditorium & area around Creative Pinellas more accessible to people, including those with mobility issues, allows more effective services & high-quality arts experiences to people of all abilities.

These renovations make the park more inviting, lets us expand what we have to offer, improve the quality of the experiences & become more attractive to the communities surrounding our location.

Revitalization of the CP campus expands economic opportunity to artists as well. Performers need spaces to perform & visual artists need places to display/sell their work. Since 2020, visitors to the auditorium/gallery have seen 60+ live performances by compensated artists, & have purchased \$50,000+ worth of art, making the gallery an economic driver.

Serving the underserved is a strong determinant of CP's programming. People of all backgrounds are welcome, whether as audiences or artists. We are committed to fostering, cultivating & preserving a culture of equity, diversity & inclusion. The capital purchases requested would provide the community with more opportunities for free programming in a safe environment.

Community Connection

The American Rescue Plan Act (ARPA) prioritizes organizations that either have headquarters or carry out the majority of their operations inside Qualified Census Tracts (QCTs). QCTs are a standard method of identifying communities with a large proportion of low-income residents. The U.S. Department of Housing and Urban Development determines what areas qualify as QCT.

To assess if your organization serves or is headquartered in a QCT, use the following link:

https://www.huduser.gov/portal/sadda/sadda_qct.html

In the top right-hand corner, choose the state of Florida and Pinellas County. Then on the left-hand side of the screen, click the box next to "Color QCT Qualified Tracts." The QCT zones are denoted in purple. You can also map your address by adding it into the address box at the top to see if your location is inside the zones.

Below, please provide the location of your operations and the location of your headquarters, if different.

Headquarters Location*

Please provide your organization's headquarters address as it appears on your Sunbiz account. To check your Sunbiz registration, you may search here: <https://dos.myflorida.com/sunbiz/search/>

12211 Walsingham Road, Largo, FL 33778

QCT Determination - Headquarters*

Is this organization headquartered in a QCT?

No

Project Location*

Please provide the address or intersection where the property being modified is.

12211 Walsingham Road, Largo, FL 33778

QCT Determination - Project*

Is this organization's project in a QCT?

No

QCT Impact*

PCF understands that just because a project may not be located in a Qualified Census Tract, those who reside in one may access your services and may come to the location where your organization's project will take place.

- If applicable, please describe if you have clients that reside in a QCT as indicated on the map linked above, and the proportion of your clients that come from these areas.
- If your organization does not serve clients from a QCT, you can write "Not Applicable" below.

Not Applicable

However, Creative Pinellas serves the communities within the nearby QCT's, even though we are not located within them. The close neighborhood proximity allows residents to overcome transportation and financial barriers by utilizing Creative Pinellas' extensive and diverse free programs.

QCT Determination - Clients*

Does this organization's project benefit residents of QCTs?

No

This section aims to capture general demographic data about your organization and to see how you engage with and represent the community you serve. PCF has generalized the demographic data questions more than it has in other processes because of the public nature of this process. PCF understands that identity disclosure can be a sensitive matter and wants to respect your organization's board and staff. If your organization feels comfortable sharing more detailed demographic information, it may do so in the "Community Representation and Connection" section.

Community Representation and Connection*

Describe how your organization is representative of, or has authentic connections to, the community your proposal seeks to serve. You can list other community-based organizations that work on programming with you and/or list examples of your work within this community.

Creative Pinellas serves individual artists and arts/cultural organizations both large and small. The creative community is probably the most diverse group of people in Pinellas County. The creative mind knows no boundaries and is most compatible within that diversity.

Specific programs and groups Creative Pinellas serves:

- QTC's nearby – CP provides free events and gallery exhibitions in a nearby public park
- Arts & Cultural Organizations – CP creates opportunities like St. Petersburg's American Stage First Mondays performances to expand and develop audiences for live theater.
- Multidisciplinary collaborations – partnering visual exhibitions with dance and music, etc
- WE CONVENE - providing space for community conversations
- SPACEcraft – utilizing repurposed containers as mobile classrooms bringing the arts to challenged neighborhoods
- Arts Catalyst Summer Camp grants allows our youth to experience art with artists

Creative Pinellas effectively connects with arts and culture organizations, residents, and visitors throughout the county through its many and diverse programs to enrich the lives of families and youth, engaging with the arts - maybe for the first time seeing a live performance or a gallery, or talking with an artist. For youth, our programs inspire and enable creativity, which in turn enables creative problem solving, which enhances academic performance.

Creative Pinellas is committed to ensuring fair access to opportunities and resources, while taking into consideration individual's barriers or privileges, striving to eliminate systemic barriers & privileges. As the local arts agency for Pinellas County, we work with any and all 108+ county-wide arts & cultural organizations regardless of race/ethnicity, gender orientation or other identities. The arts embrace them all.

Leadership Demographics - CEO/Executive Director*

Does your CEO/Executive Director consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

None of the above

Leadership Demographics - Executive Level Leadership Team*

Does your executive leadership team consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

BIPOC

LGBTQ+

Declined to State

Leadership Demographics - Board Membership*

Do your board members consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

BIPOC

LGBTQ+

Declined to State

Rented Property

Tenant Responsibility*

Please explain how your organization is responsible for modifying the building despite being rented. Be sure to describe the length of your organization's lease and to indicate whether or not you have obtained permission from the landlord for the proposed project.

As stated in our lease agreement with Pinellas County, Creative Pinellas is responsible for all tenant improvements to the gallery, the auditorium, the courtyard & the business offices. The space is leased in its "as-is" condition.

The Gallery was home to the nonprofit Gulf Coast Museum of Art until 2008 when it closed and reverted to Pinellas County's jurisdiction. Due to the economic impact of the great recession, county priorities, legal issues and lack of resources to manage a museum, the building remained closed for 10 years. In 2018, the Board of County Commissioners gave Creative Pinellas permission/limited funds to program the gallery part-time. With County support, Creative Pinellas transformed the space into a successful arts & cultural venue. However, historically & currently, the gallery space falls outside the County's key priorities/strategic plans, so investment continues to be limited.

From 2018 to 2021, Creative Pinellas had an annual lease that the County renewed automatically each year. At the beginning of 2022, the County agreed to a 5-year lease, which continues through December of 2026.

We have been working closely with the County administration on this project. They provided a liaison and contracted with an approved vendor to develop the scope of work for this project, which is included in the application. Because we are working directly with the County, we have their approval for this project.

Financial Overview

Budget Summary*

Please provide a brief sketch of the categories of expenses and the costs needed for your project. If your organization is requesting compensation for indirect costs, be sure to note the percentage (up to 5%) and dollar amount below.

If you are invited to complete the full application, you will be asked to upload current verifiable bids, proposals, price lists [from your potential vendor(s)] from the past 60 days. If a contractor has already been selected for a construction project for which you are requesting funding, you will need to upload their bid. You are strongly encouraged to collect any remaining bids, proposals, and price lists shortly after submitting this LOI.

The Pinewood Cultural Park facilities were designed as state-of-the-art when they opened in 2001, but they had been moth-balled for many years until Creative Pinellas took over management. Creative Pinellas put in much work, dollars, and time to resurrect the Gallery space so it could serve as a functioning gallery and performance space. While impressive, the facility is still in need of additional work to bring it up to needed standards.

Now that the Gallery has shown itself to be a viable and respected attraction, attention has turned to creating a strategic vision aligned with the mission of Creative Pinellas and County plans for Pinewood Park that will move forward with exhibition and programming choices over the next three years. The overarching goal is to bring thoughtful direction, new energy and creativity to our community engagement programming, fully utilizing the Gallery, surrounding buildings and spaces. Improvements include:

Improvements to the Gallery

Main Entry doors – ADA updates including auto entry	\$14,000
Public Restrooms – ADA updates including auto entry	\$14,400
Acoustics – provide sound absorbing acoustical panels	\$18,000
Reception/Store – repair door, refinish counters/millwork, patch/repaint	
Walls/ceiling, update with energy efficient lighting, new carpet	\$22,100
Construction bonds, general conditions, construction fees	\$15,755
	\$84,255

Improvements to the Auditorium

Doors/entry – replace/repair aluminum mesh panels, prep/paint/weatherseal	
all entry doors, add automatic entry	\$13,625
Public Restrooms – ADA updates including auto entry	\$4,400
Public Drinking Fountains – ADA upgrades/replacements	\$3,100
Signage – ADA updates for auditorium & restrooms	\$340
Construction bonds, general conditions, construction fees	\$4,937
	\$26,402

Improvements to Creative Pinellas Offices

Acoustics – provide sound-absorbing acoustical panels	\$7,800
Acoustics/partitioning – add walls/doorways to open stations	\$9,000
Restrooms – ADA updates & updates	\$7,200
Staff Breakroom – update/upgrade facilities for more efficiency	\$4,500
Construction bonds, general conditions, construction fees	\$6,555

\$35,055

Improvements to the Courtyard

Rusting Metalwork – prep/repaint railings & benches	\$3,625
Exterior Painting	\$5,000
Sidewalk – provide ADA curb ramps	\$3,900
Exterior casework – remove & restore area	\$550
Courtyard shading – provide shade structure	\$150,000
Construction bonds, general conditions, construction fees	\$37,507
	\$200,582

Improvements to Parking & Site Access

ADA Curb Ramps – provide truncated dome detectable warnings at existing curb ramps	\$900
ADA Parking – provide 2 ADA parking spaces and access aisle, Crosswalk striping	\$6,750
Construction bonds, general conditions, construction fees	\$1,760
	\$9,410

TOTAL PROJECT COST ALL WORK AREAS: \$355,704

Project Preparedness*

If your letter of intent is approved, you will have 30 days to submit a full proposal. This will require multiple estimates/bids for your project that detail the costs you've sketched out above from potential contractors that would do the actual work.

Where are you in the planning process for the implementation of this project? Please describe your organization's readiness for this project including your ability to collect bids and select contractors and/or vendors. **If you have already selected a contractor for the project, you will need to describe how that contractor was chosen.**

Example

Better Tomorrow has spoken with contractors about their counseling center expansion project, but has only sought one proposal from a contractor. Better Tomorrow would describe so below, having sketched out the costs in the previous question. Better Tomorrow would indicate its plan to obtain more quotes/bids upon submitting this LOI.

Community Arts 'R Us has begun construction on its new arts center, as it had secured 75% of the funding for it before the pandemic. Therefore, a contractor has already been selected, and is looking to obtain the funding necessary to complete the project. Below, Community Arts 'R Us would explain it has a cost proposal ready to upload from their selected contractor, and is ready to carry out the rest of the project if funding is awarded.

Creative Pinellas is working closely with Pinellas County Facilities Management, who contracted with an approved architect to do a site visit, to develop the Scope of Work and a detailed cost estimate. Upon approval of the grant, we will work with the County to identify approved vendors (engineering firms, contractors, project management etc.) and will work closely with the County Purchasing department, to follow their approved processes and procedures and Creative Pinellas' Financial policy for the hiring and contracting process.

Once we have chosen the vendor/vendors, we will create a timeline and materials list that we will review with county facilities. We believe they will also assign a project liaison to us for the duration of the project.

We will complete the project in timely alignment with the scope of work and the budget.

Other Funding Sources*

Please describe any other funding not already mentioned that your organization has applied for or obtained for this project. This includes but is not limited to Community Development Block Grants (CDBG), local government grants (including Tourist Development Council funding), foundation grants, and donors (you do not need to disclose donor identities, simply amount raised that is allocated to this project). This includes any matching grants or in-kind contributions you may have obtained.

If none, please write N/A.

We do not have other funding sources for this project at this time. It is possible that the County may find ways to contribute or to do things outside of the immediate scope of work to enhance the facility and surrounding park area. County funding will depend on whether there are funds in the F/Y 2023 budget.

Changes in Operating Costs*

Please answer this question based on the descriptions below:

- If this project **increases** ongoing operational costs (programmatic, operating maintenance or other costs), how will you compensate for the difference?
- If this project **decreases** ongoing operating costs, how will it do so?
- If this project **does not affect** operating costs, please note so below.

We believe there will be a small (less than 10%) increase in operating costs associated with these improvements, that will be absorbed into Creative Pinellas' operating budget. These improvements will allow Creative Pinellas to continue its programming and services to the community, but more efficiently and with better outcomes.

There may be additional temporary project management costs for the project. Any difference will be made up by contributions, donor engagement and/or County contributions.

Fund Management Capacity*

Please describe your organization's capacity to manage these potential ARPA funds in terms of fiscal management and financial infrastructure.

This includes, but is not limited to, the use of accounting software that can track a general ledger and multiple accounts and the ability to work on a reimbursement-basis.

The inability to handle a reimbursement-basis grant does not disqualify your organization from applying.

Pinellas County Facilities Management is expected to oversee and partially manage the renovations. If needed, a temporary, part-time Project Manager will be contracted to assist. Creative Pinellas' professional staff is able to manage our programs in and around the renovations. We are able to manage large projects in our accounting software, project management and reporting, and will have no difficulty managing this grant.

Creative Pinellas does not have the capacity to work on a reimbursement bases for a project of this magnitude. However, further discussion is needed with the County for ways to support this project.

Additional Information

Additional Upload

If you have something else to share, you can upload it here in PDF format.

Please note: Due to limitation of this grants system, the upload field will not carry over to the full application if you are moved forward to the full application phase. You will need to upload this file again if you are moved forward in the process.

Creative Pinellas BCA Report REPA 22-09-07 R1.pdf

Anything else to share?

If you have any details to share regarding this grant request, you may do so below.

In the 2022 visioning report commissioned by CP, we learned that the Gallery serves as a bridge to all of Pinellas, giving voice to & responding to the artistic & cultural needs/interests of the community:

Artists to their audience - artists with grants from CP also receive mentorship, publicity and the opportunity to sell their work. CP invites curators & collectors, arranges programs and meetups, etc. connecting artists with their audiences.

Visitors to the Arts - many walk into the Gallery with little or no experience with the arts. It is a welcoming atmosphere, and engaging arts experiences serve as a bridge to “demystify” the arts for new audiences.

North & South County – With its central location, the Gallery is a bridge that brings people together. Attendance and response to events like First Mondays, and the covid-related Things They Left Behind Exhibit show a gap in the community uniquely being filled by CP.

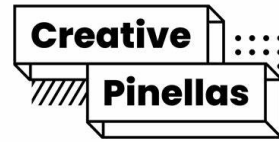
Pinewood Park as a destination attraction of Art, Nature, and History - Using art as a bridge, CP brings together art, nature and history by connecting visitor experiences between the Gallery, the Florida Botanical Gardens and Heritage Village.

The campus revitalization will serve all of Pinellas County.

File Attachment Summary

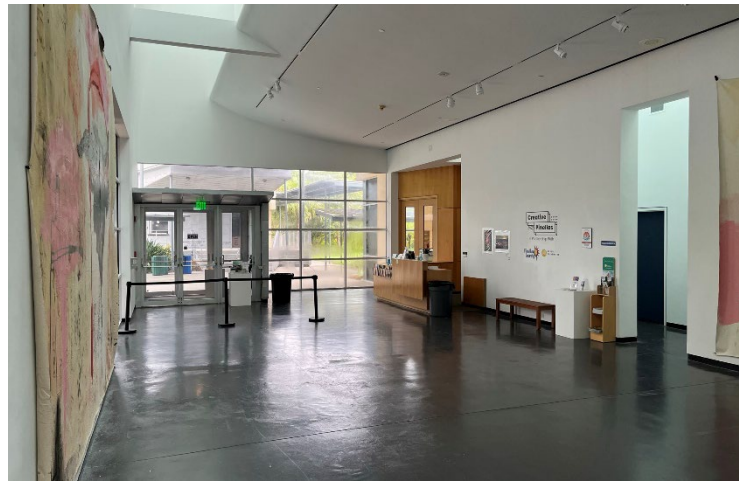
Applicant File Uploads

- Creative Pinellas BCA Report REPA 22-09-07 R1.pdf



BUILDING CONDITIONS ASSESSMENT - REPORT

**for select structures at
CREATIVE PINELLAS
12211 Walsingham Rd., Largo, FL 33778**

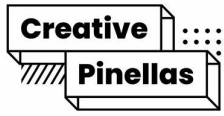


**THE GALLERY, AUDITORIUM, OFFICES,
COURTYARD, AND PARKING & SITE ACCESS**

Date: September 7th, 2022

**Prepared By:
Renker Eich Parks Architects, Inc.
1609 Dr. Martin Luther King Jr. St. N.
St. Petersburg, Florida 33704**





Building Conditions Assessment Report
for select structures at
Creative Pinellas at 12211 Walsingham Rd. Largo, FL
September 7th, 2022



Building Conditions Assessment Report for select structures at Creative Pinellas

September 7th, 2022

*By Renker Eich Parks Architects
Paul C. Palmer, AIA LEED AP*

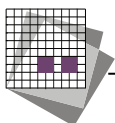
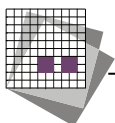




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- Budget Estimated Costs	
- Photographs	





A. Building Information

Project Location and Contact Information

Project Address: 12211 Walsingham Rd., Largo, Florida 33778

Owner: Pinellas County Real Estate

Owner Contact: Derek Weaver, (727) 464-5309

Tenant: Creative Pinellas

Tenant Contact: Barbara St. Clair, (727) 582-2183

Brief Description

The original construction phase was in 1997 for the gallery building, office building, courtyard, and site development, parking, and site access features. The auditorium building construction occurred in 2000. The property and buildings are maintained by Pinellas County.

Buildings/ Areas Contained in Study

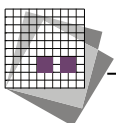
- A. Gallery
- B. Auditorium
- C. Offices
- D. Courtyard
- E. Parking/ Site Access

B. Fieldwork

Field Work

Field work was performed by Renker Eich Parks Architects on the following date: August 30th, 2022.

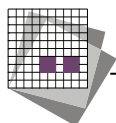
A thorough visual examination and conditions assessment of select interior and the exterior building elements was performed. Photographs and notes were recorded, and all the major components of ADA Accessibility were examined. (Destructive investigation was not performed.)



C. Physical Conditions Assessment

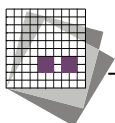
A. Gallery

01. ADA - Main Entry: The main entry has three (3) entrance doors in a series, which leads to a vestibule and a second set of three (3) entrance doors for building air-conditioning control. Door sills appear in compliance. Door closers are failing and are not closing the doors completely upon release. These doors do not have automatic operators for ADA access.
02. ADA Public Restrooms: The existing public restrooms have the basic ADA components in place and appear compliant. There are no automatic door operators at the primary restroom doors.
03. ADA Public Restrooms: The styles of plumbing fixtures are older and therefore are not hands-free operation, but lever type.
04. Reception Counter: Wood finishes on the built-in millwork countertops are in fair to poor condition. Configuration of the millwork is not ideal to functions needed.
05. Museum Store: The carpet flooring finish in the store is in fair to poor condition and needs to be replaced.
06. Museum Store: The painting finishes in the store are in fair to poor condition and need touch-up, patching and repainting.
07. Museum Store: Most of the track lights are missing from the ceiling tracks. New LED track lights are needed for this space.
08. Museum Store: The museum store doors are not closing/latching well.
09. Museum Store: Wood finishes on the built-in millwork countertops are in fair to poor condition.
10. Upper Walls at Reception Counter: The upper walls directly behind the reception counter, that carry up into the lightwell/clerestory are in need of patching and painting.
11. Acoustics: Main gallery spaces are reported to be noisy acoustically. There are drywall walls, stained/painted concrete floors, and drywall ceilings. Effectively no soft/sound absorptive surfaces. The lightwells provide some acoustical benefit and the lower ceilings are angled which helps offset reverb somewhat.



B. Auditorium

01. ADA – Main Entry: The main entry has stairs and a ramp that starts on the west end of the building. While the ramp is around the corner for those arriving at the front, it is immediately accessible for those already in the auditorium. If patrons need to access the upper ADA spaces in the auditorium from the lower ones or vice versa, the ramp is ideally suited to provide the quickest access, since the ramp is not internal to the auditorium space. The existing guardrails do have the required toe-kick wheel stop at the bottom. There are, however, condition issues with the existing ramp guardrails. The aluminum mesh infill panels have deteriorated due to weathering and in several locations the mesh is detaching from its' frame and there are now openings in the mesh. This part of the upper platform is more than 30" above grade and therefore needs a continuous barrier for a 4" sphere up to 42"H for safety.
02. Entry Doors: The double doors on each side of the upper landing are in fair/poor condition and are in need of painting.
03. Entry Doors: The two double door entry doors have large gaps at the meeting of the two doors. This is letting conditioned air escape, allowing light to infiltrate the interior space, and is a loss of acoustic control.
04. ADA Entry Doors: The double doors at the upper landing are the correct size for ADA accessibility, but do not have automatic operators for ADA access.
05. ADA Entry Door: The single door at the lower landing is the correct size for ADA accessibility but does not have an automatic operator for ADA access.
06. ADA Signage: There is some signage for the ADA (Wheelchair) spaces in the auditorium, but at other locations it is missing.
07. ADA Public Restrooms: The styles of plumbing fixtures are older and therefore are not hands-free operation, but lever type.
08. ADA Drinking Fountains: The exterior-mounted public drinking fountains are older and have condition issues such as broken push buttons. They also do not include a bottle filling feature, common in newer public facilities.
09. ADA Restroom Signage: The ADA signage for the two public restrooms should be mounted adjacent to the strike side of the door on the wall at 60" AFF. Currently the signs are mounted in the center of the doors.

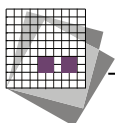


C. Offices

01. Acoustics – Reverberation: The existing acoustics are reported to be noisy and distracting at times for office work environment. There are many hard surfaces and the spaces connect along the tall ceiling lightwell corridor.
02. Acoustics – Separation: A few of the offices are designed as a shared open office for two workstations. These also open directly into the shared corridor and have no doors.
03. ADA Restrooms: The Restrooms have older styles of plumbing fixtures are older and therefore are not hands-free operation, but lever type.
04. ADA Restrooms: The Restrooms have fair conditions finishes that are in need of upgrading.
05. Staff Breakroom: The staff breakroom has older built-in millwork that is less than adequate for the current usage. The sink is too small, and the amount of storage and refrigerator space is inadequate.

D. Courtyard

01. Rusting Metalwork: The existing linear painted steel railing and bench is rusting severely in many locations.
02. Exterior Painting: The exterior painting on the south side of the courtyard (gallery side) is in fair to poor condition.
03. Exterior Casework: The exterior casework located under the covered walkway on the south side of the courtyard (north side of the gallery) is in poor condition. The programmatic need for the casework is no longer required for the current uses. It poses an eyesore and maintenance issue.
04. ADA Sidewalk Access: The linear sidewalk under the roof overhang on the south side of the courtyard has a few access points from the courtyard. These access points have a 6" step and are not ADA Accessible.
05. No Shade: The existing courtyard has no shade in the central part of the courtyard, and thereby has proven less useful to the public due to the harsh sun exposure where this building is located.



E. Parking & Site Access

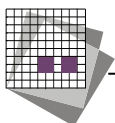
01. ADA Curb Ramps: The existing curb ramps at the main drop-off aisle/drive and at the feeding sidewalk to the ADA parking area do not have truncated dome detectable warnings for the visually impaired.
02. ADA Parking Proximity: The ADA Parking area has four (4) spaces that are west of the main drop-off aisle. There is an area directly across from the drop-off aisle that potentially could accommodate additional ADA Parking Spaces for closer proximity to the entry walkway.

D. Recommendations

Scope of Work

A. Gallery

01. ADA - Main Entry: Provide automatic power-operators on primary pair of entry doors for enhanced ADA access.
02. ADA Public Restrooms: Provide automatic door operators at the primary restroom doors.
03. ADA Public Restrooms: Provide new plumbing fixture faucets and flush-valves with hands-free operation.
04. Reception Counter: Refinish the wood and reconfigure the millwork.
05. Museum Store: Provide new carpet tile floor finish and base.
06. Museum Store: Touch-up, patch and repaint ceilings & walls.
07. Museum Store: Provide new LED track lights that can be used with the existing tracks.
08. Museum Store: Adjust latching/closing on museum store doors pair.
09. Museum Store: Refinish wood on the built-in millwork countertops.
10. Upper Walls at Reception Counter: Touch-up, patch, and repaint upper walls directly behind



the reception counter, that carry up into the lightwell/clerestory.

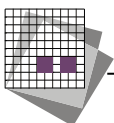
11. Acoustics: Provide sound-absorbing acoustical panels on upper walls in lightwells, vertical south side.

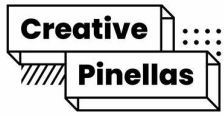
B. Auditorium

01. ADA – Main Entry: Replace and repair aluminum mesh infill panels have deteriorated.
02. Entry Doors: Prep, prime, and repaint double doors on each side of the upper landing.
03. Entry Doors: Weatherseal both double door entry doors at the meeting of the two doors.
04. ADA Entry Doors: At double doors at the upper landing, provide automatic operators for enhanced ADA access.
05. ADA Entry Door: The single door at the lower landing, provide automatic operator for enhanced ADA access.
06. ADA Signage: Provide signage for the ADA (Wheelchair) spaces in the auditorium, all locations.
07. ADA Public Restrooms: Provide hands-free operation plumbing fixture faucets and flush valves.
08. ADA Drinking Fountains: Provide new ADA Hi-Lo water coolers with bottle filling feature.
09. ADA Restroom Signage: Re-mount the ADA signage for the two public restrooms adjacent to the strike side of the door on the wall at 60" AFF.

C. Offices

01. Acoustics – Reverberation: Provide sound-absorbing acoustical panels on upper walls in lightwells, vertical south side.
02. Acoustics – Separation: Add walls and doors for two open workstation office pairs.
03. ADA Restrooms: Provide hands-free operation plumbing fixture faucets and flush valves.
04. ADA Restrooms: Provide new restroom finishes.
05. Staff Breakroom: Modify casework for larger sink, effective storage, and increased refrigerator space.





D. Courtyard

01. Rusting Metalwork: Prep, prime, and repaint the existing linear painted steel railing and bench.
02. Exterior Painting: Prep and repaint exterior south side wall of the courtyard (gallery side).
03. Exterior Casework: Demo the exterior casework located under the covered walkway on the south side of the courtyard (north side of the gallery). Patch walls as required.
04. ADA Sidewalk Access: Add curb ramps at the linear sidewalk access points from the courtyard.
05. No Shade: Provide shade structure for part of the existing courtyard.

E. Parking & Site Access

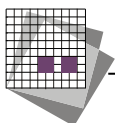
01. ADA Curb Ramps: Provide truncated dome detectable warnings for the visually impaired at existing curb ramps.
02. ADA Parking Proximity: Provide two (2) ADA parking spaces and access aisle across from the main drop-off aisle. Provide crosswalk striping.

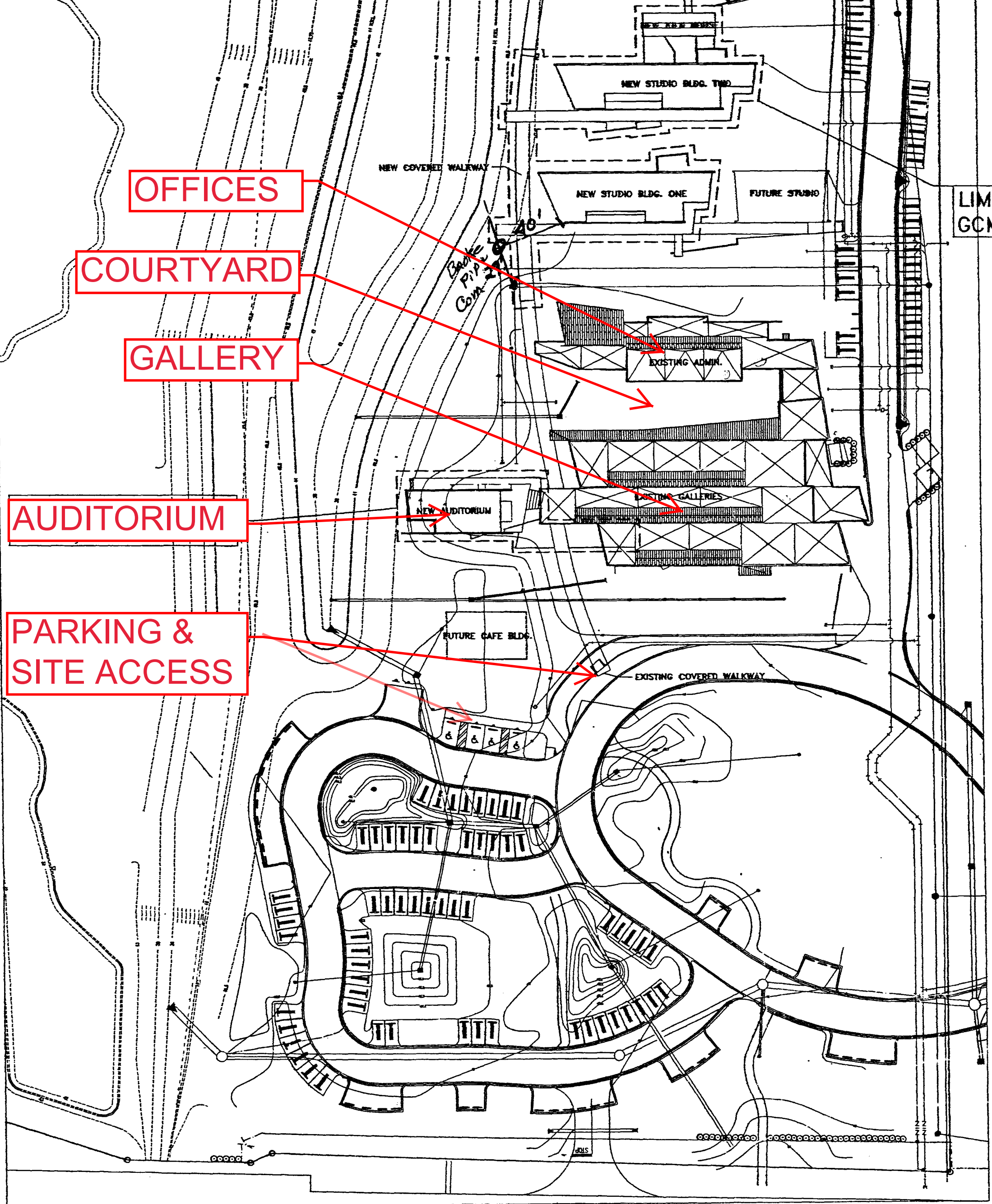
E. Appendix

- Site Plan - Noted

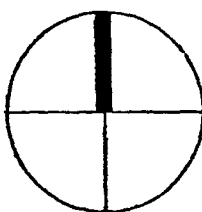
- Budget Estimated Cost

- Photographs





2 PROJECT SITE PLAN
SCALE: 1" = 60'-0"



BUDGET ESTIMATE OF COST

Creative Pinellas: Gallery, Auditorium, Offices, Courtyard, Parking & Site Access

Description: Building Conditions Assessment

DATE: 9/7/2022

#	Item Description	Unit	Qty	Unit Cost	Total Cost
GALLERY					
A1	ADA - Main Entry: Provide automatic power-operators on primary pairs of entry doors for enhanced ADA access.	EA	4	\$3,500.00	\$14,000.00
A2	ADA Public Restrooms: Provide automatic door operators at the primary restroom doors.	EA	2	\$2,250.00	\$4,500.00
A3	ADA Public Restrooms: Provide new plumbing fixture faucets and flush-valves with hands-free operation.	EA	18	\$550.00	\$9,900.00
A4	Reception Counter: Refinish the wood and reconfigure the millwork.	EA	1	\$4,500.00	\$4,500.00
A5	Museum Store: Provide new carpet tile floor finish and base.	SF	900	\$8.50	\$7,650.00
A6	Museum Store: Touch-up, patch and repaint ceilings & walls.	EA	1	\$2,750.00	\$2,750.00
A7	Museum Store: Provide new LED track lights that can be used with the existing tracks.	EA	40	\$85.00	\$3,400.00
A8	Museum Store: Adjust latching/closing on museum store doors pair.	EA	1	\$500.00	\$500.00
A9	Museum Store: Refinish wood on the built-in millwork countertops.	EA	1	\$1,500.00	\$1,500.00
A10	Upper Walls at Reception Counter: Touch-up, patch, and repaint upper walls directly behind the reception counter, that carry up into the lightwell/clerestory.	EA	1	\$1,800.00	\$1,800.00
A11	Acoustics: Provide sound-absorbing acoustical panels on upper walls in lightwells, vertical south side.	SF	900	\$20.00	\$18,000.00
				Subtotal	\$68,500.00
				Construction Bonds (3%)	\$2,055.00
				General Conditions (5%)	\$3,425.00
				Construction Fees (Overhead & Profit 15%)	\$10,275.00
				Gallery Total	\$84,255.00
AUDITORIUM					
B1	ADA – Main Entry: Replace and repair aluminum mesh infill panels have deteriorated.	SF	25	\$55.00	\$1,375.00
B2	Entry Doors: Prep, prime, and repaint double doors on each side of the upper landing.	EA	2	\$225.00	\$450.00
B3	Entry Doors: Weatherseal both double door entry doors at the meeting of the two doors.	EA	2	\$275.00	\$550.00
B4	ADA Entry Doors: At double doors at the upper landing, provide automatic operators for enhanced ADA access.	EA	4	\$2,250.00	\$9,000.00
B5	ADA Entry Door: The single door at the lower landing, provide automatic operator for enhanced ADA access.	EA	1	\$2,250.00	\$2,250.00
B6	ADA Signage: Provide signage for the ADA (Wheelchair) spaces in the auditorium, all locations.	EA	4	\$85.00	\$340.00
B7	ADA Public Restrooms: Provide hands-free operation plumbing fixture faucets and flush valves.	EA	8	\$550.00	\$4,400.00
B8	ADA Drinking Fountains: Provide new ADA Hi-Lo water coolers with bottle filling feature.	EA	2	\$1,550.00	\$3,100.00
B9	ADA Restroom Signage: Re-mount the ADA signage for the two public restrooms adjacent to the strike side of the door on the wall at 60" AFF.	EA	1	\$0.00	\$0.00
				Subtotal	\$21,465.00
				Construction Bonds (3%)	\$643.95
				General Conditions (5%)	\$1,073.25
				Construction Fees (Overhead & Profit 15%)	\$3,219.75
				Auditorium Total	\$26,401.95

BUDGET ESTIMATE OF COST

Creative Pinellas: Gallery, Auditorium, Offices, Courtyard, Parking & Site Access

Description: Building Conditions Assessment

DATE: 9/7/2022

#	Item Description	Unit	Qty	Unit Cost	Total Cost
OFFICES					
C1	Acoustics – Reverberation: Provide sound-absorbing acoustical panels on upper walls in lightwells, vertical south side.	SF	390	\$20.00	\$7,800.00
C2	Acoustics – Separation: Add walls and doors for two open workstation office pairs.	EA	2	\$4,500.00	\$9,000.00
C3	ADA Restrooms: Provide hands-free operation plumbing fixture faucets and flush valves.	EA	4	\$550.00	\$2,200.00
C4	ADA Restrooms: Provide new restroom finishes.	EA	2	\$2,500.00	\$5,000.00
C5	Staff Breakroom: Modify casework for larger sink, effective storage, and increased refrigerator space.	EA	1	\$4,500.00	\$4,500.00
				Subtotal	\$28,500.00
				Construction Bonds (3%)	\$855.00
				General Conditions (5%)	\$1,425.00
				Construction Fees (Overhead & Profit 15%)	\$4,275.00
				Offices Total	\$35,055.00
COURTYARD					
D1	Rusting Metalwork: Prep, prime, and repaint the existing linear painted steel railing and bench.	LF	145	\$25.00	\$3,625.00
D2	Exterior Painting: Prep and repaint exterior south side wall of the courtyard (gallery side).	SF	2,000	\$2.50	\$5,000.00
D3	Exterior Casework: Demo the exterior casework located under the covered walkway on the south side of the courtyard (north side of the gallery). Patch walls as required.	EA	1	\$550.00	\$550.00
D4	ADA Sidewalk Access: Add curb ramps at the linear sidewalk access points from the courtyard.	EA	2	\$1,950.00	\$3,900.00
D5	Courtyard Shading: Provide shade structure for part of the existing courtyard.	EA	1	\$150,000.00	\$150,000.00
				Subtotal	\$163,075.00
				Construction Bonds (3%)	\$4,892.25
				General Conditions (5%)	\$8,153.75
				Construction Fees (Overhead & Profit 15%)	\$24,461.25
				Courtyard Total	\$200,582.25
PARKING & SITE ACCESS					
E1	ADA Curb Ramps: Provide truncated dome detectable warnings for the visually impaired at existing curb ramps.	EA	2	\$450.00	\$900.00
E2	ADA Parking Proximity: Provide two (2) ADA parking spaces and access aisle across from the main drop-off aisle. Provide crosswalk striping.	EA	1	\$6,750.00	\$6,750.00
				Subtotal	\$7,650.00
				Construction Bonds (3%)	\$229.50
				General Conditions (5%)	\$382.50
				Construction Fees (Overhead & Profit 15%)	\$1,147.50
				Parking & Site Access Total	\$9,409.50
TOTAL ALL WORK AREAS					
				Total Budget Estimate	\$355,703.70

