

## ITN COVER PAGE

City of  
**Gainesville**

Procurement Division

(352) 334-5021 (main)

Issue Date: May 15, 2023

INVITATION TO NEGOTIATE: GCRA-230050-GD

**Historic Consulting Services for the Fifth Avenue/Pleasant Street Historic Heritage Trail**PRE-PROPOSAL MEETING: ☒ Non-Mandatory ☐ Mandatory ☐ N/A ☐ Includes Site Visit

DATE: May 23, 2023; 3:30PM EDT

LOCATION: ZOOM – All Zoom meeting access information is included on Exhibit D

QUESTION SUBMITTAL DUE DATE: May 31, 2023, 3:00pm EDT

DUE DATE FOR UPLOADING PROPOSAL: June 16, 2023, 3:00pm

SUMMARY OF SCOPE OF WORK: The Gainesville Community Reinvestment Area (GCRA), a City of Gainesville Department, is requesting proposals from Historic Consultants who will assist the GCRA in completing the Fifth Avenue Pleasant Street / Heritage Trail project with accuracy and authenticity by providing their expertise, support and recommendations.

For questions relating to this solicitation, contact: Gayle Dykeman, Procurement Specialist 3, [dykemangb@gainesvillefl.gov](mailto:dykemangb@gainesvillefl.gov)

Respondent is not in arrears to City upon any debt, fee, tax or contract: ☒ Respondent is NOT in arrears ☐ Respondent IS in arrears

Respondent is not a defaulter, as surety or otherwise, upon any obligation to City: ☒ Respondent is NOT in default

☐ Respondent IS in default

Bidders who receive this bid from sources other than City of Gainesville Procurement Division or DemandStar.com MUST contact the Procurement Division prior to the due date to ensure any addenda are received in order to submit a responsible and responsive offer. Uploading an incomplete document may deem the offer non-responsive, causing rejection.

ADDENDA ACKNOWLEDGMENT: Prior to submitting this offer, I have verified that all addenda issued to date are considered as part of my offer - Addenda received (list all) # \_\_\_\_\_

Legal Name of Respondent's Company: Dix Holdings, LLCDBA: Archival and Historical Research AssociatesAuthorized Representative Name/Title: Anthony E. Dixon/PresidentE-mail Address: dixholdingsllc@gmail.com

FEIN: \_\_\_\_\_

Street Address: 806 Herman Avenue Orlando, FL. 32803

Mailing Address (if different): \_\_\_\_\_

Telephone: ( 850 ) 443-9151

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

By signing this form, I acknowledge I have read and understand, and my firm complies with all General Conditions and requirements set forth herein; and,

☒ Proposal is in full compliance with the Specifications.

☐ Proposal is in full compliance with the Specifications except as specifically stated and attached hereto.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: Anthony E. Dixon, P.H.D.SIGNER'S PRINTED NAME: Anthony E. Dixon DATE: 6/13/2023

# Qualifications

## Statement of Qualifications

Archival and Historical Research Associates, (AHRA, hereafter) understands that this project will include consultancy that provides directions and direct professional input concerning the creation of a heritage trail. A heritage trail's effectiveness lies in its ability to research historical information, include the voice of the community in which it affects (primarily through oral histories and direct input), and present that information in manners in which the entire community can receive/understand.

In order to achieve the goal of creating a heritage trail, AHRA begins with a review and synthesis of the historical information in the process of providing the most pertinent and accurate information. For example, this includes ensuring that historical documents coincide with oral histories for accuracy and human accountability. The ability to take this pertinent information and transform it into public use through the narratives used in signage is a key aspect to the work involved.

The involvement of the community will be a pertinent aspect to the work in creating this trail. Therefore constant contact will be kept between AHRA, the community stakeholders, and the city of Gainesville. Utilizing Associates that reside in Gainesville that have experience with the researching of and work involved with the community, AHRA is able to effectively work with the City of Gainesville in a timely and efficient manner. Utilizing local contractors to assist with conducting other duties such as videotaping and printing materials for workshops, meetings, etc., will provide economic opportunities to the community as well. AHRA, throughout its inception, has consistently worked with a diverse perception that will benefit the community through information as well as economic empowerment.

## Project Members

### Project Director/Lead Researcher

Anthony E. Dixon, Ph.D.

As the Project Director/Lead Researcher, Dr. Dixon will take the management responsibility of ensuring information accuracy as well as proficient project management. He has over 20 years of public history experience which includes specific experience in relation to the work necessary to create a historical trail. He has served as both the Field Director and Assistant Director of the

Florida African American Heritage Preservation Network which is a conglomerate of over 35 African American museums, libraries and historical sites.

Dr. Dixon is a native of Fort Valley, Georgia. In 1994, he received his B.S. in History with a minor in African American Studies from Florida A&M University. In 2001, he received his M.A.S.S. (Masters of Applied Social Science) from Florida A&M University with a concentration in History. In 2001, he received a doctoral fellowship from Indiana University's History Department where he majored in the African Diaspora. His studies included African American History, and African History, with a minor in Library Science (specifically Special Collections and Archives).

In 2006, he became a Visiting Professor at Florida A & M University as well as the head Archivist and Historian for the John G. Riley Museum. In the following year (2007), he completed his dissertation entitled "Black Seminole Involvement and Leadership during the Second Seminole War, 1835-1842", and received a Ph.D. in History from Indiana University. Also in 2007, Dr. Dixon became one of the inaugural commissioners for the Gullah Geechee Heritage Corridor, the only National heritage area dedicated to African Americans. Since 2007 he has served as an Adjunct Professor for Florida A&M University, various museum positions (Archivist, Historian, and Curator) as well as an Assistant Professor and University Archivist for Bethune Cookman University. In 2019, he received a Masters degree in Information Science from Florida State University. Currently, he is the President of Archival and Historical Research Associates, a firm dedicated to archives/special collection development and historical research for African American museums and libraries as well as HBCUs. Please see Appendix A for his full curriculum vitae.

Research Associate/Community Coordinator  
Nathaniel Courtney, Sr., M.A.S.S., MS.Ed.

Nathaniel S. Courtney, Jr., is an educator artist and community organizer, educator, entrepreneur, and coach from Gainesville, Florida. He is a co-founder and the Executive Director of Nathan Ross, Inc., a community non-profit organization whose mission is to promote and preserve the rich legacy and heritage of African American history and culture through the arts, education, and entertainment. Mr. Courtney received his B.S. and Master's of Applied Social Sciences in history from Florida A&M University and his MS.Ed. from Long Island University-Brooklyn. Mr. Courtney has been in education nearly fifteen years. He currently works and resides in Gainesville, FL.

Please see Appendix A for his full curriculum vitae.

## Research Associate and Workshop and Intern Coordinator

Shardé Goodloe, M.A.S.S.

Sharde Goodloe is a long-time educator and the current Director of Community Engagement at Nathan Ross, Inc., a community non-profit organization whose mission is to promote and preserve the rich heritage of African American history and culture through the arts and community events. Her work includes involvement in education and public history. Specifically, Ms. Goodloe has been an instructor of African American History for almost a decade and has also taught in K-12 schools for the last 5 years. Also, she has worked in museums dedicated to African American history through archival and exhibition projects.

See Appendix A for her full curriculum vitae/resume.

## Internship Opportunities (4)

It is the expectation that Ms. Goodloe will involve students in a small capacity during various phases of this project. Specifically, students will assist in the duties needed to carry out effective community workshops such as assisting the disabled elderly participants, passing out programs, etc.) This in turn will provide an immeasurable effect on the students as they begin to understand the need for community work/service. It is also the expectation that it instills a sense of responsibility in becoming an effective community advocate or leader.

## AHRA Overview

Archival and Historical Research Associates is a start up venture, registered in 2009 as a Florida Limited Liability Company. Its managing member is the President - Anthony E. Dixon, Ph.D. In 2019 it became a DBA for its parent company Dix Holdings, LLC. The catalyst for the formation of AHRA derived from the founder's passion to work with small businesses and cultural entities. Through years of experience, a need to get better organized as an essential aspect to increased productivity has been identified. PublicHistory, an interdisciplinary social science, examines pertinent social phenomena through an interdisciplinary approach. AHRA bridges the gap between the public and academia by taking theoretical principles and using them in practical applications.

AHRA will enable small businesses and cultural entities to manage their organizations in a more productive and efficient manner through a greater ability to organize themselves. It also provides historical research, analysis, and consultation. AHRA will become leaders in bridging the gap between academic history

and public history by providing entities (such as museums, law firms, and historical societies) with solid historical or legal research that will enable them to utilize information in a more practical manner. On a personal level, AHRA helps individuals manage their personal material in an effort to become more organized and more in control of their personal business and lives.

As the world becomes more of a global social society, social memory becomes increasingly pertinent to understanding a multicultural world. As humans trod forward in their progress toward cultural understanding, history as well as information science increases in its importance. The documentation of progression becomes a necessary tool for future development. We intend to address the needs of people who: seek out ways to organize themselves, research previous trends in order to progress, or interpret the world we live in. Distinguishing characteristics of AHRA will include professional service, synthesis of relative information, thoroughness of research and interpretation for public consumption. Processes to support these characteristics include an intentional focus on community involvement for public projects. For example, AHRA utilizes the "Do You know Me" campaign as a community event or project within a larger event in order to have many collected unidentified photographs identified. This project/event has a twofold purpose. The first purpose is to assist in the collection development of the photographic images. The second purpose is to attract the community in a way that they can enjoy participating but also encourage them to become engaged and support the organization as well.

The success of AHRA lies in its high standards of professional service. AHRA's clients clearly see the positive outcomes of organizing their documents in a manner that will increase their productivity or the positive outcomes of receiving thorough research materials. In order to achieve these goals, AHRA utilizes its professional relationships from around the state of Florida as well the United States as consultants to better establish a relationship with the community in which the project will serve.

#### AHRA Qualifications and Experience

Since its inception in 2009, AHRA has consulted with approximately twenty African American historic sites, museums, and libraries throughout the state of Florida along with three out of the four Historically Black Colleges Universities (HBCUs) in the state. Nationally, AHRA has consulted with museums and libraries in various states across the country including the B.B. King Museum and Blues interpretive Center in Mississippi and the Jack Hadley Museum in Georgia as examples. The following information details related work experience which includes work with local and state entities.

#### Heritage Trails Experience:

Specifically concerning work with the development of historic trails, Dr. Dixon began working as a historian (2010) with the Florida African American Heritage Preservation Network's Black History Trail. By 2014-2016, he worked in the capacity of Field Director and oversaw the revamping of the Florida African American History Trail which included upgrades to site information as well as upgrading the sites to more user-friendly formats. In doing so, historic site's information signage were updated to include Q R codes that made the sites more user friendly and socially interactive.

In 2013, Dr. Dixon conducted a heritage trail assessment on Andros Island. This is the largest island in the Bahamas which is dedicated to agriculture. As a result, this island has many African Diasporic cultural traits that are still intact due to the rural nature of the island and minimal outside influence. Therefore an overall assessment was conducted under the guise of possibly creating a historic trail to increase tourism on the island.

#### Current projects:

Unfortunately, during Covid there were projects that ultimately were postponed or simply did not come into fruition. However these are the projects that AHRA has done or in process since 2020.

1. Florida Black Historical Research Project

80 NW 51st Street

Miami, Florida

33127-2114

Wallis Tinnie, Director

305.772.7714

info@fbhrpinc.org

Project: The 185-Year Seminole Maroon Family Reunion and Conference (2022-2023)

During this project, AHRA was a historical and research consultant. Specifically, AHRA assisted in the development of the programming, research identification, and identification of guest lecturers to discuss their research concerning the Seminole Maroons. AHARA also assisted in the community programming that involved conference participants and the community alike to an event in the Loxahatchee Battlefield Memorial Park, a historic site where an actual Second Seminole War battle took place.

2. Lincoln University Langston Hughes Memorial Library

1570 Baltimore Pike

Lincoln University, Pennsylvania

19352

Tiffany Davis, Interim Library Director

tdavis@lincoln.edu

484.365.7366

Project: Langston Hughes Archival and Special Collection Assessment (2023)

As a consultant to the University, specifically the library, AHRA conducted a full archival assessment of the library's Archives and Special Collection. This assessment included recommendations for preservation, research capabilities, archival research procedures, collection policy, exhibit creation, preservation, and the creation of a comprehensive finding aid. To engage the outside community and alumni AHRA suggested the "Do You Know Me" project/campaign. As previously mentioned, this is where participants are encouraged to identify people in photographs in the archives but are not identified.

3. African American Research Library and Cultural Center of Palm Beach County

Annie Harrison, Director

[info@aarlccpalmbeachcounty.org](mailto:info@aarlccpalmbeachcounty.org)

Project: Development of the African American Research Library (2023, currently ongoing)

The AARLCC of Palm Beach County is in its early stages of development. AHRA has been hired as a consultant to:

Conduct an archival assessment (July 3, 2023)

Assist in the development of an archival policy and a museum policy

Assist in collection development

Assist in creating public programming and workshops geared towards collection development as well as general interest/support

Experience with local and state entities:

1. State of Florida Museum 2013-2015: Civil Rights in the Sunshine State Exhibit and Program

500 S. Bronough Street

Tallahassee, Florida

Michelle Hearn, Senior Museum Curator

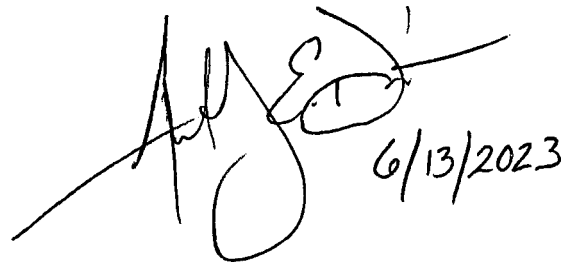
[michelle.hearn@dos.myflorida.com](mailto:michelle.hearn@dos.myflorida.com)

AHRA was the lead historian and consultant to this exhibit and program. In this capacity, AHRA oversaw the accuracy of the information provided in the exhibition. During the programming portion, Dr. Dixon conducted a live oral history interview with Dr. Hayling,

a civil rights leader and pioneer in the St. Augustine area as well as the state. This interview was streamed live.

2. City of Jacksonville 2011-2014: The Ritz Museum Archival and Exhibit Development Project

For this project, AHRA was the lead consultant in the processing and cataloging of the Ritz Museum, a museum dedicated to the history and culture of African Americans in Jacksonville. AHRA created the finding aide for the entire archives As well as assisted in the creation of future exhibits and coinciding programs.

A handwritten signature in black ink, followed by the date 6/13/2023.



## REQUIRED FORM A - RESPONDENT VERIFICATION FORM

**1. LOCAL PREFERENCE (Check one)**

Local Preference requested: ☐ YES ☒ NO

A copy of your *Business Tax Receipt* must be included in your submission if you are requesting Local Preference:

**2. QUALIFIED SMALL BUSINESS AND/OR SERVICE DISABLED VETERAN BUSINESS STATUS**

- a. Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Small Business? ☒ YES ☐ NO
- b. Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Service-Disabled Veteran Business? ☒ YES ☐ NO

**3. REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA**

Is Respondent registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida?

☒ YES ☐ NO (refer to Part 1, 1.6, last paragraph)

If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number (# L14000149072 )

If the answer is "NO", please state reason why: \_\_\_\_\_

**4. DIVERSITY AND INCLUSION** (Applies to solicitations above \$50,000)

Does your company have a policy on diversity and inclusion? ☐ YES ☒ NO

If yes, please attach a copy of the policy to your submittal.

*Note: Possessing a diversity and inclusion policy will have no effect on the City's consideration of your submittal, but is simply being requested for information gathering purposes.*

**Dix Holdings, LLC DBA Archival and Historical Research Associates**

Respondent's Company Name

Anthony E. Dixon, Ph.D.

6/13/2023

Signature of Authorized Representative

Date

**Anthony E. Dixon**

Legibly Print or Type Name and Title of Authorized Representative

## REQUIRED FORM B - DRUG-FREE WORKPLACE

The undersigned respondent in accordance with Florida Statute 287.087 hereby certifies that

**Anthony E. Dixon, Ph.D.**

does:

Name of Respondent

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

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

Anthony E. Dixon, Ph.D.

Respondent's Signature

6/13/2023

Date

## REQUIRED FORM C – REFERENCES

Name of Respondent: Anthony E. Dixon, Ph.D.

Provide information for three (3) references of similar scope performed within the past three (3) years. You may include photos or other pertinent information.

#1 Year(s) services provided (i.e. 1/2015 to 12/2018): 2013-2015

Company Name: State of Florida Museum

Address: 500 S. Bronough St.

City, State Zip: Tallahassee, FL 32399

Contact Name: Michelle Hearn

Phone Number: 850-245-6400

Fax Number: \_\_\_\_\_

Email Address: michelle.hearn@dos.myflorida.com

#2 Year(s) services provided (i.e. 1/2015 to 12/2018): 2022-2023

Company Name: Florida Black Historical Research Project

Address: 80 NW 51st Street  
Miami, Florida 33127

City, State Zip: \_\_\_\_\_

Contact Name: Wallis Tinnie, Director

Phone Number: 305.772.7714

Fax Number: \_\_\_\_\_

Email Address: info@fbhrpinc.org

#3 Year(s) services provided (i.e. 1/2015 to 12/2018): 2014-2016

Company Name: Florida African American Heritage Preservation Network

Address: 419 E. Jefferson St

City, State Zip: Tallahassee, FL 32301

Contact Name: Althamese Barnes

Phone Number: 850.891.3560

Fax Number: \_\_\_\_\_


Email Address: rileymuseum@talgov.com

## REQUIRED FORM D – PRICING PAGE

Price is not an evaluative factor in this solicitation. The Pricing Page will not be submitted to the evaluation team for review, but may be used during the negotiation of an awarded contract.

1. Provide a Total Cost of Project Lump Sum Amount
2. Provide backup to support the Lump-Sum Amount, including:
  - a. Estimated hours to complete the project
  - b. Hourly rates of each Project Team Member
  - c. List all additional costs contemplated in the completion of the project

Pricing Page should be signed by a officer of the company who is authorized to commit the company to the pricing presented and/or negotiate pricing based on the initial price presented.

A. H. Edwards, P.H.D.

Authorized Signature

Title: **President**

Name of Company: Dix Holdings, LLC DBA Archival and Historical Research Associates

Date: 6/13/2023

## Project Timeline and Pricing Form

As AHRA understands it, this project is designed for a three year period. The first 15-20 months will be spent dedicated to research and outreach to the community as well as project engagement with the Historic Board and or the Historic Preservation Officer. After the first initial meeting with the Historic Board/Historic Preservation Officer and an initial overview of historic materials, a specific agenda will be set. The remainder of this time will be spent on the actual implementation of the trail in terms of verbiage and community interaction details. . This forecast is a projection and of course will be adjusted as deemed necessary. AHRA will assign three primary people, the President and two associates to this project. It is the hope that this project will attract students that wish to gain invaluable public history and community involvement experience as minor participants. Again, it is important to reiterate that key personnel on this project are associates that reside in Gainesville and have previous experience in historical research as well as working in/with the community.

The total cost of this project is \$90,000.000

Project Director \$45,000.00

The Project Director will work at a base \$15,000.00 per year for three years totalling \$45,000.00 without any restrictions on required time. His normal fee is \$100.00 per hour but it will not be applied as it relates to this project. He will be the primary researcher for the project, lead personnel for all meetings as well the oral histories that will be conducted.

Research Associate and Community Coordinator \$15,000.00

The duties responsible for this will entail 100 hours of work at a cost of \$50.00 per year x 3 years totaling \$15,000. Again this position requires secondary research responsibilities and primary responsibilities concerning the engagement of the community for the purposes of information gathering primarily through oral histories and workshop participation.

Research Associate and Workshop, Intern Coordinator \$15,000.00

The duties responsible for this position will also entail 100 hours of work at a cost of \$50.00 per x 3 years totaling \$15,000.00. This position requires secondary research responsibilities and

primary responsibilities concerning the creation of workshops, material for marketing, internship coordination.

#### Internship Opportunities \$3,000.00

There will be four interns utilized over the three year period. During this time they will be given a flat stipend of \$250.00. They will be required to participate in a minimum of three workshops. Their duties will involve the assistance of the elders, the passing out of literature and refreshments during the workshops. They will also be given the opportunity when available to sit in on meetings with city stakeholders. It is our hope that this internship opportunity to expose them to the work of public history as well as inspire them to be involved in the community to the point where they eventually become community leaders.

Workshop and Programming (this includes refreshments, videotaping, and informational literature as well as meeting costs) \$11,000.00.

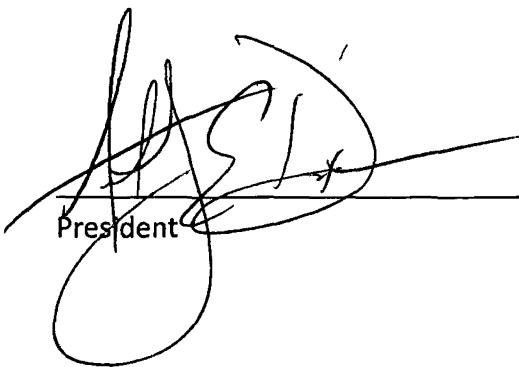
Workshops include an interactive event in which the public is invited to give their input towards the information that will ultimately be presented which involves conducting oral histories. It is the understanding that at minimum of five workshops will be conducted however, follow-up mini sessions may be held particularly in the case of oral histories. A modest marketing campaign will be conducted in order to gain an effective amount of public participation for the workshops/oral histories. This marketing will include radio announcements, printed materials as well as social media outlets.

5 workshops/programs \$800.00 per workshop x 5 workshops totaling \$4,000.00

Marketing costs \$7,000.00

Supplies \$1,000.00

These costs will include material necessary for meeting preparation as well as miscellaneous things that may become needful throughout the three year process.



President

6/13/2023  
Date

Form

**W-9**(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service**Request for Taxpayer  
Identification Number and Certification**► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.**Give Form to the  
requester. Do not  
send to the IRS.****1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.**Dix Holdings, LLC****2** Business name/disregarded entity name, if different from above**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.☒ Individual/sole proprietor or single-member LLC☐ C Corporation☐ S Corporation☐ Partnership☐ Trust/estate☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.☐ Other (see instructions) ►**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.) See instructions.**806 Herman Ave****6** City, state, and ZIP code**Orlando, FL 32803****7** List account number(s) here (optional)

Requester's name and address (optional)

Print or type.  
See Specific Instructions on page 3.**Part I Taxpayer Identification Number (TIN)**Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.**Social security number**

			-			-			
--	--	--	---	--	--	---	--	--	--

or

**Employer identification number**

4	7	-	1	9	1	3	5	2	9
---	---	---	---	---	---	---	---	---	---

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

Date ►

6/13/2023

**General Instructions**

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# City of Gainesville

Budget and Finance Department  
Purchasing Division

**Addendum Publish Date:**

**May 26, 2023**

## **Historic Consulting Services for the Fifth Avenue/Pleasant Street Historic Heritage Trail ITN-GCRA-230050-GD ADDENDUM NO. 1**

**Bid Due Date:** June 16, 2023, 3:00pm (EDT)

**NOTE:** The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Any questions regarding this solicitation shall be submitted in writing to the City of Gainesville (CoG) Procurement Division by 3:00pm, (EDT), May 31, 2023, 3:00pm local time. Submit questions to: [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)
2. Please find attached:
  - a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) that was discussed.
  - b. A copy of the Pre-Bid Discussion/Information Checklist
3. Following is a review of the Pre-Bid Meeting that was held via Zoom Conference on May 23, 2023, 3:30pm Eastern Time:
  - a. City of Gainesville Staff represented by Gayle Dykeman, City of Gainesville Procurement Specialist III and David Roque, Project Manager.
  - b. Gayle Dykeman started the meeting by reviewing important Procurement areas of the solicitation, including the solicitation schedule and submittal due date.
    1. All communication must go through Gayle Dykeman throughout the duration of the solicitation.
    2. All submittals must be entered in DemandStar.com by the due date and time – DemandStar is programmed to reject any bids that are entered after that time.
    3. Reviewed the guidance regarding the Cone of Silence.
    4. Required forms – updated on the Meeting Checklist form attached
  - c. David Roque provided an overview of the intent of the solicitation.





# City of Gainesville

Budget and Finance Department  
Purchasing Division

4. Following are questions and answers that were discussed in the meeting:

a. Question:

Regarding minimum qualifications, how do you define Respondent? Must the Respondent be an individual firm (*meaning the firm has been in business a minimum of three years*) or is it fine if staff members have three or more years of experience with the development, implementation and completion of African American cultural and heritage trails?

Answer:

The Respondent Company's project team leadership must each have a minimum of three (3) years of experience in the development, implementation and completion of African American cultural and heritage trails, as evidenced through the submittal of CVs or resumes.

b. Question:

Would the City of Gainesville like to see a digital component to the heritage trail included?

Answer:

Yes, this information was not included in the solicitation's Scope of Work, but should be considered as part of the scope of work and included in the proposals.

c. Question:

Are the points of interest and key sites finalized or is part of the community engagement to finalize them?

Answer:

Part of community engagement is to finalize the points of interest and key sites.

d. Question:

The documents show initial concepts completed by Manley Design and Community Solutions Group. Are those to be considered as part of the project or is there interest in starting from scratch? What is the history of the community engagement around those initial concepts?

Answer:

The initial concepts have not been presented to the community stakeholders or CRA board. What is in the package is not cast in stone.

e. Question:

Is there an expected tie in with the 6th Street Trail wayfinding signage or will the heritage trail be entirely separate?

Answer:

6<sup>th</sup> Street Trail has its own branding and is a separate project.



# City of Gainesville

Budget and Finance Department  
Purchasing Division

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, and a copy of this Addendum to be returned with proposal.

## CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: Dix Holdings, LLC

SIGNATURE: Anthony E. Dixon, P.W.D.

LEGIBLY PRINT NAME: Anthony E. Dixon

DATE: 6/13/2023

## Appendix A

**ANTHONY ETIM DIXON, Ph.D.**

806 Herman Avenue  
Orlando, Florida 32803  
850.443.9151  
professoraedixon@gmail.com

**Education**

M.I.S. in Library Leadership, Florida State University, Tallahassee,  
2019

Ph.D. in History, Indiana University, Bloomington, 2007  
Dissertation: "Black Seminole Involvement and Leadership During  
the Second Seminole War, 1835-1842."  
Major Field: African Diaspora  
Minor Fields: African History and Library and Information Science

M.A.S.S. in History, Florida Agricultural and Mechanical University,  
Tallahassee, 2001

B.S. in History, Florida Agricultural and Mechanical University,  
Tallahassee, 1994

**TEACHING INTERESTS**

African American History  
African American Resistance and Protest  
African Diaspora History  
African History  
Florida History  
Public History  
United States History  
Interdisciplinary Studies  
Student Success

**TEACHING & ACADEMIC EXPERIENCE**

Pre-Grant Specialist, Office of Sponsored Research & Title III, Bethune Cookman  
University, Daytona Beach, Florida 2018-2019

I was responsible for all grant submissions by the University. This also  
included ensuring that all components were in compliance and accurate.

Adjunct Instructor, Department of English, History, and Languages, Bethune Cookman University, Daytona Beach, Florida 2018-2019

Assistant Professor, Department of Public and International Affairs, Swisher Library, Bethune-Cookman University, Daytona Beach, 2015-2018

Created the Public History Program as well as lecture courses in African American History, Public History, and the History of Florida. Process and catalog University archival material.

Adjunct Instructor, Department of History and Political Science, Florida A & M University, Tallahassee, 2009-2015

Lectured courses in American History

Adjunct Instructor, Department of Social Sciences, Tallahassee Community College, Tallahassee, 2009-2012

Lectured courses in American History

### **Library and Museum Experience**

University Archivist and Curator, Carl Swisher Library and Mary McLeod Bethune Foundation (Museum), Bethune Cookman University, Daytona Beach, Florida, August, 2015- December, 2019

I served as the University Archivist as well as the Curator of the museum on campus.

Archival Consultant, Onondaga Community College, Onondaga, New York, November, 2017

Conducted an initial assessment for the University archives.

Exhibit Consultant, Jazz B Café, Tallahassee, Florida, 2016

Created exhibit dedicated to African American soldiers and those specifically, from Tallahassee, Florida

Archival Consultant, Florida Memorial University, Miami Gardens, Florida, 2015

Conducted an initial assessment for the University archives.

Archival Consultant, Ritz Museum, Jacksonville, Florida, 2013-2014,

Created the collection policy, and finding aide for the archives.

Archival Consultant, B.B. King Museum and Delta Interpretive Center,  
Indianola, Mississippi, 2013-2015  
Assisted in the development of the archives and created the finding aide.

Archival Consultant, Bethune- Cookman University, Daytona Beach, Florida,  
2012-2015  
Assisted with the development of the University Archives.

Founder, Archival and Historical Research Associates, LLC.,  
Miami, Tallahassee, 2009  
Consultant firm that specializes in historical research, archival  
consultancy, Department of Interior Standards as relates to national  
registry, park service development requirements-landscapes and historical  
spaces; heritage tourism, and cultural and museum management resources.

Archivist and Historian, John G. Riley Museum, Tallahassee,  
2009-2015  
Administrative director of historical projects and programs as well as  
process, catalog, and preserve archival collections.

Consultant, African American Research Library and Cultural  
Center, Fort Lauderdale, 2009  
Conducted a training session/workshop entitled "Collection  
and Exhibit Management"

Consultant, Old Dillard Museum, "Separate Waters" exhibit,  
Fort Lauderdale, 2008  
Wrote "African American Leisure Spaces as Pioneer Places"

Curator, Virginia Key Beach Park and Museum, Miami,  
2007-2009  
Administrative director of the museum collections

Assistant and Field Director, Florida African American Heritage Network,  
Tallahassee, 2005-present  
Process, catalog, and preserve archival collections as well as  
provide historical consulting including exhibit design /interpretation  
for following the museums:  
Blanchard House Museum, Punta Gorda, Florida  
L.B. Brown House Museum, Bartow, Florida  
Clara White Mission Museum, Jacksonville, Florida  
Pinellas County African American Museum, Clearwater, Florida  
Black Heritage Museum, New Smyrna Beach, Florida

Black Archives, History and Research Foundation of South  
Florida, Miami, Florida  
Spady Cultural Heritage Museum, Delray Beach, Florida  
J.D. Thomas Cultural Center and Museum, Sanford, Florida

Archival Intern, Harriet Tubman Museum, Macon, 2002  
Researched archival materials and maintained upkeep of  
materials with minor preservation needs.

### **Documentaries and Publications**

*Florida's Negro War*. Tallahassee: AHRA Publishing Division,  
2014.

*A Timeline of the African Diaspora Experience in Florida*. Tallahassee: AHRA  
Publishing Division, 2014.

"Florida Crossroads: Florida's Underground Railroad", participated in  
Documentary.

*Up from Incarceration: Volume I Dispelling Myths of the Thug Life*.  
Bloomington: Xlibris Publishing, 2013. Second edition, Tallahassee: AHRA  
Publishing Division, 2014.

HALS Survey, "Smokey Hollow", assisted in the creation of a Historical  
Architectural Landscape Survey, National Archives

Book Review, Patrick Manning, *The African Diaspora:  
A History through Culture*, in *Journal of Caribbean History*,  
volume 44 number 2.

Fort Gadsden, Spring 2007, "Negro Fort: Blood and Shadows",  
Documentary host.

### **Historical and Cultural Presentations (2008-Present)**

Speaker, "Seminole War Historic Preservation Part II Bracketville", Battle of Loxahatchee Remembrance, Jupiter, Florida, January 20, 2019

Briefly discussed the migration of Black Seminoles westward and introduced Black Seminole Windy Goodloe (from Texas).

Speaker, "The African Diaspora in Florida", Pinellas County African American Museum, St. Petersburg, Florida, January, 2020.

Lectured on the historical relationship between Blacks and the state of Florida.

Speaker, "The African Diaspora in Florida", Nova Southeastern, Fort Lauderdale, Florida, January, 2020.

Lectured on the historical relationship between Blacks and the state of Florida.

Speaker, "The African Diaspora in Florida", South Florida State College Highlands Campus, Avon Park, Florida, November, 2019.

Lectured on the historical relationship between Blacks and the state of Florida.

Panelist, "Championing Justice and Rejecting White Supremacy: The Public Role of Southern Historians" Southern Historical Association, Louisville, Kentucky, November, 2019

Discussed how to interpret sensitive subjects while not accommodating to supremacist ideology

Speaker, "The African Diaspora in Florida", Polk County Historical Society, Bartow, Florida, May, 2019

Lectured on the historical relationship between Blacks and the state of Florida.

Speaker, "The African Diaspora in Florida", Sanibel Island Historical society, Sanibel Island, Florida, April, 2019

Lectured on the historical relationship between Blacks and the state of Florida.

Speaker, "The African Diaspora in Florida", Ormond Beach Historical Society, Ormond Beach, Florida, February 23, 2019.

Lectured on the historical relationship between Blacks and the state of Florida.

Speaker, "Seminole War Historic Preservation", Battle of Loxahatchee Remembrance, Jupiter, Florida, January 20, 2019



Discussed the importance of historic preservation concerning Seminole History.

Panelist, "Museum and Archival Synergy", Southeastern Museum Association, Jackson, Mississippi, October 18, 2018

Discussed the relationship between the University Archives and the Museum on campus at Bethune Cookman University.

Panelist, "Black Males in the Museum Profession", Association of African American Museums Conference, Hampton, Virginia, August 9, 2018

Discussed the importance in African American male leadership concerning training the next generation of historic preservationist.

Panelist, "Historical Preservation Equals Community Dollars", Thurman House Museum, Daytona Beach, Florida July 27, 2018

Discussed the relationship between historical designation and community revitalization monies.

Speaker, "Black Experience in Florida", Williams Academy Black History Museum, Fort Myers, Florida February 24, 2018

Lectured on the historical relationship between Blacks and the state of Florida.

Speaker, "Black Experience in Florida", Lake Wells Depot Museum, Lake Wales, Florida February 28, 2018

Lectured on the historical relationship between Blacks and the state of Florida.

Speaker, "Florida's Negro War", Truman College, Kirksville, Missouri November 14, 2017

Discussed the history of the Florida Maroons and the Black Seminoles in Florida

Panelist, "Maroons in Florida", The Gulf Region Historical Society, Pensacola, Florida October 5, 2017

Discussed the history of the Florida Maroons and the Black Seminoles in Florida

Presenter, Book Talk: *Up From Incarceration: Volume I Dispelling Myths of the Thug Life*, Lantana Road Branch: Palm Beach County Library System, Lake Worth Florida

Discussed my book, *Up From Incarceration*

Speaker, "Florida Maroons and the Black Seminoles in Florida, Tomoka Correctional Facility, Daytona Beach, Florida, February 26, 2016

Discussed the history of the Florida Maroons and the Black Seminoles in Florida

Presenter, "African Descendants in Florida and the importance of Historic Preservation", Young Leadership Conference, Jacksonville, Florida, February 18, 2016

Discussed the history of African descendants in Florida and the importance of future leadership in historic preservation

Speaker, "Florida Maroons and Black Seminoles in Florida", Bethel A.M.E. Church, Tallahassee, Florida, February 7, 2015

Presented the history of the Florida Marrons and Black Seminoles in Florida

Speaker, "Importance of Historic Preservation in a Multicultural Society", Historic Battle of Loxahatchee, Jupiter, Florida, January 24, 2016

Discussed the importance of historic preservation

Speaker, "Preserving Your Family and Community Treasures", Newtown Historic District, Sarasota, Florida, September 24, 2015

Presented ways to preserve your material culture.

Speaker, "African Diaspora Experience in Florida", Palm Beach County Schools Diversity Summit, Riviera Beach, Florida, June 8, 2015

Lectured on the African Diaspora Experience in Florida.

Speaker, "Gullah Culture in Florida", Tallahassee Genealogy Society, Tallahassee, April 19, 2015

Lectured on the existence of Gullah culture in Florida

Moderator, Created Equal Film Series, "Loving Story", Museum of Florida History, Tallahassee, April, 2015.

I lead discussions concerning the documentary "Loving Story".

Lecturer, "Black Seminoles of Florida", Jake Gaither Community Center, Tallahassee, March, 2015

Lectured on the Black Seminole Experience in Florida.

Lecturer, "Importance of Fort Mose", Fort Mose Historical Site, St. Augustine, Florida, March, 2015

Lectured on the historical significance of Fort Mose.

Moderator, Created Equal Film Series, "Freedom Rides", Museum of Florida History, Tallahassee, March, 2015

Led discussions concerning the documentary "Freedom Rides"

Lecturer, "Civil Rights Movement in Florida", Jake Gaither Community Center, Tallahassee, Florida, February, 2015

Lectured on the Civil Rights Movement of Tallahassee.

Lecturer, "Florida during the Civil Rights Movement", Tallahassee Community College, Tallahassee, Florida, February, 2015

Lectured on the Civil Rights Movement in Florida.

Lecturer, "Black Seminoles and the Second Seminole War", Historic Battle of the Loxahatchee, Jupiter, Florida, February, 2015

Lectured on the leadership and involvement of the Black Seminoles during the Second Seminole War.

Lecturer, "The African Diaspora in Florida", Black History Lecture, Federal Correctional Institute, Tallahassee, February, 2015

Lectured on the African Diaspora experience in Florida.

Lecturer, "Up From Incarceration", Leavenworth Community Service Organization-, Leavenworth, Kansas, February, 2015

Lectured on my book, Up From Incarceration Volume I Dispelling Myths of the Thug Life

Lecturer, "Black Seminoles and the Second Seminole War" - Florida Gulf Coast University, Punta Gorda, Florida, January, 2015

Lectured on the leadership and involvement of the Black Seminoles during the Second Seminole War.

Presenter, Public Interview of Dr. RB Hayling and opening of Civil Rights Exhibit, Museum of Florida History, Tallahassee, Florida, November 2014

Conducted a public interview of Florida Civil Rights pioneer Dr. Hayling.

Lecturer/Guide, Riley Kids Camp Trip to Historical Fort Mose, St. Augustine, Florida, June, 2014

Guided tour of Fort Mose and lectured on its history

Lecturer, "Florida Maroons". Howard University, Washington D.C., April, 2014,

Lectured at Howard University on Florida maroons

Moderator, Riley Museum Film Series "Slavery by Another Name": Film Critique and Speech, John G. Riley House & Museum, Tallahassee, Florida, February,, 2014

Moderated the Riley Museum Film Series on slavery.

Lecturer, FCI Black History Lecture: "Understanding Today's Culture from Yesterday", Federal Correctional Institution, Tallahassee, Florida, Orlando, Florida, February 15, 2014

Lectured on using history to understand today's culture.

Presenter/Lecturer, "Florida Maroons", Fort Mose Historical Society, St Augustine, Florida, December, 2014

Lectured on the history of the Florida maroons.

Presenter/Lecturer,

Presenter/ Lecturer, *Freedom Riders* (documentary), B.B. King Museum and Delta Interpretive Center, Indianola, Mississippi, 2014

Discussed documentary *Freedom Riders*.

Presenter, "Civil Rights Movement in Florida", Mayor's Summit: Orlando, Florida, 2014

Presented an historical overview of the Civil Rights Movement in Florida.

Presenter, "Civil Rights Movement in Florida", Orlando Civil Rights Anniversary, Orlando, Florida, 2014

Presented an historical overview of the Civil Rights Movement in Florida.

Presenter, National Association African- American Museums Conference, Birmingham, Alabama, 2014

Presented/ moderated on three different panels: The Smokey Hollow Project, The Florida African- American Heritage Network and the Black Heritage Trail.

Presenter, "Black Seminoles of Florida", Howard University, Communications Department, Washington D.C., 2014.

Lectured on the history and cultural connections of the Black Seminoles in relation to black maroon societies. This was filmed as a part of a documentary.

Presenter/ Lecturer, *The Abolitionists* and *Slavery By Another Name* film critique and discussion, John G. Riley Museum, Tallahassee, 2014

Viewed and led the discussion concerning the documentary "Slavery by Another Name".

Presenter, "Voting Rights Act of 1964 and Florida", Mayor's Neighborhood and Mayors Neighborhood and Community Summit", Orlando, 2014

Discussed the Civil Rights Movement in Florida and the impact of the Voting Rights Act of 1964.

Panelist, "Loxahatchee Seminole Remembrance", Jupiter, Florida, 2014  
Discussed the Black Seminole role in the battle as well as the Second Seminole War.

- Panelist, "Gullah-Geechee Heritage Corridor, Association of the Study of African American Life and History (ASALH), Jacksonville, Florida, 2013  
Discussed the Gullah/ Geechee Heritage Corridor with other Commissioners.

Presenter, "Black Seminoles in Florida, State Museum of Florida, Tallahassee, Florida, 2013  
Discussed the Black Seminole and Black Maroon societies of Florida.

Presenter, "Blacks in Florida", Trinity Presbyterian Church, Tallahassee, 2013  
This was a Black history month lecture that focused on Blacks in Florida.

Book Signing, *Up From Incarceration*, Fort Valley, Georgia, 2013  
Discussed my book entitled *Up From Incarceration* and autographed copies.

Presenter, "Black Seminoles in Florida" Blanchard Museum, Punta Gorda, 2013  
Discussed the Black Seminole legacy in Florida.

Panelist, FAAHPN Lecture Series: "VIVA Florida 500, African Diaspora in Florida, Daytona, Tampa, Tallahassee, Eatonville, and Jacksonville, 21012-2013  
Discussed the African Diaspora in Florida 1513-1865.

Presenter, "M.L. King, Brown vs. Board and Beyond", Blanchard Museum, Punta Gorda, 2012  
Discussed the legacy of M.L. King and Brown vs. Board with implications for the future.

Presenter, "Gullah Geechee Heritage Area Cultural Bonds", Florida Brownsfield Association Annual Meeting, St. Petersburg, 2012  
Discussed the important ties and bonds between the Gullah community and the land.

Panelist and Presenter, "Management Plan for the Gullah/Geechee Heritage Area", National Underground Railroad Conference, Saint Augustine, 2012  
Discussed the management plan for the Gullah/Geechee Heritage Area.

Panelist and Presenter, "Route to Our Roots", John G. Riley Museum lecture series, Tallahassee and Tampa, 2012  
Discussed the African Diaspora history of Florida 1513-1861.

Presenter, "Florida's African American Civil War Heritage", L.B. Brown Museum, Bartow, 2011

Presented a discussion on the effects of Abolitionism and the Civil War on African Americans in Florida.

Presenter, "Origins of the Black Seminoles in Florida", Historic Virginia Key Beach, Miami, 2010

Presented a discussion on the cultural and heritage of Black Seminoles.

Presenter, "Shared Cultured Traits among the Gullah People and the Black Seminoles of the Bahamas", National Association of the Bahamas meeting, Miami, 2009

Presented a discussion of the shared cultural traits between the Gullah People and the Black Seminoles of Andros Island

Presenter, "Black Seminole Involvement and Leadership During the The Second Seminole War, 1835-1842", University of Memphis History Department Symposium, University of Memphis, Memphis, Spring 2005

Presented an overall discussion of my dissertation research on the Black Seminoles

Panelist, "Black Panther Legacy", Florida A&M University, Tallahassee, Spring 2007

Participated in a panel that discussed the importance of the Black Panther Party and its effects today with noted Black Panthers such as Elaine Brown and Bobby Seals

Panelist, "Ethnic Museums of Florida" Florida Association of Museums Conference, Miami, 2008

Participated in a panel that discussed the ethnic museums of Florida and their outlook towards the future of the museum industry in Florida

### **Related Experience and Community Service**

Consultant, Civil Rights Movement in Florida Exhibit, Museum of Florida History, Tallahassee, Florida 2014

Board Member, Helping Hands, Quincy, Florida 2014

Board Member, AMI KIDS, Tallahassee, Florida, 2013

Panelist, Grant Review of Historic Preservation Small Matching  
Grants, (Florida) Bureau of Historic Preservation,  
Tallahassee, 2009, 2010

Reviewed applications for grants

Panelist, African American Museum Grants for African American  
History and Culture Program, The Institute of Museum and Library  
Services, Washington D.C., 2009

Reviewed applications for grants

Member, Advisory Board, Liberty City Trust Heritage Trail Project,  
Miami, 2009

Advise course of action concerning heritage preservation of  
Liberty City

Member, Advisory Board, Historic Hampton House Community  
Trust, Miami, 2009-present

Advise course of action concerning historic preservation of the  
Historic Hampton House

Panelist, Quarterly Assistance Grant Panel, Florida Arts Council  
Division of Cultural Affairs, Tallahassee, 2005-2006

Reviewed applications for grants

Tutor, Indiana University Student Athlete Services, Bloomington,  
2003-04 Academic Year

Tutored student athletes in American History

Columnist, The FAMUan, Florida A&M University, Tallahassee,  
Spring 2001

Wrote column for student newspaper

Consultant, Tallahassee Work Release Center, Tallahassee,  
February 2001

Coordinated African American History lecture series during  
Black History Month

## **AWARDS AND GRANTS**

“African American Museums” Grant, Institute of Museum and Library Services, January, 2018- October, 2019; Principal Investigator

“Bridging the Gap” Grant, National Endowment for the Humanities, 2017-December, 2018; Principal Investigator

National Diversity Scholar, National Trust for Historic Preservation, 2006, 2009

Foreign Language Area Studies Fellowship, Michigan State University, Summer 2002

Indiana University Department of History Fellowship, 2001-04

Fort Valley State University, Perrio-Banks-Bellamy-Rutherford Colloquium Winner, Spring 2001

Florida A&M University Department of History and Political Science Graduate Fellowship, 2000-01

## **ORGANIZATIONAL MEMBERSHIP**

National Association of African-American Museums, CARE Committee Chair, 2012-present

Florida (Department of Education) African American History Task Force, Commissioner, 2011-2012, 2014-2015

Florida African American Heritage Preservation Network, 2006-present; Field Director, 2008 - 2015

Florida Commissioner, National Gullah Geechee Heritage Corridor 2007- present: Chairman 2016-present

African American Preservation Alliance, 2006-2009; President, 2007

Society of American Archivists, 2005-2007



Florida Arts Council Division of Cultural Affairs, 2005-2006

Organization of American Historians, 2005-2007

-----

## **References**

Associate VP and Director of Sponsor Research/Title III, Chelsea Washington, Bethune-Cookman University Daytona Beach, Florida 32114 Phone: 386.481.2040 E mail: shellc@cookman.edu

Dean of Library, Tasha Youmans, Swisher Library, Bethune-Cookman University, Daytona Beach, Florida 32114 Phone: 386.481.2181 E mail: youmanst@cookman.edu

Professor of History, Larry E. Rivers, Department of History, Florida A&M University, Tallahassee Florida, 32314 Phone: 850.599.3000 E mail: Lerivers55@yahoo.com

Director of African American Programs, Samuel Black, Heinz History Center, Pittsburgh, Pennsylvania 15222 Phone: 412.454.6000, Email: swblack@heinzhistorycenter.org

Program Officer, Southern Office, Joseph McGill, Jr., National Trust for Historic Preservation, William Aiken House, 456 King Street, 3<sup>rd</sup> Floor, Charleston, SC. 29403 Phone: 843.722.8552, Email: joseph\_mcgill@nthp.org

Provost David Jackson, North Carolina Central University, Tallahassee, Fl. 32307 Phone: 919.530.6230, Email: djack189@nccu.edu

# **Curriculum Vitae**

## **Nathaniel S. Courtney, Jr.**

**M.S. Ed., M.A.S.S**

**nscourtneyjr@gmail.com**

**352.792.3571**

### **Education**

#### ***Masters of Science in Education***

Long Island University-Brooklyn

Major Concentration: *Teaching Urban*

*Adolescents with Disabilities 7-12*

(June 2012 – August 2015)

New York City, NY

#### ***Masters of Applied Social Science***

Florida A&M University

Major Concentration: *History*

(August 2009 - August 2010)

Tallahassee, Florida

#### ***Bachelors of Science***

Florida A&M University

Major Concentration:

*Business Administration & Marketing*

(January 2006 - May 2009)

Tallahassee, Florida

### **Professional Skills/Licenses/Certifications**

- Florida State Professional Licensed Teacher; License number: 1349204
- Effective Mentoring and Coaching of Novice Teachers Certification
- New York State Transitional B Teaching Certification, *Students with Disabilities, Generalist, 7-12 (January, 2013-January, 2016)*
- Identifying Child Abuse and Maltreatment Certification
- School Violence and Prevention Certification
- Successfully passed the *New York State Social Studies Content Specialty Test*
- Successfully passed the *New York State Liberal Arts and Sciences Test*
- Successfully passed the *New York State Secondary ATS-W*
- Mastery level knowledge of *Florida and New York State Standards in ELA, Math, and Social Studies*

### **Community Service**

- *Nathan Ross, Inc., Executive Director and Co-Founder* ([www.NathanRossInc.org](http://www.NathanRossInc.org))
- *City of Gainesville Cultural Affairs* Executive Board Member
- *City of Gainesville Historic Preservation* Executive Board Member
- *The Cotton Club Museum & Cultural Center*, Former Executive Board Member
- *The Summer Leadership Institute (Santa Fe College East Gainesville Initiative Partnership)*, Co-Founder and Program Coordinator
- *The Booker T. Washington/W.E.B. DuBois Youth Leadership Development Initiative* Founder and Chairperson
- *Former Volunteer for No Kids Left Behind, Inc., Brooklyn, NY*

N.S. Courtney, Jr.



- *Former Program and Curriculum Designer for Project Beautiful, Inc. Gainesville, Florida*
- *Former Volunteer Program Coordinator for The Andy Kirk Research Foundation, Inc., Brooklyn, NY*

### **Professional Teaching Experience**

**The University of Florida**  
**PK Yonge Developmental Research School**

(August 2017-October 2022)

***Florida State Licensed Teacher #1349204***

***U.S. History and Civics Instructor***

***Black Student Union Advisor***

***Varsity Football-Defensive Coordinator***

***Varsity Basketball-Assistant Coach***

- Successfully utilized data to drive instruction and develop detailed classroom presentations in order to facilitate individualized learning
- Developed curriculum units and lesson plans to address the academic and socio-emotional needs of diverse student populations.
- Designed and implemented diagnostic, formative, and summative assessments to evaluate student retention and comprehension.
- Utilized an array of best practices and methodology to maintain classroom order and evaluate student performance
- Conducted meetings with parents, students, colleagues, and administrators regarding academic concerns and progress in order to develop and implement Individual Education Plans (IEPs) and 504 plans to accommodate students accordingly.
- Utilized hands-on instructional methods and project-based learning to encourage and develop critical thinking skills.

### **ROADS Charter High School**

***Social Studies, Math, and Special Education Instructor***

(February 2016-August 2017)

- Systematically incorporated data from Research Based Inquiry and Evidenced Based Strategies to drive curriculum instruction in Global History, U.S. History, and Algebra
- Designed and implemented engaging lesson and unit plans catering to a wide range of learners, incorporating knowledge of Gardner's Multiple Intelligences
- Efficiently used Response to Intervention (RTI) strategies to flexibly group students into tiers for small group instruction, peer tutoring, and one-to-one teaching
- Successfully implemented differentiation techniques and scaffolded lessons to create the *least restrictive environment* for special education students
- Effectively differentiated lessons plans and curriculum to meet the needs of individual learners with multiple entry points

N.S. Courtney, Jr.

**ROADS Charter High School**

***Head Coach, Varsity Basketball***

(November 2016-April 2017)

- Recruit quality prospective student-athletes and ensure timely submission of their academic records
- Monitor academic progress and status of team members, implementing action plans through appropriate staff when needed.
- Monitor and maintain the discipline and conduct of student athletes to support the image and reputation of the athletics program
- Plan coaching and practice sessions in accordance with school regulations.
- Coach team members individually and in groups, and demonstrate game techniques.
- Develop and implement game strategy and position assignments.
- Oversee the strength and conditioning programs for student athletes.
- Promote the athletic program and specific sport through community events, public speaking, fundraising, and marketing.
- Ensure adherence to all Charter High School Association and school rules by athletes and supporting staff.

**Central Queens YM & YWHA, Inc.**

***High School Equivalency Exam Preparation Math Instructor*** (April 2016-November 2016)

- Successfully utilized a variety of student-centered teaching techniques and methodologies as well as technology where appropriate, to ensure that all students are prepared to take the TASC exam
- Assisted students in the development of short and long-range education and career goals
- Regularly reviewed student and program performance data to target instruction and ensure program goal attainment
- Maintained daily attendance records; ensure daily student sign-in
- Administered pre- and post-test

**ROADS Charter High School**

***Social Studies Department Chair***

(March 2016-August 2016)

- Supervised and administered a division wide social studies instructional program.
- Coordinated in curriculum and assessment development, implementation, and revision.
- Provides guidance in the selection of textbooks and other instructional materials and equipment for the program.
- Served as a resource and advisor to principals and teachers regarding the social studies instructional program.
- Assisted teachers in the improvement of instructional performance.
- Indirectly supervised school based social studies teachers and assisted school principals with evaluating them.

N.S. Courtney, Jr.



- Evaluated the effectiveness of instructional methods, programs, and recommended revisions and improvements as needed.
- Assisted the human resources department with interviewing and recommending qualified candidates for social studies instructional positions.
- Assisted in developing and conducting division wide staff development for social studies instructional staff.

#### **Tutors on Wheels**

***Special Education Teacher Support Services Provider*** (October 2015-February 2016)

- Specially designed supplemental instruction to support the participation of students with disabilities in the general education classroom
- Facilitated learning as a guide and coach to assist students with disabilities in becoming successful, independent learners.
- Integrated effective study and learning strategies to maximize students' potential for academic progress.

#### **New York City Department of Education**

**James P. Sinnott Intermediate School 218**

***6<sup>th</sup> Grade and 8<sup>th</sup> Grade Special Education Teacher***

***Math, ELA, Science, and Social Studies Instructor*** (September 2013-August 2015)

- Successfully collaborated with families and multi-disciplinary teams to develop Individual Education Plans (IEPs), goals, and outcomes for students with Learning Disabilities and Emotional Disturbances
- Coached and educated family members and caregivers on different intervention strategies to facilitate active involvement in students' natural environments
- Served as an instructor of Mathematics and ELA for the Saturday School and Afterschool Enrichment Program for the 2013-2014 School Year
- Member of the 2013-2014 School Quality Review Team
- Received an "Effective Rating on the 2013-2014 State Teacher's Evaluation

#### **New York City Department of Education**

**Rafael Cordero Intermediate School 302**

***6<sup>th</sup> Grade Special and 8<sup>th</sup> Grade Special Education Teacher***

***Math, ELA, Science, and Social Studies Instructor*** (December 2012-June 2013)

- Developed and implemented thoughtful and engaging ELA, Math, Science, and Social Studies lesson plans that prompted peer discussions and critical thinking, while successfully demonstrating the utilization of Danielson's framework
- Differentiated curriculum material and coursework for an array of special needs students with a multitude of learning styles combining both SIOP and UDL techniques.
- Introduced socially and culturally relevant subject materials to urban adolescents, thereby enabling students to make real world connections to curriculum

N.S. Courtney, Jr.

**New York City Department of Education**

**New York City Public Schools**

***Licensed Substitute Teacher***

(September 2012-December 2012)

- Served as a Math and ELA Middle School and Secondary Education Substitute Teacher in Manhattan, Bronx, and Brooklyn, NY

**New York City Teaching Fellows**

**MS 228 Jonas Bronck Academy**

***7<sup>th</sup> Grade English & Language Arts Teacher***

(October 2012-November 2012)

- Invited to participate in a special New York City Teaching Fellows extended pre-service training program
- Served as Cooperating Teacher at M.S. 228 instructing 7<sup>th</sup> grade ELA
- Coordinated and implemented a rigorous English and Language Arts curriculum while also delivering captivating lesson plans aligned to *common core standards*
- Accurately assessed student achievement utilizing *Leading by Design* and *backwards planning* techniques

**New York City Teaching Fellows**

**Edward R. Murrow High School**

***9<sup>th</sup> Grade Mathematics Teacher***

- Utilized both instructional and motivational techniques to establish positive, working relationships with troubled and unmotivated students
- Created and implemented differentiated lesson plans to engage scholars with a wide variety of academic skill sets
- Demonstrated the ability to successfully collaborate and design lesson plans with other New York City Teaching Fellows and a Lead Teacher to present a holistic approach to 9<sup>th</sup> grade Integrated Algebra

**New York City Teaching Fellows**

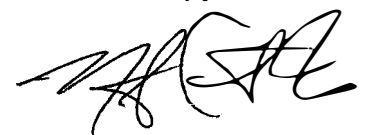
**MS 228 Jonas Bronck Academy**

***8<sup>th</sup> Grade Mathematics Teacher***

(March 2012-June 2012)

- Selected as one of 11% of approximately ten thousand applicants to participate in the New York City Teaching Fellows Program
- Of the approximately 956 candidates chosen for NYCTF, selected as one of approximately one hundred forty-three to participate in the Spring Apprenticeship Program
- Served as Cooperating Teacher at M.S. 228 instructing 8<sup>th</sup> Grade Mathematics
- Actively engaged scholars utilizing a variety of teaching techniques including Doug Lemov's "Warm/Strict" and "Positive Framing" to encourage positive classroom culture and discipline
- Created and implemented innovative lesson plans to assist scholars in applying mathematical principles to real life situations

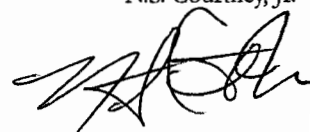
N.S. Courtney, Jr.



**Awards & Fellowships**

- 2012 New York City Teaching Fellows Award Recipient
- 2010 National Trust for Historic Preservation Diversity Scholarship Award Recipient
- Dean's List and Honor Roll at Florida A&M University
- Graduated Cum Laude at Florida A&M University

N.S. Courtney, Jr.

A handwritten signature in black ink, appearing to read 'N.S. Courtney, Jr.', located at the bottom right of the page.

# Shardé D. Goodloe

1324 NW 6th Place. • Gainesville, FL • 32603 • shardegoodloe@gmail.com • 407-955-8756

## Summary

- Highly dependable, professional, and passionate instructor and administrator with 10 years of success in academia within different administrative capacities.
- Special talent for teaching, presentations, problem solving, organizing, research, writing, and analyzing and communicating complex information.

## Education

**Master of Applied Social Science**, History, Florida A&M University, Tallahassee, FL, USA, 2012

**Certificate in Africana Studies**, University of Ghana, Legon, Ghana, West Africa, 2011

**Bachelor of Arts**, Political Science, Florida A&M University, Tallahassee, FL, USA, 2009

## Experience

**Nathan Ross, Incorporated** January 2018 – Present Education Director

- Reports to the President and CEO, supervises volunteer staff, and manages the Children's Education Department.
- Provides ongoing promotion of the organization in order to construct and market an appropriate image, develop ties with the community, and achieve participation and impact goals.
- Successfully plans, publicizes, and oversees engaging community cultural arts events.
- Organizes fundraising campaigns and manages department budgets.
- Responsible for formulating and implementing policies and plans to meet the organization's short- and long-term objectives. **Bethune Cookman University** August 2014 – Present Instructor of History
  - Planned and instructed online, hybrid, and dual enrollment African-American History and Women's History courses using a wide variety of innovative technology, teaching aids, and motivational strategies to encourage active learning.
  - Successfully facilitated a thriving online learning community, blog, and classroom. • Conducted research and created engaging, relevant, and informative online content, learning aids and materials, presentations, and lectures in alignment with university goals.
  - Provided meaningful feedback to students and serves as a mentor and adviser to student groups on campus.
  - Engaged in professional growth, research, training, and development, while maintaining professional certifications.

**Alachua County School Board** October 2019- March 2020 Long Term Substitute (Rawlings Elementary- 2<sup>nd</sup> Grade)

- Provided meaningful, relevant, and engaging learning experiences, designed to meet the school mandated learning objectives and the needs of all learners.
- Encouraged student responsibility, appropriate social behavior, integrity, appreciation of cultural diversity, and respect for self and others by role modeling and learning activities.
- Maintained professionalism, teacher development initiatives, student grades, attendance, and conduct records in accordance with established procedures
  - Demonstrated positive interpersonal relationships with students, parents, faculty, supervisors, and staff.

**New York Law School** October 2011 – October 2014 Administrator of Simulations Courses

- Solved complex administrative issues and scheduling for high-level faculty.



- Successfully administered over 6 simulated courses each semester, including supervising groups of over 120 students.
- Coordinated interdepartmental projects and executed over 115 successful events. • Created liaisons within the NYC-based legal community and developed relationships with over 70 participating schools and actors.
- Completed detailed expense reports and invoices.
- Administered online Blackboard course and updates to website.

**Meek-Eaton Black Archives and Museum** February 2008 – January 2011 Junior Curator

- Created museum exhibits, conducted historical research, and designed educational materials for events and special programming.
- Researched and accessioned new collections and artifacts.
- Updated workflows, managed and digitized collections.
- Markedly improved marketing and outreach initiatives, and successfully increased visitor count by 15% and student-volunteer productivity by over 40%.
- Collaborated with Museum Director to write successful grant proposals and Special Reports. • Organized and facilitated an enriching youth mentorship program.
- Led specialized tours for special visitors and summer enrichment groups

**John G. Riley Foundation** May 2010 – December 2010 Administrative Assistant, Tour Guide & Curator

- Served as a tour guide and historical interpreter for youth groups and tourists.
- Coordinated the research and design of several exhibitions including the Florida Highwaymen and United States Colored Troops exhibitions.
- Represented the Foundation at city council meeting and community events.
- Assisted with grant writing and reporting in order to successfully procure local, state, and national grants for the John G. Riley Foundation and the African American Heritage Preservation Network.

**Florida A&M University** August 2009 – December 2010 Graduate Assistant

- Co-taught African American History and Honors courses.
- Assisted department chair with research and editing.
- Updated workflows and completed administrative work and grading for professors.

**United States House of Representatives** May 2008 – August 2008 Congressional Intern

- Researched policy options, wrote congressional reports, and corresponded with constituents. • Created community programming, conducted voter registration workshops.
- Completed administrative duties, data entry, and updated congressional newsletter.

**Skills**

Quality Matters™ Certification • Leadership Skills • Program Organizer • Collaborative Team Player  
Complex Problem Solving • Excellent Interpersonal Skills • Community Organizing • Course Builder  
Creative Designer • Microsoft Office • MAC OS • Adobe Photoshop • Social Media • 60 WPM

