

# LOI Form

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## *LOI*

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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\*

Gulf Coast Jewish Family and Community Services, Inc.

### Project Name\*

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

Icot Building Renovation

### EIN\*

59-1229354

### Incorporation Year\*

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

1974

### Organizational Mission Statement\*

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

Inspired by Jewish values, we protect the vulnerable and help people achieve fulfilling lives by empowering individuals and strengthening families.

### 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](https://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

C8Q3FR2KA2K8

### Annual Operating Budget Size\*

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

\$48,639,274.00

### 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.**

\$2,400,000.00

### 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.

Yes

## 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*

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### 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?

Gulf Coast JFCS has been changing the lives of Floridians since 1960. While inspired by Jewish values, we are a non-religious human services agency whose mission is to protect the vulnerable, empower individuals, and strengthen families.

What distinguishes Gulf Coast JFCS from other human service agencies is our diversity of programming, emphasis on client-centered, trauma-informed care, and decades of positive community impact. Our programs serve people of all ages, faiths, cultures, and identities, and we proudly serve high-need, at-risk, or under-resourced populations.

Gulf Coast JFCS addresses human suffering across a broad spectrum of the population, from infants to seniors. Agency programs include:

- Children and Family Services: connecting children in need with support to ensure stability, safety, and well-being.
- Behavioral Health Services: providing individuals with behavioral and mental health challenges the tools necessary to function well in society.
- Employment Services: assisting unemployed non-custodial parents, residents of South St. Pete, and others across Pinellas with gaining employment skills to find jobs, advance in their careers, and support their families.
- Elder Services: supporting elderly and disabled individuals with services that enable them to live independently, safely, and with dignity.
- Jewish Family Services: providing Holocaust survivors and local Jewish families with essential services that connect them to the Jewish community and improve their lives.
- Refugee Services: ensuring refugees and survivors of torture get the basic services they need to successfully adapt to life in America.

With more than 500 staff, over 230 volunteers, and 16 offices across the state, Gulf Coast JFCS and its 48 programs serve more than 30,000 individuals annually. In Pinellas County, we have 30 programs with 282 employees, which comprise 43.4% of our agency expenditures. We serve over 14,000 unduplicated Pinellas County clients annually.

## 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.

Gulf Coast JFCS services meet the complex needs of Pinellas families, senior citizens, vulnerable children, refugees, and persons needing financial and other assistance when experiencing emergencies or because of behavioral or mental health issues.

- Increased costs for housing and a lack of affordable housing. Pinellas families are cost-burdened – paying more than half their income towards rent and utilities. Per a March 2022 Realtor.com study, in the Tampa-St. Petersburg-Clearwater metro area, year-over-year rent jumped 31.1%. A national housing report found that for Pinellas households earning 50% of AMI or \$41,050 annually, most fair market rentals are out of reach as the income required for a 2 BR unit at FMR is \$53,088. We receive over 50 calls from clients daily seeking affordable housing and rental assistance.
- Inflation is making food and essentials more expensive. The July 2022 consumer price index for the Tampa-St. Petersburg-Clearwater showed inflation of 11.2% over the past 12 months. Over 2,500 families received \$60,000+ of food and grocery gift cards last year.
- Although the unemployment rate is lower, to increase financial stability, our employment programs have assisted over 1,500 clients, 337 in Pinellas.
- Increased social isolation and negative impacts on mental health and well-being mean that more individuals require crisis intervention, mental health services, and other behavioral health supports. The AARP Connect2 Affect mapping tool found that 4 out of 5 Pinellas seniors are at risk of social isolation. Starting in the pandemic, CHATs program volunteers make calls to seniors to reduce their isolation.
- Increased numbers of refugees displaced due to the economic impact of COVID-19 or fleeing persecution and war-torn regions. Gulf Coast JFCS has helped 470 refugees resettle from Afghanistan and Ukraine, 1088 Cuban and Haitian entrants, and resettled another 110 refugees worldwide. A ten-fold increase in refugees served over FY21.

## 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.**

The negative financial impact of COVID-19 on Gulf Coast JFCS totals nearly \$6.1 million dollars and occurred in phases varying from Spring 2020 to the present. A brief summary of these costs is listed below and explained in more detail in the attached supporting documentation.

Costs associated with executing our COVID-19 emergency response total \$115,960. Key elements include COVID-19 tracking and testing, COVID-19 leave, a pivot to remote and alternate work models, restrictions on in-person gathering, and policies requiring the use of masks, personal protective equipment (PPE), and COVID-19 immunization.

Costs of the Pivot to Remote and Hybrid Work and Service Delivery Models \$375,000. In Spring 2020, we pivoted 282 Pinellas employees from providing in-person services to virtual service delivery. This meant increased expenditures on computer hardware, software, software licenses, peripherals, and consulting.

Costs related to excess Staff Turnover \$2,119,699. Starting in 2021, Gulf Coast JFCS began to see an increase in staff resignations. We had 146 resignations in FY2020, 187 in FY2021, and 259 in FY2022. The estimated cost to replace staff is estimated at \$1,566,067. Overtime costs have more than doubled, increasing from \$504,863 in FY2020 to \$1,058,495 in FY2022. An excess cost of \$553,632.

Inflationary Pressure - Increased Wage and Other Costs \$3,434,476. Gulf Coast JFCS has experienced inflationary pressures, especially related to wages which have increased 15% overall when compared to FY2020 and which have strained the program operations and budgets. Salary increases for Pinellas County staff exceed \$1.7 million.

Need for Modifications to the Physical Work Environment \$46,719. Gulf Coast JFCS updated and installed touchless toilets, water faucets, and fountains as part of our COVID-19 response.

COVID-19 and its impacts have us reexamining our aging building's health and safety environment and what type of spaces, supports, and building systems are needed for staff to work safely and effectively. Gulf Coast JFCS implemented changes to our administrative offices in response to the pandemic to improve the immediate health and safety of staff and visitors. However, additional capital improvements have been identified as needed. These projects could not be done due to the physical and financial realities of COVID, as much of our fundraising focus was on meeting the identified client and community needs for assistance.

As we begin to adjust to COVID, preliminary architectural plans have been developed for more advanced improvements. Our intent is to create a new work environment that provides a safe, healthy, and welcoming space for all who work and receive services at the facility.

## 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?

In response to the pandemic, Gulf Coast JFCS implemented changes to our ICOT HQ facility to improve the immediate health and safety of staff and visitors, such as installing no-touch toilets and faucets. Other safety investments have been installed or are in process. However, additional capital improvements have been identified as needed. This project will address the harm from the financial impact of COVID. These capital improvements were delayed as funding and priorities shifted to address client and staff needs during COVID. Fundraising events were postponed or reimagined and focused on meeting emerging client and community needs, especially mental health support and economic aid.

COVID-19 and its impacts have fundamentally changed how we work and the way we provide services to our community. In 2020, we pivoted from in-person to remote and now hybrid work models. Infection control considerations and strategies are embedded in how we interact with each other, our clients, and the community. It also has us reexamining our aging building's health and safety environment and the type of spaces, supports, and building systems needed for staff to work safely and effectively.

The proposed interior and exterior renovation of our Clearwater ICOT HQ facility will allow us to update all building systems, HVAC, electrical, plumbing, and internet/network wiring. These changes will improve ventilation, air filtration, and digital connectivity – all required for a post-covid work environment. We will also change the interior floor plan to create workspaces that will improve accessibility, limit the potential spread of disease, and accommodate the needs of a hybrid workforce. With a hybrid workforce, we have found a need for more drop-in office space to access our secure network/printer systems, spaces for client consultation and family meetings, and larger – partitionable training space. The partitionable training space is also designated as a secondary Pinellas County EOC location (through an MOU) in the event of a declared disaster/hurricane. The exterior renovation will replace exterior surfaces and windows, improve storm hardening of the facility, and add features that reduce potential harm due to terrorism or acts of violence.

We intend to create a new work environment that provides a safe, healthy, and welcoming space for all who work and receive services at the facility. The estimated lifespan of the property improvement is 20-25 years.

## Number Served\*

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

14000

## 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.

N/A

## 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.**

Own

## 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?**

Our ICOT facility houses several vital safety net programs and whose services benefit underserved BIPOC communities, individuals with disabilities, religious minorities, and extremely low and low-income seniors and families. For example,

- Through our Supported Housing program provides rent and utility assistance to 150 individuals struggling with mental health issues and substance abuse recovery on their journey to stability and independence.
- Through our integrated refugee services, we ensure newly arrived refugees and their families—more than 1,600 in FY22—often coming with limited assets or job prospects—get the resources and support they need to become self-sufficient.
- Our Jewish Family Services support economic stability through financial assistance to 152 local Jewish individuals and families. Our Holocaust Survivor program provides monetary and physical aid to 75 elderly survivors in Pinellas County.
- We also ensure that more than 1,200 frail and senior clients can live safely and with dignity in their homes by providing homemaker and financial assistance to cover the often-expensive out-of-pocket costs for nutritional supplements, medication, or home repairs.
- Our Community Assistance and Life Liaisons (CALL) Program, based at our ICOT HQ and in St. Petersburg, provides a therapeutic, wrap-around response to more than 5,000 emergency calls to St. Petersburg Police to reduce police involvement with non-violent, non-criminal calls.
- The William and Sally Israel Food Pantry is another critical resource for our many clients struggling with the realities of food and housing instability.

Racial equity is embedded in our agency’s core values. We offer linguistically and culturally appropriate programming for all our diverse populations. Whether serving low-income or BIPOC families, supporting Holocaust survivors, or welcoming refugees to our community, we must deliver services that consult with and respect individuals.

## *Community Connection*

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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](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/>

14041 Icot Blvd. Clearwater, FL 33760

### QCT Determination - Headquarters\*

Is this organization headquartered in a QCT?

Yes

### Project Location\*

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

14041 Icot Blvd. Clearwater, FL 33760

### QCT Determination - Project\*

Is this organization's project in a QCT?

Yes

### 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.

In addition to our ICOT office in a QCT, Gulf Coast JFCS has ten school sites and three other service locations in Pinellas County. Two of these locations are also in QCT areas. The Noncustodial Parent Employment Program (NCPEP) is co-located at CareerSource Pinellas, 3420 8th Avenue South, St. Petersburg, located in a QCT area. Our Violence Prevention program (VPP) serves John Hopkins Middle School, 701 16th St. S. in St. Petersburg, is located in and assists students who live in a QCT.

### QCT Determination - Clients\*

Does this organization's project benefit residents of QCTs?

Yes

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.

Because Gulf Coast JFCS serves a racially, culturally, and economically diverse region, we encounter individuals and families with varying levels of need. Our client population reflects our diverse region, with 58% white, 28% Black, 10% Latinx, and 4% identifying as more than one race. 10% identify as LGBTQ+. 2% identify as neurodiverse/ having a disability. Similarly, so do our program leaders, front line managers, and staff.

- Leaders of Leaders are 15% Black, 23% Hispanic/Latinx, 8% of Two or More Races, and 54% White. 77% identify as female and 23% as male.
- Front Line Managers are 6% Black, 21% Hispanic/Latinx, 3% of Two or more races, and 70% as White. 88% identify as female and 12% as male.
- Individual Contributors are 16% Black, 23% Hispanic/Latinx, 4% Asian, 3% of Two or more races,

Gulf Coast JFCS participates in the Tampa Bay Equity Incubator to be more equitable and authentic in how we represent, communicate, and deliver our services in the community.

Further, Gulf Coast JFCS has built strong relationships with various public and private partners, leveraging expertise and sharing resources to serve our clients and the broader community better. Through our child welfare, behavioral health, and refugee programs, Gulf Coast JFCS has developed a diverse and robust network of community providers in all service domains. In general, our service network includes:

- Health service providers, like Healthy Start Coalition, St. Petersburg Free Clinic, Community Health Centers of Pinellas, Gracepoint, and DACCO;
- Domestic violence providers, like CASA and the Suncoast Center
- Housing authorities, individual landlords, and partners like Habitat for Humanity;
- Employment and disability providers, such as CareerSource;
- Refugee resettlement agencies, mutual aid and ethnic-focused organizations, and numerous social service providers, including Early Learning Coalitions and Councils;
- Religious and faith-based organizations, like Temple Beth-El, Unitarian Universalist of St. Petersburg and Clearwater, St. Mary's Church, and Northside Baptist Church;
- Legal aid and legal service providers, like L. David Shear Children's Law Center of Bay Area Legal Services, Inc. and Gulf Coast Legal Aid;
- Pinellas County Public Schools and numerous colleges and universities, such as USF, Stetson, Eckerd College, and Keiser; and
- Advocacy organizations, like the InterCultural Advocacy Institute.

## 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

BIPOC

### 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+

### 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+

## Cost Difference

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### Estimated Total Project Cost\*

Please specify the total cost of this capital project.

**Example:** ABC Childcare is seeking funding for a new playground. ABC Childcare is asking PCF to fund \$20,000 for certain equipment, and will seek other funding and donations for the remaining \$150,000 of the playground, for a total project cost of \$170,000. ABC Childcare would put \$170,000 below.

\$4,800,000.00

### Cost Difference\*

How does your organization plan to cover the cost of this project beyond the amount requested in this LOI? Please also specify if your organization can carry out the potential ARPA-funded portion of this project without other funding being secured.

Gulf Coast JFCS is seeking \$2,400,000 of ARPA funding to renovate the interior and exterior of its ICOT HQ facility. Gulf Coast JFCS cannot carry out the potential ARPA-funded portion of this project without other funding being secured. Our agency has a solid financial position and could secure a loan or mortgage, if necessary, to complete the estimated \$4,800,000 renovation. Gulf Coast JFCS has a \$2 M line of credit available to support this gap.

However, Gulf Coast JFCS plans to raise the remaining balance of \$2,400,000 by conducting a capital campaign. A \$3,000,000 million capital campaign will raise the additional funds necessary to complete the building renovation and any unanticipated costs that may arise. Susan Farley, our Vice President of Outreach and Development, will oversee the campaign and provide direction to her development team, our leadership team, agency staff, and the board of directors in this effort. Due to COVID and to bolster fundraising capacity, in FY23, a new FT position was added to the development team, with Beth Cline joining the team as our Annual Campaign Director. In FY22, a recent FT grant writer position was added. This additional capacity will bolster our ability to successfully implement the proposed capital campaign while still meeting the funding needs of our existing programs.

Gulf Coast JFCS has successfully demonstrated its capacity to raise funds to support our programs and initiatives. The agency has a loyal and committed individual donor base; in FY 2022, we raised \$1,256,446 in individual, corporate, and other monetary donations. We also secured more than \$977,000 in grant funding.

Gulf Coast JFCS is confident in our ability to raise the \$2,400,000 complete the proposed renovation of our ICOT HQ facility.

## *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.**

Gulf Coast JFCS proposes a renovation project with an estimated cost of \$ 4,800,000. Our ICOT HQ facility directly supports more than 14,000 Pinellas clients, many of whom receive services on this site, such as the food pantry or the refugee program, which regularly conducts new client intakes. In all, more than 30 Pinellas direct service programs are housed at this location.

A breakdown of significant cost categories is listed below.

- WJA Construction Documents Completion: \$125,389
  - Task 1 Design Development \$40,472
  - Task 2 Construction Documents \$61,517
- WJA Permitting/Bidding Assistance: \$3,238
  - The City of Largo Building Permit and other filing costs are included in the construction cost estimate.

- WJA Construction Administration \$26,883
  - Task 4 Construction Administration \$24,283
  - Reimbursable Items \$3,500
- Construction Estimate \$3,530,000
  - o Due to covid and market escalation in the last year from the original estimate and some added scope for exterior improvements, the current estimated cost per SF is in the \$130-135 / SF range. 26,148 SF @ \$135 = \$3,529,980
  - o Contingency costs included in the Construction Estimate
    - Recommended Contingency = 10% at DD Phase starts (Task 1), 8% at CD Phase start (Task 2), 5% during CA Phase start (Task 4)
  - o Project management and oversight
    - General Conditions for the General Contractor are included in the lump sum budget estimate.
- Rent temporary office space for essential agency functions for \$250,000
  - o Execute a 6-month lease for 10,000-12,000 sq ft office space, estimated @ \$30,000-\$40,000 per month. Only essential staff will work on-site; the majority of ICOT employees will work remotely during the active construction phase. No capital expenditures will be required or used to support remote work during this project.
  - o Coordinate move-in/move-out of space
- Install updated Security System for \$80,000
- Updated furnishings for \$700,000
- New landscaping for \$80,000

Approximately \$31,373 has been set aside for any other unplanned or unanticipated costs.

## 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.

Gulf Coast JFCS contracted with Wannemacher Jensen Architects (WJA) in 2021 to create schematic and project designs as part of a plan to renovate our ICOT HQ facility. The schematic and project designs have been developed and approved. We plan to authorize WJA to create the construction documents. Our Board and leadership team have and continue to develop plans to raise the needed funding. If awarded, this ARPA large capital funding opportunity will allow us to accelerate our strategy to renovate our ICOT HQ facility.

Newly updated cost estimates have been provided by WJA for this project in consideration of increased prices and recognizing that supply chain issues may have changed our earlier cost and completion estimates. Gulf Coast JFCS will contract with WJA to assist with construction administration. Construction administration will include finalizing design development, creating construction documents, bidding and permitting assistance, furnishing selections, and overseeing the project's construction phase.

Elke Cumming, our Vice President of Programs & Administration, will lead a project team comprised of Gulf Coast JFCS - Safety Director, Chief Financial Officer, a Grant Accountant, and representatives from WJA and the General Contractor. Meetings will be conducted regularly, often weekly, depending on the project phase, with leaders for various subcontractors participating as needed. The building and inspection officials will be invited to attend meetings.

Upon execution of the award, Gulf Coast JFCS and WJA are prepared to conduct a sealed, competitive bid process to select a General Contractor and be ready to start construction in Spring 2023 with a project completion date in early 2024.

### 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.

Gulf Coast JFCS has not applied for other funding for this project. Gulf Coast JFCS will implement a capital campaign to raise the balance of the required funds to complete this project. Informal conversations with significant donors are planned. In conjunction with the capital campaign launch, we anticipate the announcement of several considerable donor commitments as part of the kick-off event.

In Spring 2022, we did not apply for CDBG funds. We had planned to launch the capital campaign in Spring 2023 to fund our building renovation; the initial timeline would have us start renovation in late 2023 or early 2024. Construction would take place over several years. We would have applied for CDBG monies in Spring 2023 to support smaller building projects starting in late 2023 and 2024 as part of our overall construction plans, such as replacing exterior windows or specific system upgrades like electrical. CDBG grants are smaller project amounts and are usually completed within a year.

However, this ARPA funding will allow our organization to expedite the timeline for our building renovation, completing the active construction phase in six months rather than employing a piecemeal approach over a more extended period. It will also cause less disruption for program staff and client services as the project will be completed more quickly.



## 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.

As this is the renovation of an existing building, we have already built into our budgets operating costs - utilities, maintenance, etc. We anticipate slightly lower operational costs due to installing energy-efficient features – updated windows, appliances, and building systems. Plus, due to storm hardening of the exterior, we anticipate fewer future storm-related clean-up costs or damage.

## 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.

Gulf Coast JFCS has the experience and infrastructure necessary to administer and manage the proposed ICOT building renovation. We manage funds from more than 40 sources, including the state of Florida, the federal government, and private foundations, each with specific compliance and reporting requirements. The agency has been a responsible steward of private and public dollars for over 60 years and is well prepared to steward this funding and ensure compliance.

Gulf Coast JFCS has never filed for bankruptcy and has enjoyed clean audit opinions for the last seven years. The ratio of current assets to current liabilities is a strong 2.63. The agency maintains 75 days of cash and investments for operating capacity—a strong cash flow position—and its balance sheet for the Fiscal Year ended June 30, 2022, per unaudited financial statements, notes over \$19M in assets. Gulf Coast JFCS maintains a \$2M line of credit for emergency use, though the agency never had to access these funds.

## *Additional Information*

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### 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.**

Gulf Coast JFCS Supplemental Attachment Large Project LOI.pdf



## Anything else to share?

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

The attached supplemental information provides a detailed explanation of how the costs of the negative financial impact were calculated. We have also included the proposal from Wannemaker Jensen Architects (WJA) that outlines the scope of work and services they will provide for the construction management of the proposed project.

Thank you for the opportunity to submit a letter of intent for our project to be considered for this funding.

## File Attachment Summary

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### *Applicant File Uploads*

- Gulf Coast JFCS Supplemental Attachment Large Project LOI.pdf

2022



# Supplemental Attachment

GULF COAST JEWISH FAMILY AND COMMUNITY SERVICES

TESS BENHAM

## Contents

### Detailed Explanation of Negative Financial Impact

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### Wannemaker Jensen Architects (WJA) Proposal

Gulf Coast JFCS services meet the complex needs of Pinellas families, senior citizens, vulnerable children, refugees, and persons needing financial and other assistance when experiencing emergencies or because of behavioral or mental health issues.

With more than 500 staff, over 230 volunteers, and 16 offices across the state, Gulf Coast JFCS and its 48 programs serve more than 30,000 individuals annually. In Pinellas County, we have 30 programs with 282 employees, which comprise 43.4% of our agency expenditures. We serve over 14,000 unduplicated Pinellas County clients annually.

Throughout COVID-19, our programs remained operational, serving the needs of clients and the community. Across all programs, we saw an increased need and demand for services to support individuals and their families. However, COVID-19 has impacted every facet of our organization and fundamentally changed how we work and how we provide services to our community.

Due to COVID, we had to adjust and re-prioritize to meet the challenges of this changing landscape. The negative estimated financial impact of COVID-19 for Gulf Coast JFCS is **\$6,091,854**. These impacts occurred in phases varying from Spring 2020 to the present. Further, the impacts described below varied across the agency by program type and service delivery model.

We have summarized these costs below with a detailed explanation of how we calculated each cost. Please note that these costs represent those easiest to document and capture; it is not a complete picture as some costs are difficult to calculate.

Gulf Coast JFCS, the Negative Financial Impact is nearly **\$6.1 million.**

**COSTS ASSOCIATED WITH EXECUTING OUR COVID-19 EMERGENCY RESPONSE: \$ 115,960**

Throughout the COVID -19 pandemic, our HR team, led by Lloyd DeFrance, our Chief Human Resource Officer, and assisted by our agency department heads, program supervisors, and leadership, has executed our robust emergency response, which continues to the present.

Key elements include COVID-19 tracking and testing, COVID-19 leave, a pivot to remote and alternate work models, restrictions on in-person gathering, and policies requiring the use of masks, personal protective equipment (PPE), and COVID-19 immunization.

- Costs of Human Resources Staff Time \$38,000

- Costs of PTO Incentive \$26,252
- Infection Control Supplies \$51,708

**COSTS OF THE PIVOT TO REMOTE AND HYBRID WORK AND SERVICE DELIVERY MODELS: \$375,000**

In Spring 2020, we pivoted from providing in-person services to virtual service delivery. This pivot required increased capital expenditures as we purchased new computer equipment and work productivity software licenses, kept older and obsolete equipment in service past its recommended life, and increased IT infrastructure to support a virtual work environment for more than 500 employees. Below is a list of the major cost expenditures.

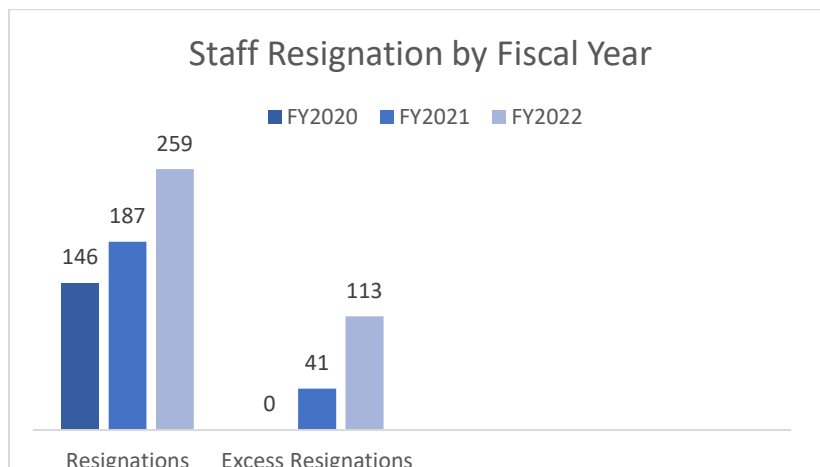
- Consulting - implement Microsoft Teams \$ 3,250
- Computer Hardware \$ 292,890
- Software Licenses \$ 45,640
- Peripherals (monitors, webcams, etc) \$ 22,114
- Software \$ 11,106

Today, Gulf Coast JFCS utilizes a hybrid service model; however, much of our workforce continues to work remotely, in the field, and from home.

**COSTS RELATED TO EXCESS STAFF TURNOVER \$2,119,699.**

Starting in 2021, Gulf Coast JFCS began to see an increase in staff resignations. We had 146 resignations in FY2020, 187 in FY2021, and 259 in FY2022. Turnover varied by program, with those programs requiring 24/7 operations, in-person services, or on-call requirements, such as our crisis response teams and residential facilities, experiencing the most turnover.

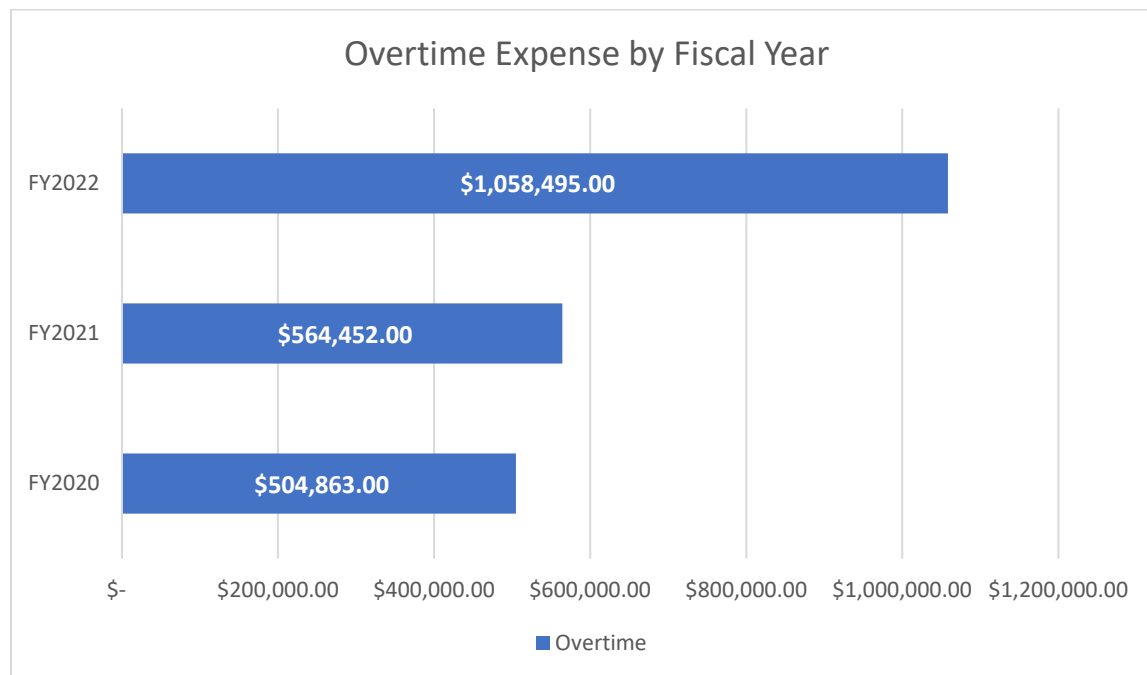
The below chart shows the trend in staff resignation from FY2020 to FY2022.



The excess staff turnover due to COVID-19 was estimated at 113 positions. The costs of replacing staff have been documented in several research studies. These studies estimate it costs approximately 30% of the position salary as the replacement cost. Gulf Coast JFCS estimated the average salary costs in FY2020 were \$19.19 per hour and FY2022 at \$22.21 per hour.

To calculate the cost of replacing staff, we multiplied the number of excess resignations, 113 x estimated replacement costs, (*average FY22 salary x 30% = \$13,859*) to determine the total cost of staff turnover of **\$1, 566,067**.

Another cost of COVID-19 turnover is staff overtime. As a direct care provider, many staff voluntarily worked overtime to ensure that clients' needs were met and that staffing ratios and staff coverage were maintained. The below chart shows how overtime expense has more than doubled, increasing from \$504,863 in FY2020 to \$1,058,495 in FY2022. The excess cost of overtime is **\$553,632**.



### **Inflationary Pressure - Increased Wage and Other Costs: \$3,434,430**

Gulf Coast JFCS has experienced inflationary pressures, especially related to wages which have increased 15% overall when compared to FY2020 and which have strained the program operations and budgets. For example, wages for our 25 homemaker positions increased more than 50%, from \$10 per hour in 2019 to \$15 per hour in 2022. Our more than 60+ case manager position salaries increased on average by \$3,691 or 9.7%. Other expenses include increased costs for staff non-conference travel reimbursement and contractual wages. Some programs have and

continue to operate at a loss as existing revenue streams have not fully adjusted to support the increased payroll costs.

	<b>Jul-20</b>	<b>Aug-22</b>	<b>Increase d Cost per employe e</b>	<b>Head count</b>	<b>Head count</b>	<b>Agency Inflationary Wage Costs</b>	<b>Pinellas Inflationary Wage Costs</b>
<b>Annual</b>	\$39,915	\$46,205	\$ 6,290	546	282	<b>\$3,434,340</b>	<b>\$1,773,780</b>
<b>Hourly</b>	\$19.19	\$22.21	\$3.02				

\* Salary and wage information exclude leadership team salary information

### **Need for Modifications to the Physical Work Environment: \$46,719**

COVID-19 and its impacts have us reexamining our aging building’s health and safety environment and what type of spaces, supports, and building systems are needed for staff to work safely and effectively.

Gulf Coast JFCS implemented changes to our Pinellas administrative office in response to the pandemic to improve the immediate health and safety of staff and visitors. We installed touchless plumbing fixtures, and upgrading toilets, faucets, and drinking fountains. These plumbing upgrades totaled **\$46,719**.

Other safety improvements were also made to our building. These include:

- New fire panel \$ 50,000
- Replace Exterior Front Sliding Door \$ 40,460
- Fencing \$ 17,227
- ICOT Parking Lot Paving \$112,710
- ICOT Exterior Signage \$ 6,850

### **Additional Capital Improvements Needed**

However, additional capital improvements have been identified as needed. These projects could not be done due to the physical and financial realities of COVID, as much of our fundraising focus was on meeting the identified client and community needs for assistance.

Preliminary architectural plans have been developed for more advanced improvements. Our architects estimate our ICOT headquarters renovation to meet today’s needs is \$4.8 million.

#### **INVESTED TO DATE**

- Architectural Phase 1 - Schematic \$32,378



## Gulf Coast JFCS Supplemental Attachment

- Architectural Phase 2 - Design Development \$40,472
- As Built Drawings - Mechanicals and Elevation \$ 5,190

### ESTIMATED COSTS

A breakdown of significant cost categories is listed below.

- WJA Construction Documents Completion: \$125,389
  - Task 1 Design Development \$40,472
  - Task 2 Construction Documents \$61,517
- WJA Permitting/Bidding Assistance: \$3,238
  - The City of Largo Building Permit and other filing costs are included in the construction cost estimate.
- WJA Construction Administration \$26,883
  - Task 4 Construction Administration \$24,283
  - Reimbursable Items \$3,500
- Construction Estimate \$3,530,000
  - o Due to covid and market escalation in the last year from the original estimate and some added scope for exterior improvements, the current estimated cost per SF is in the \$130-135 / SF range. 26,148 SF @ \$135 = \$3,529,980
  - o Contingency costs included in the Construction Estimate
    - Recommended Contingency = 10% at DD Phase starts (Task 1), 8% at CD Phase start (Task 2), 5% during CA Phase start (Task 4)
  - o Project management and oversight
    - General Conditions for the General Contractor are included in the lump sum budget estimate.
- Rent temporary office space for essential agency functions for \$250,000
  - o Execute a 6-month lease for 10,000-12,000 sq ft office space, estimated @ \$30,000-\$40,000 per month. Only essential staff will work on-site; most ICOT employees will work remotely during the active construction phase. No capital expenditures will be required or used to support remote work during this project.
  - o Coordinate move-in/move-out of space

## Gulf Coast JFCS Supplemental Attachment

- Install updated Security System for \$80,000
- Updated furnishings for \$700,000
- New landscaping for \$80,000

Approximately \$31,373 has been set aside for any other unplanned or unanticipated costs. Our intent is to create a new work environment that provides a safe, healthy, and welcoming space for all who work and receive services at the facility.



Gulf Coast JFCS (Client)  
Elke Cumming  
Vice President of Programs & Administration  
727-479-1800  
Elke.Cumming@gcjfcs.org  
<https://gcjfcs.org>

January 20, 2022

Ref: Architectural and Engineering Design Services Proposal for GCJFCS Icot Renovation

Dear Elke,

Wannemacher Jensen Architects, Inc. (WJA) is pleased to submit this proposal to provide Services for GCJFCS Icot Renovation. This proposal is based upon the following assumptions.

#### **Project Description/Information**

**Location:**

14041 Icot Blvd, Clearwater, FL 33760

**Project information, Program and Physical Characteristics:**

Renovation of 26,148 square foot Icot Building

Interior renovation to include:

- demolition of interior walls/flooring/ceiling/electrical/doors/etc.
- new interior walls
- new interior windows/storefront systems
- new flooring finishes
- new ceiling finishes
- new paint
- new lighting fixtures/electrical work
- new hvac
- plumbing for new fixtures/appliances

This proposal/agreement is a continuation of the Schematic Design by WJA under a separate proposal/agreement.

### Scope of Basic Services

The Basic Services below consist of the usual and customary Design Development, Construction Documents, Permitting/Bidding, and Construction Administration for architectural, mechanical, electrical, and plumbing engineering services. Services not set forth in the Scope of Basic Services are considered Supplemental Services.

#### **Task 1: Design Development**

Based upon the Client's approval of the Schematic Design Documents, the Architect will prepare Design Development Documents for review and approval. The Design Development Documents will consist of items necessary to illustrate and describe the development of the schematic design, including building plans, sections, elevations and diagrammatic layouts of building systems necessary to convey the character of the project.

The Architect will:

1. Meet and coordinate systems with engineering design consultants.
2. Prepare developed plans, sections, elevations, typical construction details, and diagrammatical layouts of building systems.
3. Coordinate and attend up to two progress meeting(s).
4. Outline specifications that identify the major materials and systems.
5. Submit Design Development Documents for Owner's approval.

#### **Task 2: Construction Documents**

Based upon the Client's approval of the Design Development Documents, the Architect will prepare Construction Documents for review and approval. The Construction Documents will illustrate and describe the further development of the approved Design Development Drawings and will consist of detailed Drawings and Specifications that describe requirements for the construction of the work. The Construction Documents will be used for the purpose of bidding, permitting, and construction.

The Architect will:

1. Meet and coordinate systems with engineering design consultants.
2. Coordinate and attend one progress meeting.
3. Prepare a set of Construction Documents including detailed design plans, detailed building system plans, specifications identifying materials, systems and their respective standard of quality.

#### **Task 3: Assistance with Permitting/Bidding**

Following the Client's approval of the Permit Documents, the Architect will assist the Client/Contractor with permitting and obtaining bids from subcontractors.

The Architect will:

1. Provide Signed and Sealed document sets for the building permit
2. Modify documents as required in response to Permit Review comments
3. Assist the Client/Contractor with preparation and distribution of bid documents.
4. Respond to questions and provide clarifications and interpretations of the Construction Documents to Client/Contractor and prospective subcontractors.

**Task 4: Construction Administration**

The Architect will provide construction oversight to ensure the project is built according to the Construction Documents. The Architect will assist the Contractor when conflicts or clarifications are needed. The Architect and Engineers will make periodic site visits to observe construction and follow the progress.

The Architect will:

1. Review Contractor's pay applications.
2. Attend up to six (6) meetings/site visits at the project site.
  - a. one meeting per month for a total of six months.
3. Review of and respond to the contractor's submittals and shop drawings.
4. Provide telephone and email correspondence as necessary.
5. Respond to the contractor's questions and need for clarifications.
6. Attend the Substantial Completion walk-through.
7. Attend the Final Completion Walk-Through.
8. Review and respond to the Contractor's prepared as-built drawings.

Construction Administration assumes a single-phase of construction lasting 6 months or less.

**Supplemental Services**

**Task 5: Furniture Selection Assistance**

Our scope of services will include furniture selection assistance.

We will:

1. Attend meetings with the Client to assess new furniture needs.
2. Survey selected existing building furniture and equipment if required.
3. Prepare furniture plans and drawings to assist with placement & installation.
4. Provide assistance with new furniture selection and furniture specifications. It is anticipated that a single vendor will be used.
5. Provide on-site assistance during move-in.

**Proposed Fees:**

The following is a summary of the total fees for all services listed above.

<b>Task</b>	<b>Basic Services (Remaining Design through Construction)</b>	<b>Total Fee</b>
Task 1	Design Development	\$40,472
Task 2	Construction Documents	\$61,517
Task 3	Assistance with Permitting/Bidding	\$3,238
Task 4	Construction Administration	\$24,283
	<b>Sub-Total</b>	<b>\$129,510</b>
<b>Task</b>	<b>Supplemental Services</b>	<b>Total Fee</b>
Task 5	Furniture Selection Assistance	\$26,000
	<b>Sub-Total</b>	<b>\$26,000</b>
	Estimated Reimbursable Expenses	\$3,500
	<b>Total</b>	<b>\$159,010</b>

**Reimbursable Expenses**

Reimbursable expenses are in addition to compensation for Basic and Supplemental, and Additional Services and include expenses incurred by the design team directly related to the Project. Compensation for reimbursable expenses shall be the cost of expenses incurred plus 10%. Reimbursable expenses include but are not limited to:

1. Printing and Plotting costs incurred by the A/E Design Team for review, team distribution, and Bid & Permit Documents.
2. Courier, Mail and Delivery.
3. Transportation and travel
  - a. Mileage at \$0.575 per mile.
4. Presentation materials
5. Owner requested insurance in excess of that normally carried by the Architect or Architect's Consultants
6. Other similar Project-related expenditures

**The Following Services Are Not Included Within This Fee:**

- Fire Protection and Fire Alarm Design (Assumed to be provided by contractor's subcontractor)
- Application fees and fees paid to secure approval from authorities with jurisdiction over the Project
- Soils Investigations/Reports
- Surveys -Topographic/Boundary/Vegetation/Improvements/Utilities
- Civil Engineering, Landscape Architecture & Irrigation Design
- Asbestos Consultation/Surveys
- Environmental Assessments
- Traffic Analysis
- Existing Site Utility Infrastructure Improvements
- Site Lighting Design

- Specialty Consultants: Data/Telephone Communications; Cost/Scheduling; Electronic/Audio Visual; Elevator; Food Service; Hazardous Material; Hospital/Laboratory; Indoor Air Quality; Quality Control; Theater/Acoustical; Security
- Life Cycle Cost and/or Energy (FLEET) Analysis
- LEED Consultation
- Graphic and Signage Design
- Detailed Cost Estimates
- Value Analysis or Value Engineering after 50% Construction Documents
- Documents Prepared for: Alternate Bids Requested by Owner, Change Orders, Multiple Construction Contracts, Record Documents/As-Builts
- Prolonged Construction Contract Administration Services
- Construction Phasing or Multiple Bid Submissions
- Threshold Inspections
- Project Representation During Construction Beyond "periodic inspection"
- Additional Construction Contract Administration Services for Multiple Contracts
- Building Commissioning and Training Services
- Post Occupancy Inspections/ Evaluations
- Models/Videos
- Changes to Scope, Size or Complexity
- Revisions to Previously Approved Documents

Thanks for the opportunity to propose services for your project. Your signature below will indicate your approval of the Scope of Services, Proposed Fees, and General Stipulations. Please sign, date, and return one copy of this letter to our office. Please call if you have any questions or comments.

Sincerely,  
Wannemacher Jensen Architects, Inc.



Jason Jensen, AIA, LEED AP, Principal

Approved:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## General Stipulations

### Additional Services Compensation

Additional work outside of the scope stated herein will be billed at hourly rates below or negotiated as a lump sum at the time of the request.

1. If the size of the project is increased by the owner, then an additional A/E fee shall be applied for the increased amount.
2. Construction Administration exceeding the limits identified in the Scope of Work.
3. Additional Services of the Architect's consultants shall be the amount invoiced to the Architect plus 15%.

### Hourly Rate Schedule

Principals	\$265.00
Architect, Engineer or Designer, Cost Estimator	\$165.00
Registered Interior Designer	\$150.00
Associate Architect	\$140.00
Administrative	\$90.00

### Payment Provisions

1. Invoices will be prepared monthly and reflect progress to date. (15 days net).
2. Amounts unpaid 60 days from the invoice date are subject to 1.5% interest - 18% annually.
3. In the event of late payment, WJA may stop work on the project until payment is received. WJA shall not be responsible for any schedule delays due to a stop of work due to late payment.

### Proposal Provisions

1. This fee proposal is valid for 90 days. If not accepted by Client within 90 days of the proposal date, fees and hourly rates may need to be adjusted.
2. If the project is put on hold for more than 6 months, WJA reserves the right to revise its fee for remaining services or request additional services for expenses incurred in the interruption and resumption of the Architect's services.

### Owner's Responsibility

1. Unless identified and included in the Scope of Work and Proposed Fees, the Owner is responsible for providing all project information and restrictions including written program requirements, surveys, utilities, geotechnical evaluations, flood elevation certificates, easements, deed restriction, local ordinances, legal issues, etc. that need to be considered for the design of the project. Program requirements shall include space requirements and relationships, special equipment, systems, and other objectives and requirements.
2. Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the progress and schedule of the Architect's services.
3. Owner shall provide the Architect and its Consultants access to the Project site as reasonably required.

### Copyright

The Architect and its Consultants shall be deemed the authors and owners of their respective drawings, specifications, renderings, and other documents and shall retain all common law, statutory, and other rights, including copyrights.



**Promotional Materials**

The Architect shall have the right to include photographic or design representations of the project as promotional and professional materials. Reasonable access to the completed project shall be given to the Architect and its consultants. Information and materials identified by the Owner in writing as confidential or proprietary shall not be included in the promotional materials. The Owner shall provide professional credit for the Architect in the Owner's promotional materials and in all news related releases referring to the Project.

**Limitation of Liability:**

In recognition of the relative risks, rewards and benefits of the project to Wannemacher Jensen Architects, Inc. and their consultants, the risks have been allocated such that Client agrees that, to the fullest extent permitted by law, Wannemacher Jensen Architects, Inc. total liability to Client for any and all injuries, claims, losses, expenses, damages, or claim expenses arising out of this agreement from cause shall not exceed the said fees for the individual project. Such causes include Wannemacher Jensen Architects, Inc. negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

**Pursuant to Florida State Statute 558.0035, an individual employee or agent of the Design Professional may not be held individually liable for negligence.**