## RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

## February 22, 2021 BOARD OF SUPERVISORS PUBLIC HEARINGS AND REGULAR MEETING AGENDA

### Ranches at Lake McLeod Community Development District OFFICE OF THE DISTRICT MANAGER 2300 Glades Road, Suite 410W•Boca Raton, Florida 334313 Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

February 15, 2021

ATTENDEES:

Board of Supervisors Ranches at Lake McLeod Community Development District Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Dear Board Members:

The Board of Supervisors of the Ranches at Lake McLeod Community Development District will hold Multiple Public Hearings and a Regular Meeting on February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839. The agenda is as follows:

- 1. Call to Order/Roll Call
- 2. Public Comments

### GENERAL DISTRICT ITEMS

- 3. Administration of Oath of Office to Newly Elected Supervisor, Mark Goitein (*the following will be also be provided in a separate package*)
  - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
  - B. Membership, Obligations and Responsibilities
  - C. Chapter 190, Florida Statutes
  - D. Financial Disclosure Forms
    - I. Form 1: Statement of Financial Interests
    - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
    - III. Form 1F: Final Statement of Financial Interests
  - E. Form 8B: Memorandum of Voting Conflict
- 4. Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes
  - A. Affidavits of Publication
  - B. Consideration of Resolution 2021-28, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date

- 5. Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date
  - A. Affidavit/Proof of Publication
  - B. Consideration of Resolution 2021-29, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non Ad Valorem Assessments Which May Be Levied by the Ranches at Lake McLeod Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date
- 6. Consideration of Responses to Request for Proposals (RFP) for Annual Audit Services
  - A. Affidavit of Publication
  - B. RFP Package
  - C. Respondents
    - I. Berger, Toombs, Elam, Gaines & Frank
    - II. Carr, Riggs & Ingram, LLC
  - D. Auditor Evaluation Matrix/Ranking
  - E. Award of Contract
- 7. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
  - A. Affidavit of Publication
  - B. RFQ Package
  - C. Respondent(s)
    - I. Connect Engineering, LLC
    - II. Cornelison Engineering & Design, Inc.
  - D. Competitive Selection Criteria/Ranking
  - E. Award of Contract
- 8. Discussion: Board Member Compensation: 190.006 (8), F.S.
- 9. Consideration of Resolution 2021-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

- 10. Consideration of Resolution 2021-14, Adopting the Annual Meeting Schedule for Fiscal Year 2020-2021; and Providing for an Effective Date
- 11. Presentation of Engineer's Report
- 12. Presentation of Master Special Assessment Methodology Report
- 13. Consideration of Resolution 2021-30, Setting a Public Hearing for the Purpose of Hearing Public Comment on Imposing Special Assessments on Certain Property Within the District Generally Described as the Ranches at Lake McLeod Community Development District in Accordance with Chapters 170, 190 and 197, Florida Statutes
- 14. Acceptance of Unaudited Financial Statements as of January 31, 2021
- 15. Consideration of Minutes
  - A. January 12, 2021 Landowners' Meeting
  - B. January 12, 2021 Organizational Meeting
- 16. Staff Reports
  - A. District Counsel: *Cobb Cole*
  - B. District Engineer (Interim): *Cornelison Engineering & Design, Inc.*
  - C. District Manager: Wrathell, Hunt and Associates, LLC
    - NEXT MEETING DATE: March 22, 2021 at 2:00 P.M. [Adoption of Fiscal Year 2021 Budget]
      - QUORUM CHECK

DAVID WARONKER	IN PERSON	No
DONALD SCHROTENBOER	IN PERSON	No
MARK GOITEIN	IN PERSON	No
Raj Balkaran	IN PERSON	No
RUTH WARONKER	IN PERSON	No

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675.

Sincerely,

S Wathers-

FOR BOARD AND STAFF TO ATTEND BY TELEPHONE CALL-IN NUMBER: 1-888-354-0094 CONFERENCE ID: 2144145

Craig Wrathell District Manager

# RANCHES AT LAKE MCLEOD

### **COMMUNITY DEVELOPMENT DISTRICT**



### RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS OATH OF OFFICE

I,\_\_\_\_\_\_, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

### ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

	The foregoing oa	ith was	s admin	istered before	me by m	heans of $\Box$	physical	presence o	or 🗆
online	notarization	on	this	day	of		,	20,	by
				, who is p	ersonally	known to	me or	has produ	Jced
			as iden	tification, and	is the pe	rson describ	ed in and	d who took	the
aforem	entioned oath a	s a Me	ember o	of the Board o	of Superv	visors of Ra	nches at	: Lake McI	_eod
Commu	unity Developmer	nt Distr	ict and	acknowledged	to and be	efore me tha	it he/she	took said	oath
for the	purposes therein	expre	ssed.						

(NOTARY SEAL)

Notary Public, State of Florida	
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Commission No.:	Expires:	

MAILING ADDRESS: 🗖 Home	□ Office	County of Residence		
Street	Phone	Fax		
 City, State, Zip	Email	Address		

# RANCHES AT LAKE MCLEOD

### **COMMUNITY DEVELOPMENT DISTRICT**



### AFFIDAVIT OF PUBLICATION THE LEDGER Lakeland, Polk County, Florida

### STATE OF FLORIDA) COUNTY OF POLK)

Before the undersigned authority personally appeared Olga L. Rodriguez Martin, who on oath says that she is an Account Executive for Advertising at The Ledger and the News Chief, daily newspapers published at Lakeland in Polk County, Florida; that the attached copy of advertisement, being a

#### PUBLIC NOTICE

### In the matter of **RULE DEVELOPMENT**

#### Concerning \_\_\_\_\_\_ THE RANCHES AT LAKE MCLEOD CDD

as published in said newspaper and on-line in the issues of

#### 1-21; 2021

Affiant further says that said The Ledger is a newspaper published at Lakeland, in said Polk County, Florida, and that the said newspaper has heretofore been continuously published in said Polk County Florida, daily, and has been entered as second class matter at the post office in Lakeland, in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signed <u>Olga L Rodríguez Martín</u> Olga L. Rodriguez Martin Advertising Account Executive

Who is personally known to me.

Sworp to and subscribed before me this 23rd day of January, 2021 A.D.

tricia (4) Truse

Notary Public

(Seal)

JG8W



PATRICIA ANN ROUSE MY COMMISSION # HH 011594 EXPIRES: October 17, 2024 Bonded Thru Notary Public Underwriters



### AFFIDAVIT OF PUBLICATION THE LEDGER Lakeland, Polk County, Florida

### STATE OF FLORIDA) COUNTY OF POLK)

Before the undersigned authority personally appeared Olga L. Rodriguez Martin, who on oath says that she is an Account Executive for Advertising at The Ledger and the News Chief, daily newspapers published at Lakeland in Polk County, Florida; that the attached copy of advertisement, being a

### **PUBLIC NOTICE**

### In the matter of \_\_\_\_\_\_ RANCHES AT LAKE MCCLEOD CDD

Concerning RULEMAKING

as published in said newspaper and on-line in the issues of

#### 1-22; 2021

Affiant further says that said The Ledger is a newspaper published at Lakeland, in said Polk County, Florida, and that the said newspaper has heretofore been continuously published in said Polk County Florida, daily, and has been entered as second class matter at the post office in Lakeland, in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signed Olga L Rodríguez Martín

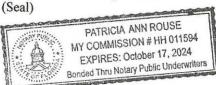
Olga L. Rodriguez Martin Advertising Account Executive Who is personally known to me.

Sworn to and subscribed before me this 22nd day of January, 2021 A.D.

sicia

Notary Public

JG8X



NOTICE OF HULZMAKING REGARDING THE RULES OF PROCEDURE OF THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

A public hearing will be conducted by the Board of Supervisors of the Ranches at Lake McLeod Community Development District (IDistricti) on February 22, 2021 at 11:30 a.m., at Linda Weldon Activity Center, 685 E Eagle-Ave., Eagle Lake, Florida .33839.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Rules of Procedure. The purpose and effect of the proposed Rules of Procedure is to provide for efficient and effective District operations. Prior notice of rule development was published in The Ledger on January 22, 2021.

The Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings and competitive purchase including procedure under the Consultants Competitive Regotiation Act, procedure regarding auditor selection, purchase of insurance, prequalification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

general operation of the District. Specific legal authority for the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes (2019). The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a)16, 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 283.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes (2019).

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manageris Office c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 or by calling (561) 571-0010.

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty one (21) days after publication of this notice to the District Manageris Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manageris Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1 800-955-8770 for aid in contacting the District Office.

Ranches at Lake McLeod Community Development District Craig Wrathell, District Manager 1-22; 2021 JG8X

# RANCHES AT LAKE MCLEOD

### **COMMUNITY DEVELOPMENT DISTRICT**



### **RESOLUTION 2021-28**

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Ranches at Lake McLeod Community Development District ("District") is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Eagle Lake, Polk County, Florida; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

**WHEREAS,** the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

## NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT:

**SECTION 1.** The attached Rules of Procedure are hereby adopted pursuant to this resolution as necessary for the conduct of District business. These Rules of Procedure shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

**SECTION 2.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 3.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of February, 2021.

ATTEST:

## RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Rules of Procedure

### EXHIBIT A: RULES OF PROCEDURE

### RULES OF PROCEDURE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

### **EFFECTIVE AS OF FEBRUARY 22, 2021**

### **TABLE OF CONTENTS**

Rule	1.0	General		2
Rule 1.1 Rule 1.2		le 1.1	Board of Supervisors; Officers and Voting	3
		le 1.2	District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination	3
	Ru	le 1.3	Public Meetings, Hearings, and Workshops12	1
	Ru	le 1.4	Internal Controls to Prevent Fraud, Waste and Abuse10	5
Rule	2.0	Rulemakir	ng Proceedings1	7
Rule 3	3.0	Competiti	ve Purchase	3
	Ru	le 3.1	Procedure Under the Consultants' Competitive Negotiations Act	3
	Ru	le 3.2	Procedure Regarding Auditor Selection	2
	Ru	le 3.3	Purchase of Insurance	7
	Ru	le 3.4	Pre-qualification	Э
	Ru	le 3.5	Construction Contracts, Not Design-Build44	4
	Ru	le 3.6	Construction Contracts, Design-Build 48	3
	Ru	le 3.7	Payment and Performance Bonds54	4
	Ru	le 3.8	Goods, Supplies, and Materials	5
	Ru	le 3.9	Maintenance Services	Э
	Ru	le 3.10	Contractual Services	3
	Ru	le 3.11	Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9	4
Rule	4.0	Effective [	Date6	7

### Rule 1.0 General.

- (1) The Ranches at Lake McLeod Community Development District (the "District") was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the "Rules") is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

### Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) <u>Board of Supervisors.</u> The Board of Supervisors of the District (the "Board") shall consist of five (5) members. Members of the Board ("Supervisors") appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
  - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
  - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
  - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
  - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) <u>Officers.</u> At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
  - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board

shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District's behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents

approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.

- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) <u>Committees.</u> The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) <u>Record Book.</u> The Board shall keep a permanent record book entitled "Record of Proceedings," in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) <u>Meetings.</u> For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) <u>Voting Conflict of Interest.</u> The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, "voting conflict of interest" shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, and daughter-in-law.

(a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

## Rule 1.2District Offices; Public Information and Inspection of Records; Policies; Service<br/>Contract Requirements; Financial Disclosure Coordination.

- (1) <u>District Offices.</u> Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
  - (a) Agenda packages for prior 24 months and next meeting;
  - (b) Official minutes of meetings, including adopted resolutions of the Board;
  - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
  - (d) Adopted engineer's reports;
  - (e) Adopted assessment methodologies/reports;
  - (f) Adopted disclosure of public financing;
  - (g) Limited Offering Memorandum for each financing undertaken by the District;
  - Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
  - (i) District policies and rules;
  - (j) Fiscal year end audits; and
  - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

(2) <u>Public Records.</u> District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular

business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) <u>Service Contracts.</u> Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not

limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) <u>Records Retention.</u> The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) <u>Policies.</u> The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("Coordinator") for the District as required by the Florida Commission on Ethics ("Commission"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("Reporting Individual"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

### Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
  - (a) The date, time and place of the meeting, hearing or workshop;
  - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
  - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
  - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 841-5524. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
  - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: "The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record."
- (2) <u>Mistake.</u> In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any confidential and any confidential and exempt information, shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as "meeting materials" shall not convert such materials into "meeting materials." For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

Call to order Roll call Public comment Organizational matters Review of minutes Specific items of old business Specific items of new business Staff reports

- (a) District Counsel
- (b) District Engineer
- (c) District Manager
  - 1. Financial Report

2. Approval of Expenditures Supervisor's requests and comments Public comment Adjournment

- (4) <u>Minutes.</u> The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) <u>Special Requests.</u> Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation in the District. After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) <u>Public Comment.</u> The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) <u>Budget Hearing.</u> Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- (9) <u>Public Hearings.</u> Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting

notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

- (10) <u>Participation by Teleconference/Videoconference</u>. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) <u>Board Authorization.</u> The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) <u>Continuances.</u> Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
  - (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
  - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
  - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) <u>Attorney-Client Sessions.</u> An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-

Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

(14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

### Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) <u>Internal Controls.</u> The District shall establish and maintain internal controls designed to:
  - (a) Prevent and detect "fraud," "waste" and "abuse" as those terms are defined in section 11.45(1), Florida Statutes; and
  - (b) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
  - (c) Support economical and efficient operations; and
  - (d) Ensure reliability of financial records and reports; and
  - (e) Safeguard assets.
- (2) <u>Adoption.</u> The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: § 218.33(3), Fla. Stat.

### Rule 2.0 Rulemaking Proceedings.

- (1) <u>Commencement of Proceedings.</u> Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A "rule" is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District ("Rule"). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) <u>Notice of Rule Development.</u>
  - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
  - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.

### (3) Notice of Proceedings and Proposed Rules.

(a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section

120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
- (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) <u>Rule Development Workshops.</u> Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.

- (6) <u>Rulemaking Materials.</u> After the publication of the notice referenced in section
   (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
  - (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
  - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
  - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
  - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.

- (9) <u>Negotiated Rulemaking.</u> The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
- (10) <u>Rulemaking Record.</u> In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:
  - (a) The texts of the proposed rule and the adopted rule;
  - (b) All notices given for a proposed rule;
  - (c) Any statement of estimated regulatory costs for the rule;
  - (d) A written summary of hearings, if any, on the proposed rule;
  - (e) All written comments received by the District and responses to those written comments; and
  - (f) All notices and findings pertaining to an emergency rule.
- (11) <u>Petitions to Challenge Existing Rules.</u>
  - (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
  - (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
  - (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this

presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.

- (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
  - (i) Administer oaths and affirmations;
  - (ii) Rule upon offers of proof and receive relevant evidence;
  - (iii) Regulate the course of the hearing, including any pre-hearing matters;
  - (iv) Enter orders; and
  - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) <u>Variances and Waivers.</u> A "variance" means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A "waiver" means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
  - (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.

- (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District's Rule.
   Each petition shall specify:
  - (i) The rule from which a variance or waiver is requested;
  - (ii) The type of action requested;
  - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
  - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
- (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.
- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.
- (13) <u>Rates, Fees, Rentals and Other Charges.</u> All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat. Law Implemented: §§ 190.011(5), 190.035(2), Fla. Stat.

### Rule 3.0 Competitive Purchase.

- (1) <u>Purpose and Scope.</u> In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) <u>Board Authorization</u>. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) <u>Definitions.</u>
  - (a) "Competitive Solicitation" means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
  - (b) "Continuing Contract" means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
  - (c) "Contractual Service" means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.

- (d) "Design-Build Contract" means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (e) "Design-Build Firm" means a partnership, corporation or other legal entity that:
  - Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
  - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) "Design Criteria Package" means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District's Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) "Design Criteria Professional" means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.

- (h) "Emergency Purchase" means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.
- (i) "Invitation to Bid" is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) "Invitation to Negotiate" means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) "Negotiate" means to conduct legitimate, arm's length discussions and conferences to reach an agreement on a term or price.
- (I) "Professional Services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) "Proposal (or Reply or Response) Most Advantageous to the District" means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
  - Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;

- The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
- (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) "Purchase" means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.
- (o) "Request for Proposals" or "RFP" is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- "Responsive and Responsible Bidder" means an entity or individual that (p) has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. "Responsive and Responsible Vendor" means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
  - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
  - (ii) The past performance of the entity/individual for the District and in other professional employment;
  - (iii) The willingness of the entity/individual to meet time and budget requirements;

- (iv) The geographic location of the entity's/individual's headquarters or office in relation to the project;
- (v) The recent, current, and projected workloads of the entity/individual;
- (vi) The volume of work previously awarded to the entity/individual;
- (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
- (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) "Responsive Bid," "Responsive Proposal," "Responsive Reply," and "Responsive Response" all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

### Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided by the District to exceed the threshold amount provided by the District to exceed the threshold amount provided by the District to exceed the threshold amount provided by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.
- (2) <u>Qualifying Procedures.</u> In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm's qualification submittal:
  - (a) Hold all required applicable state professional licenses in good standing;
  - (b) Hold all required applicable federal licenses in good standing, if any;
  - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
  - (d) Meet any qualification requirements set forth in the District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

(3) <u>Public Announcement.</u> Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the

failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

## (4) <u>Competitive Selection.</u>

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
  - (i) The ability and adequacy of the professional personnel employed by each consultant;
  - (ii) Whether a consultant is a certified minority business enterprise;
  - (iii) Each consultant's past performance;
  - (iv) The willingness of each consultant to meet time and budget requirements;
  - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
  - (vi) The recent, current, and projected workloads of each consultant; and
  - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.

- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.
- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

# (5) <u>Competitive Negotiation.</u>

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.

- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (6) <u>Contracts; Public Records.</u> In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) <u>Continuing Contract.</u> Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) <u>Emergency Purchase</u>. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

# Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

- (1) <u>Definitions.</u>
  - (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
  - (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.
- (2) <u>Establishment of Auditor Selection Committee.</u> Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.
- (3) <u>Establishment of Minimum Qualifications and Evaluation Criteria.</u> Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) <u>Minimum Qualifications.</u> In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
  - (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
  - (i) Ability of personnel;
  - (ii) Experience;
  - (iii) Ability to furnish the required services; and
  - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

(4) <u>Public Announcement.</u> After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the

county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.

- (5) <u>Request for Proposals.</u> The Committee shall provide interested firms with a Request for Proposals ("RFP"). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.
- (6) <u>Committee's Evaluation of Proposals and Recommendation.</u> The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (7) <u>Board Selection of Auditor.</u>
  - (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. lf a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) <u>Contract.</u> Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
  - (a) A provision specifying the services to be provided and fees or other compensation for such services;
  - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
  - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
  - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
  - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) <u>Notice of Award.</u> Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm

where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

## Rule 3.3 Purchase of Insurance.

- (1) <u>Scope.</u> The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) <u>Procedure.</u> For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
  - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
  - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
  - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
  - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
  - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and

offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

(h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: § 112.08, Fla. Stat.

## Rule 3.4 Pre-qualification

- (1) <u>Scope.</u> In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) <u>Procedure.</u> When the District seeks to pre-qualify vendors, the following procedures shall apply:
  - (a) The Board shall cause to be prepared a Request for Qualifications.
  - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
  - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
  - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
  - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been

pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.

(i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

(j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, electronic mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

# (3) <u>Suspension, Revocation, or Denial of Qualification</u>

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
  - i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
  - ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
  - iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
  - iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.

- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's prequalified status shall remain suspended, revoked, or denied until the documents are furnished.
- viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- xii. The vendor or affiliate(s) has been convicted of a contract crime.
  - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
  - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an

adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- i. Impacts on project schedule, cost, or quality of work;
- ii. Unsafe conditions allowed to exist;
- iii. Complaints from the public;
- iv. Delay or interference with the bidding process;
- v. The potential for repetition;
- vi. Integrity of the public contracting process;
- vii. Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

#### Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) <u>Procedure.</u> When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twentyone (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been prequalified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile, or overnight delivery service.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a

person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been prequalified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
  - (i) Hold all required applicable state professional licenses in good standing;
  - (ii) Hold all required applicable federal licenses in good standing, if any;
  - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
  - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

(f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in

accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make nonmaterial modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight

delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) <u>Sole Source; Government.</u> Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) <u>Contracts; Public Records.</u> In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) <u>Emergency Purchases.</u> The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) <u>Exceptions.</u> This Rule is inapplicable when:
  - (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become

available exceeds the time within which the funding source must be spent;

- (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat. Rule 3.6 Construction Contracts, Design-Build.

- (1) <u>Scope.</u> The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) <u>Procedure.</u>
  - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
  - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
  - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.

- <u>Qualifications-Based Selection.</u> If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
- (ii) <u>Competitive Proposal-Based Selection.</u> If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:
  - 1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
  - 2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - 3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
    - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;

- b. Hold all required applicable federal licenses in good standing, if any;
- c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
- d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding. worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.

- 5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
- 6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
- 7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- 8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most gualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory

contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.

- 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
- 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) <u>Contracts; Public Records.</u> In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (4) <u>Emergency Purchase.</u> The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) <u>Exceptions.</u> This Rule is inapplicable when:
  - (a) The project is undertaken as repair or maintenance of an existing public facility;
  - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
  - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
  - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board

that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

# Rule 3.7 Payment and Performance Bonds.

- (1) <u>Scope.</u> This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.
- (2) <u>Required Bond.</u> Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.
- (3) <u>Discretionary Bond.</u> At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: § 255.05, Fla. Stat.

## Rule 3.8 Goods, Supplies, and Materials.

- (1) <u>Purpose and Scope.</u> All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of "goods, supplies, and materials" do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) <u>Procedure.</u> When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and

Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.
- (3) <u>Goods, Supplies, and Materials included in a Construction Contract Awarded</u> <u>Pursuant to Rule 3.5 or 3.6.</u> There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) <u>Exemption.</u> Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) <u>Renewal.</u> Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) <u>Emergency Purchases.</u> The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

## Rule 3.9 Maintenance Services.

- (1) <u>Scope.</u> All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) <u>Procedure.</u> When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
  - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
  - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
  - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
  - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been prequalified will be eligible to submit bids, proposals, replies, and responses.
  - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
    - (i) Hold all required applicable state professional licenses in good standing;

- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) <u>Exemptions.</u> Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) <u>Renewal.</u> Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
- (5) <u>Contracts; Public Records.</u> In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

(6) <u>Emergency Purchases.</u> The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat. Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

#### Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.
- (2) <u>Contracts; Public Records.</u> In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

## Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

- (1) <u>Filing.</u>
  - (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
  - (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.
- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) <u>Contract Execution.</u> Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) <u>Informal Proceeding.</u> If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) <u>Formal Proceeding.</u> If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:

- (a) Administer oaths and affirmations;
- (b) Rule upon offers of proof and receive relevant evidence;
- (c) Regulate the course of the hearing, including any pre-hearing matters;
- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) <u>Intervenors.</u> Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (6) <u>Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest.</u> If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (7) <u>Settlement.</u> Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: § 190.033, Fla. Stat.

#### Rule 4.0 Effective Date.

These Rules shall be effective February 22, 2021, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat. Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

# RANCHES AT LAKE MCLEOD

## **COMMUNITY DEVELOPMENT DISTRICT**



### AFFIDAVIT OF PUBLICATION THE LEDGER Lakeland, Polk County, Florida

#### STATE OF FLORIDA) COUNTY OF POLK)

Before the undersigned authority personally appeared Olga L. Rodriguez Martin, who on oath says that she is an Account Executive for Advertising at The Ledger and the News Chief, daily newspapers published at Lakeland in Polk County, Florida; that the attached copy of advertisement, being a

#### **PUBLIC NOTICE**

#### In the matter of **RANCHES AT LAKE MCLEOD CDD**

#### Concerning VALOREM SPECIAL ASSESSMENTS

as published in said newspaper and on-line in the issues of

#### 1-25, 2-1, 2-8, 2-15; 2021

Affiant further says that said The Ledger is a newspaper published at Lakeland, in said Polk County, Florida, and that the said newspaper has heretofore been continuously published in said Polk County Florida, daily, and has been entered as second class matter at the post office in Lakeland, in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signed <u>Olga L Rodríguez Martín</u> Olga L. Rodriguez Martin Advertising Account Executive Who is personally known to me.

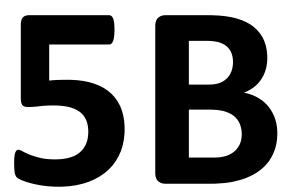
Sworn to and subscribed before me this 15th day of February, 2021 A.D.

tricia Notary Public (Seal) PATRICIA ANN ROUSE MY COMMISSION # HH 011594 **JP8Y** EXPIRES: October 17, 2024 Bonded Thru Notary Public Underwriters

## RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT District District NOTICE OF THE INTENT TO USE THE UNIFORM METHOD OF COLLECTION OF NON-AD VALOREM SPECIAL ASSESSMENTS AND RELATED PUBLIC HEARING Notice is hereby given that the Ranches at Lake McLeod District (the IDistricti) intends to use the uniform method of collecting non-ad valorem special assessments to be levied by the District pursuant to Section 197.3632, Florida Statutes. The Board of Supervisors of the District intends to conduct a public hearing on Febru-ary 22, 2021, at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839. Eagle 33839. The purpose of the public hearing is to consider the adoption of a resolu-tion authorizing the District to use the uniform method of collecting non-ad valorem special assessments (the 1Uniform Methodi) to be levied by the District on properties located on land included in, or to be added to, the Dis-trict. The District has a need to levy non-ad valorem special assessments for the purpose of financing, acquiring, main-taining and/or operating community development facilities, services and improvements within and without the boundaries of the District, to consist of, among other things, offsite utilities, stormwater management systems, water and sewer utilities, street light-ing, roadway improvements, recrea-tional facilities, conservation and miti-gation improvements, and other lawful improvements or services of the Dis-trict. trict Owners of the properties to be as-sessed and other interested parties may appear at the public hearing and be heard regarding the use of the Uni-form Method. This hearing is open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing may be continued to a date, time, and lo-cation to be specified on the record at the hearing. There may be occasions when Supervisors or District Staff may participate by speaker telephone. Pursuant to provisions of the Ameri-cans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or this meeting because of a disability or physical impairment should contact the District Office, Wrathell, Hunt & Associates, c/o District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33410, Ph: (561) 571-0010, at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-807-0 (Voice), for aid in contacting the District Office. A person who decides to appeal any decision made at the meeting with re-spect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. Craig Wrathell District Manager 1-25, 2-1, 2-8, 2-15; 2021 JP8Y

# RANCHES AT LAKE MCLEOD

## **COMMUNITY DEVELOPMENT DISTRICT**



#### **RESOLUTION 2021-29**

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT EXPRESSING ITS INTENT TO UTILIZE THE UNIFORM METHOD OF LEVYING, COLLECTING, AND ENFORCING NON AD VALOREM ASSESSMENTS WHICH MAY BE LEVIED BY THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH SECTION 197.3632, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Ranches at Lake McLeod Community Development District ("District") was established pursuant to the provisions of Chapter 190, Florida Statutes, which authorizes the District to levy certain assessments which include benefit and maintenance assessments and further authorizes the District to levy special assessments pursuant to Chapter 170, Florida Statutes, for the acquisition, construction, or reconstruction of assessable improvements authorized by Chapter 190, Florida Statutes; and

WHEREAS, the above referenced assessments are non-ad valorem in nature and, therefore, may be collected under the provisions of Section 197.3632, Florida Statutes, in which the State of Florida has provided a uniform method for the levying, collecting, and enforcing such non-ad valorem assessments; and

**WHEREAS,** pursuant to Section 197.3632, Florida Statutes, the District has caused notice of a public hearing to be advertised weekly in a newspaper of general circulation within Polk County for four (4) consecutive weeks prior to such hearing.

## NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT:

**SECTION 1.** The Ranches at Lake McLeod Community Development District upon conducting its public hearing as required by Section 197.3632, Florida Statutes, hereby expresses its intent to use the uniform method of collecting assessments imposed by the District as provided in Chapters 170 and 190, Florida Statutes, each of which are non-ad valorem assessments which may be collected annually pursuant to the provisions of Chapter 190, Florida Statutes, for the purpose of paying principal and interest on any and all of its indebtedness and for the purpose of paying the cost of operating and maintaining its assessable improvements. The legal description of the boundaries of the real property subject to a levy of assessments is attached and made a part of this Resolution as **Exhibit A**. The non-ad valorem assessment(s) may continue in any given year when the Board of Supervisors determines that use of the uniform method for that year is in the best interests of the District.

**SECTION 2.** The District's Secretary is authorized to provide the Property Appraiser and Tax Collector of Polk County and the Department of Revenue of the State of Florida with a copy of this Resolution and enter into any agreements with the Property Appraiser and/or Tax Collector necessary to carry out the provisions of this Resolution.

**SECTION 3.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 4.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of February, 2021.

ATTEST:

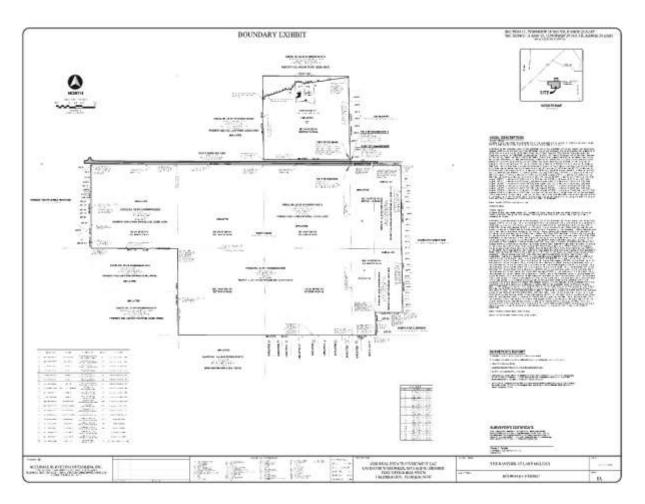
## RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Legal Description

#### Exhibit A



# RANCHES AT LAKE MCLEOD

## **COMMUNITY DEVELOPMENT DISTRICT**



## AFFIDAVIT OF PUBLICATION THE LEDGER Lakeland, Polk County, Florida

#### STATE OF FLORIDA) COUNTY OF POLK)

Before the undersigned authority personally appeared Olga L. Rodriguez Martin, who on oath says that she is an Account Executive for Advertising at The Ledger and the News Chief, daily newspapers published at Lakeland in Polk County, Florida; that the attached copy of advertisement, being a

#### **REQUEST FOR PROPOSALS**

In the matter of **ANNUAL AUDIT SERVICES** 

#### Concerning RANCHES AT LAKE MCCLEOD CDD

as published in said newspaper and on-line in the issues of

#### 1-26; 2021

Affiant further says that said The Ledger is a newspaper published at Lakeland, in said Polk County, Florida, and that the said newspaper has heretofore been continuously published in said Polk County Florida, daily, and has been entered as second class matter at the post office in Lakeland, in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signed <u>Olga L Rodríguez Martín</u> Olga L. Rodriguez Martin Advertising Account Executive Who is personally known to me.

Sworarto and subscribed before me this 26th day of January, 2021 A.D.

Notary Public

**JGDB** 

(Seal)

PATRICIA ANN ROUSE MY COMMISSION # HH 011594 EXPIRES: October 17, 2024 Bonded Thru Notary Public Underwriters

ANNUAL AUDIT SERVICES The Ranches at Lake McCleod Community Development District hereby requests proposals for annual financial auditing services. The pro-posal must provide for the auditing of the Districtis financial records for the fiscal year ending September 30, 2021, with an option for two (2) addi-tional optional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the City of Eagle Lake, Florida, and has an an-nual operating budget of approxi-mately \$51,865. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2021, be completed no later than April 15, 2022.

RANCHES AT LAKE MCCLEOD COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes, and be qualified to conduct audits in accordance with iGovernment Auditing Standards, i as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

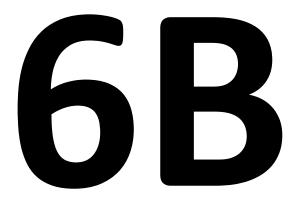
Proposers must provide one (1) unbound hard copy and one (1) electronic copy of their proposal to the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010, in an envelope marked on the outside 1 Auditing Services, Ranches at Lake McCleod Community Development District.1 Proposals must be received by 5:00 p.m., on February 8, 2021, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

1-26; 2021 JGDB

COMPT PUBLIC

# RANCHES AT LAKE MCLEOD

## **COMMUNITY DEVELOPMENT DISTRICT**



#### RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Ranches at Lake McLeod Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2021, with an option for two (2) additional optional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the City of Eagle Lake, Florida, and has an annual operating budget of approximately \$51,865. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2021, be completed no later than April 15, 2022.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

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Craig Wrathell District Manager

#### RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

#### **REQUEST FOR PROPOSALS**

#### **District Auditing Services for Fiscal Year 2020**

Polk County, Florida

#### **INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later February 8, 2021 at 5:00 p.m., at the offices of the District Manager, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) unbound hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Ranches at Lake McLeod Community Development District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11.** LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit.
   Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2020, plus the lump sum cost of two (2) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

#### RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

#### AUDITOR SELECTION

#### **EVALUATION CRITERIA**

#### 1. Ability of Personnel.

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

#### 2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

#### 3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

#### 4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

#### 5. Price.

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

#### (20 Points)

#### (20 Points)

# RANCHES AT LAKE MCLEOD

## **COMMUNITY DEVELOPMENT DISTRICT**

# 6C

#### RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

**PROPOSAL FOR AUDIT SERVICES** 

**PROPOSED BY:** 

Berger, Toombs, Elam, Gaines & Frank

CERTIFIED PUBLIC ACCOUNTANTS, PL

600 Citrus Avenue, Suite 200 Fort Pierce, Florida 34950 (772) 461-6120

#### **CONTACT PERSON:**

J. W. Gaines, CPA, Director

DATE OF PROPOSAL:

February 8, 2021

#### TABLE OF CONTENTS

DESCRIPTION OF SECTION	<u>PAGE</u>
A. Letter of Transmittal	1-2
B. Profile of the Proposer	
Description and History of Audit Firm	3
Professional Staff Resources	4-5
Ability to Furnish the Required Services	5
Arbitrage Rebate Services	6
A. Governmental Auditing Experience	7-16
B. Fee Schedule	17
C. Scope of Work to be Performed	17
D. Resumes	18-33
E. Peer Review Letter	34
Instructions to Proposers	35-36
Evaluation Criteria	37



Certified Public Accountants PL

600 Citrus Avenue Suite 200 Fort Pierce, Florida 34950

772/461-6120 // 461-1155 FAX: 772/468-9278

February 8, 2021

Ranches at Lake McLeod Community Development District Wrathell, Hunt & Associates, LLC 2300 Glades Road, Suite 410W Boca Raton, FL 33431

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Ranches at Lake McLeod Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Ranches at Lake McLeod Community Development District. We will provide you with top quality, responsive service.

#### Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.

Fort Pierce / Stuart - 1 -Member AICPA Division for CPA Firms Private Companies practice Section



Ranches at Lake McLeod Community Development District February 8, 2021

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Ranches at Lake McLeod Community Development District.

Very truly yours,

Berger Joonibo Glam

Berger, Toombs, Elam, Gaines & Frank Certified Public Accountants PL Fort Pierce, Florida

#### PROFILE OF THE PROPOSER

#### Description and History of Audit Firm

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 71 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 71 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 38 of the 42 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

#### Professional Staff Resources

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** has a total of 32 professional and administrative staff (including 14 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (2 CPA's)	3
Staff Accountants (1 CPA)	9
Computer Specialist	1
Paraprofessional	8
Administrative	4
Total – all personnel	32

Following is a brief description of each employee classification:

**Staff Accountant –** Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

**Senior Accountant** – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

**Managers** – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

**Principal** – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor–in-charge. A principal has no financial interest in the firm.

**Partner/Director** – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

#### Professional Staff Resources (Continued)

**Independence** – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Ranches at Lake McLeod Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

#### Ability to Furnish the Required Services

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

#### ADDITIONAL SERVICES PROVIDED

#### Arbitrage Rebate Services

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., "rebate") to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer's auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all "Gross Proceeds" (as that term is defined in the Code) of the bond issue, including those requiring analysis due to "transferred proceeds" and/or "commingled funds" circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue's excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

#### GOVERNMENTAL AUDITING EXPERIENCE

**Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of taxexempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

#### **Continuing Professional Education**

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

#### GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

#### Quality Control Program

Quality control requires continuing commitment to professional excellence. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

#### GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred fifty audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

#### Certificate of Achievement for Excellence in Financial Reporting (CAFR)

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

#### **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

#### **References**

Terracina Community Development District Jeff Walker, Special District Services (561) 630-4922

The Reserve Community Development District

Darrin Mossing, Governmental Management Services LLC (407) 841-5524 Gateway Community Development District Stephen Bloom, Severn Trent Management (954) 753-5841

Port of the Islands Community Development District Cal Teague, Premier District Management

(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

#### **Community Development Districts**

Aberdeen Community Development District

Alta Lakes Community Development District

Amelia Concourse Community Development District

Amelia Walk Communnity Development District

Aqua One Community Development District

Arborwood Community Development District

Arlington Ridge Community Development District

Bartram Springs Community Development District

Baytree Community Development District Beacon Lakes Community Development District

Beaumont Community Development District

Bella Collina Community Development District

Bonnet Creek Community Development District

Buckeye Park Community Development District

Candler Hills East Community Development District

Cedar Hammock Community Development District

Central Lake Community Development District

Channing Park Community Development District

#### **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

Cheval West Community Development District

Coconut Cay Community Development District

Colonial Country Club Community Development District

Connerton West Community Development District

Copperstone Community Development District

Creekside @ Twin Creeks Community Development District

Deer Run Community Development District

Dowden West Community Development District

DP1 Community Development District

Eagle Point Community Development District

East Nassau Stewardship District

Eastlake Oaks Community Development District

Easton Park Community Development District

Estancia @ Wiregrass Community Development District Evergreen Community Development District

Forest Brooke Community Development District

Gateway Services Community Development District

Gramercy Farms Community Development District

Greenway Improvement District

Greyhawk Landing Community Development District

Griffin Lakes Community Development District

Habitat Community Development District

Harbor Bay Community Development District

Harbourage at Braden River Community Development District

Harmony Community Development District

Harmony West Community Development District

Harrison Ranch Community Development District

Hawkstone Community Development District

#### **GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)**

Heritage Harbor Community Development District

Heritage Isles Community Development District

Heritage Lake Park Community Development District

Heritage Landing Community Development District

Heritage Palms Community Development District

Heron Isles Community Development District

Heron Isles Community Development District

Highland Meadows II Community Development District

Julington Creek Community Development District

Laguna Lakes Community Development District

Lake Bernadette Community Development District

Lakeside Plantation Community Development District

Landings at Miami Community Development District

Legends Bay Community Development District

Lexington Oaks Community Development District

Live Oak No. 2 Community Development District Madeira Community Development District

Marhsall Creek Community Development District

Meadow Pointe IV Community Development District

Meadow View at Twin Creek Community Development District

Mediterra North Community Development District

Midtown Miami Community Development District

Mira Lago West Community Development District

Montecito Community Development District

Narcoossee Community Development District

Naturewalk Community Development District

New Port Tampa Bay Community Development District

Overoaks Community Development District

Panther Trace II Community Development District

Paseo Community Development District

Pine Ridge Plantation Community Development District

Piney Z Community Development District

Poinciana Community Development District

Poinciana West Community Development District

Port of the Islands Community Development District

Portofino Isles Community Development District

Quarry Community Development District

Renaissance Commons Community Development District

Reserve Community Development District

Reserve #2 Community Development District

River Glen Community Development District

River Hall Community Development District

River Place on the St. Lucie Community Development District

Rivers Edge Community Development District

Riverwood Community Development District

Riverwood Estates Community Development District

Rolling Hills Community Development District

Rolling Oaks Community Development District Sampson Creek Community Development District

San Simeon Community Development District

Six Mile Creek Community Development District

South Village Community Development District

Southern Hills Plantation I Community Development District

Southern Hills Plantation III Community Development District

South Fork Community Development District

St. John's Forest Community Development District

Stoneybrook South Community Development District

Stoneybrook South at ChampionsGate Community Development District

Stoneybrook West Community Development District

Tern Bay Community Development District

Terracina Community Development District

Tison's Landing Community Development District

TPOST Community Development District

Triple Creek Community Development District

TSR Community Development District

Turnbull Creek Community Development District

Twin Creeks North Community Development District

Urban Orlando Community Development District

Verano #2 Community Development District

Viera East Community Development District

VillaMar Community Development District Vizcaya in Kendall Development District

Waterset North Community Development District

Westside Community Development District

WildBlue Community Development District

Willow Creek Community Development District

Willow Hammock Community Development District

Winston Trails Community Development District

Zephyr Ridge Community Development District

#### Other Governmental Organizations

City of Westlake

Florida Inland Navigation District

Fort Pierce Farms Water Control District

Indian River Regional Crime Laboratory, District 19, Florida

Viera Stewardship District

Office of the Medical Examiner, District 19

Rupert J. Smith Law Library of St. Lucie County

St. Lucie Education Foundation

Seminole Improvement District

Troup Indiantown Water Control District

## Current or Recent Single Audits,

St. Lucie County, Florida Early Learning Coalition, Inc. Treasure Coast Food Bank, Inc. Gateway Services Community Development District

Members of our audit team have acquired extensive experience from performing or participating in over 2,100 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

#### <u>Counties</u>

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River Martin Okeechobee Palm Beach

**Municipalities** 

City of Port St. Lucie City of Vero Beach Town of Orchid

#### Special Districts

Bannon Lakes Community Development District Boggy Creek Community Development District Capron Trail Community Development District **Celebration Pointe Community Development District Coquina Water Control District** Diamond Hill Community Development District Dovera Community Development District Durbin Crossing Community Development District Golden Lakes Community Development District Lakewood Ranch Community Development District Martin Soil and Water Conservation District Meadow Pointe III Community Development District Myrtle Creek Community Development District St. Lucie County – Fort Pierce Fire District The Crossings at Fleming Island St. Lucie West Services District Indian River County Mosquito Control District St. John's Water Control District Westchase and Westchase East Community Development Districts Pier Park Community Development District Verandahs Community Development District Magnolia Park Community Development District

#### Schools and Colleges

Federal Student Aid Programs – Indian River Community College Indian River Community College Okeechobee County District School Board St. Lucie County District School Board

#### State and County Agencies

 Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)
 Florida School for Boys at Okeechobee
 Indian River Community College Crime Laboratory
 Indian River Correctional Institution

#### FEE SCHEDULE

We propose the fee for our audit services described below to be \$3,295 for the year ended September 30, 2021, and \$3,425 for the years ended September 30, 2022 and 2023. The fee is contingent upon the financial records and accounting systems of Ranches at Lake McLeod Community Development District being "audit ready" and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

#### SCOPE OF WORK TO BE PERFORMED

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Ranches at Lake McLeod Community Development District as of September 30, 2021, 2022, and 2023. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

## J. W. Gaines, CPA, CITP

Director - 41 years

## Education

• Stetson University, B.B.A. – Accounting

## Registrations

- Certified Public Accountant State of Florida, State Board of Accountancy
- Certified Information Technology Professional (CITP) American Institute of Certified Public Accountants

## **Professional Affiliations/Community Service**

- Member of the American and Florida Institutes of Certified Public Accountants
- Affiliate member Government Finance Officers Association
- Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- Past President of Ft. Pierce Kiwanis Club, 1994 95, Member/Board Member since 1982
- Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- Member Lawnwood Regional Medical Center Board of Trustees, 2000 Present, Chairman 2013 - Present
- Member of St. Lucie County Citizens Budget Committee, 2001 2002
- Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 2011
- Member of Ft. Pierce Civil Service Appeals Board, 2013 Present

## Professional Experience

- Miles Grant Development/Country Club Stuart, Florida, July 1975 October 1976
- State Auditor General's Office Public Accounts Auditor November 1976 through September 1979
- Director Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- Over 30 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

J. W. Gaines, CPA, CITP (Continued) Director

Continuing Professional Education

 Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:

Governmental Accounting Report and Audit Update Analytical Procedures, FICPA Annual Update for Accountants and Auditors Single Audit Sampling and Other Considerations

## David S. McGuire, CPA, CITP

Accounting and Audit Principal – 18 years Accounting and Audit Manager – 4 years Staff Accountant – 11 years

## Education

- University of Central Florida, B.A. Accounting
- Barry University Master of Professional Accountancy

## Registrations

- Certified Public Accountant State of Florida, State Board of Accountancy
- Certified Information Technology Professional (CITP) American Institute of Certified Public Accountants
- Certified Not-For-Profit Core Concepts 2018

## Professional Affiliations/Community Service

- Member of the American and Florida Institutes of Certified Public Accountants
- Associate Member, Florida Government Finance Office Associates
- Assistant Coach St. Lucie County Youth Football Organization (1994 2005)
- Assistant Coach Greater Port St. Lucie Football League, Inc. (2006 2010)
- Board Member Greater Port St. Lucie Football League, Inc. (2011 2017)
- Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 2003)
- Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- Member/Board Member of Port St. Lucie Kiwanis (1994 2001)
- President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 2017)
- St. Lucie District School Board Superintendent Search Committee (2013 present)
- Board Member Phrozen Pharoes (2019-2021)

## Professional Experience

- Twenty-eight years public accounting experience with an emphasis on nonprofit and governmental organizations.
- Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:

St. Lucie County, Florida 19<sup>th</sup> Circuit Office of Medical Examiner Troup Indiantown Water Control District Exchange Club Center for the Prevention of Child Abuse, Inc. Healthy Kids of St. Lucie County Mustard Seed Ministries of Ft. Pierce, Inc. Reaching Our Community Kids, Inc. Reaching Our Community Kids - South St. Lucie County Education Foundation, Inc. Treasure Coast Food Bank, Inc. North Springs Improvement District

• Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

## David S. McGuire, CPA, CITP (Continued)

Accounting and Audit Principal

## **Continuing Professional Education**

 Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

Not-for-Profit Auditing Financial Results and Compliance Requirements Update: Government Accounting Reporting and Auditing Annual Update for Accountants and Auditors

## David F. Haughton, CPA

Accounting and Audit Manager - 30 years

## Education

• Stetson University, B.B.A. – Accounting

## Registrations

• Certified Public Accountant – State of Florida, State Board of Accountancy

## **Professional Affiliations/Community Service**

- Member of the American and Florida Institutes of Certified Public Accountants
- Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- Technical Review 1997 FICPA Course on State and Local Governments in Florida
- Board of Directors Kiwanis of Ft. Pierce, Treasurer 1994-1999; Vice President 1999-2001

## Professional Experience

- Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- State Auditor General's Office West Palm Beach, Staff Auditor, June 1985 to September 1985
- Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

## Counties:

St. Lucie County

## **Municipalities:**

City of Fort Pierce City of Stuart

## David F. Haughton, CPA (Continued)

Accounting and Audit Manager

## **Professional Experience (Continued)**

## Special Districts:

Bluewaters Community Development District Country Club of Mount Dora Community Development District Fiddler's Creek Community Development District #1 and #2 Indigo Community Development District North Springs Improvement District Renaissance Commons Community Development District St. Lucie West Services District Stoneybrook Community Development District Summerville Community Development District Terracina Community Development District Thousand Oaks Community Development District Tree Island Estates Community Development District Valencia Acres Community Development District

## Non-Profits:

The Dunbar Center, Inc. Hibiscus Children's Foundation, Inc. Hope Rural School, Inc. Maritime and Yachting Museum of Florida, Inc. Tykes and Teens, Inc. United Way of Martin County, Inc. Workforce Development Board of the Treasure Coast, Inc.

- While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

## **Continuing Professional Education**

During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

## Matthew Gonano, CPA

Senior Staff Accountant - 10 years

## Education

- University of North Florida, B.B.A. Accounting
- University of Alicante, Spain International Business
- Florida Atlantic University Masters of Accounting

## **Professional Affiliations/Community Service**

- American Institute of Certified Public Accountants
- Florida Institute of Certified Public Accountants

## Professional Experience

- Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

## **Continuing Professional Education**

• Mr. Gonano has participated in numerous continuing professional education courses.

## **Personnel Qualifications and Experience**

## Paul Daly

Staff Accountant – 9 years

#### Education

• Florida Atlantic University, B.S. – Accounting

## **Professional Experience**

• Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

#### **Continuing Professional Education**

• Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

## **Personnel Qualifications and Experience**

## Melissa Marlin

Senior Staff Accountant - 7 years

## Education

- Indian River State College, A.A. Accounting
- Florida Atlantic University, B.B.A. Accounting

## **Professional Experience**

• Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

- Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- Mrs. Marlin is currently studying to pass the CPA exam.

## **Personnel Qualifications and Experience**

## Bryan Snyder

Staff Accountant - 5 years

## Education

• Florida Atlantic University, B.B.A. – Accounting

## **Professional Experience**

- Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

- Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- Mr. Snyder is currently studying to pass the CPA exam.

## **Personnel Qualifications and Experience**

## Maritza Stonebraker

Staff Accountant – 4 years

#### Education

• Indian River State College, B.S.A. – Accounting

## **Professional Experience**

• Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

- Mrs. Stonebraker participates in numerous continuing education courses and plans on acquiring her CPA.
- Mrs. Stonebraker is currently studying to pass the CPA exam.

## Jonathan Herman, CPA

Senior Staff Accountant - 7 years

## Education

- University of Central Florida, B.S. Accounting
- Florida Atlantic University, MACC

## **Professional Experience**

• Accounting graduate with five years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

## **Continuing Professional Education**

• Mr. Herman participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## **Personnel Qualifications and Experience**

## Sean Stanton, CPA

Staff Accountant - 4 years

## Education

- University of South Florida, B.S. Accounting
- Florida Atlantic University, M.B.A. Accounting

#### **Professional Experience**

• Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

#### **Continuing Professional Education**

• Mr. Stanton participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

## **Personnel Qualifications and Experience**

## Taylor Nuccio

Staff Accountant - 3 years

## Education

• Indian River State College, B.S.A. – Accounting

## **Professional Experience**

• Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

- Ms. Nuccio participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- Ms. Nuccio is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

## **Personnel Qualifications and Experience**

## Kirk Vasser

Staff Accountant - 1 year

## Education

• Indian River State College, B.S.A. – Accounting

## **Professional Experience**

• Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

- Mr. Vasser participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- Mr. Vasser is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

## **Personnel Qualifications and Experience**

## Madison Ballash

Staff Accountant - 1 year

## Education

• Indian River State College, B.S.A. – Accounting (May 2020)

## **Professional Experience**

• Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

- Ms. Ballash participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- Ms. Ballash is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



Judson B. Baggett MBA, CPA, CVA, Partner Marci Reutimann CPA, Partner | 墨 (813) 782-8606

🇌 6815 Dairy Road Zephyrhills, FL 33542 3 (813) 788-2155

#### Report on the Firm's System of Quality Control

To the Partners October 30, 2019 Berger, Toombs, Elam, Gaines & Frank, CPAs, PL and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, (the firm), in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

#### **Required Selections and Considerations**

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Berger, Toombs, Elam, Gaines & Frank, CPAs, PL has received a peer review rating of pass.

Babasett, Reutiman + adociates, CPAs PA BAGGETT, REUTIMANN& ASSOCIATES, CPAS, PA

Member American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA) National Association of Certified Valuation Analysts (NACVA)

#### RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS

#### District Auditing Services for Fiscal Year 2020 Polk County, Florida

## **INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later February 8, 2021 at 5:00 p.m., at the offices of the District Manager, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) unbound hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Ranches at Lake McLeod Community Development District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2020, plus the lump sum cost of two (2) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

#### RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

## 1. Ability of Personnel.

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

(20 Points)

(20 Points)

(20 Points)

(20 Points)

(20 Points)

## 2. Proposer's Experience.

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

## 3. Understanding of Scope of Work.

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

## 4. Ability to Furnish the Required Services.

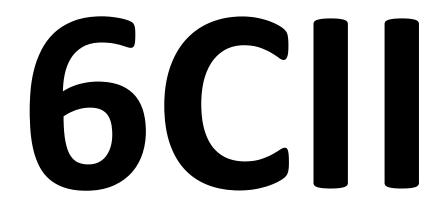
Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

## 5. Price.

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

# RANCHES AT LAKE MCLEOD

# **COMMUNITY DEVELOPMENT DISTRICT**



## Professional Services Proposal for Ranches at Lake McLeod Community Development District

February 8, 2021

#### Proposer

Carr, Riggs & Ingram CPAs and Advisors 500 Grand Blvd., Suite 210 Miramar Beach, FL 32550 Phone: 850.837.3141 Fax: 850.654.4619

Submitted by Stephen C. Riggs, IV Engagement Partner SCRiggs@CRIcpa.com





Dear Ranches at Lake McLeod Community Development District:

Carr, Riggs & Ingram, LLC (CRI) appreciates the opportunity to propose on auditing services to Ranches at Lake McLeod Community Development District. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. We pride ourselves on getting to know our clients and illuminating solutions by providing innovative ideas to move them from compliance to providing them a competitive advantage.

**Investment in You.** We believe in developing long-term, mutually beneficial relationships and quickly demonstrating value with a fee structure and service solutions that provide immediate and continued savings. Our investment starts on "Day 1" as your assigned team begins with our proven, streamlined process that minimizes your time and disruption during the service provider change and continues throughout the relationship.

**Dedicated Team.** CRI's team consists of more than 1,900 professionals, which allows us to tailor your service team by aligning their industry, service, and specialty skills with your needs. Our dedicated teams deliver the highest level of business acumen and knowledge to your organization; our commitment to consistent staffing allows you to maximize savings and remain focused on your needs.

**Equilibrium.** CRI delivers big firm expertise with small firm service. Of approximately 45,000 public accounting firms in the United States, CRI currently ranks in the top 25. Additionally, as a part of PrimeGlobal, an association of independent accounting firms, we have access to international resources as – and when – needed. Leveraging these resources while maintaining local decision-making authority means that simplified solutions are only a phone call away. And we believe that's the best of both worlds for our clients.

Active Partner Participation. Collectively, our partners deliver expertise derived from more than 7,500 years of business experience. With this level of talent, we thoughtfully choose a partner that aligns with your business' needs and industry. Our hands-on, working partners "show up" to convey our genuine commitment to your success. They strive to earn trusted advisor roles by digging in, proactively learning your business, and producing long-term value for you.

**Simplified Solutions.** While our 500+ cumulative partner certifications is an impressive statistic, success is measured by translating complex concepts into client solutions. While accounting is the language of business, we're here to decipher the jargon and help you make educated decisions. CRInnovate embraces agility and invention.

The CRI vSTAR<sup>™</sup> process, our initiative delivering a virtual audit, is designed to provide you with maximized efficiencies, reduced workload, and an improved experience.

We welcome the opportunity to demonstrate to you the same teamwork, expertise, innovation, and responsiveness that have made us one of the fastest growing public accounting firms in the United States. Again, we appreciate your consideration.

Sincerely,

Steve Tiggs

Stephen C. Riggs, IV Engagement Partner Carr, Riggs & Ingram, LLC

TABLE OF CONTENTS



## YOUR NEEDS **UNDERSTANDING & MEETING YOUR NEEDS** 4 **YOUR SERVICES & FEES YOUR SERVICES & FEES** 5 YOUR CHOICE: CRI FIRM PROFILE 6 GOVERNMENT CREDENTIALS 7 RELEVANT EXPERIENCE 8 YOUR SOLUTION TEAM 9 DELIVERING QUALITY TO YOU 15 WORKING TOGETHER: OVERVIEW SHARING CRI'S VALUES WITH YOU 16 TRANSITIONING YOU 17 CRI'S GLOBAL RESOURCES 18 JOIN OUR CONVERSATION 19 WORKING TOGETHER: DETAILS CRI AUDIT FRAMEWORK 20 CRI AUDIT APPROACH 22 APPENDIX 24

**APPENDIX A - RFP DOCUMENTS** 

## **UNDERSTANDING & MEETING YOUR NEEDS**

From the RFP or during our recent visit with your team, we understood your team to express the following needs, requests, and/or issues. We've detailed our proposed solutions below and are happy to discuss other related projects as they arise and upon request.

	NEEDS & ISSUES	SOLUTIONS & SERVICES
Technical	The District is required to have independent audits performed on its financial statements.	Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS), in order to express an opinion on the Ranches at Lake McLeod Community Development District's financial statements.
Relational	The District's Board of Supervisors and management expect open and continuous communication with their CPA firm in order to avoid surprise findings at the end of the audit.	Communicate contemporaneously and directly with management regarding the results of our procedures. Anticipate and respond to concerns of management and/or the Audit Committee (if/when formed).



We value creating mutually rewarding, long-term relationships with our clients. Our goal is to provide high quality, responsive service that yields returns far greater than your investment in our professional fees. Please find below our proposal of fees to provide the requested services for the upcoming fiscal years.

SERVICE	CRI FEES	CRI FEES	CRI FEES
	2021	2022	2023
Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS)	\$4,000	\$4,000	\$4,000

\*Actual out-of-pocket expenses will be billed separately and are not included in the fee.

The above fee quote is based in part on the fact that the District has not yet issued bonds or other debt instruments to finance capital asset acquisition and construction. In the event the District issues such debt instruments or upon construction of major infrastructure additions, the audit fee will increase by an amount of \$2,500 per year.

If Ranches at Lake McLeod Community Development District requests additional services outside of this proposal, professional fee hourly rates are as follows, but may be negotiated depending on the project request:

CLASSIFICATION	HOURLY RATE
Partner	\$400
Manager	\$300
Senior	\$190
Staff	\$140
IT Specialist	\$250
Fraud Specialist	\$250

Our professional fees are based on the key assumptions that Ranches at Lake McLeod Community Development District will:

- Ensure that the predecessor's work papers will be made available for timely review.
- Make available documents and work papers for review at Ranches at Lake McLeod Community Development District's headquarters location, although we may choose to review at alternate locations.
- Prepare certain schedules and analyses and provide supporting documents as requested.
- Assist us in obtaining an understanding of the accounting systems of Ranches at Lake McLeod Community Development District.
- Not experience a significant change in business operations or financial reporting standards.



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# **20+ YEARS** OF CONSISTENT GROWTH SINCE FORMATION

**CRI FIRM VALUES:** CLIENT SERVICE. RESPECT. INTEGRITY.



## **SERVICES**

Accounting & Auditing Advisory Business Support & Transactions Business Tax Employee Benefit Plans Governance, Risk & Assurance Individual Tax & Planning IT Audits & Assurance

## **INDUSTRY EXPERTISE**

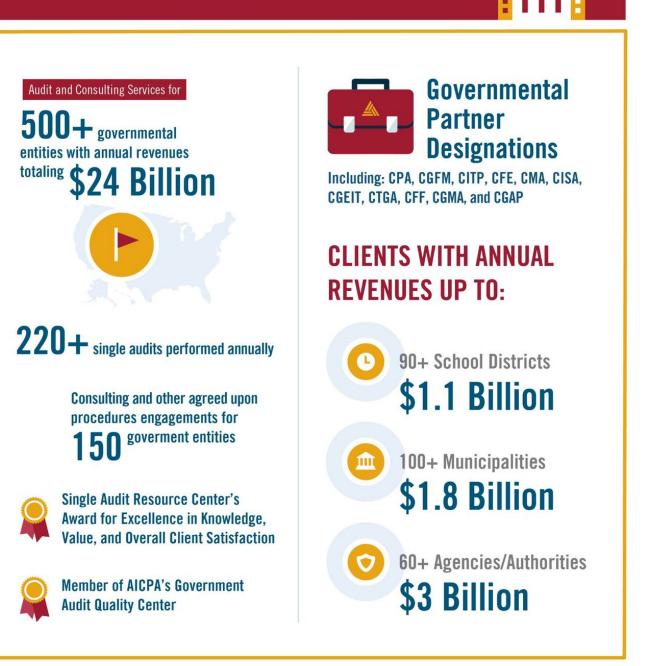
Captive Insurance Construction Financial Institutions Governments Healthcare Institutional Real Estate Insurance Manufacturing & Distribution Nonprofits

## **CRI FAMILY OF COMPANIES**

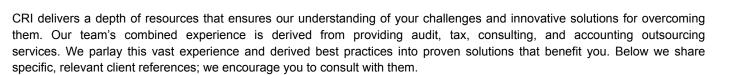


## **GOVERNMENT CREDENTIALS**

# **CRI'S GOVERNMENTAL EXPERTISE**



## **RELEVANT EXPERIENCE**



RELATIONSHIP	TIMELINE	SERVICE DESCRIPTION	RELEVANT POINTS TO CONSIDER
Rizzetta & Company Shawn Wildermuth 3434 Colwell Avenue Suite 200 Tampa, FL 33614 813.933.5571	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul> <li>Client service experience</li> <li>Responsiveness to client needs</li> <li>Long-term relationship</li> <li>CDD management co.</li> </ul>
GMS, LLC Dave DeNagy 14785 Old St. Augustine Road Suite 4 Jacksonville, FL 32258 904.288.9130	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul> <li>Client service experience</li> <li>Responsiveness to client needs</li> <li>Long-term relationship</li> <li>CDD management co.</li> </ul>
Wrathell, Hunt & Associates, LLC Jeffrey Pinder 2300 Glades Road Suite 410W Boca Raton, FL 33431 561.571.0010	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul> <li>Client service experience</li> <li>Responsiveness to client needs</li> <li>Long-term relationship</li> <li>CDD management co.</li> </ul>
PFM Group Consulting, LLC Jennifer Glasgow 12051 Corporate Blvd. Orlando, FL 32817 407.382.3256	2007 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul> <li>Client service experience</li> <li>Responsiveness to client needs</li> <li>Long-term relationship</li> <li>CDD management co.</li> </ul>

## YOUR SOLUTION TEAM



# Stephen Riggs, IV

**Engagement Partner** 

SCRiggs@CRIcpa.com 850.337.3548 | Direct



#### **Representative Clients**

- Community Development
   Districts
- Condominium and Homeowner Associations
- County and Local Governments
- Non-Profit Organizations
- Privately-held corporations

#### Experience

Stephen has over 17 years accounting and audit experience, including three years with the international public accounting firm, Ernst & Young, LLP. His experience includes numerous clients in industries including governmental, not-for-profit, healthcare, SEC and privately held corporations.

Stephen is licensed to practice as a certified public accountant in Florida. He is a member of the State and local Governmental section of the Florida Institute of Certified Public Accountants and exceeds all continuing professional education requirements related to Government Auditing Standards.

He is currently a partner on engagements for many special districts in the State of Florida, including community development districts, fire districts and school districts. In addition to his public accounting experience, Stephen has served on the Board of Directors for a Community Development District and a non-profit organization.

#### **Education, Licenses & Certifications**

- · Masters of Accountancy, University of West Florida
- BA, Economics, University of Florida
- Certified Public Accountant

#### **Professional Affiliations**

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Past President, Emerald Coast Chapter of Florida Institute of Certified Public Accountants (FICPA)

## YOUR SOLUTION TEAM



## **Jonathan Hartness**

**Concurring Partner** 

JHartness@CRIcpa.com 850.337.3569 | Direct



#### Representative Clients

- Community Development
   Districts
- Condominium and Homeowner Associations

#### Experience

Jonathan has over 12 years of auditing and accounting experience with CRI. He is responsible for audits, reviews and compilations of local governmental entities, condominium and homeowner associations, and non-public companies.

Jonathan is licensed to practice as a Certified Public Accountant in Florida. He is a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. He exceeds all continuing professional education requirements related to *Government Auditing Standards*.

Jonathan currently supervises engagements for many governmental entities in the State of Florida including community development districts. He is active in our firm's governmental industry line as well as our condominium and homeowner association practice. Jonathan is an integral part of our community development district practice.

#### **Education, Licenses & Certifications**

- MAcc, Accounting, University of West Florida
- Certified Public Accountant
- · Community Association Manager (CAM), Licensed in Florida

#### **Professional Affiliations**

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)



# K. Alan Jowers

**Consulting Partner** 

AJowers@CRIcpa.com 850.337.3213 | Direct



#### **Representative Clients**

- Santa Rosa County District School Board
- Okaloosa Gas District
- Santa Rosa Island Authority
- Pasco County
- Okaloosa County District School Board
- Pinellas County School District
- Celebration Community
   Development District
- Hammock Bay Community Development District
- Amelia National Community Development District

#### Experience

Alan has over 25 years of experience in public accounting primarily with financial statement assurance engagements. His practice includes local governmental entities, condominium and homeowner associations, non-profit organizations, and nonpublic companies. He currently has direct engagement responsibility for a significant number of audits throughout the state of Florida Alan is licensed to practice as a certified public accountant in Florida and Georgia. He is a member of the Board of Directors of the Florida Institute of Certified Public Accountants (FICPA), has been an active member of the FICPA's State and Local Governmental Committee, and is a past chair of its Common Interest Realty Association Committee. He is also active in the Panhandle Chapter of the Florida Governmental Finance Officers Association (FGFOA) and is a former member of the FGFOA's statewide Technical Resource Committee.

#### **Education, Licenses & Certifications**

- Masters of Accountancy, University of Alabama
- BS, Accounting, Florida State University
- Certified Public Accountant

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA) member of the Board of Governors
- Governmental Finance Officers Association (GFOA)
- Florida Governmental Finance Officers Association (FGFOA)



## **Grace Hartness**

Senior Manager

GHartness@CRIcpa.com 850.337.3243 | Direct



#### **Representative Clients**

- Community Development
   Districts
- Condominium and Homeowner Associations
- Utility Services
- School Districts
- County and Local Governments
- Non-Profit Organizations

#### Experience

Grace has over 12 years accounting and audit experience with CRI. She has worked on several major construction companies, government entities, community development districts, condominium and homeowner associations and non-profit organizations. In addition, she has been involved in special audit projects for the Miami-Dade Airport Authority. Grace is licensed to practice as a certified public accountant in Florida and exceeds all continuing professional education requirements related to Government Auditing Standards. In addition, Grace fluently speaks several languages including French and Arabic. Grace currently supervises engagements for many special districts in the State of Florida including community development districts and school districts. She is active in our firm's condominium and homeowner association practice. Grace started with CRI in August 2006, upon completion of her master's degree, and was promoted to manager in 2011.

#### **Education, Licenses & Certifications**

- · MAcc, Accounting, University of West Florida
- Certified Public Accountant
- · Community Association Manager (CAM), Licensed in Florida

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Accounting & Financial Women's Alliance (AFWA)



## **Chad Branson**

Senior Manager

CBranson@CRIcpa.com 850.337.3226 | Direct

#### **Representative Service Areas**

- Local Governments including Water and Sewer Organizations and Fire Districts
- School Districts including
   Foundations
- Nonprofit Organizations

## Representative Clients (including previous clients)

- School Districts Pinellas County, Okaloosa County, Pasco County, Santa Rosa County
- Florida Office of Early
   Learning Coalition
- Florida Department of Elder Affairs
- Fire Districts -Destin, Ocean City, North Bay
- Utilities Regional Utilities,Midway Water Systems, Inc.,Emerald Coast Utilities Authority
- Escambia County

#### Experience

Chad Branson has over 17 years of experience in public accounting, with practice concentrations in auditing governmental, nonprofit and for profit entities. Chad has accumulated experience throughout his career in Federal and Florida Single Audit Acts compliance monitoring and auditing. During his career he has supervised and managed audit engagements for a wide variety of governmental and nonprofit organization clients. In addition, he has performed internal audit work, information technology general controls testing, forensic investigations, and risk assessments for governmental entities.

Chad has been with Carr, Riggs and Ingram, LLC since 2005.

#### **Education, Licenses & Certifications**

- Bachelor and Master of Accountancy University of Mississippi, Oxford MS
- Certified Public Accountant (CPA) Licensed in Florida and Mississippi
- Community Association Manager (CAM) Florida
- Certified Information Technology Professional AICPA

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Emerald Coast Chapter (FICPA) Board
- Florida Governmental Finance Officers Association (FGFOA)



# Lauren Villarreal

Supervising Senior

LVillarreal@CRIcpa.com 850.337.3223 | Direct



#### **Representative Service Areas**

- Community Development
   Districts
- Condominium and Homeowner Associations
- Employee Benefit Plans
- County and Local Governments
- Non-Profit Organizations

#### Experience

Lauren has four years auditing and accounting experience in the Destin office of CRI. She is an audit supervising senior with primary responsibility for fieldwork and reporting on audits of clients in a variety of industries including local governmental and non-profit entities as well as employee benefit plans and commercial businesses. She is currently the in-charge auditor for over a dozen community development districts with several CDD management companies in the State of Florida.

Lauren is licensed to practice as a Certified Public Accountant in Florida. She is a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. She exceeds all continuing professional education requirements related to *Government Auditing Standards*.

Lauren currently supervises engagements for many governmental entities in the State of Florida including community development districts and other special governments. She is active in our firm's governmental industry line as well as the condominium and homeowner association practice. In addition, Lauren has accumulated experience in Federal and Florida Single Audit Acts compliance monitoring and auditing. Lauren has performed several single audits of federal grants under OMB Circular A-133.

#### **Education, Licenses & Certifications**

- BS, Accounting, Florida State University
- BS, Business Administration, Florida State University
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)

**DELIVERING QUALITY TO YOU** 



#### AUDIT METHODOLOGY

Our audit, tax, consulting, and client accounting services documentation is maintained electronically. Compliance with our methodology is regularly reviewed and evaluated as part of our internal quality program, which is further discussed in this section under **INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS**. Comprehensive policies and procedures governing all of our practices and addressing professional and regulatory standards and implementation issues are constantly updated for new professional developments and emerging issues. See the table of contents to identify the relevant audit approach and methodology detailed description section.

#### ENGAGEMENT QUALITY REVIEW PARTNER (CONCURRING PARTNER)

Audit engagements are assigned engagement quality review (EQR) partner, as appropriate. This role is one of the most important elements of our quality assurance process, as it provides for a timely, independent review of key accounting and auditing issues. The EQR partner also reviews the financial statements and related supporting documentation—including the disclosures—to evaluate their fair presentation under accounting principles generally accepted in the United States of America (GAAP).

#### INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS

Experienced partners and professional staff of our firm conduct quality control reviews of our audits. Our partners' work is reviewed annually, and the inspection process includes periodic testing of the effectiveness of our quality controls and a continuous improvement program. This risk-based annual inspection is intended to mimic the triennial peer review described in the following paragraph and are performed on completed engagements. In addition to this inspection, we perform in-process, "pre-issuance" reviews of partners' work that are chosen for using a risk-based selection process; these reviews are performed by our corporate quality control team. The combination of the in-process and completed engagements is part of our continuous improvement processes.

Peer reviews are performed every three years by another independent public accounting firm. The most recent review of our firm was performed in 2019 by Brown Edwards, whose report was the most favorable possible "Pass".

In addition, we are registered with the PCAOB and our 2018 PCAOB inspection report was also the most favorable possible no audit deficiencies or quality control defects identified. The 2018 PCAOB report can be viewed at <u>https://pcaobus.org/Inspections/Reports/Documents/104-2019-029-Carr-Riggs-Ingram-LLC.pdf</u>.

## SHARING CRI'S VALUES WITH YOU

We are proud of our hands-on, service-centric, and results-oriented approach. Combining that approach with quality controls and superior talent allows us to help you achieve your goals and strengthen your management systems and processes. This approach is further emphasized through our three core values which guide our team's behavior and function as the foundation for interactions with our clients and each other.



## UNYIELDING INTEGRITY

#### CLIENT SERVICE

Defining our brand by meeting or exceeding the highest expectations of our clients

### RESPECT

Building productive, longterm relationships with each other that are based on mutual respect, trust, and sharing

## INTEGRITY

Living with sincerity, transparency, and honesty

**TRANSITIONING YOU** 



When choosing to change firms, the time involved in working with new accounting professionals is often a concern. CRI's welldefined efficient, seamless transition process is designed to:

- · Provide you with value from the very first encounter,
- Avoid interruption of service,
- · Minimize disruption and investment of management's time,
- Raise the standard of service, and
- Establish ongoing channels of communication with Ranches at Lake McLeod Community Development District's management.

The transition plan is comprised of the following key activities and can occur within approximately two weeks, depending on the availability of the parties involved:

- Management approves the change in firms, pending new firm's completion of client acceptance procedures.
- CRI performs client acceptance procedures, such as:
  - Interview key service provider relationships
  - Interview predecessor firm.
  - Internal firm review and approval.

PRE-APPROVAL & ACCEPTANCE

#### PREDECESSOR FIRM COMMUNICATIONS

- Management notifies predecessor firm of decision to change service providers.
- CRI makes inquiries of and reviews predecessor firm workpapers related to your prior year's audit and tax services (as applicable).
- Predecessor firm provides copies of requested workpapers.

- CRI and management sign engagement letter.
- CRI and management develop communication plan protocol.
- CRI and management finalize timetable and key dates.
- CRI develops initial understanding of your business processes.
- CRI reports to management process review items subsequent to initial planning stage.

CLIENT UNDERSTANDING & PLANNING

## **CRI'S GLOBAL RESOURCES**

Many businesses are expanding and/or evaluating their global reach, and they require assistance in order to comprehensively consider the various financial implications of growing in international markets. In addition to CRI's internal resources, we deliver the expertise and support of some of the world's most highly regarded accounting firms through shared alliance as members of PrimeGlobal.

#### WHO IS PRIMEGLOBAL?



#### HOW OUR PRIMEGLOBAL MEMBERS CAN BENEFIT YOU

We supplement our in-depth, industry knowledge and specialized services through our collaborations with other PrimeGlobal firms to help you evaluate your options globally. CRI's goal is to provide you with the information you need to make well-informed, smart business decisions.





## JOIN OUR CONVERSATION

We know that some information that makes perfect sense to a CPA may not be as clear to our clients. Therefore, we produce original content in the form of articles, videos, white papers, webinars, and more to provide timely, down-to-earth translations of complex subjects. We publish this original content on <u>CRIcpa.com</u> and across all our many social channels.

# FOLLOW CRI ON SOCIAL MEDIA @CRICPA



# SUBSCRIBE TO THE CRI E-NEWSLETTER

# **CRICPA.COM/NEWSLETTER-SIGNUP**



#### IT FIGURES: THE CRI PODCAST

Created to provide insight into the latest developments and regulations in the accounting and finance space, It Figures is an accounting and advisory focused podcast for business and organization leaders, entrepreneurs, and anyone who is looking to go beyond the status quo.

Listen on Apple Podcasts, Spotify, iHeart Radio, and more. itfigurespodcast.com



#### **CRI'S CEO ACTION FOR DIVERSITY AND INCLUSION**

Carr, Riggs & Ingram is committed to fostering an inclusive and diverse place for all employees to work in and engage. When our managing partner and chairman, Bill Carr, signed the CEO Action for Diversity & Inclusion<sup>™</sup> pledge, he made a public commitment to building a productive, diverse, and inclusive workplace. Learn more about CRI's commitment to Diversity and Inclusion.

## **CRI AUDIT FRAMEWORK**

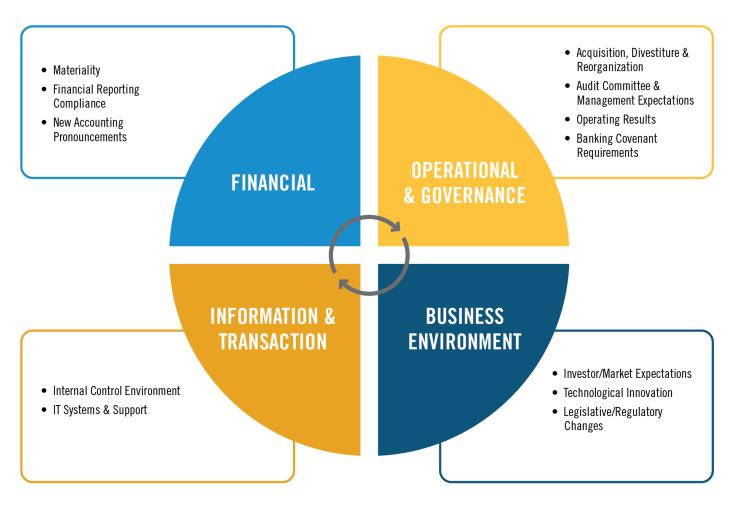


Our proposed services require a coordinated effort between us and Ranches at Lake McLeod Community Development District's team. Planning and continual communication are essential to developing the appropriate procedures, working collaboratively to resolve any identified issues, and meeting your timelines.

CRI's audit approach occurs within a framework of our client's business and industry; therefore, we assess risk by:

- · Understanding management's perspectives and goals, and
- Considering business conditions and threats that could prevent management from achieving its business objectives.

We assess risks in the following areas:



## **CRI AUDIT FRAMEWORK**



Our ultimate intent is to drill down from these broad risks to specific financial reporting risks. We understand both these risks and management's processes and procedures for mitigating them (i.e. internal controls) in order to develop our procedures to carry out our audit responsibilities.

Although our audits are conducted through a structured, risk-based model, we focus on understanding the client's needs, requirements, and expectations. We work collaboratively with management and the Audit Committee (or similar function) to develop a communication and work plan to continuously improve client service, by doing so we help in moving your team from simple compliance to providing you with a competitive advantage.

In planning, we concentrate on "key risks," (items with a greater risk of a material misstatement, a material weakness in internal controls, or other matters resulting in the issuance of an inappropriate audit report). We focus on "material" items (i.e. those items that would be important to the user of your financial statements). When evaluating materiality of identified misstatements, certain quantitative and qualitative factors must be considered—which may include:

- Impact on operating trends (revenue/income, expenses, net income, etc).
- Nature of the misstatement (i.e., did the misstatement result from an unlawful transaction?).
- Impact on liquidity, capital/surplus, earnings capacity, etc.
- Impact to loan covenants and contractual and regulatory requirements.

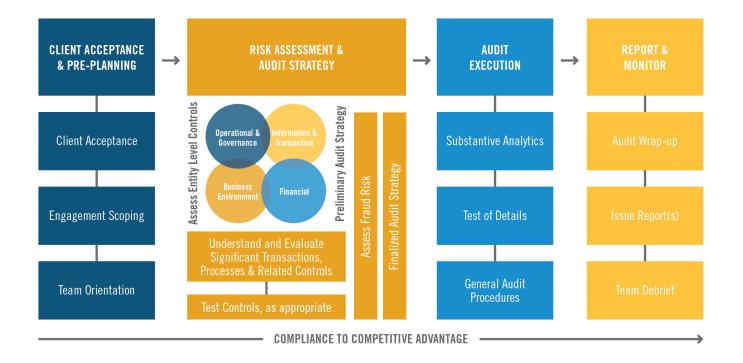
Consistent communication is a key to completion of the audit. By ensuring constant involvement, we are in a better position to respond to your issues timely and efficiently. Therefore, we plan to meet with your management to:

- Set-up the audit by reviewing the mapping of Ranches at Lake McLeod Community Development District's financial information (financial statements and notes) to significant processes and IT systems to ensure that all significant account balances, transactions, procedures, and systems are tested as deemed necessary.
- Discuss ongoing changes—specifically new accounting pronouncements and key business transactions in their early stages, enabling us to agree on the resolution of various complex business issues on a timely basis.

## CRI AUDIT APPROACH



Our audit approach is a four stage approach, as depicted in the summary below. Our client acceptance and risk assessment procedures occur during detailed conversations and observations with your team. The results of those procedures allow us to tailor an audit program to your specific risks and needs. We then execute the audit, report the results, and evaluate continuous improvement opportunities for ongoing service and benefit to you.



## **CRI AUDIT APPROACH**



#### **STAGE 1: CLIENT ACCEPTANCE & PRE-PLANNING**

- Perform client acceptance procedures.
- Collaborate with management to agree to expectations and scope.
- Assign appropriate staff based on client needs and assessed risk.

#### **STAGE 2: RISK ASSESSMENT & AUDIT STRATEGY**

- Interview client personnel and others to understand client-specific objectives and risks.
- Assess following aspects of the organization for their impact on the audit plan:
  - environmental and other external risks,
  - management's fraud and IT risk assessment models,
  - entity level controls including:
    - control environment
    - risk assessment,
    - information and communication,
    - and monitoring controls.
  - IT General Computer (ITGC) controls, such as
    - IT Environment
    - Developing and Delivering IT, and
  - Operating and Monitoring IT.
- Determine materiality.
- Develop and document our understanding of and/or reliance on:
  - linkage of financial statements to:
    - significant transactions,
    - processes,
    - IT systems, and
    - related controls,
  - existence of/reliance on SOC entities and their reports,
  - internal audit, and
  - specialists (e.g. valuation, pension costs, etc.).
- If elected, test controls including ITGC, through a mix of:
  - inquiry,
  - observation
  - examination, and
  - re-performance.
- Perform preliminary analytical procedures.
- Finalize risk assessments and develop a final audit strategy.

#### **STAGE 3: AUDIT EXECUTION**

- Where possible to test as efficiently as possible:
  - develop detailed analytical procedures to use as substantive tests (benefit = reducing tests of details): Examples include:
    - ratio analysis,
    - regression analysis,
    - trend analysis,
    - predictive tests, or
    - reasonableness test,
  - utilize Computer-Assisted Audit Techniques (CAATs) (benefit = automation of testing for more coverage and less disruption to the client), and
  - perform targeted testing (also known as "coverage" testing) to test large portions of account balances (benefit = more coverage with smaller selections).
- Perform tests of details, including sampling.
- Perform general audit procedures such as tests related to:
  - commitments and contingencies,
  - legal letters,
  - management representations,
  - reviews of Board minutes,
  - related party transactions,
  - debt covenants, and
  - going concern.
- Perform other tests for compliance such as Yellow Book or Single Audit tests.

#### **STAGE 4: REPORT & MONITOR**

- Continually monitor throughout the audit providing feedback as agreed during scoping.
- Conclude the audit (i.e. issue opinions and reports).
- Develop and present:
  - reports,
  - required communications,
  - management letter comments, and
  - other audit-related deliverables.
- Perform debriefings to identify opportunities for improvement with our:
  - engagement team, and/or
  - client's team.

#### RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Ranches at Lake McLeod Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2021, with an option for two (2) additional optional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in the City of Eagle Lake, Florida, and has an annual operating budget of approximately \$51,865. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2021, be completed no later than April 15, 2022.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) unbound hard copy and one (1) electronic copy of their proposal to the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010, in an envelope marked on the outside "Auditing Services, Ranches at Lake McLeod Community Development District." Proposals must be received by 5:00 p.m., on February 8, 2021, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

Craig Wrathell District Manager

## **APPENDIX A - RFP DOCUMENTS**

#### RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

#### **REQUEST FOR PROPOSALS**

#### **District Auditing Services for Fiscal Year 2020**

Polk County, Florida

#### INSTRUCTIONS TO PROPOSERS

**SECTION 1. DUE DATE.** Sealed proposals must be received no later February 8, 2021 at 5:00 p.m., at the offices of the District Manager, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. Proposals will be publicly opened at that time.

**SECTION 2.** FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3.** QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) unbound hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Ranches at Lake McLeod Community Development District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11.** LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- List position or title of all personnel to perform work on the District audit.
   Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal for Fiscal Year 2020, plus the lump sum cost of two (2) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**APPENDIX A - RFP DOCUMENTS** 

(20 Points)

(20 Points)

#### RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

#### AUDITOR SELECTION

#### **EVALUATION CRITERIA**

#### 1. Ability of Personnel.

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

#### 2. Proposer's Experience.

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other Community Development Districts in other contracts; character, integrity, reputation of Proposer, etc.)

#### 3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

#### 4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

#### 5. Price.

## Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

#### (20 Points)

# RANCHES AT LAKE MCLEOD

# **COMMUNITY DEVELOPMENT DISTRICT**



### RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

#### AUDITOR EVALUATION MATRIX

RFP FOR ANNUAL AUDIT SERVICES	Ability of Personnel	Proposer's Experience	Understanding of Scope of Work	Ability to Furnish Required Services	Price	TOTAL POINTS
PROPOSER	20 POINTS	20 POINTS	20 POINTS	20 POINTS	20 POINTS	<b>100 POINTS</b>
Berger, Toombs, Elam, Gaines & Frank						
Carr, Riggs & Ingram, LLC						
NOTES:						

Completed by: \_\_\_\_\_\_\_
Board Member's Signature

Date: \_\_\_\_\_

Printed Name of Board Member

# RANCHES AT LAKE MCLEOD

# **COMMUNITY DEVELOPMENT DISTRICT**



## AFFIDAVIT OF PUBLICATION THE LEDGER Lakeland, Polk County, Florida

#### STATE OF FLORIDA) COUNTY OF POLK)

Before the undersigned authority personally appeared Olga L. Rodriguez Martin, who on oath says that she is an Account Executive for Advertising at The Ledger and the News Chief, daily newspapers published at Lakeland in Polk County, Florida; that the attached copy of advertisement, being a

#### **REQUEST FOR QUALIFICATIONS**

In the matter of **ENGINEERING SERVICES** 

#### Concerning RANCHES AT LAKE MCCLEOD CDD

as published in said newspaper and on-line in the issues of

#### 1-26; 2021

Affiant further says that said The Ledger is a newspaper published at Lakeland, in said Polk County, Florida, and that the said newspaper has heretofore been continuously published in said Polk County Florida, daily, and has been entered as second class matter at the post office in Lakeland, in said Polk County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signed <u>Olga L Rodríguez Martín</u> Olga L. Rodriguez Martin Advertising Account Executive Who is personally known to me.

(Seal)

Sworn to and subscribed before me this 26th day of January, 2021 A.D.

Notary Public

PATRICIA ANN ROUSE MY COMMISSION # HH 011594

EXPIRES: October 17, 2024 Bonded Thru Notary Public Underwriters

JGDC

#### REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE RANCHES AT LAKE MCCLEOD COMMUNITY DEVELOPMENT DISTRICT

#### RFQ for Engineering Services

The Ranches at Lake McCleod Community Development District (the iDistrict), located in the City of Eagle Lake, Florida, announces that professional engineering services will be required on a continuing basis for the Districtis stormwater management system, roadway improvements, portable water, sewer and reuse systems, landscaping and hardscaping improvements, parks and amenities, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

District engineering services, as required. Any firm or individual (Applicantf) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (Qualification Statementf) of its qualifications and past experience on U.S. General Service Administrationis iArchitect-Engineer Qualifications, Standard Form No. 330,1 with pertinent supporting data. Among other things, Applicantis must submit information relating to: a) the ability and adequacy of the Applicantis professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicantis willingness to meet time and budget requirements; d) the Applicantis stirct Engineer for any community development districts and past experience as a District Southy; e) the geographic location of the Applicantis headquarters and of fices; f) the current and projected workloads of the Applicant; we ach Applicant must identify the specific individual affiliated with the Applicant who would be handing District meetings, construction services, and other engineering tasks. The District will review all Applicants and will comply with Eloride law, including the

The District will review all Applicants and will comply with Florida law, including the Consultantis Competitive Negotiations Act, Chapter 287, Florida Statutes (ICCNA1). All Applicants interested must submit one (1) unbound hard copy and one (1) elec., tonic copy of Standard Form No. 330 and the Qualification Statement by 5:00 p.m., on February 10, 2021 to the attention of Craig Wrathell, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (iDistrict Manageris Officei).

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed intervely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice, a protest bond with the filing of the notice, a protest bond with the filing of the notice, a protest bond with a seponed by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

# RANCHES AT LAKE MCLEOD

# **COMMUNITY DEVELOPMENT DISTRICT**



#### REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE RANCHES AT LAKE MCCLEOD COMMUNITY DEVELOPMENT DISTRICT

#### RFQ for Engineering Services

The Ranches at Lake McCleod Community Development District (the "District"), located in the City of Eagle Lake, Florida, announces that professional engineering services will be required on a continuing basis for the District's stormwater management system, roadway improvements, portable water, sewer and reuse systems, landscaping and hardscaping improvements, parks and amenities, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with St. Johns County; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, *Florida Statutes* ("CCNA"). All Applicants interested must submit one (1) unbound hard copy and one (1) electronic copy of Standard Form No. 330 and the Qualification Statement by 5:00 p.m., on February 10, 2021 to the attention of Craig Wrathell, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant. The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

#### RANCHES AT LAKE MCCLEOD COMMUNITY DEVELOPMENT DISTRICT

#### DISTRICT ENGINEER PROPOSALS COMPETITIVE SELECTION CRITERIA

#### 1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

#### 2) Consultant's Past Performance (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

#### **3) Geographic Location** (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

#### 4) Willingness to Meet Time and Budget Requirements (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

#### 5) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

#### 6) Recent, Current and Projected Workloads (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

#### 7) Volume of Work Previously Awarded to Consultant by District (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

# RANCHES AT LAKE MCLEOD

# **COMMUNITY DEVELOPMENT DISTRICT**





# RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT Continuing Professional Engineering Services

**RESPONSE TO REQUEST FOR PROPOSALS** 

**FEBRUARY 10, 2021** 

## **QUALIFICATION STATEMENT**

February 10, 2021

Attention: Craig Wrathell, Wrathell, Hunt and Associates, LLC District Manager's Office 2300 Glades Road, Suite 410W Boca Raton, Florida 33431

#### Ref: THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT (DISTRICT) CITY OF EAGLE LAKE, FL – CONTINUING PROFESSIONAL ENGINEERING SERVICES

CONNECT Engineering, LLC (CONNECT) is pleased to submit this proposal package to the Request for Proposals (RFP) for the above-noted project. CONNECT intends to provide the engineering services for the related work and believes the submission herein meets and exceeds the RFP's requirements.

We are also certified as a Florida Department of Transportation (FDOT) Small Business Enterprise (SBE), Disadvantage Business Enterprise (DBE), and Minority Business Enterprise (MBE). We are a FDOT prequalified consultant in Group 3 Highway Design – Roadway, Group 4 Highway Design – Bridges, and Group 7 - Traffic Operations Design.

We have assembled a team of key personnel based on their qualifications and successful experience on similar projects. We will provide our in-house, multi-disciplinary capabilities, and expertise to address the technical issues to ensure a successful and cost-effective design.

I, Adrian Robaina, PE, MEM will be the Project Manager, and will ensure all necessary resources are dedicated at your satisfaction and that each staff member understands their role in delivering a high-quality service. We commit to each project's success for the District.

We look forward to supporting the District by providing timely, efficient, and high-quality services. We appreciate the opportunity to compete for these engineering services.

Thank you in advance for your consideration and for the potential opportunity to begin a long-lasting relationship between CONNECT and the District.

Sincerely,

ADRIAN ROBAINA, PE, MEM President 305.981.6142 (office) • 786.250.9966 (mobile) arobaina@connecteng.us



#### **TABLE OF CONTENTS**

a)	KEY PERSONNEL	3
b)	POINTS OF CONTACT	4
c)	EXPERIENCE	5
d)	REFERENCES	12
Awa	rds / Accomplishments	14
e)	APPROACH	15
Inno	vative Approaches	18
f)	MINORITY BUSINESS CERTIFICATION	20
g)	SCHEDULE	21
h)	OFFICE LOCATION	22
i)	WORKLOADS	22
j)	PREVIOUSLY AWARDED WORK BY THE DISTRICT	22
k)	FINANCIAL CAPACITY	
I)	LICENSES	23
m)	INSURANCE	26
n)	OTHER FORMS	27



#### a) KEY PERSONNEL

Adrian Robaina, PE, MEM Role: Project Manager O: (305) 981.6142 C: (786) 250.9966 arobaina@connecteng.us Years of Experience: 16	Licenses / Certifications: Professional Engineer Florida #82271 Advanced Temporary Traffic Control (Cert#15354) FDEP Qualified Stormwater Management Inspector (Cert#32084) Building Plans Examiner: Florida (PX3499) Building Inspector: Florida (BN6455)		
Rodney C. Devera, PE Role: Deputy Project Manager O: (305) 981.6142 C: (305) 766.9858 rdevera@connecteng.us Years of Experience: 16	Licenses / Certifications: Professional Engineer Florida #71384 Advanced Temporary Traffic Control (Cert#46670)		
Daniel Greenberg, PE, MBA Role: Project Engineer O: (305) 981.6142 C: (305) 336.4174 dgreenberg@connecteng.us Years of Experience: 13	Licenses / Certifications: Professional Engineer Florida #76105 Advanced Temporary Traffic Control (Cert#43956)		
Vanessa A. Mela, PhD, PE Role: Quality Control/Quality Assurance O: (305) 981.6142 vmela@connecteng.us Years of Experience: 10	Licenses / Certifications: Professional Engineer Florida #77676		



#### b) POINTS OF CONTACT

Adrian Robaina, PE, MEM Role: Project Manager O: (305) 981.6142 C: (786) 250.9966 arobaina@connecteng.us Years of Experience: 16

Rodney C. Devera, PE Role: Deputy Project Manager O: (305) 981.6142 C: (305) 766.9858 rdevera@connecteng.us Years of Experience: 16



#### c) EXPERIENCE

CONNECT has more than 50 years of combined civil engineering experience in project design, code compliance, and field inspections. We provide engineering services to clients including parks, airports, roadways, and structures. We are a licensed engineering firm with the State of Florida and have maintained a good professional standing with the Department of Business and Professional Regulation and the Florida Board of Professional Engineers.

Our team has a variety of experience ranging from small to large scale projects, including both the private and public sector. We will provide our in-house, multi-disciplinary capabilities and expertise to address the technical issues to ensure a successful, cost-effective design in the Civil engineering and task work orders by the District.

Our assigned project manager will be **Adrian Robaina**, **PE**, **MEM**. Mr. Robaina has more than 16 years of experience in roadway, drainage, and utility project design. Our deputy project manager will be **Rodney C. Devera**, **PE**, Mr. Devera has over 16 years of experience in designing and managing projects for the public and private sector. His project experience includes design and plans preparation for Resurfacing, Restoration and Rehabilitation (RRR), roadway reconstruction in urban corridors, safety improvements, major and complex highway projects, stormwater management, utilities, and permitting. **Daniel Greenberg**, **PE**, **MBA** will serve as the Engineer, this will ensure redundancy in project awareness within CONNECT's departments. Mr. Greenberg has 13 years of experience as a Project Manager and Engineer of Record. His experience includes RRR, roadway reconstruction in urban corridors, safety improvements. Mr. Brodway reconstruction in urban corridors, the experience includes RRR, roadway reconstruction in urban corridors, safety improvements. Mr. Greenberg has 13 years of experience as a Project Manager and Engineer of Record. His experience includes RRR, roadway reconstruction in urban corridors, safety improvements, and complex highway projects including signing and pavement markings plans and pavement design reports. He has drainage and utility experience. Lastly, **Vanessa A. Mela, PhD, PE**, will provide quality control and peer review for the various projects.

Our assigned key personnel have extensive experience and are licensed Civil Engineers. In addition, as engineering services for the District require additional expertise, our team can partner with pre-qualified local subconsultants to complete the specialty tasks.



#### **Project Experience:**

#### **Civil Engineering**

- Eastside Elementary School Safety Sidewalks FDOT District 1 (D1), Haines City, FL This project was part of the Safe Routes to School (SRTS) program. This project included the design of approximately 1,000 linear feet of sidewalk on the north side. Pedestrian ramps were upgraded to meet the Americans with Disabilities Act (ADA) requirements. Impacts to the neighboring driveways were coordinated with the FDOT and the property owners. A specification package was prepared, and post design services were also provided for this project.
- Orangewood Elementary School Safety Sidewalks FDOT D1, Ft. Myers, FL This SRTS project consisted of sidewalk improvements along Marvaez Street which is adjacent to Orangewood Elementary School and extend from Commercial Drive to Winkler Avenue. Traffic control plans were developed and the construction hours were coordinated with City of Fort Myers to mitigate impacts to the school and residents.
- Franklin Park Elementary Schools Safety Sidewalks FDOT D1, Ft. Myers, FL This SRTS project consisted of the sidewalk improvements along Midway Avenue extend from Canal Street to Edison Avenue. Impacts to drainage ditches were coordinated with FDOT drainage department and South Florida Water Management District (SFWMD). Signing and pavement markings were also upgraded. Crosswalk markings were added at the intersections and pedestrian curb ramps.
- 4. Continuing Civil Engineering Services for The Greens at Doral, Miami, FL Quality Control Engineer for the Greens at Doral is a condominium community comprised of 24 buildings and 440 units occupying over 19 acres. CONNECT engineered various projects that included building structural repairs, pump station rehabilitation which included two 39 HP submergible pumps, and parking lot renovations. In addition, we provided civil engineering inspections for re-roofing, building waterproofing and painting, and gutter and awning replacement. These services included field reviews, contractor invoice approval, and construction progress reports.
- 5. Snowden Pedestrian Bridge Along Old Cutler Trail N. of SW 174 St over C-100 Canal, Palmetto Bay, FL This project included the design and coordination of a shared multi-use path along Old Cutler Trail including a 100 ft long pedestrian steel bridge that re-directs pedestrian traffic away from the existing vehicular bridge. Responsibilities include coordination between sub-consultants to ensure design quality and consistency between disciplines while meeting the project schedule, permitting coordination between South Florida Water Management District (SFWMD), the United States Army Corps of Engineers (USACOE), and Miami-Dade Department of Transportation and Public Works (DTPW) as well as project coordination among utility agencies.
- 6. Miami-Dade County Children's Courthouse, Miami, FL. The civil engineering services included site and geometry layout plans, demolition design and plans, paving and grading, drainage and stormwater, utilities, utility relocation of water and gas and a traffic/parking impact study. The project also required coordination with permitting/jurisdictional agencies including Miami-Dade Water and Sewer Department, City of Miami Public Works and Fire Department, Miami-Dade County Department of Environmental Resources Management (DERM), Miami-Dade County Health Department and FDEP. Construction Administration Services were also be provided. Awarded LEED Gold certification.
- 7. Le Petit Papillon School Modifications, Miami Beach, FL. Project Engineer for scope of services. Project consisted of existing school modifications for additional usable space. Scope of work included paving, grading and drainage plan. In addition to storm water pollution prevention plan. New drainage system and swale areas were designed for stormwater management as per City of Miami Beach standards, in coordination with the City's Public Works Department and DERM.



- 8. **Carlota at South Beach, Miami Beach, FL.** Project Engineer for scope of services. Multifamily residential in Miami Beach, FL. Project consisted of modifications to existing multiuse building. Scope of work included paving, grading, drainage, domestic water and sewer service, and fire line extension.
- 9. Kinloch Park Building Addition, Miami, FL. Project Engineer responsible for design and calculations for the civil engineering services for the new building addition at City of Miami, Kinloch Park. The services included site and geometry layout plans, demolition design and plans, paving and grading, drainage and stormwater, utilities coordination, utility relocation of water and sewer traffic/parking re-design. The project also requires coordination with permitting/jurisdictional agencies like: M-DWASD, City of Miami Public Works and Fire Department, and DERM.
- 10. SR 826/Palmetto Expressway from North of Canal C-8 Bridge (NW162 St.) to East of NW 67th Avenue (Palmetto Segment 2) FDOT D6 Miami-Dade County, FL. Project Engineer. This project prepared for the Florida Department of Transportation (FDOT District VI) is a 1.5-mile reconstruction project. The improvements include widening an existing six-lane divided limited access facility to add two express lanes and reconstruction of interchange at NW 67th Avenue as a Single Point Urban Interchange (SPUI). A cantilevered option for the bridge over NW 67th Avenue is also included to minimize Right-of-Way impacts. This project consists of extensive coordination with the on-going adjacent projects, Segment 2 is one of total 6 segments along the corridor.
- 11. SR 25/US-27 from Hendry/Palm Beach County Line (MP 0.000) To SR 80 (MP 12.599), Palm Beach County, FL. Project Engineer. The project consists of milling and resurfacing (M&R) SR 25/US-27 from Hendry/Palm Beach County Line to SR80/E Palm Beach Road. Sidewalk will be realigned to provide minimum sidewalk width required and reconstructing curb ramps at major turnouts to meet ADA standards. Drainage inlets and inlet tops will be replaced, as necessary. The existing signalization at SR 80/E Palm Beach Road will be replaced with a new concrete strain pole signalization. Existing signs and pavement markings will be replaced and upgraded to current standards.
- 12. SR 821 Homestead Extension for Florida's Turnpike (HEFT) Campbell Drive Interchange Improvements, Miami, FL. Engineer of Record. The project includes the design, widening and reconstruction of the HEFT (SR 821) and Campbell Drive to accommodate the future needs for capacity, operational and safety improvements. The project includes a new westbound Campbell Drive to northbound HEFT interchange ramp, widening of the existing southbound HEFT off-ramp to two-lanes, widening of the HEFT to accommodate the ramp improvements, and signal and turn lane improvements on Campbell Drive.
- 13. SR-5/US-1 from South Street to Magnolia/Shangri-La Drive FDOT D5, Volusia County, FL. Project Engineer. This project consisted of roadway improvements including milling and resurfacing, construction of missing sidewalk on both sides of the roadway, connections to boarding and alighting areas at the bus stops, maintenance of traffic, signage and pavement markings. Project also consisted of addition of designated bike lanes with key holes at right turn lane, Traffic Management System (TMS) reconstruction, and guardrail upgrading or replacing on the rural roadway section on SR-5/US-1 from South Street to Magnolia/Shangri-La Drive (8.1 miles).



14. US1/SR 5 Overseas Highway from Blue Isle Boulevard to N. of Beach Access – FDOT D6 - Monroe County, FL. Project Engineer. This project consisted of design service for roadway improvements which included milling and resurfacing of an existing two-lane facility as well as creating a paved northbound shoulder paving to serve as an evacuation route from Blue Isle Boulevard to N. of Beach Access (MM 59.9 to MM 73.4) in the Florida Keys.

#### Stormwater

- Larchmont Pump Station, Miami, FL. (Miami-Dade County Public Works). Designer responsible for the design
  of two, new drainage pump stations located at Northwest 85th Street and Northwest 5th Avenue. The scope of
  work includes demolishing the existing pump station and replacing it with a new, 60 CFS capacity station, new
  back-up pump station with 35 CFS capacity, upsizing 800-linear-feet of existing drainage pipe, 1,000-linear-feet
  of new drainage pipe, pavement restoration, and stormwater pollution prevention plan.
- 2. Le Petit Papillon School Modifications, Miami Beach, FL. Project Engineer for Civil portion of scope of work. Project consisted of existing school modifications for additional usable space. Scope of work included paving, grading and drainage plan. In addition to storm water pollution prevention plan. New drainage system and swale areas were designed for stormwater management as per City of Miami Beach standards, in coordination with the City's Public Works Department and DERM.
- Village Green Park, Key Biscayne, FL. Engineer for modifications to existing park two include two multipurpose playing fields. Existing park was renovated with synthetic turf fields and underdrains for stormwater control. Project including paving, grading, and drainage for the new park modifications. Scope included inspections and construction services. Construction was observed at various stages to ensure quality control and compliance with plans and specifications.
- 2. Kinloch Park Building Addition, Miami, FL. Engineer for modifications to existing park two include two multipurpose playing fields. Existing park was renovated with synthetic turf fields and underdrains for stormwater control. Project including paving, grading, and drainage for the new park modifications. Scope included inspections and construction services. Construction was observed at various stages to ensure quality control and compliance with plans and specifications
- North Cruise Boulevard Extension Phase IIB & III Port Miami Miami, FL. Project Engineer responsible for the design new roadway and associated drainage. Drainage will consist of new curb inlets, French Drain where feasible, and stormwater injection wells at the outfalls. The new roadway and flyover bridge are intended to alleviate adverse traffic flow conditions for the Port's current and future Cruise Terminal development program. Project includes roadway, bridge, drainage, lighting, and utility relocation (watermain, sanitary sewer, electrical lines, and communication lines) design.
- Venetian Causeway PD&E Study FDOT D6 Miami, FL. Project Engineer responsible for the Conceptual Drainage Analysis and Locations Hydraulics Report for the improvements of the Venetian Causeway's existing 12 bridges from North Bayshore Drive in Miami to Purdy Avenue in Miami Beach. Responsibilities include preparing study documents, Public Involvement workshops and coordinating with all permitting agencies.
- 3. SR-968 / SW 1st Street from SW 17th Avenue to SW 5th Avenue FDOT D6 Miami, FL. Project Engineer responsible for the design and permitting of stormwater management facilities (French Drains) and for an urban roadway in the heart of Miami-Dade County. The reconstruction of SW 1st Street extends from SW 17th Avenue to SW 6th Avenue. Responsibilities include preparing permitting documents such as plans and a design report part of the Environmental Resource Permit (ERP) for South Florida Water Management District (SFWMD) and



the Class V, Group 6 Stormwater Drainage Wells permit for the Florida Department of Environmental Protection (FDEP).

- 4. SR 566 (Thonotosassa Road) RRR from West Baker Street to Townsgate Court FDOT D7, Hillsborough County, FL. Engineer of Record responsible for the reshaping of existing ditches and the design of new side drains under side streets and driveways. This project includes milling and resurfacing, upgrading sign and pavement markings, and upgrading the existing roadside safety including new sidewalks and bicycle lanes on both sides of SR 566 (Thonotosassa Road) from north of Interstate 4 (I-4) to West Baker Street. The drainage system consists of a series of roadside ditches, which convey runoff towards wetland systems located adjacent to the FDOT Right-of-Way (R/W).
- 5. I-95 and Spanish River Boulevard Interchange FDOT D4 Palm Beach County, FL. Project Engineer responsible for the design of stormwater management facilities, conveyance systems, plans production, coordination with permitting agencies, and preparation of the Drainage Design Documentation Report for the new three level Spanish River Interchange. This project includes the construction of a new interchange, modification to the existing Yamato Road and I-95 interchange, addition of Auxiliary lanes from Glades Road to Congress Avenue on I-95 and cross street improvements of Spanish River and Yamato Road.

#### Water Distribution, including Lift Station and Pump Station Design

- Harbour Pointe Lift Station Rehabilitation / Reconstruction, Miami, FL. Project Engineer for Civil scope. Project consisted of replacement of existing sanitary sewer lift station with new complete package consisting of two (2) 20HP suction pumps. In addition, all electrical equipment was replaced, such as control panels, and service upgrade.
- 2. Pump Station Rehabilitations City of North Miami Beach. The project consisted of the rehabilitation of five (5) existing sanitary sewer pumping stations around the City of North Miami Beach. Scope of work included the demolition of above ground facilities and structures and the conversion from suction-lift type configurations to submerged pumps with separate, new valve vaults. The pump station design efforts were undertaken in a fast-track type format to help the client meet their funding deadlines. Disciplines included water, sewer and pump design, paving/grading, structural and electrical design.
- 3. **Pump Station Rehabilitations City of Pompano Beach.** This project consisted of the rehabilitation of two existing sanitary sewer pumping stations around the City of Pompano Beach. Scope of work included the complete replacement of all pumps, electrical panels, electrical services, valves, and piping. The existing structures were utilized. Disciplines included water, sanitary sewer and pump design, and electrical design.
- 4. **Pump Station Rehabilitations City of Maitland.** This project consisted of the rehabilitation of two existing sanitary sewer pumping stations around the City of Maitland. Scope of work included the abandonment of one existing station, to be replaced with a design for an entirely new pump station approximately 100' away, as well as non-destructive structural testing and analysis of the existing wet well on another station. Both off these stations are to be upgraded with new pumps, valves, piping, electronics, generators, and telemetry. Design disciplines included water, sanitary sewer and pump design, paving, grading, structural and electrical design.



#### Structural Systems

- Pavilion Condominium Window and Door Replacement, Miami Beach, FL. Project Engineer for this existing 12story residential high-rise building located within the City of Miami Beach. All openings were replaced with impact windows as per Miami-Dade County NOAs (product approval). Scope of Work included construction drawings with new windows and doors, wind pressures and wind zones. Project included windows / door schedules. Project was coordinated with zoning/historical review from City of Miami Beach Building Department.
- 2. Structural Evaluation of Existing B1 And C1 Mast Arm Assemblies Intersection of SR 5 / US-1 And Riviera Dr FDOT D6 Miami, FL. Specialty Engineer to evaluate the two existing mast arm configurations FDOT Structure No. 87J616-5 & No. 87J616-6. Both mast arm structures were evaluated using the actual field conditions due to signal heads and sign panels attached to the mast arm were modified from original configuration to meet lane alignment requirements. All calculations were done using the FDOT Mast Arm-LRFD Input variables and parameters were obtained from field measurements, signalization plans, and mast arm assembly shop drawings.
- 3. **Temporary Signal at Atlantic Blvd and I-95 / SR-9, Broward County, FL.** Project Engineer for Temporary Signal at Atlantic Blvd and I-95 Span Wire on Wood Poles. Project included specialty engineering structural design for the temporary signal wire and wood poles for Traffic Control Plans at the existing intersection. All calculations were done using FDOT Mast Arm program and proprietary Mathcad calculations for wire and pole reactions.
- 4. Intersection improvements at Peters Rd and Sheldon J Harr Pkwy, Broward County, FL. Project Engineer for Signal Mast Arms at Peters Rd and Sheldon J Harr Pkwy. The project consisted of intersection improvements and the structural analysis of four (4) new signal mast arms. All calculations were done using FDOT Mast Arm program.
- 5. Intersection Improvements at SR 5 / SE 2 Ave from SE 2 St to SE 4 St, (FDOT D6), Miami, FL. Project Engineer for Signal Mast Arms at SR 5 / SE 2 Ave from SE 2 St to SE 4 St. The project consisted of intersection improvements and the structural analysis of one (1) new signal mast arms and evaluation of four (4) existing signal mast arms. All calculations were done using FDOT Mast Arm program.
- 6. HEFT Turnpike / SR 821 Widening from NW 57 Ave To NW 27 Ave Miami-Dade County / Broward County, FL. Project Engineer to evaluate the total drilled shaft required length for one (1) Cantilever Overhead Sign Structures and four (4) Span Overhead Sign Structure. Specifically, our team investigated if the drilled shaft could resist all reactions to avoid additional reinforcement to the concrete barrier wall transition FDOT Design Standard Index No. 410. Our team acted as specialty engineers to provide solutions.
- Repairs for Median Barrier Wall for SR 9 / I-95 Segment 3B-1, Broward County, FL. Project Engineer for the design of multiple concrete repairs along SR 9 / I-95 median barriers. Our team acted as specialty engineers to provide cost effective solutions. Repairs included rebar dowel design, concrete restoration, and traffic impact rated barrier replacement.
- 8. Concrete Repair and Modifications to Existing Drainage Structures at NW 31 AVE improvements, Lauderdale Lakes, FL. Project Engineer for repairs of FDOT Type 6 curb inlets. Scope of work included structural construction drawings and calculations for modifications of existing drainage structures. Our team served as specialty engineers for this modification from the standard index.



- 9. Pavilion Condominium Window and Door Replacement, Miami Beach, FL. Quality Control Engineer for this existing 12-story residential high-rise building located within the City of Miami Beach. All openings were replaced with impact windows as per Miami-Dade County NOAs. Scope of Work included construction drawings with new windows and doors, wind pressures and wind zones. Project included windows / door schedules. Project was coordinated with zoning/historical review from City of Miami Beach building department.
- 10. Structural Evaluation of Existing B1 And C1 Mast Arm Assemblies Intersection of SR 5 / US-1 and Riviera Dr FDOT D6 Miami, FL. Project Engineer to evaluate the two existing mast arm configurations FDOT Structure No. 87J616-5 & No. 87J616-6. Both mast arm structures were evaluated using the actual field conditions due to signal heads and sign panels attached to the mast arm were modified from original configuration to meet lane alignment requirements. All calculations were done using the FDOT Mast Arm-LRFD Input variables and parameters were obtained from field measurements, Signalization Plans, and Mast Arm Assembly Shop Drawings. Our team acted as specialty engineers to provide solutions.
- 11. SR A1A North Bridge over ICWW #940045, Fort Pierce, FL. Project engineer for the analysis and design of the EB and WB reinforced concrete bridge deck for the prestressed concrete FIB girder bridge sections. Responsibilities included structural analysis, primary and secondary slab reinforcement design, phased construction analysis, cantilever slab over bridge pier design. Development of bridge plans in accordance with phased construction and corresponding lap splice reinforcement design. In addition, a BDR report including the preliminary design of steel plate girder bridge including bearing and concrete pier cap design was performed.
- 12. District-Wide Structures Design and Plans Review, Miami, FL. Project engineer for plans and shop drawings review for bridges and highway related structures. Typical projects include Mast Arm design review for several intersections, Brickell City Centre design review for the parking tunnel structures under N Miami Avenue and NW 7th ST, and the whaler/sheet pile anchoring system.
- 13. SR 826/Palmetto Expressway from N of Canal C-8 Bridge (162 St) to E of NW 67 Ave, Miami, FL. Project engineer for the analysis and design of the EB and WB reinforced concrete bridge deck for the prestressed concrete FIB girder bridge sections. Responsibilities included structural analysis, primary and secondary slab reinforcement design, phased construction analysis, cantilever slab over bridge pier design. Development of bridge plans in accordance with phased construction and corresponding lap splice reinforcement design. In addition, a BDR report including the preliminary design of steel plate girder bridge including bearing and concrete pier cap design was performed.
- 14. SR 826/SR 836 Interchange Improvement, Miami, FL. Project engineer responsible for reviewing the design of cantilever sign, span sign structures, expansion joints, light pole structures, mast arm structures, and design review of the single cell box girder segments for segmental Bridges 15 and 9. Project tasks were completed for Miami-Dade Expressway Authority.
- 15. SR A1A North Bridge over ICWW #940045, St. Lucie County, FL. Project engineer responsible for overseeing the design and alignment implementation of permanent MSE walls comprising the bridge approaches and the design and detailing of adjacent stairway along a portion of the MSE walls. Typical project related responsibilities include coordination and quality assurance/quality control of design plans and structural calculations, participation in project phase meetings, coordination between disciplines to ensure quality and consistency while meeting the project schedule.



### d) **REFERENCES**

Continuing Civil Engineering Services for The Greens at Doral, Doral, FL. The Greens at Doral is a condominium community comprised of 24 buildings and 440 units occupying over 19 acres. CONNECT engineered various projects that included building structural repairs, pump station rehabilitation, and parking lot renovations. In addition, we provided civil engineering inspections for re-roofing, building waterproofing and painting, and gutter and awning replacement. These services included field reviews, contractor invoice approval, and construction progress reports. Approximate cost of construction over \$3 million
 Client: The Greens at Doral Condominium Association
 Client reference: Juan A. Rodriguez – Board of Director President, (305) 479-4304, jarodriguez@thegreensatdoral.com
 Project duration: 2017-2020

Total amount of contract: \$120,000

2. Continuing Civil Engineering Services for Multiple Private Sector Land Development Projects, Miami, FL. The work performed by CONNECT included modifications to recreation areas, building additions, and park modifications for public enjoyment. Specific Civil services included paving, grading, drainage, permitting services, and direct coordination with the local municipalities. Specific projects include the YMCA South Dade Family Center New Pool Recreation Area in Miami-Dade, FL and Le Petit Papillon School located in Miami Beach, FL. Construction cost over \$1 million

Client: John R. Medina & Associates, Architects

Client reference: Monica Rodriguez, Lead Designer, (305) 740-0554, mrodriguez@miamicurtainwall.com Project duration: 2016-2020 Total amount of contract: \$100,000

Multiple Civil Engineering Services Contracts for Gas Stations, Miami, FL. CONNECT provided services for projects ranging from developing new sites to modifications to existing sites. Gas stations were engineered for AutoTURN site analysis, water and sewer, paving, grading, drainage, and signing and pavement markings. Approximate construction cost over \$500,000.
 Client: Fiallo's MEP Design, Inc.

Client reference: Jorge Fiallo, PE, EC – President, (305) 877-1845, Jfiallo@fiallomepdesign.com Project duration: 2016-2020 Total amount of contract: \$60,000

4. The Greens at Doral, Master Structural Repairs, Miami, FL. The Greens at Doral is a condominium community comprised of 24 buildings and 440 units occupying over 19 acres. Our team provided structural design for all repairs withing the condominium. Those included, replacement of corroded metal framing, concrete repairs, such as cracks on stucco, concrete with rebar exposed. Wood framing members were also replaced as part of the construction drawings. Special inspections and construction services were a part of this scope. Cost of construction approximate over \$400,000

Client: The Greens at Doral Condominium Association
Client reference: Juan A. Rodriguez – Board of Director President, (305) 479-4304, jarodriguez@thegreensatdoral.com
Project duration: 2018-2020
Total amount of contract: \$50,000



Harbour Pointe – Lift Station Rehabilitation / Reconstruction. Project consisted of complete reconstruction of existing pump station, including structural design for new wet well and valve box, and structural support for all equipment. In addition, the existing sanitary sewer lift station included new complete package consisting of two (20HP) suction pumps. In addition, all electrical equipment was replaced, such as control panels, and service upgrade. Approximate construction cost \$400,000
 Client: Harbour Pointe of Miami Condominiums
 Client reference: Katty Rodriguez – Board of Director President, (305) 815-9299, harbourpointe.manager@gmail.com
 Project duration: 2017-2019

**Total amount of contract:** \$30,000

6. Structural Evaluation of Existing B1 And C1 Mast Arm Assemblies Intersection of SR 5 / US-1 And Riviera Dr FDOT D6 - Specialty Engineer to evaluate the two existing mast arm configurations FDOT Structure No. 87J616-5 & No. 87J616-6. Both mast arm structures were evaluated using the actual field conditions due to signal heads and sign panels attached to the mast arm were modified from original configuration to meet lane alignment requirements. All calculations were done using the FDOT Mast Arm-LRFD Input variables and parameters were obtained from field measurements, Signalization Plans, and Mast Arm Assembly Shop Drawings. Approximate construction cost - \$200,000
Client: FDOT D6
Client reference: George Hoffman PE (205) 962-4928. George Hoffman@dot state fl.us

Client reference: George Hoffman, PE, (305) 962-4928, George.Hoffman@dot.state.fl.us Project duration: 2019-2020 Total amount of contract: \$4,000

8. Project performed by Daniel Greenberg, PE as Project Engineer - SR 25/US-27 from Hendry/Palm Beach County Line (MP 0.000) To SR 80 (MP 12.599), Palm Beach County – FDOT District 4 – FPID No. 441631-1-32-01 - The project consists of milling and resurfacing (M&R) SR 25/US-27 from Hendry/Palm Beach County Line to SR80/E Palm Beach Road. Sidewalk will be realigned to provide minimum sidewalk width required and reconstructing curb ramps at major turnouts to meet ADA standards. Drainage inlets and inlet tops will be replaced, as necessary. Pedestrian gates will be added to the R/R crossing between NW 2nd Street and NW 3rd Street. The existing signalization at SR 80/E Palm Beach Road will be replaced with a new concrete strain pole signalization. Traffic monitoring site 0148 will need to be updated with new loops and sensors. Existing signs and pavement markings will be replaced and upgraded to current standards Client: FDOT D4, 3400 W Commercial Blvd, Fort Lauderdale, FL 33309

Client reference: Raul Dominguez, PE - 954-777-4061, raul.dominguez@dot.state.fl.us Project duration: 2018 - 2019 Total amount of contract: \$1.8M

9. Project performed by Rodney C. Devera, PE as Project Manager and Daniel Greenberg, PE as Project Engineer -Roadways and Complete Infrastructure Improvements: Franjo Road Design-Build - Lead Roadway Engineer responsible for the complete street improvements including the reconstruction of two existing roadways. These roadways are part of the Village's future Central Business District (CBD). Complete streets improvements include ADA compliant curb ramps and sidewalks, new bike lanes, new on-street parking, and a new roundabout. Additional improvements include landscaping, decorative pavers, new water and sanitary sewer mains, stormwater management systems, and underground utility relocations.

Client: Village of Palmetto Bay, 9495 SW 180th Street, Palmetto Bay, FL 33157 Client reference: Dionisio F. Torres, PE, (305) 969-5086, dtorres@palmettobay-fl.gov Project duration: 2018 - 2019 Total amount of contract: \$1.1M



10. Project performed by Daniel Greenberg, PE as Project Engineer and Rodney C. Devera, PE as Drainage Engineer -SR 566 (Thonotosassa Road) RRR – from West Baker Street to Townsgate Court - FDOT District 7, Hillsborough County, FL - FPID No. 425503-1-52-01 - This project consisted of milling, resurfacing, upgrading of signs and pavement markings, and upgrading of existing roadside safety, including new sidewalks and bicycle lanes on SR 566 (Thonotosassa Road) from Townsgate Court to north of I-4. The project limits are located inside of the City of Plant City and Hillsborough County. The drainage system consists of a series of roadside ditches, which convey runoff towards wetland systems located adjacent to the FDOT Right-of-Way. The project included drainage improvements such as reshaping the existing ditches and designing new side drains under side streets and driveways. Client: FDOT District 7, 11201 N. Malcolm McKinley Drive, Tampa, FL 33612 Client reference: Charlie Xie, PE, 813-975-6287, Charlie.Xie@dot.state.fl.us

Project duration: 2015-2017

Total amount of contract: \$580,000

#### **Awards / Accomplishments**

In addition to our projects listed on standard form 330. Our team had a key role on the following projects which earned awards as follows:

#### 1. 2013 Engineering Excellence Grand Award by Florida Institute of Consulting Engineers [FICE]

Project: *I-75 Southbound Ramp to SR 826 Composite Wall (FDOT D6) 2012*. Designer responsible for providing engineering and CAD support for this roadway widening project that involved preparing an alternate design to a sheet pile system. The composite wall integrates the four (4) individual components of traditional embankment walls including MSE panels, coping, traffic barrier wall, and sound barrier wall into one framework.

#### 2. LEED Silver Certification

Project: *College of Nursing and Health Sciences (Florida International University, FL) 2010.* Project Designer for the Civil design services required for the new FIU College of Nursing and Health Sciences Facility located in a very prominent area of the campus. The civil engineering services included: site investigation and reconnaissance, data collection and verification of as-built conditions, layout and geometry with tie-ins to established vertical and horizontal datum and monuments, subsurface demolition plan, grading and exterior paving/walkways, drainage, potable water distribution and fire main, wastewater collection/sanitary sewer, stormwater pollution prevention, on-site utility relocation and demolition, technical specifications and probable cost estimates. The project also required permitting/approvals with local jurisdictional authorities.

#### 3. LEED Gold Certification

Project: *Miami-Dade Children's Courthouse (Miami-Dade County GSA) 2012*. The civil engineering services included site and geometry layout plans, demolition design and plans, paving and grading, drainage and stormwater, utilities, utility relocation of water and gas and a traffic/parking impact study. The project also required coordination with permitting/jurisdictional agencies including Miami-Dade Water and Sewer Department, City of Miami Public Works and Fire Department, DERM, Miami-Dade County Health Department and FDEP. Construction Administration Services were also be provided.



### e) APPROACH

**Approach to Tasks:** We anticipate that the professional services under this RFP will involve specialized work elements or areas of disciplines. Our in-house key personnel staff organization has been assembled accordingly. Each task work order by the District and its specifics will be reviewed by the Project Manager and assigned to the project engineers. CONNECT's Project Manager will work directly with the District for sub-consultant acquisition for each task work order, as necessary. Each sub-consultant proposed for the specific task will be pre-approved to do work within the District and will have the experience, background, and knowledge to successfully complete the project. Approaching the tasks under the RFP requires a comprehensive understanding of Project Planning, Management & Organizational Needs, Staffing/Technical Expertise and Schedule & Budget Controls. CONNECT's strength is our consistently proven ability to plan, design and construct infrastructure projects in a manner that is efficient, timely and cost effective.

**Project Approach:** CONNECT's technical direction to performing the necessary services and tasks is based on an approach that demonstrates our complete understanding of the needs of the project tasks, how the project will be managed, and our knowledge and familiarity with project requirements. The success of our project implementation technical approach is based on four critical interrelated components:



**Project Management Plan (PMP):** Our first step in embarking on any project is developing a management plan that serves as the roadmap from project initiation to completion. Each of our projects commence with a PMP that includes and provides comprehensive information on all the critical elements of the project. Adrian Robaina, PE, our assigned Project Manager, will be responsible for leading and coordinating the project planning efforts to develop a responsible, feasible and effective project approach and PMP.

**Communications Plan:** Throughout the duration of the project/tasks, we will maintain a pro-active management philosophy, ensure that we communicate clearly with the District and maintain strict coordination within our team. We utilize Microsoft OneDrive or as directed by the District to securely share files and utilize video conferencing tools like Microsoft Teams Meetings to collaborate with internal and external team members. Good and frequent communication results in successful projects. It is CONNECT team's policy that all internal and external meetings be concisely documented in written form and distributed to the team members, attendees, and the District.

**Technical Services Plan:** The general process involved in implementing design services under this RFP will broadly involve several tasks or work orders. We have assembled a team of key personnel based on their qualifications and successful experience on similar projects. We will provide our in-house, multi-disciplinary capabilities and expertise to address the technical challenges to ensure a successful, cost-effective design in the chosen categories.

**Field Review:** At the commencement of the design services for the project, CONNECT will schedule a field review with our team members and will invite applicable assigned staff from the District. We will document the field review and furnish photographs of the project to identify areas of concern.



**Data Collection:** This is an extremely important element of any project. Data to be collected includes as-built plans, previous feasibility reports, historic aerial photographs, rainfall/storm and flood records, previous studies in nearby areas, FEMA flood plain maps, and existing and proposed land use maps, discussions with District staff, and existing permits.

**Kick-off Meetings:** Once our team has received substantial field data and have completed field review, our project manager will conduct a kick-off and brainstorming session where our team, including the discipline leads involved in each project or assignment, gather to discuss design alternatives for the project. This meeting is typically followed by a kick-off meeting with the District to discuss our findings and our approach to executing the project.

**Review the Regulatory Requirements & Design Criteria:** Our team will proceed to validate the Federal, State, Regional and Local Agencies having jurisdiction over development of facilities in the area.

**Pre-Design Services:** Pre-design work generally includes all work needed to retrieve site specific technical data to be utilized for the engineering design purposes. We will work directly with the District for sub-consultant acquisition. Each sub-consultant proposed for the following tasks will be pre-approved by the District. Sub-consultant services may include: R/W Land Surveying and Mapping, Bathymetry Surveying, Subsurface Utility Engineering (SUE), Geotechnical Engineering & Soils Investigation, Environmental Investigation and Utility Coordination.

**Design Services:** Our team will primarily ensure that the proposed engineering design(s) conforms to applicable jurisdictional standards and design guidelines. Technical specifications and provisions for construction will be fully consistent with established design and construction standards and jurisdictional criteria.

**Preliminary and Final Design Plans:** Plans shall be prepared based on the results of our brainstorming sessions, field reviews, discussion with the District's staff and specific scope of work. Construction plans will be developed, cost estimates provided with every submittal, and special provisions prepared where necessary.

**Traffic Control / Maintenance of Traffic:** Traffic control is extremely important to the success of any project. Our team will ensure that the Traffic Control requirements are addressed. Measures will have to be implemented to ensure access to schools, residences, facilities, and businesses during the construction. Minimal disruption to surrounding stakeholders and normal operations would be the priority goal of our team.

**Permitting and Jurisdictional Approvals:** At the completion of the construction documents phase, all necessary applications and submittals for permit will be made to the respective jurisdictional entities. CONNECT has extensive experience with the preparation of permit application packages for various types of infrastructure improvements.

**Post Design Services:** Our responsibilities during the post design phase are generally classified under two main categories:

**Bid and Award Support Services** - In the interest of time, while the drawings are in review for permitting, we will work with the District on the Bid and Procurement Documents. Our team will work in partnership with the District to finalize the bid package. Our team is experienced with attending Pre-Bid meetings and prepare responses to technical questions forwarded from prospective bidders of the project.



**Construction Administration** – CONNECT staff has significant experience with the analyses of construction contract documents including schedules, delay claims, change orders, pay requisition reviews/approvals and general construction management related tasks and items. CONNECT staff has worked on numerous projects representing the interests of our direct clients ensuring that the progress of construction is maintained while diligently managing construction required documentation and processes.

Approach to Schedule and Budget Controls: CONNECT is fully committed to meeting the schedule and budget of each work order.

**Approach to Meeting "Project-Specific" Time Requirements:** To complete projects on time, it is critical to conduct proper schedule planning prior to commencing work. Our team has the availability and resources to meet schedule completion requirements on assigned tasks. CONNECT will develop a project specific schedule for each project, based on the approved scope of work and District's established timeline for project development and implementation.

**Schedule control** begins by creating a realistic and well-thought-out schedule that recognizes opportunities to expedite tasks and using such opportunities to assist in schedule recovery efforts, if needed.

**Approach to Meeting "Project-Specific" Budget Requirements:** To complete projects within or under budget, it is critical to implement proper budget planning prior to commencing work.

**Cost Estimating at Project Milestones** - Cost estimates will be developed with each phase of deliverables corresponding to the level of completion and finalization per the construction plans.

**Value Engineering** - Value Engineering is an important cost control tool as it facilitates maintaining the functionality of proposed design while addressing items that may be cost prohibitive with less costly alternatives.

**Quality Management Plan (QMP):** CONNECT's key staff understand the importance of Quality Assurance and Quality Control (QA/QC). We consider quality control management integral to our ability to provide services. CONNECT's Quality Control procedure consists of the five-step checking procedure for all contract documents. Our QMP includes:

**Quality Staffing** - It is important that each **task** be staffed in such a manner as to take advantage of each professional's expertise; thereby ensuring an excellent match between task and professional.

**Quality Control** - Quality Control consists of checking our work products and the backbone of our Quality Control process in the five-step procedure.





**Quality Assurance** - Quality Assurance monitors and assesses the Quality Control process. Quality Assurance leaders are assigned to every project to periodically review processes.

**Constructability Reviews** - As part of our extensive QA/QC process, our team will undertake constructability reviews. The reviews will ensure that all bid items are quantified and accounted for, checked for feasibility and a logical construction sequence, and finally, for potential claims.

#### **Innovative Approaches**

We at CONNECT pride ourselves in using innovation when it comes to the latest technological tools in our industry. Our staff and offices are equipped with the most up to date software in Microsoft Office, AutoCAD, and MicroStation. Our staff have also been set up to work remotely, which ensures availability and efficiency in project delivery to our clients. By keeping up to date with the latest technological tools, our firm has not seen a decline in production during the on-going COVID-19 pandemic. Some of the innovative tools that we use to provide effective and efficient project delivery are:

**Microsoft OneDrive** – We utilize OneDrive to upload and share documents in real time. Our specific project files can be set-up to mimic data that is stored on our servers. As a result, our subconsultants can have access to the most up to date files, which reduces rework and increases efficiency. As an added value, the District will also be able to track the progress of all work orders in real time.

**Microsoft Teams** – By using the latest the features of Microsoft Teams we can effectively communicate internally while working remotely. Our external communication is also streamlined by setting up videoconferences and using screen share capabilities. Our set up in Teams is project specific which allows us to share files, sync calendars with specific work order deadlines, and track project deliverables.

**Microsoft OneNote** – Our team uses OneNote to ensure that all team members are up to date on the latest developments in any given work order. We link our OneNote to Microsoft Teams and use the resource to track all updates in the project schedule and budget. Our staff members utilize OneNote to take notes during project meetings and field visits. Photos are uploaded and all team members stay informed of the progress.



**Aerial Imagery** – Our team has the capability to provide the latest aerial imagery using drone technology. At the District's request, CONNECT can produce aerial images of construction work in progress and completed projects. The District will be able to use these photos for community outreach and social media posts to keep the public informed and aware of current construction developments.



## f) MINORITY BUSINESS CERTIFICATION

State of Florida

# **Minority Business Certification**

# Connect Engineering, LLC

Is certified under the provisions of 287 and 295.187, Florida Statutes, for a period from:

10/04/2021

10/04/2019 to



Jonathan R. Satter, Secretary Florida Department of Management Services

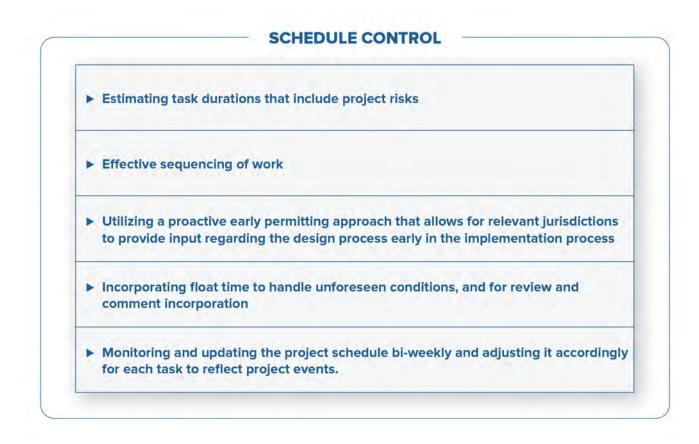
> Office of Supplier Diversity 4050 Esplanade Way, Suite 380 Tallahassee, FL 32399 850-487-0915 www.dms.myflorida.com/osd



# g) SCHEDULE

**Approach to Meeting "Project-Specific" Time Requirements:** To complete projects on time, it is critical to conduct proper schedule planning prior to commencing work. Our team has the availability and resources to meet schedule completion requirements on assigned tasks. CONNECT will develop a project specific schedule for each project, based on the approved scope of work and the District's established timeline for project development and implementation.

**Schedule control** begins by creating a realistic and well-thought-out schedule that recognizes opportunities to expedite tasks and using such opportunities to assist in schedule recovery efforts, if needed. Effective and realistic schedule control includes the following:



CONNECT is fully committed to meeting the time requirement of this project.



#### h) OFFICE LOCATION

Prime: CONNECT Engineering, LLC Office location: 2645 SW 37th Avenue, Suite 301, Miami, FL 33133 Number of Licensed Professionals: 4 Administrative staff: 3 CADD Technician: 2 Sub-consultant: Will be chosen per task and will ensure local business utilization.

#### i) WORKLOADS

Our assigned key personal staff is over 90% available to the District

#### j) PREVIOUSLY AWARDED WORK BY THE DISTRICT

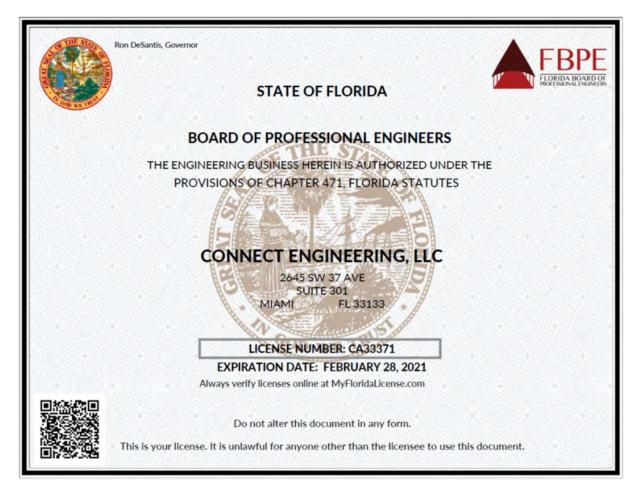
CONNECT Engineering, LLC does not have any previously awarded work from the District or the City of Eagle Lake.

#### k) FINANCIAL CAPACITY

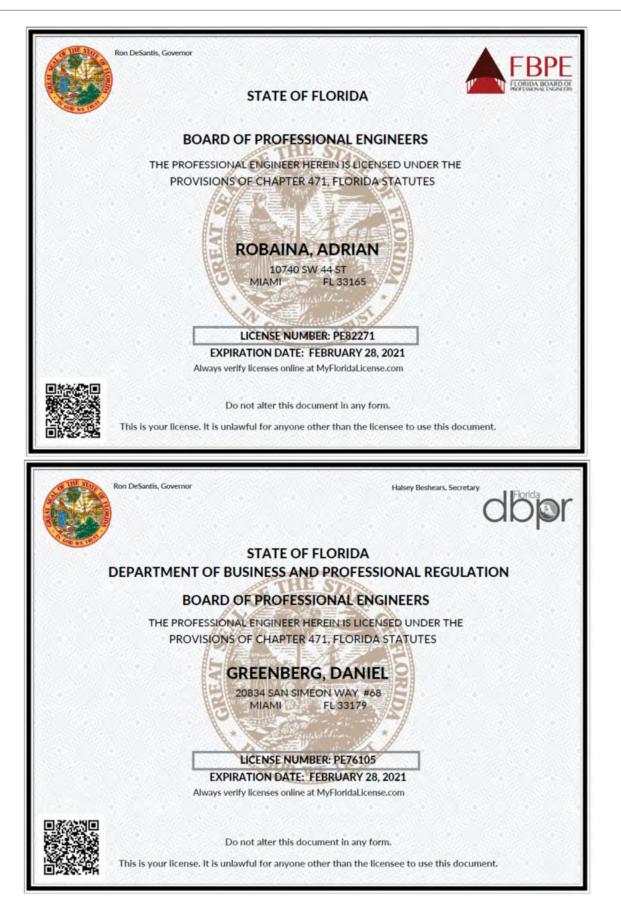
If our firm enters into contract negotiations with the District, our team will provide sufficient proof of financial capacity, including, if requested, audited financial statements.



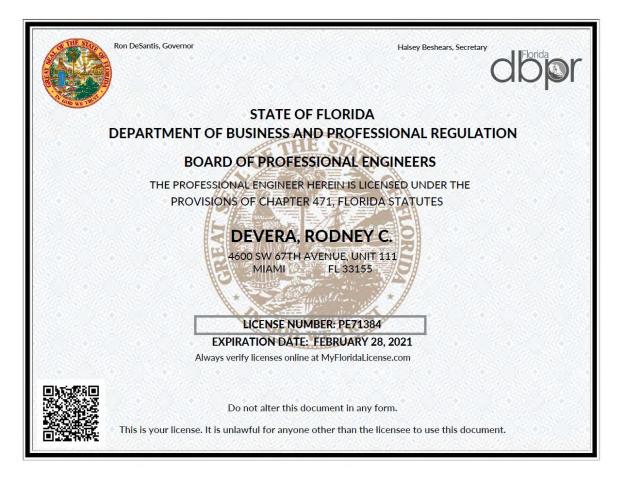
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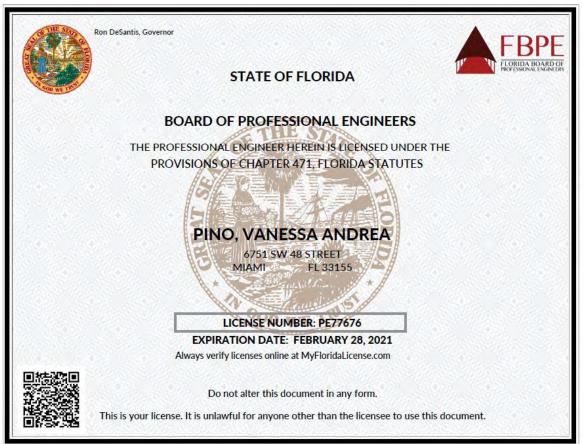














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ACORD 25 (2016/03)

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# n) OTHER FORMS

Architect-Engineer Qualifications, Standard Form No. 330



#### **ARCHITECT – ENGINEER QUALIFICATIONS**

#### PART I – CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

#### 1. TITLE AND LOCATION (City and State)

THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT CONTINUING ENGINEERING SERVICES, CITY OF LAKE EAGLE, FL

#### 2/10/2021

3. SOLICITATION OR PROJECT NUMBER MISCELLANEOUS NOTICES

**B. ARCHITECT ENGINEER POINT OF CONTACT** 

#### 4. NAME AND TITLE

ADRIAN ROBAINA, PE / PRESIDENT

5. NAME OF FIRM

CONNECT ENGINEERING, LLC

6. TELEPHONE NUMBER       7. FAX NUMBER       8. E-MAIL ADDRESS         (305) 981-6142       AROBAINA@CONNECTENG.US         C. PROPOSED TEAM (Complete this section for the prime contractor and all key subcontractors.)         (Check)       9. FIRM NAME       10. ADDRESS       11. ROLE IN THIS CONTRACT         understand       a.       understand       2645 SW 37 <sup>th</sup> Ave, Suite 301 Miami, FL 33133       CIVIL ENGINEERING FIRM (DISTRICT'S ENGINEER)         b.       Image: Check IF BRANCH OFFICE         c.       Image: Check IF BRANCH OFFICE         c.       Image: Check IF BRANCH OFFICE         c.       Image: Check IF BRANCH OFFICE	
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D. ORGANIZATIONAL CHART OF PROPOSED TEAM	

#### KEY PERSONNEL ORGANIZATION CHART



#### **GENERAL CIVIL ENGINEERING**

ROADWAY, STREETSCAPE OR PARKING LOT PROJECTS

WATER OR REUSE MAIN PROJECTS

**GRAVITY SEWER MAIN PROJECTS** 

FORCE MAIN PROJECTS

LIFT STATION/PUMP STATION REHABILITATION PROJECTS

PARKS AND RECREATIONAL FACILITIES

SEAWALL AND DOCK CONSTRUCTION AND REPAIR

LANDSCAPE, IRRIGATION, SIGNAGE AND LIGHTING IMPROVEMENTS

Daniel Greenberg, PE, Role: Project Lead Rodney C. Devera, PE, Role: Project Engineer **GENERAL CIVIL ENGINEERING** 

STORM WATER/DRAINAGE IMPROVEMENT PROJECTS

CONSULTATION FOR EMERGENCY WATER/ WASTEWATER/STORMWATER REPAIRS

INSPECTION SERVICES FOR EMERGENCY WATER/WASTEWATER/STORMWATER REPAIRS

CANAL AND LAKE DREDGING

SUPPORT SERVICES FOR REMEDIATION

**DEMOLITION PROJECTS** 

Adrian Robaina, PE, Role: Project Lead Rodney C. Devera, PE, Role: Project Engineer

#### **QUALITY CONTROL**

Vanessa A. Mela, PhD, PE, Role: QA/QC







**EXPERIENCE** 

16 years

#### **EDUCATION**

M.S., Engineering Management, FIU, 2017

B.S., Civil Engineering, FIU, 2012

#### LICENSES/ CERTIFICATIONS

Professional Engineer Florida #82271

Advanced Temporary Traffic Control (Cert#15354)

FDEP Qualified Stormwater Management Inspector (Cert#32084)

Building Plans Examiner: Florida, 2014 (PX3499)

Building Inspector: Florida, 2013 (BN6455)

#### **MEMBERSHIPS**

American Society of Civil Engineers (ASCE)

#### **APPLICATIONS**

FDOTSS4 PowerGEOPAK Microstation AutoCAD Civil 3D Autoturn ArcGIS SFWMD Cascade

# ADRIAN ROBAINA, PE, MEM

#### **Civil Engineer**

#### PROFILE

Mr. Robaina has more than 16 years of combined experience in the Civil Engineering field, including roadway project design, Temporary Traffic Control Plans and Storm Water Pollution Prevention Plans. His responsibilities have included designing projects, calculations, finding engineering solutions, attending site visits, supervising construction engineering tests, and utility coordination. He is proficient at various software packages.

#### PROJECTS

**Continuing Civil Engineering Services for The Greens at Doral, Miami, FL.** The Greens at Doral is a condominium community comprised of 24 buildings and 440 units occupying over 19 acres. CONNECT engineered various projects that included building structural repairs, pump station rehabilitation, and parking lot renovations. In addition, we provided civil engineering inspections for re-roofing, building waterproofing and painting, and gutter and awning replacement. These services included field reviews, contractor invoice approval, and construction progress reports.

**Carlota at South Beach, Miami Beach, FL. Multifamily residential in Miami Beach, FL.** Project consisted of modifications to existing multi-use building. Scope of work included paving, grading, drainage, domestic water and sewer service, and fire line extension.

**College of Nursing and Health Sciences (Florida International University, FL).** Designer and Inspector responsible for the construction drawings, field tests such as sewer exfiltration, lamping tests, pressure tests, and civil site inspections. The project scope included the paving, grading, drainage, water, and sewer service for the new building. **Award LEED Silver Certification** 

**New Children's Courthouse (Miami-Dade County GSA) 2012.** The civil engineering services included site and geometry layout plans, demolition design and plans, paving and grading, drainage and stormwater, utilities, utility relocation of water and gas and a traffic/parking impact study. The project also required coordination with permitting/jurisdictional agencies including: Miami-Dade Water and Sewer Department, City of Miami Public Works and Fire Department, DERM, Miami-Dade County Health Department and FDEP. Construction Administration Services were also be provided. **Award LEED Silver Gold** 

I-75 Southbound Ramp to SR 826 Composite Wall (Miami-Dade County / FDOT D6). Designer responsible for providing engineering and CAD support for this roadway widening project that involved preparing an alternate design to a sheet pile system. The composite wall integrates the four (4) individual components of traditional embankment walls including MSE panels, coping, traffic barrier wall, and sound barrier wall into one framework. 2013 Engineering Excellence Grand Award by Florida Institute of Consulting Engineers [FICE]





#### EXPERIENCE

16 years

#### EDUCATION

B.S. in Civil Engineering, University of Central Florida, 2009.

### LICENSES/ CERTIFICATIONS

Professional Engineer Florida #71384

#### **MEMBERSHIPS**

American Society of Civil Engineers (ASCE)

#### APPLICATIONS/ SOFTWARE

AutoCAD MicroStation Mathcad Microsoft Office

# RODNEY C. DEVERA, PE

**Civil Engineer** 

#### PROFILE

Mr. Devera has 16 years of highway engineering experience as a Project Manager and Engineer of Record for multiple Civil, roadway, Restoration and Rehabilitation (RRR), reconstruction, safety and complex highway projects. His experience also includes utility improvements, such as water and sanitary sewer main extensions as well as sanitary sewer pump stations.

### PROJECTS

# Biscayne Point Neighborhood ROW Improvement – City of Miami

**Beach** Civil Designer for the Biscayne Point Neighborhood ROW Improvement Project that encompasses targeted roadway/streetscape and potable water distribution improvements. The Biscayne Point Neighborhood ROW Improvement Project encompasses targeted streetscape, roadway resurfacing, rehabilitation and repair, stormwater and water supply improvements.

#### Pump Station Rehabilitations – City of North Miami Beach

Project Designer for the rehabilitation of 5 existing sanitary sewer pumping stations around the City of North Miami Beach. Scope of work included the demolition of above ground facilities and structures and the conversion from suction-lift type configurations to submerged pumps with separate, new valve vaults. Disciplines included water, sewer and pump design, paving/grading, structural and electrical design.

**High School QQQ-1 (Alonzo and Tracy Mourning Senior High) and NE 151St Street Roadway and Signalization Improvements - Miami Dade County Public Schools.** Civil Designer responsible for the paving, grading, drainage, school signalization and roadway improvements. State School QQQ-1 is located on the north side of NE 151st St, east of (US-1) Biscayne Boulevard within the geographic boundaries of the City of North Miami.

**College of Nursing and Health Sciences (Florida International University, FL).** Designer and Inspector responsible for the construction drawings, field tests such as sewer exfiltration, lamping tests, pressure tests, and civil site inspections. The project scope included the paving, grading, drainage, water, and sewer service for the new building. **Award LEED Silver Certification** 

**New Children's Courthouse (Miami-Dade County GSA) 2012.** The civil engineering services included site and geometry layout plans, demolition design and plans, paving and grading, drainage and stormwater, utilities, utility relocation of water and gas and a traffic/parking impact study. The project also required coordination with permitting/jurisdictional agencies including: Miami-Dade Water and Sewer Department, City of Miami Public Works and Fire Department, DERM, Miami-Dade County Health Department and FDEP. Construction Administration Services were also be provided. **Award LEED Silver Gold** 





EXPERIENCE 13 years

# EDUCATION

MBA, University of Florida, 2017

B.S., Civil Engineering, University of Florida, 2008

#### LICENSES/ CERTIFICATIONS

Professional Engineer Florida #76105

Advanced Temporary Traffic Control (Cert#43956)

**FDOT Specifications** 

#### **MEMBERSHIPS**

American Society of Civil Engineers (ASCE)

> Florida Engineering Society (FES)

Design Build Institute of America (DBIA)

#### APPLICATIONS/ SOFTWARE

FDOTSS4 PowerGEOPAK Microstation AutoCAD Civil 3D

# DANIEL GREENBERG, PE, MBA

### Civil Engineer

## PROFILE

Mr. Greenberg has over 13 years of experience in designing and managing projects for private and public sector. His project experience includes design and plans preparation for land development, roadway reconstruction in urban corridors, safety improvements and major and complex highway projects including: new limited access roadway alignments with interchanges, drainage, maintenance of traffic design (certified), signing and pavement markings plans, pavement design reports, and preparation of FDOT specifications package (certified).

# PROJECTS

**Continuing Civil Engineering Services for The Greens at Doral, Miami, FL** The Greens at Doral is a condominium community comprised of 24 buildings and 440 units occupying over 19 acres. CONNECT engineered various projects that included building structural repairs, pump station rehabilitation, and parking lot renovations. In addition, we provided civil engineering inspections for re-roofing, building waterproofing and painting, and gutter and awning replacement. These services included field reviews, contractor invoice approval, and construction progress reports.

**Carlota at South Beach, Miami Beach, FL. Multifamily residential in Miami Beach, FL** Project consisted of modifications to existing multi-use building. Scope of work included paving, grading, drainage, domestic water and sewer service, and fire line extension.

**College of Nursing and Health Sciences (Florida International University, FL)** Designer and Inspector responsible for the construction drawings, field tests such as sewer exfiltration, lamping tests, pressure tests, and civil site inspections. The project scope included the paving, grading, drainage, water, and sewer service for the new building. Award LEED Silver Certification

**New Children's Courthouse (Miami-Dade County GSA) 2012.** Civil Designer for engineering services included site and geometry layout plans, demolition design and plans, paving and grading, drainage and stormwater, utilities, utility relocation of water and gas and a traffic/parking impact study. The project also required coordination with permitting/jurisdictional agencies including: Miami-Dade Water and Sewer Department, City of Miami Public Works and Fire Department, DERM, Miami-Dade County Health Department and FDEP. Construction Administration Services were also be provided. **Award LEED Silver Gold** 

**Biscayne Point Neighborhood ROW Improvement – City of Miami Beach.** Civil Designer for the Biscayne Point Neighborhood ROW Improvement Project that encompasses targeted roadway/streetscape and potable water distribution improvements. The Biscayne Point Neighborhood ROW Improvement Project encompasses targeted streetscape, roadway resurfacing, rehabilitation and repair, stormwater and water supply improvements.





**EXPERIENCE** 

10 years

#### EDUCATION

Ph.D. Civil Engineering, University of Miami, 2016.

M.S. in Civil Engineering, Virginia Polytechnic Institute and State University, 2010.

B.S. in Civil Engineering, University of Miami, 2009.

# LICENSES/ CERTIFICATIONS

Professional Engineer Florida #77676 MEMBERSHIPS

American Concrete Institute (ACI), American Society of Civil Engineers (ASCE), Florida Engineering Society (FES), Structural Engineering Institute (SEI).

#### APPLICATIONS/ SOFTWARE

AutoCAD MicroStation Mathcad MIDAS Revit Structure Visual Analysis Microsoft Office

# VANESSA A. MELA, PhD, PE

#### **Civil Engineer**

#### PROFILE

Mrs. Mela is a Civil engineer with more than ten years of combined experience. Her experience includes bridge, building, airport, and miscellaneous structure design. She is familiar with AASHTO, ASCE 7, FDOT, FBC, and ACI design methodology and is knowledgeable in the design and structural application of composite materials for concrete retrofit and rehabilitation. Her responsibilities have included project management, project design, structural design and calculations, field inspections, structural repairs, design and plans review, BDR reports, cost estimating, and project scheduling.

### PROJECTS

**Continuing Civil Engineering Services for The Greens at Doral, Miami, FL.** The Greens at Doral is a condominium community comprised of 24 buildings and 440 units occupying over 19 acres. CONNECT engineered various projects that included building structural repairs, pump station rehabilitation, and parking lot renovations. In addition, we provided civil engineering inspections for re-roofing, building waterproofing and painting, and gutter and awning replacement. These services included field reviews, contractor invoice approval, and construction progress reports.

### Snowden Pedestrian Bridge Along Old Cutler Trail N. of SW 174 St over C-100 Canal, Miami-Dade County, FL

Project engineer responsible for overseeing the design and coordination of a shared multi-use path along Old Cutler Trail including a 100 ft long pedestrian steel bridge that re-directs pedestrian traffic away from the existing vehicular bridge. Responsibilities include: coordination between sub-consultants to ensure design quality and consistency between disciplines while meeting the project schedule, permitting coordination USACOE, and MDCDTPW PWPermits, between SFWMD, project coordination among utility agencies such as FPL, AT&T, and Comcast, involvement and coordination with public entities and stakeholders such as the Village of Palmetto Bay & MDC Parks, Recreation and Open Spaces. [Miami Dade County Department of Transportation and Public Works ]

#### District-Wide Structures Design and Plans Review, Miami, FL.

Project engineer for plans and shop drawings review for bridges and highway related structures. Typical projects include Mast Arm design review for several intersections, Brickell Citicentre design review for the parking tunnel structures under N. Miami Avenue and NW 7th ST, and the whaler/sheet pile anchoring system. **[FDOT District 6]** 

#### Peer Review Port of Miami Tunnel, PortMiami, Miami, FL.

Project engineer responsible for performing peer review services on the Port of Miami Tunnel Project. This peer review was conducted for the: Dodge Island Operations, Maintenance and Utility Buildings, and Watson Island Operations and Utility Buildings. **[FDOT District 6]** 

	E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)						
12.	NAME	13. ROLE IN THIS	CONTRACT		14. a. TOTAL		EXPERIENCE WITH CURRENT FIRM
	ADRIAN ROBAINA, PE	PROJECT	MANAGE	र	a. 101AL 16	D.	<b>1</b>
	15. FIRM NAME AND LOCATION (City and State) CONNECT ENGINEERING, LLC						
16.	EDUCATION (Degree and Specialization)		17. CURREN	T PROFESSION	AL REGISTRATIO	ON (State	e and Discipline)
M.S., ENGINEERING MANAGEMENT B.S., CIVIL ENGINEERING Professional Engineer Florida #82271						1	
Ac	OTHER PROFESSIONAL QUALIFICATIONS (Publications, C Ivanced Temporary Traffic Control (Cert#15354), Building Plans Examiner (PX3499), FL Building I	FDEP Qualified	Stormwater N	lanagement l	nspector (Ce	rt#3208	34)
		19. RELEVAN	T PROJECT	S			
	(1) TITLE AND LOCATION ( <i>City and State</i> )		V 174 CT	PROFESSIONA	(2) YEAR		TED TRUCTION ( <i>If applicable</i> )
	Snowden Pedestrian Bridge along Commodo over C100 Canal adj. to Bridge 874293, Miam	i, FL	V 1/4 SI	20	20		N/A
a.	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND Project Manager and Engineer responsible for o Trail including a 100 ft long pedestrian steel brid Responsibilities include: coordination between s meeting the project schedule, permitting coordin coordination among utility agencies. Approxima	verseeing the des ge that re-directs ub-consultants to ation between SF	pedestrian t ensure desi WMD, USA	rdination of a raffic away fro gn quality and COE, and MD	om the existin d consistency	use pa g vehic betwee	th along Old Cutler cular bridge. en disciplines while
	(1) TITLE AND LOCATION (City and State)			PROFESSIONA	(2) YEAR		
	Carlota at South Beach, Miami Beach, FL			19		TRUCTION ( <i>If applicable</i> ) <b>N/A</b>	
b.	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE Check if project performed with current firm Project Engineer. Multifamily residential in Miami Beach, FL. Project consisted of modifications to existing multiuse building. Scope of work included paving, grading, drainage, domestic water and sewer service, and fire line extension. Approximate construction cost - \$200,000.						
	(1) TITLE AND LOCATION (City and State)				(2) YEA	R COMP	PLETED
	Harbour Pointe – Lift Station Rehabilitation / Miami, FL	Reconstruction	, North	PROFESSIONA			TRUCTION (If applicable) <b>N/A</b>
C.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND	O SPECIFIC ROLE		Check if project performed with current firm			
	Project Engineer. Project consisted of replacement of existing sanitary sewer lift station with new complete package consisting of two (20hp) suction pumps. In addition, all electrical equipment was replaced, such as control panels, and service upgrade. Approximate construction cost - \$400,000.						
	(1) TITLE AND LOCATION (City and State)				(2) YEAR		
	Le Petit Papillon School Modifications, Miam	-			19		TRUCTION ( <i>If applicable</i> ) <b>N/A</b>
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE (3) Project Engineer. Project consisted of existing school modifications for additional usable space. Scope of work included paving, grading and drainage plan. In addition to storm water pollution prevention plan. New drainage system and swale areas were designed for stormwater management as per City standards. Approximate construction cost - \$200,000.						
	(1) TITLE AND LOCATION (City and State)					COMPLE	
	USA Pro Realty Renovations			PROFESSIONA	L SERVICES	CONS	TRUCTION ( <i>If applicable</i> ) <b>N/A</b>
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND	SPECIFIC ROLE			oject performed v	vith curre	
e.	Project Engineer. Project consisted of modificati system composed of French drain and drainage prevention plans. Approximate construction cost \$200,000.						

	19. RELEVANT PROJEC	TS					
	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED				
	FDOT D6 - SR 976/Bird Road from SW 58 Ave to Alhambra Circle,	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)				
	Miami, FL	2018	N/A				
f	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE       Check if project performed with current firm						
f.	Project Engineer for this safety improvements project. The project entailed several modifications to the roadway, including widening and median reconstruction (all geared toward reducing accidents). Other improvements included access management modifications, signing & pavement markings, bike lanes, new drainage system, modification of mast arm signals, lighting, utility coordination and relocation, permitting, and milling and resurfacing within the entire project limits. Approximate construction cost - \$800,000.						
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C					
	Mobility Project for NE Broward, FDOT District 4, FL, Length 7 miles	PROFESSIONAL SERVICES 2018	CONSTRUCTION ( <i>If applicable</i> ) <b>N/A</b>				
g.	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE Check if project performed with current firm Project Engineer. The project entailed widening to add bike lanes and sidewalks to four corridors in NE Broward County. Four corridors are: NE 11Ave from Atlantic Blvd to NE 6th St, NE 48/49 St from Powerline Road to US-1, SW 3rd Ave from SW 10th St Hillsboro Blvd, and SE 2 Ave from SE 10th St to Hillsboro Blvd. One corridor was a roadway diet, so the typical section was reconfigured and a median was added. Improvements also included milling and resurfacing, widening, signing & pavement markings, ADA improvements, pedestrian lighting, utility coordination, permitting and coordination with Broward MPO and Cities. Supplement agreement to do lighting retrofit at 5 intersections and to add pedestrian lighting along SW 3rd Ave from SW 10 St to Hillsboro. Approximate construction cost \$5,000,000.						
	(2) TITLE AND LOCATION ( <i>City and State</i> ) (2) YEAR COMPLETED						
	SR 708/Blue Heron Blvd at Ave S, FDOT District 4, FL, Length 0.2	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)				
	miles	2018	N/A				
	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE						
h.	Project Engineer. The project entailed intersection modifications (all four curb radii are being reconstructed), new mast arm signals with lighting, extensive utility coordination and relocation, right-of-way acquisition, permitting, signing and pavement markings and milling and resurfacing and re-grading of the intersection. The project also included coordination with the three schools that are near the intersection. This project also had a supplemental agreement to do lighting retrofit at five intersections along Blue Heron. Approximate construction cost \$1,200,000.						
	(1) TITLE AND LOCATION (City and State)		OMPLETED				
	Intersection improvements at Peters Rd and Sheldon J Harr Pkwy (Broward County, FL)	PROFESSIONAL SERVICES 2016	CONSTRUCTION ( <i>If applicable</i> ) <b>N/A</b>				
i.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed v	vith current firm				
1.	Project Engineer. The project consisted of intersection improvements and the All calculations were done using FDOT MastArm program. Approximate cor		(4) new signal mast arms.				
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C					
	Village Green Park, Key Biscayne, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)				
	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE	2016 Check if project performed v	N/A with current firm				
j.	Project Engineer for modifications to existing park two include two multipurp synthetic turf fields and underdrains for stormwater control. Project includin modifications. Scope included inspections and construction services. Cons quality control and compliance with plans and specifications. Approximate	oose playing fields. Existing g paving, grading, and drain struction was observed at var	park was renovated with age for the new park rious stages to ensure				

	19. RELEVANT PROJECTS						
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C					
	Kinloch Park Building Addition, Miami, FL	PROFESSIONAL SERVICES 2015	CONSTRUCTION ( <i>If applicable</i> ) <b>N/A</b>				
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE						
k.	Project Engineer responsible for design and calculations for the civil engineering services for the new building addition at City of Miami, Kinloch Park. The services included site and geometry layout plans, demolition design and plans, paving and grading, drainage and stormwater, utilities coordination, utility relocation of water and sewer traffic/parking re-design. The project also requires coordination with permitting/jurisdictional agencies like: M-DWASD, City of Miami Public Works and Fire Department, and DERM. Approximate construction cost - \$1,000,000.						
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C					
	Biscayne Point Neighborhood Improvements – City of Miami Beach, FL.	PROFESSIONAL SERVICES 2013	CONSTRUCTION ( <i>If applicable</i> ) <b>2015</b>				
I.	<ul> <li>(3) BRIEF DESCRIPTION (<i>Brief scope, size, cost, etc.</i>) AND SPECIFIC ROLE</li> <li>Check if project performed with current firm</li> <li>Project Engineer. The project involves the restoration and enhancement of streetscapes and infrastructure, consistent with existing available master plans, qualified decisions of applicable CITY departments, and community preferences. The project included portable water infrastructure, stormwater and restoration and enhancement of the neighborhood's hardscape, streetscape, irrigation, and lighting. The drainage design includes injection wells, pump stations, and outfall connections to the Biscayne Bay. Approximate construction cost \$10,000,000.</li> </ul>						
	(3) TITLE AND LOCATION (City and State)	(2) YEAR	COMPLETED				
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)				
	Larchmont Pump Station, Miami, FL	2013	2018				
m.	(5) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Check if project performed with current firm (Miami-Dade County Public Works). Engineer responsible for the design, calculations, CAD drafting, and submittal packages of two, new drainage pump stations located at Northwest 85th Street and Northwest 5th Avenue. The scope of work includes demolishing the existing pump station and replacing it with a new station, 60 CFS capacity station, new back-up pump station with 35 CFS capacity, upsizing 800-linear-feet of existing drainage pipe, 1,000-linear-feet of new drainage pipe, pavement restoration, and stormwater pollution prevention plan. Approximate construction cost - \$2,000,000.						
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED				
	Need Assessment Program UWMR197A – Watermain Replacement, Miami, FL	PROFESSIONAL SERVICES 2010	CONSTRUCTION ( <i>If applicable</i> ) <b>N/A</b>				
n	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed v	vith current firm				
n.	Project Designer. This project consisted of providing engineering support and construction drawings for the civil engineering services required for replacement of about 1,200 linear feet of existing water main distribution with 8-inch piping along SW 5th Terrace between SW 44th Court and SW 47th Avenue. Approximate construction cost - \$500,000.						
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C					
	Miami-Dade Water and Sewer Department Need Assessment	PROFESSIONAL SERVICES 2009	CONSTRUCTION ( <i>If applicable</i> ) <b>N/A</b>				
	Program UWMR187A – Watermain Replacement, Miami, FL						
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed v	vith current firm				
0.	Project Designer. The project scope included the design of approximately 4 feet of 6-inch ductile iron pipe, 60 feet of 4" ductile iron pipe and 18 feet of 2 street and NW 100th street from NW 36 court to NW 32 avenue. It also incl assemblies, and one hundred forty-seven (147) 1-inch single service conne	" galvanized steel pipe of wa uded furnishing and installing	ater main Along NW 99th g ten (10) fire hydrant				

	E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)					
12.	NAME	13. ROLE IN THIS				YEARS EXPERIENCE
	RODNEY C. DEVERA, PE	DEPUTY P / PROJEC			a. TOTAL <b>16</b>	b. WITH CURRENT FIRM 1
15.	FIRM NAME AND LOCATION (City and State) CONNECT ENGINEERING, LLC					
16.	EDUCATION (Degree and Specialization)		17. CURREN	IT PROFESSION	AL REGISTRATIC	N (State and Discipline)
	B.S., CIVIL ENGINEERING			ssional Engii	neer Florida ;	#71384
	OTHER PROFESSIONAL QUALIFICATIONS (Publications, Or	rganizations, Training	, Awards, etc.)			
Au	vanced Temporary Traffic Control (Cert# 46670)					
		19. RELEVAN	T PROJECT	S		
	(1) TITLE AND LOCATION ( <i>City and State</i> )  -75 Alligator Alley Rest Area Improvements/			PROFESSIONA		COMPLETED CONSTRUCTION (If applicable)
	(MP 29.200) To MP 29.910), Broward County - FDOT District 4, FPID No. 437934-2-52-01	_		20	)19	2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND				oject performed w	
a.	Project Manager and Engineer of Record respor Alley rest area in Broward County by constructing requires significant site work to reconfigure exis high mast lighting, and sidewalks. Proposed ed exhibit, arboretum, asphalt trails, landscaping, fountains. A decorative alligator statue will be co	g educational ame sting truck and vi lucational ameniti , pavilions, and	enities within sitor parking les include a hardscape	n the existing s g lots, access an observatior amenities—be	ite. Constructi roads, draina tower, board enches, trash	on of educational amenities ge structures, ITS, utilities, walks, walkways, wetlands
	(1) TITLE AND LOCATION (City and State)					COMPLETED
	Roadways and Complete Infrastructure Impro (Design- Build) Village of Palmetto Bay	-	o Road	-	)18	CONSTRUCTION ( <i>If applicable</i> ) 2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND	SPECIFIC ROLE		Check if pr	oject performed w	ith current firm
b.	Project Manager and Engineer of Record responsible for the engineering design and permitting. The project included the reconstruction of two existing roadways, which are Franjo Road and SW 180th Street. There were also the construction of three new roads, SW 178 <sup>th</sup> Street, SW 179th Street, and Park Drive. Complete Streets improvements included ADA compliant curb ramps and sidewalks, new bike lanes, new on-street parking and traffic calming. Additional improvements included stormwater management systems, underground utility relocations and new signs and pavement markings.				ne construction of three ADA compliant curb s included stormwater	
	(1) TITLE AND LOCATION (City and State)			PROFESSIONA	( )	COMPLETED CONSTRUCTION (If applicable)
	SR 25/US-27 from Hendry/Palm Beach Count 80 (MP 12.599), Palm Beach County – FDOT I 441631-1-32-01				18	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND	D SPECIFIC ROLE		Check if p	roject performed v	vith current firm
C.	Project Engineer for this project which consists of milling and resurfacing a Beach County Line to SR80/E Palm Beach Road. Responsibilities include Sidewalk will be realigned to provide minimum sidewalk width required an Drainage inlets and inlet tops will be replaced as necessary. Pedestrian ga Street and NW 3rd Street. The existing signalization at SR 80/E Palm Bea signalization.			ne pavement of econstructing of s will be addeo	lesign packag curb ramps to d to the R/R cr	e and plans preparation. meet ADA standards. ossing between NW 2nd
	(1) TITLE AND LOCATION (City and State)					COMPLETED
	Stock Island II Roadway Improvements - Mon County Engineering Services Department and No. 442001-1-54-01.	d FDOT District		PROFESSIONA 20	L SERVICES 17	CONSTRUCTION (If applicable) 2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND	SPECIFIC ROLE		Check if pr	oject performed w	ith current firm
d.	Project Manager and Engineer of Record respor Maloney, and Peninsular Avenues on Stock Isla improvements, sea level rise impact analysis, sig Complete Streets improvements, such as new bil and a new landscape median. The project inclus Small County Outreach Program (SCOP).	and included asp gning and pavem ke lanes, sidewall	halt overlay, ent marking k repair, insta	milling and rost s, and utility callation of ADA	esurfacing, roa coordination. 1 A compliant cu	ad reconstruction, drainage The project also focused on rb ramps, on-street parking,

	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED				
	NW 41st Street from NW 79th Avenue to NW 87th Avenue, Miami-Dade County, FL • City of Doral	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2020				
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE						
e.	Project Manager and Engineer of Record responsible for the design of wider lane. Improvements also included new curb and gutter, sidewalks, landscape and pavement markings, lighting, utility relocations from aerial to undergr adjacent land development projects.	e medians, a stormwater ma	anagement system, signing				
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED				
	SR-821 Homestead Extension of Florida's Turnpike (HEFT) Campbell Drive Interchange Improvements, Miami-Dade County, FL– Florida's Turnpike Enterprise, FPID No. 435462-1-52-01	PROFESSIONAL SERVICES 2016	CONSTRUCTION ( <i>If applicable</i> ) <b>2019</b>				
f.	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE Check if project performed with current firm Drainage Engineer of Record responsible for the design of stormwater management facilities, conveyance systems, plans production, coordination with permitting agencies, and preparation of the Drainage Design Documentation Report. This project requires the design, widening and reconstruction of the HEFT (SR 821) and Campbell Drive (SW 312th Street), in Miami-Dade County, to accommodate the future needs for capacity, operational and safety improvements. The project includes a new westbound Campbell Drive to northbound HEFT interchange ramp, widening of the existing southbound HEFT off-ramp to two-lanes, widening of the HEFT to accommodate the ramp improvements, ITS, noisewalls and drainage improvements. There are also lighting, signal and turn lane improvements on Campbell Drive. The project also includes upgrade of the bridge approaches guardrail, column strengthening at Campbell Drive overpass bridges, and replacement of the existing aluminum railing on all existing bridges.						
	(1) TITLE AND LOCATION (City and State)		OMPLETED				
	Eastside Elementary School Safety Sidewalks – FDOT D1	PROFESSIONAL SERVICES 2016	CONSTRUCTION ( <i>If applicable</i> ) <b>N/A</b>				
g.	Drainage Engineer. This project was part of the Safe Routes to School program, as part of a Miscellaneous Contract with FDOT District 1. Eastside Elementary School project extends from Oakley Avenue from 20th Street to 24th Street and Mango Avenue from 20th Street to 24th Street. Design included construction of approximately 1000 linear feet of sidewalk on the north side. Pedestrian ramps were upgraded to meet the ADA requirements. Impacts to the neighboring driveways were coordinated with FDOT and the property owners. Impacts to roadside drainage were coordinated with FDOT drainage department and SFWMD. Traffic control plans were developed and construction hours were coordinated with Haines City. Also, signing and pavement markings were upgraded. High Emphasis Crosswalk markings were added at the intersections and pedestrian ramps. Approximate construction cost \$500k						
	(2) TITLE AND LOCATION (City and State)						
	Orangewood Elementary School Safety Sidewalks – Safe Routes to School Program – FDOT D1	PROFESSIONAL SERVICES 2016	CONSTRUCTION (If applicable)				
h.	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Check if project performed with current firm Drainage Engineer. This project consisted of the sidewalk improvements along Marvaez Street are adjacent to Orangewood Elementary School and extend from Commercial Drive to Winkler Avenue. Responsibilities include the preparation of Maintenance of Traffic plans. Orangewood Elementary School project extends along Marvaez Street from Commercial Drive to Winkler Avenue. Design included construction of approximately 1000 linear feet of sidewalk on the west side. Pedestrian ramps were constructed to meet the ADA requirements. Impacts to the neighboring driveways were coordinated with FDOT and the property owners. Impacts						
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C PROFESSIONAL SERVICES					
	SW 72nd Avenue and SW 98th Street Traffic Circle, Miami-Dade County, FL • Village of Pinecrest	2016	CONSTRUCTION ( <i>If applicable</i> ) <b>2017</b>				
i.	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE Engineer of Record responsible for the design of a new traffic circle to provide roadways in the Village of Pinecrest. The project includes roadway widening pavement marking. Responsibilities also included coordinating with permi developing an engineering opinion of probable construction cost.	i, milling and resurfacing, gra	ction of two frequently used ading and new signing and				

	(1) TITLE AND LOCATION ( <i>City and State</i> ) Franklin Park Elementary Schools Safety Sidewalks – Safe Routes to Schools Program - FDOT District 1	(2) YEAR C PROFESSIONAL SERVICES 2015	CONSTRUCTION (If applicable)		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed v	with current firm		
j	Drainage Engineer. This project consisted of the sidewalk improvements alor Avenue. Responsibilities include the preparation of Maintenance of Traffic pl along Midway Avenue from Canal Street to Edison Avenue. Design included sidewalk on the west side. Pedestrian ramps were constructed to meet the A driveways were coordinated with FDOT and the property owners. Impacts to drainage department and SFWMD. Traffic control plans were developed and Myers. Signing and pavement markings were also upgraded. Crosswalk mar ramps. This project was let along with the Orangewood Elementary SRTS pr cost reflects the cost of both projects under this contract. Approximate constr	ans. Franklin Park Elementa construction of approximate DA requirements. Impacts to drainage ditches were coord construction hours were coord kings were added at the inte oject and is currently under o	ry School project extends ly 2,600 linear feet of the neighboring dinated with FDOT ordinated with City of Fort rsections and pedestrian		
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C			
	Venetian Causeway PD&E Study, Miami-Dade County, FL - FDOT District 6, FPID No. 422713-2-22-01.	PROFESSIONAL SERVICES 2014	CONSTRUCTION ( <i>If applicable</i> ) 2018		
k.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed v	with current firm		
к.	Drainage Engineer responsible for the Conceptual Drainage Analysis for the bridges from North Bayshore Drive in Miami to Purdy Avenue in Miami Beau Public Involvement workshops and coordinating with all permitting agencies.				
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED		
	SR 25/ US 27/ Okeechobee Road Project Development & Environment (PD&E) Study, Miami-Dade County, FL • FPID No. 423251-1-22-01 • FDOT District 6	PROFESSIONAL SERVICES 2012	CONSTRUCTION ( <i>If applicable</i> ) 2014		
I.	(3) BRIEF DESCRIPTION ( <i>Brief scope, size, cost, etc.</i> ) AND SPECIFIC ROLE Check if project performed with current firm Drainage Engineer responsible for the Pond Siting Report and Locations Hydraulics Report for the Okeechobee Road widening and intersection improvements from SR 997/Krome Avenue to NW 79th Avenue in Miami-Dade County. Responsibilities included preparing study documents, providing/attending a Risk Analysis workshop, and coordinating with all permitting agencies – South Florida Water Management District (SFWMD) and the Miami-Dade Division of Environmental Resource Management (DERM).				
	(3) TITLE AND LOCATION (City and State)		COMPLETED		
	SR-968/SW 1st Street from SW 17th Ave to SW 6th Ave, Miami-Dade County, FL - FDOT District 6, FPID No. 418312-2-52-01	PROFESSIONAL SERVICES 2011	CONSTRUCTION (If applicable)		
			2019		
m.	(5) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Drainage Engineer of Record responsible for the design and permitting of sto Miami-Dade County. This project involved the reconstruction of a highly urba of Miami from SW 17th Avenue to SW 6 <sup>th</sup> Avenue (MP 0.793—MP 2.038). Th systems including French Drains and gravity drainage wells as well as extens included preparation of permit documents - plans and a design report - for the Florida Water Management District (SFWMD) and the Class V, Group 6 Stor Department of Environmental Protection (FDEP).	nized roadway section thoug ne drainage design consisted sive utility coordination. The e Environmental Resource P	ith current firm ies of SW 1st Street in gh Little Havana in the City d of closed drainage permitting responsibilities Permitt (ERP) for South		
m.	(5) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Drainage Engineer of Record responsible for the design and permitting of sto Miami-Dade County. This project involved the reconstruction of a highly urba of Miami from SW 17th Avenue to SW 6 <sup>th</sup> Avenue (MP 0.793—MP 2.038). The systems including French Drains and gravity drainage wells as well as extension included preparation of permit documents - plans and a design report - for the Florida Water Management District (SFWMD) and the Class V, Group 6 Stor	ormwater management facilit nized roadway section thoug ne drainage design consisted sive utility coordination. The e Environmental Resource P mwater Drainage Wells perm (2) YEAR C	ith current firm ies of SW 1st Street in gh Little Havana in the City d of closed drainage permitting responsibilities Permit (ERP) for South hit for the Florida		
m.	(5) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Drainage Engineer of Record responsible for the design and permitting of sto Miami-Dade County. This project involved the reconstruction of a highly urba of Miami from SW 17th Avenue to SW 6 <sup>th</sup> Avenue (MP 0.793—MP 2.038). Th systems including French Drains and gravity drainage wells as well as extens included preparation of permit documents - plans and a design report - for the Florida Water Management District (SFWMD) and the Class V, Group 6 Stor Department of Environmental Protection (FDEP).	ormwater management facilit nized roadway section thoug ne drainage design consisted sive utility coordination. The e Environmental Resource P mwater Drainage Wells perm	ith current firm ies of SW 1st Street in gh Little Havana in the City d of closed drainage permitting responsibilities Permit (ERP) for South nit for the Florida		
m.	<ul> <li>(5) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</li> <li>Drainage Engineer of Record responsible for the design and permitting of store Miami-Dade County. This project involved the reconstruction of a highly urbat of Miami from SW 17th Avenue to SW 6<sup>th</sup> Avenue (MP 0.793—MP 2.038). The systems including French Drains and gravity drainage wells as well as extensincluded preparation of permit documents - plans and a design report - for the Florida Water Management District (SFWMD) and the Class V, Group 6 Store Department of Environmental Protection (FDEP).</li> <li>(1) TITLE AND LOCATION (<i>City and State</i>)</li> <li>I-95 and Spanish River Boulevard Interchange, Palm Beach County, FL • FPID No. 412420-3-52-01 • FDOT</li> </ul>	ormwater management facilit nized roadway section thoug ne drainage design consisted sive utility coordination. The e Environmental Resource P mwater Drainage Wells perm (2) YEAR C PROFESSIONAL SERVICES	ith current firm ies of SW 1st Street in gh Little Havana in the City d of closed drainage permitting responsibilities Permit (ERP) for South nit for the Florida COMPLETED CONSTRUCTION ( <i>If applicable</i> ) <b>2013</b>		
m.	<ul> <li>(5) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</li> <li>Drainage Engineer of Record responsible for the design and permitting of store Miami-Dade County. This project involved the reconstruction of a highly urbat of Miami from SW 17th Avenue to SW 6<sup>th</sup> Avenue (MP 0.793—MP 2.038). The systems including French Drains and gravity drainage wells as well as extension included preparation of permit documents - plans and a design report - for the Florida Water Management District (SFWMD) and the Class V, Group 6 Store Department of Environmental Protection (FDEP).</li> <li>(1) TITLE AND LOCATION (<i>City and State</i>)</li> <li>I-95 and Spanish River Boulevard Interchange, Palm Beach County, FL • FPID No. 412420-3-52-01 • FDOT District 4</li> </ul>	ormwater management facilit nized roadway section thoug ne drainage design consisted sive utility coordination. The e Environmental Resource P mwater Drainage Wells perm (2) YEAR O PROFESSIONAL SERVICES 2011 Check if project performed we es, conveyance systems, pla rer Interchange. This project change, addition of Auxiliary and Yamato Road. This third antic University (FAU). This	ith current firm ies of SW 1st Street in gh Little Havana in the City d of closed drainage permitting responsibilities 'ermit (ERP) for South nit for the Florida COMPLETED CONSTRUCTION ( <i>If applicable</i> ) <b>2013</b> with current firm ans production, coordination includes the construction of lanes from Glades Road to d level interchange includes s improvement will provide		

	(1) TITLE AND LOCATION (City and State)	(2) YEAR C	OMPLETED
	SR 566 (Thonotosassa Road) RRR – from West Baker Street to Townsgate Court, Hillsborough County, FL • FPID No. 425503-1-52-01 • FDOT District 7	FESSIONAL SERVICES 2011	CONSTRUCTION ( <i>If applicable</i> ) <b>2017</b>
0.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed	with current firm

DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE (3) BRIEF

Check if project performed with current firm

Drainage Engineer responsible for the reshaping of existing ditches and the design of new side drains under side streets and driveways. This project includes milling and resurfacing, upgrading sign and pavement markings, and upgrading the existing roadside safety including new sidewalks and bicycle lanes on both sides of SR 566 (Thonotosassa Road) from north of Interstate 4 (I-4) to West Baker Street. The project limits is located inside of the City of Plant City and Hillsborough County. The drainage system consists of a series of roadside ditches, which convey runoff towards wetland systems located adjacent to the FDOT Right-of-Way.

	E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)						
12.	NAME	13. ROLE IN THIS		,,	14.	YEARS EXPERIENCE	
	DANIEL GREENBERG, PE	PROJECT	ENGINEE	R	a. TOTAL	b. WITH CURRENT FIRM	
15	FIRM NAME AND LOCATION (City and State)		_		13	1	
	CONNECT ENGINEERING, LLC						
16.	EDUCATION (Degree and Specialization)		17. CURREN	IT PROFESSIONA	L REGISTRATIO	N (State and Discipline)	
	M.B.A, Business Administration		Profes	sional Engine	er Florida #	76105	
	B.S., Civil Engineering		1 10100				
	18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)						
	OTHER PROFESSIONAL QUALIFICATIONS (Publications, O Ivanced Temporary Traffic Control (Cert#43956),			an Society of (	Civil Engineers	s (ASCE)	
	prida Engineering Society (FES), Design Build Ins				gee.		
		19. RELEVAN	T PROJECT	S			
	(1) TITLE AND LOCATION (City and State)			PROFESSIONAL	(2) YEAR C		
	North Cruise Boulevard Extension Phase IIB	& III – Port Miam	ni – Miami,	20		CONSTRUCTION ( <i>If applicable</i> ) <b>N/A</b>	
				-	pject performed wi		
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND				, ,		
	Project Engineer. The project consists of a new in to alleviate adverse traffic flow conditions for the						
	roadway, bridge, drainage, lighting, and utility rel						
	design. Estimated construction cost \$18M					,	
	(1) TITLE AND LOCATION (City and State)				(2) YEAR C		
	SR 826/Palmetto Expressway from North of C	•	•	PROFESSIONAL 20		CONSTRUCTION ( <i>If applicable</i> ) <b>N/A</b>	
	St.) to East of NW 67th Avenue (Palmetto Segment 2) - FDOT D6 –				15		
	Miami-Dade County, FL						
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE						
	Project Engineer. This project prepared for the Florida Department of Transportation (FDOT District VI) is a 1.5-mile reconstruction						
	project. The improvements include widening an existing six-lane divided limited access facility to add two express lanes and reconstruction of interchange at NW 67th Avenue as a Single Point Urban Interchange (SPUI). A cantilevered option for the bridge						
	over NW 67th Avenue is also included to minimize Right-of-Way impacts. This project consists of extensive coordination with						
	on-going adjacent projects, Segment 2 is one of						
	(1) TITLE AND LOCATION (City and State)					COMPLETED	
	Venetian Causeway PD&E Study   FDOT D6	Miami El		PROFESSIONAL	SERVICES	CONSTRUCTION ( <i>If applicable</i> )	
	Venetian Causeway PD&E Study   PDOT Do	IVIIdIIII, FL		4	.019	N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND				oject performed w		
	Project Engineer. This project consisted of a Pro						
	replacement or rehabilitation of the twelve existin Causeway from North Bayshore Drive to Purdy A						
C.	been designated as historic landmarks by the Cir						
	Historic Places (NRHP). The causeway bridges are mainly short span reinforced concrete arch beam bridges. Each bridge section						
	consists of two 12' travel lanes with 4' bike lanes and 4' sidewalks on each side. Project requirements include the inspection of the bridges, engineering reports, environmental documents, a Section 4(f) document, and preliminary plans. Improvements include the						
	possible replacement or rehabilitation of the functionally obsolete structures based on the latest criteria and standards. Extensive						
	public involvement efforts are being done as part of this study. The PD&E study will look at alternatives that satisfy the public;						
	protect the environment; are sensitive to the hist	oric designation;	result in brid	lges that are s	afe, maintaina	ble and serve the needs of	
	the public. Estimated construction cost \$60M			I			
	(1) TITLE AND LOCATION (City and State) SR 25/US-27 from Hendry/Palm Beach Count			PROFESSIONAL	(2) YEAR C SERVICES	COMPLETED CONSTRUCTION (If applicable)	
	80 (MP 12.599), Palm Beach County, FL		<i>I</i> ) 10 SK	20		N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND	SPECIFIC ROLE		Check if pro	ject performed wi	th current firm	
d.	Project Engineer. The project consists of milling SR80/E Palm Beach Road. Sidewalk will be real						
	major turnouts to meet ADA standards. Drainage						
	to the R/R crossing between NW 2nd Street and						
	replaced with a new concrete strain pole signaliz sensors. Existing signs and pavement markings						
	within the project limits to provide for landing page				anuarus. Dus	stops will be upgraueu	

	(1) TITLE AND LOCATION (City and State)	(2) YEAR C				
	SR 821 Homestead Extension for Florida's Turnpike (HEFT) Campbell	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)			
	Drive Interchange Improvements, Miami, FL.	2018	2019			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed wi	th current firm			
	e. Project Engineer. The project includes the design, widening and reconstruction of the HEFT (SR 821) and Campbell Drive to accommodate the future needs for capacity, operational and safety improvements. The project includes a new westbound Campbel Drive to northbound HEFT interchange ramp, widening of the existing southbound HEFT off-ramp to two-lanes, widening of the HEFT to accommodate the ramp improvements, and signal and turn lane improvements on Campbell Drive. The project also includes ITS noise walls, upgrade of the bridge approaches guardrail, new pier protection barriers at Campbell Drive overpass bridges, and replacement of the aluminum railing on all existing bridges. Approximate construction cost \$15 million					
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C				
	SR-5/US-1 from South Street to Magnolia/Shangri-La Drive – FDOT D5, Volusia County, FL	PROFESSIONAL SERVICES 2018	CONSTRUCTION ( <i>If applicable</i> ) 2019			
f.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Check if project performed with current firm Project Engineer. This project consisted of roadway improvements including milling and resurfacing, construction of missing sidewalk on both sides of the roadway, connections to boarding and alighting areas at the bus stops, maintenance of traffic, signage and pavement markings. Project also consisted of addition of designated bike lanes with key holes at right turn lane, Traffic Management System (TMS) reconstruction, and guardrail upgrading or replacing on the rural roadway section on SR-5/US-1 from South Street to Magnolia/Shangri-La Drive (8.1 miles). Approximate construction cost \$5M					
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C				
	SR-968 / SW 1st Street from SW 17th Avenue to SW 6th Avenue – FDOT D6 – Miami, FL	PROFESSIONAL SERVICES 2017	CONSTRUCTION ( <i>If applicable</i> ) <b>2019</b>			
g.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed v	vith current firm			
	Project Engineer. This project consisted of plan preparations for reconstruction and milling and resurfacing of SW 1st Street in Miami-Dade County. Reconstruction of a highly urbanized roadway section though Little Havana in the City of Miami from SW 17th Street to SW 5th Street (MP0.793 - MP2.038). Approximate construction cost \$8M					
	(2) TITLE AND LOCATION (City and State)		COMPLETED			
	SR 566 (Thonotosassa Road) RRR – from West Baker Street to Townsgate Court - FDOT D7, Hillsborough County, FL	PROFESSIONAL SERVICES 2017	CONSTRUCTION ( <i>If applicable</i> ) 2018			
	(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed wi	th current firm			
h.	Project Engineer. This project consisted of milling, resurfacing, upgrading of existing roadside safety, including new sidewalks and bicycle lanes on SR 5 north of I-4. The project limits are located inside of the City of Plant City and a series of roadside ditches, which convey runoff towards wetland systems project included drainage improvements such as reshaping the existing ditc and driveways. Approximate construction cost \$4M	66 (Thonotosassa Road) fro Hillsborough County. The d located adjacent to the FDO	m Townsgate Court to rainage system consists of T Right-of-Way. The drains under side streets			
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)			
	Eastside Elementary School Safety Sidewalks – FDOT D1	2016	N/A			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed w	vith current firm			
i.	Project Engineer. This project was part of the Safe Routes to School program, as part of a Miscellaneous Contract with FDOT District 1. Eastside Elementary School project extends from Oakley Avenue from 20th Street to 24th Street and Mango Avenue from 20th Street to 24th Street. Design included construction of approximately 1000 linear feet of sidewalk on the north side. Pedestrian ramps were upgraded to meet the ADA requirements. Impacts to the neighboring driveways were coordinated with FDOT and the property owners. Impacts to roadside drainage were coordinated with FDOT drainage department and SFWMD. Traffic control plans were developed and construction hours were coordinated with Haines City. Also, signing and pavement markings were upgraded. High Emphasis Crosswalk markings were added at the intersections and pedestrian ramps. Approximate construction cost \$500k.					
	(1) TITLE AND LOCATION (City and State)	(2) YEAR C				
	Orangewood Elementary School Safety Sidewalks – Safe Routes to School Program – FDOT D1	PROFESSIONAL SERVICES 2016	CONSTRUCTION ( <i>If applicable</i> ) <b>N/A</b>			
j.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer. This project consisted of the sidewalk improvements along Elementary School and extend from Commercial Drive to Winkler Avenue. F of Traffic plans. Orangewood Elementary School project extends along Mar Design included construction of approximately 1000 linear feet of sidewalk of meet the ADA requirements. Impacts to the neighboring driveways were con to drainage ditches were coordinated with FDOT drainage department and s construction hours were coordinated with City of Fort Myers. It also included adding crosswalk markings at the intersections and pedestrian ramps. This SRTS project. Construction cost reflects the cost of both projects. Approxim	Responsibilities include the p vaez Street from Commercia on the west side. Pedestrian ordinated with FDOT and the SFWMD. Traffic control plans I upgrading the signing and p project was let along with the	nt to Orangewood reparation of Maintenance I Drive to Winkler Avenue. ramps were constructed to property owners. Impacts s were developed and pavement markings and			

	(1) TITLE AND LOCATION ( <i>City and State</i> ) Franklin Park Elementary Schools Safety Sidewalks – Safe Routes to Schools Program - FDOT District 1	(2) YEAR C PROFESSIONAL SERVICES 2015	COMPLETED CONSTRUCTION ( <i>If applicable</i> ) <b>N/A</b>			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed	with current firm			
k.	Project Engineer. This project consisted of the sidewalk improvements along Midway Avenue extend from Canal Street to Edison Avenue. Responsibilities include the preparation of Maintenance of Traffic plans. Franklin Park Elementary School project extends along Midway Avenue from Canal Street to Edison Avenue. Design included construction of approximately 2,600 linear feet of sidewalk on the west side. Pedestrian ramps were constructed to meet the ADA requirements. Impacts to the neighboring driveways were coordinated with FDOT and the property owners. Impacts to drainage ditches were coordinated with FDOT drainage department and SFWMD. Traffic control plans were developed and construction hours were coordinated with City of Fort Myers. Signing and pavement markings were also upgraded. Crosswalk markings were added at the intersections and pedestrian ramps. This project was let along with the Orangewood Elementary SRTS project and is currently under construction. Construction cost reflects the cost of both projects under this contract. Approximate construction cost \$500k.					
	(1) TITLE AND LOCATION (City and State)		OMPLETED			
	US1/SR 5 Overseas Highway from Blue Isle Boulevard to N. of Beach Access – FDOT D6 - Monroe County, FL	PROFESSIONAL SERVICES 2015	CONSTRUCTION ( <i>If applicable</i> ) <b>2017</b>			
I.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed				
	Project Engineer. This project consisted of design service for roadway improvements which included milling and resurfacing of an existing two-lane facility as well as creating a paved northbound shoulder paving to serve as an evacuation route from Blue Isle Boulevard to N. of Beach Access (MM 59.9 to MM 73.4) in the Florida Keys. Approximate construction cost \$5M.					
	(3) TITLE AND LOCATION (City and State)	(2) YEAF	R COMPLETED			
	I-95 and Spanish River Boulevard Interchange – FDOT D4 - Palm Beach County, FL	PROFESSIONAL SERVICES 2015	CONSTRUCTION ( <i>If applicable</i> ) <b>2018</b>			
	(5) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed w	ith current firm			
m.	Project Engineer. This project includes the construction of a new interchange interchange, addition of Auxiliary lanes from Glades Road to Congress Ave River and Yamato Road. This third level interchange includes coordination Atlantic University (FAU). This improvement will provide connectivity betwee event traffic generated during events held at the newly constructed FAU sta	nue on I-95 and cross street with FAA, Boca Airport, City en FAU, Tri-Rail and I-95 to o	improvements of Spanish of Boca Raton, and Florida daily congestion as well as			
	(1) TITLE AND LOCATION (City and State)		OMPLETED			
	Pembroke Road Design – Broward County Highway Construction and Engineering Department	PROFESSIONAL SERVICES 2013	CONSTRUCTION ( <i>If applicable</i> ) <b>N/A</b>			
n.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed	with current firm			
11.	Project Engineer. This project consisted of design services for a 1-mile of a roadway reconstruction to a new 4 lane typical section. The design project is being designed on behalf of the BCHCED. Approximate construction cost \$1.5M.					
	(1) TITLE AND LOCATION (City and State)		COMPLETED			
	Biscayne Point Neighborhood Improvements – City of Miami Beach, FL.	PROFESSIONAL SERVICES 2013	CONSTRUCTION ( <i>If applicable</i> ) 2015			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	Check if project performed	with current firm			
0.	Project Engineer. The project involves the restoration and enhancement of available master plans, qualified decisions of applicable CITY departments, portable water infrastructure, stormwater and restoration and enhancement irrigation, and lighting. The drainage design includes injection wells, pump s Approximate construction cost \$10M.	and community preferences of the neighborhood's hards	. The project included cape, streetscape,			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)								
12.	12. NAME 13. ROLE IN THIS CONT			T 14. YEARS EXPERIENCE				
	VANESSA A. MELA, PhD, PE QA/QC, E				a. TOTAL	b. WITH CURRENT FIRM		
15.	10     1       15. FIRM NAME AND LOCATION ( <i>City and State</i> )							
CONNECT ENGINEERING, LLC								
16.	6. EDUCATION (Degree and Specialization) 17			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)				
	Ph.D. Civil Engineering			Drefessional Engineer Florida #77676				
	M.S. in Civil Engineering			Professional Engineer Florida #77676				
	B.S. in Civil Engineering							
18. OTHER PROFESSIONAL QUALIFICATIONS ( <i>Publications</i> , Organizations, Training, Awards, etc.) Member of American Concrete Institute (ACI), American Society of Civil Engineers (ASCE), Florida Engineering Society (FES), Structural Engineering Institute (SEI).								
19. RELEVANT PROJECTS								
	1) TITLE AND LOCATION (City and State)			5	(2) YEAR COMPLETED			
	Snowden Pedestrian Bridge Along Old Cutler Trail N. of SW 174 St			PROFESSIONAL SERVICES CONSTRUCTION				
	over C-100 Canal, Palmetto Bay, Miami, FL			20	20	N//	Α	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm				
a.	Project engineer responsible for overseeing the design and coordination of a shared multi-use path along Old Cutler Trail including a 100 ft long pedestrian steel bridge that re-directs pedestrian traffic away from the existing vehicular bridge. Responsibilities include: coordination between sub-consultants to ensure design quality and consistency between disciplines while meeting the project schedule, permitting coordination between SFWMD, USACOE, and MDCDTPW PWPermits, project coordination among utility agencies. Approximate construction cost - \$1.4 million.							
	(1) TITLE AND LOCATION (City and State)			DDOFFORIONIA		COMPLETED		
	SR 826/Palmetto Expressway from N. of Canal C-8 Bridge (162 St) to E of NW 67 Ave, Miami, FL.			PROFESSIONAL 20		CONSTRUCTION		
b.	Project Engineer for the analysis and design of the EB and WB reinforced concrete bridge deck for the prestressed concrete FIB girder bridge sections. Responsibilities included structural analysis, primary and secondary slab reinforcement design, phased construction analysis, cantilever slab over bridge pier design. Development of bridge plans in accordance with phased construction and corresponding lap splice reinforcement design. In addition, a BDR report including the preliminary design of steel plate girder bridge including bearing and concrete pier cap design was performed Estimated construction cost - \$70 Million							
C.	(1) TITLE AND LOCATION (City and State)				(2) YEA	R COMPLETED		
	SR 826/SR 836 Interchange Improvement, Miami, FL.			PROFESSIONAL SERVICES CONSTRUCTION (If app 2015 N/A				
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm				
	Project engineer responsible for reviewing the design of cantilever sign, span sign structures, expansion joints, light pole structures, mast arm structures, and design review of the single cell box girder segments for segmental Bridges 15 and 9. Project tasks were completed for Miami-Dade Expressway Authority. Approximate construction cost – \$800 million							
	(1) TITLE AND LOCATION (City and State)			PROFESSIONAL	( /			
d.	Peer Review Port of Miami Tunnel, PortMiam	i, Miami, FL		PROFESSIONAL 20		CONSTRUCTION		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if pro			<u>.                                    </u>	
	Project engineer responsible for performing peer review services on the Port of Miami Tunnel Project. This peer review was conducted for the: Dodge Island Operations, Maintenance and Utility Buildings, and Watson Island Operations and Utility Buildings. Approximate construction cost – \$650 million							
e.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED				
	Miami International Airport Refurbishment of Dolphin and Flamingo			PROFESSIONAL SERVICES CONSTRUCTION (If applicable				
	Parking Garages, Miami, FL			2007 N/A				
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm				
	Project engineer with responsibilities including field inspections for the damage assessment of the parking garage structures. Project included preparing construction documents for the execution of the repairs including procedures, cost estimates, materials, phasing, and specifications for the Miami International Airport. Approximate construction cost - \$4 million							

F. EXAMPLE PROJECTS W QUALIFICA (Present as many projects as req Complete o		20. EXAMPLE PROJECT KEY NUMBER 1		
21. TITLE AND LOCATION (City and State)				AR COMPLETED
Continuing Civil Engineering Servi	ces for The Greens at Doral.	PROFESSIONAL SERVICES		
Miami, FL.		2019		2020
	23. PROJECT OWNER'S INFO	RMATION		
a. PROJECT OWNER b. POINT OF CONTACT NAME			c. POINT OF	CONTACT TELEPHONE NUMBER
The Greens at Doral Condominium Juan A. Rodriguez – Board of Director President		ctor	(305) 479	-4304

The Greens at Doral is a condominium community comprised of 24 buildings and 440 units occupying over 19 acres. CONNECT engineered various projects that included building structural repairs, pump station rehabilitation, and parking lot renovations. In addition, we provided civil engineering inspections for re-roofing, building waterproofing and painting, and gutter and awning replacement. These services included field reviews, contractor invoice approval, and construction progress reports.

Approximate cost of construction over \$3 million

	25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	CONNECT Engineering, LLC	Miami, FL	Prime – Civil Engineering

F. EXAMPLE PROJECTS O QUALIFIC (Present as many projects as re Complete	20	D. EXAMPLE PROJECT KEY NUMBER 2		
21. TITLE AND LOCATION (City and State			22. YEA	R COMPLETED
Continuing Civil Engineering Services for Multiple Private Sector Land Development Projects, Miami, FL		PROFESSIONAL SERVICES 2019		CONSTRUCTION (if applicable) 2020
	23. PROJECT OWNER'S INFO	RMATION		
a. PROJECT OWNER b. POINT OF CONTACT NAME			c. POINT OF C	ONTACT TELEPHONE NUMBER
John R. Medina & Associates, Architects Monica Rodriguez, Lead Designer			(305) 740-0	0554

The work performed by CONNECT included modifications to recreation areas, building additions, and park modifications for public enjoyment. Specific Civil services included paving, grading, drainage, permitting services, and direct coordination with the local municipalities. Specific projects include the YMCA South Dade Family Center New Pool Recreation Area in Miami-Dade, FL and Le Petit Papillon School located in Miami Beach, FL. Construction cost over \$1 million

	25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
	(1) FIRM NAME	(3) ROLE	
a.	CONNECT Engineering, LLC	Miami, FL	Prime – Civil Engineering

F. EXAMPLE PROJECTS W QUALIFICA (Present as many projects as req Complete c	2	D. EXAMPLE PROJECT KEY NUMBER 3		
21. TITLE AND LOCATION (City and State)			22. YEA	R COMPLETED
Multiple Civil Engineering Services Contracts for Gas Stations, Miami, FL			PROFESSIONAL SERVICES CONSTRUCTION ( <i>if applicable</i> ) 2019	
	23. PROJECT OWNER'S INFOR	RMATION		
a. PROJECT OWNER b. POINT OF CONTACT NAME			c. POINT OF C	ONTACT TELEPHONE NUMBER
Fiallo's MEP Design, Inc.	Jorge Fiallo, PE, EC – President		(305) 877-	1845

CONNECT provided services for projects ranging from developing new sites to modifications to existing sites. Gas stations were engineered for AutoTURN site analysis, water and sewer, paving, grading, drainage, and signing and pavement markings. Approximate construction cost over \$500,000

	25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT				
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE		
a.	CONNECT Engineering, LLC	Miami, FL	Prime – Civil Engineering		

F. EXAMPLE PROJECTS W QUALIFICA (Present as many projects as req Complete o	20. EXAMPLE PROJECT KEY NUMBER 4			
21. TITLE AND LOCATION (City and State)			22. YE	EAR COMPLETED
		PROFESSIO	ONAL SERVICE	S CONSTRUCTION (if applicable)
Harbour Pointe – Lift Station Reha	abilitation / Reconstruction	2	2019	
	23. PROJECT OWNER'S INFO	RMATION		
a. PROJECT OWNER b. POINT OF CONTACT NAME			c. POINT OF	CONTACT TELEPHONE NUMBER
				0000
Harbour Pointe of Miami Condominiums Katty Rodriguez – Board of Director President		(305) 815	-9299	
24. BRIEF DESCRIPTION OF PROJECT AND REL	EVANCE TO THIS CONTRACT (Include scope	e, size, and co	st)	

Project consisted of replacement of existing sanitary sewer lift station with new complete package consisting of two (20hp) suction pumps. In

addition, all electrical equipment was replaced, such as control panels, and service upgrade. Approximate construction cost \$400,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT				
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE	
a.	CONNECT Engineering, LLC	Miami, FL	Prime – Civil Engineering	
	F. EXAMPLE PROJECTS WHICH B QUALIFICATIONS	S 20. EXAMPLE PROJECT KEY NUMBER		

					5
21	. TITLE AND LOCATION (City and State)			22. YEA	R COMPLETED
	HEFT Turnpike / SR 821 – TTCP Transitions NW 57 Ave to NW 27 Ave, MIAMI-DADE, FL / BROWARD COUNTY, FL		PROFESSIONAL SERVICES CONSTRUCTION ( <i>if applicable</i> ) 2019		CONSTRUCTION (if applicable)
		23. PROJECT OWNER'S INFOR	RMATION		
a.	PROJECT OWNER	PROJECT OWNER b. POINT OF CONTACT NAME		c. POINT OF C	CONTACT TELEPHONE NUMBER
	Florida's Turnpike Enterprise (FTE)	Davide Cocco – Project Manager for Prince Contracting		(813) 699	-5900

Project consists of widening the Florida's Turnpike HEFT (SR 821) from NW 57th Ave to the Miramar Interchange. The roadway widening increases the lanes from 4 to 8 travel lanes, including express lanes in each direction. Work includes pavement widening, reconstruction, milling, and resurfacing. Major bridge and storm-water drainage improvements, as well as noise walls in select areas, are included as part of this project. CONNECT Engineering acted in the capacity of the contractor's specialty engineer to provide Temporary Traffic Control Plans (TTCP). Construction cost \$144M

	25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT				
	(1) FIRM NAME	(3) ROLE			
a.	CONNECT Engineering, LLC	Miami, FL	Sub-consultant Roadway Engineering		

		20. EXAMPLE PROJECT KEY NUMBER			
					6
21	. TITLE AND LOCATION (City and State)			22. Y	EAR COMPLETED
	HEFT Turnpike / SR 821 – TTCP for Flamingo Rd, BROWARD			ONAL SERVICE	CONSTRUCTION (if applicable)
	23. PROJECT OWNER'S INFORMATION				
a.	PROJECT OWNER	b. POINT OF CONTACT NAME		c. POINT O	F CONTACT TELEPHONE NUMBER
	Florida's Turnpike Enterprise (FTE)	Davide Cocco – Project Manage Prince Contracting	er for	(813) 69	99-5900

Project consists of widening the Florida's Turnpike HEFT (SR 821) from I-75 to NW 57th Ave. The roadway widening increases the lanes from 4 to 8 travel lanes, including express lanes in each direction. Work includes pavement widening, reconstruction, milling, and resurfacing. Major bridge and storm-water drainage improvements, as well as noise walls in select areas, are included as part of this project. CONNECT Engineering acted in the capacity of the contractor's specialty engineer to provide Temporary Traffic Control Plans (TTCP) along Flamingo Rd. Construction cost \$144M

	25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT				
	(1) FIRM NAME	(3) ROLE			
a.	CONNECT Engineering, LLC	Miami, FL	Sub-consultant Roadway Engineering		

F. EXAMPLE PROJE		20. EXAMPLE PROJECT KEY NUMBER					
(Present as many project Col		7					
21. TITLE AND LOCATION (City and	21. TITLE AND LOCATION (City and State) 22. YE						
USA PRO REALTY COMMERCIAL BUILDING RENOVATION, HOLLYWOOD, FL			ONAL SERVICES 2019	CONSTRUCTION ( <i>if applicable</i> ) 2020			
23. PROJECT OWNER'S INFORMATION							
a. PROJECT OWNER	b. POINT OF CONTACT NAME		c. POINT OF CO	ONTACT TELEPHONE NUMBER			
USA PRO REALTY	Eli Ran		(305) 206-2	)6-2910			

Project consisted of modifications to existing building, including reconstruction of full parking lot, new drainage system composed of French drain and drainage inlets, paving, grading, signing and pavement markings, storm water pollution prevention plans. Approximate construction cost \$200,000

	25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT								
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE						
a.	CONNECT Engineering, LLC	Broward County, FL	Sub – Civil Engineering						

F. EXAMPLE PROJECTS W QUALIFICA (Present as many projects as req Complete o	20. EXAMPLE PROJECT KEY NUMBER 8						
21. TITLE AND LOCATION (City and State)		22. Y	EAR COMPLETED				
Grove Harbour Dock Replacement,	Miami, FL	PROFESSIONAL SERVIC 2019	ES CONSTRUCTION ( <i>if applicable</i> ) 2020				
23. PROJECT OWNER'S INFORMATION							
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT C	F CONTACT TELEPHONE NUMBER				
Grove Harbour Condominium	Thor Bruce	(305) 3	21-3252				

Project consisted of complete replacement of existing dock adjacent to the bay at Coconut Grove area. The existing building is a high rise residential. The dock included replacement of fire line service, and new domestic water service for boats. Approximate construction cost \$500,000

	25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT								
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE						
a.	CONNECT Engineering, LLC	Miami, FL	Sub-consultant - Civil Engineering						

F. EXAMPLE PROJECTS W QUALIFICA (Present as many projects as req Complete c	20. EXAMPLE PROJECT KEY NUMBER 9						
21. TITLE AND LOCATION (City and State)		22. Y	EAR COMPLETED				
Carlota at South Beach, Miami Bea	ch, FL	PROFESSIONAL SERVIC 2019	ES CONSTRUCTION (if applicable) 2020				
23. PROJECT OWNER'S INFORMATION							
a. PROJECT OWNER BERENBLUM BUSCH ARCHITECTURE, INC.	b. POINT OF CONTACT NAME Renate Paris, AIA		F CONTACT TELEPHONE NUMBER 00 5251				

Multifamily residential in Miami Beach, FL. Project consisted of modifications to existing multi-use building. Scope of work included paving, grading, drainage, domestic water and sewer service, and fire line extension. Approximate construction cost \$200,000

	25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT								
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE						
a.	CONNECT Engineering, LLC	Miami, FL	Sub-consultant - Civil Engineering						

	F. EXAMPLE PROJECTS W QUALIFICA (Present as many projects as req Complete c	2	20. EXAMPLE PROJECT KEY NUMBER 10				
21	. TITLE AND LOCATION (City and State)			22. YE	AR COMPLETED		
		PROFESSI	ONAL SERVICES	CONSTRUCTION (if applicable)			
	Le Petit Papillon School Modific	ations, Miami Beach, FL		2019	2020		
		RMATION					
a.	PROJECT OWNER	b. POINT OF CONTACT NAME		c. POINT OF	2. POINT OF CONTACT TELEPHONE NUMBER		
	John R. Medina & Associates, Architects	Monica Rodriguez, Lead Designer		(305) 740-	0554		

Project consisted of existing school modifications for additional usable space. Scope of work included paving, grading and drainage plan. In addition to a storm water pollution prevention plan, a new drainage system and swale areas were designed for stormwater management as per City standards. Approximate construction cost \$200,000

	25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT								
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE						
a.	CONNECT Engineering, LLC	Miami, FL	Sub-consultant - Civil Engineering						

	G.	KEY PERSONNEL PARTICIPA	TION	IN EXA	MPLE	PROJ	ECTS	\$				
26. NAMES OF KEY PERSONNEL (From Section E, Block 12) 27. ROLE IN THIS CONTRACT (From Section E, Block 13)			28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
	Block 12)		1	2	3	4	5	6	7	8	9	10
				•				•				
Adria	n Robaina, PE, MEM	Project Manager and Engineer	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Danie	el Greenberg, PE, MBA	Project Engineer	Х	Х	Х	Х	Х	Х	Х	Х		
Rodn	ey C. Devera, PE	Project Engineer	Х	Х	Х				Х		Х	
Vane	ssa A. Mela, PhD, PE	Project Engineer	Х									
												-
												$\vdash$
												$\left  \right $
		29. EXAMPLE P	ROJECT	S KEY								1
NO.	TITLE OF EXAMPLE F	AMPLE PROJECT (FROM SECTION F)		т	TLE OF	EXAM	PLE PR	OJECT	(FROM	I SECT	ION F)	
1	Continuing Civil Engineerin Doral	g Services for The Greens at	6		Turnpik							
2		g Services for Multiple Private Proiects	7		RO RE		COMM	ERCIA	l BUII	DING		
	Multiple Chill Englisher die a	i je se			Llorhou		Donlo	0.000.00	+			

8

9

10

NW 27 Ave

3

4

5

Multiple Civil Engineering Services Contracts for Gas Stations

Harbour Pointe - Lift Station Rehabilitation / Reconstruction

HEFT Turnpike / SR 821 – TTCP Transitions NW 57 Ave to

Grove Harbour Dock Replacement

Le Petit Papillon School Modifications

Carlota at South Beach

Our team at CONNECT Engineering has more than 50 years of combined experience in project design, code compliance, and field inspections. We provide clients with support in various sectors including parks, airports, roadways, and structures. We are a licensed engineering firm with the State of Florida and have maintained a good professional standing with the Department of Business and Professional Regulation and the Florida Board of Professional Engineers.

Our firm, CONNECT, is certified as an FDOT Small Business Enterprise (SBE), Disadvantage Business Enterprise (DBE) and Minority Business Enterprise (MBE). In addition, our team is a Florida Department of Transportation (FDOT) professional services prequalified consultant in both Group 3 Highway Design – Roadway, Group 4 Highway Design – Bridges, and Group 7 - Traffic Operations Design.

Our staff has a variety of experience ranging from small to large projects, including both the private and public sector. We will provide our in-house, multi-disciplinary capabilities and expertise to address the technical issues to ensure a successful, cost-effective design as the District Engineer.

	I. AUTHORIZED REPRESENTATIVE					
The foregoing is a statement of facts.						
31. SIGNATURE		32. DATE				
-	the	02/ <b>10</b> /2021				
33. NAME AND TITLE						
ADRIAN ROBAINA, PE	/ PRESIDENT					



## ENGINEERING CONSULTANTS FOR ASSOCIATIONS

Our team is proud to provide engineering services to homeowner associations (HOAs) and the condominium community.

We understand that board members are volunteers and often need technical guidance for planning and infrastructure improvements. In addition, property management companies often need technical assistance in order to effectively execute projects within the association. We have worked with multiple HOAs on various sized projects from planning and design through the construction phase. Involving an engineering consultant as part of the association's vendor list will add value to the project, provide cost savings, and increase the quality of construction.

We can assist in all aspects of project selection and implementation. Our engineering design and inspection services include water, sanitary sewer, drainage, roadway, miscellaneous structures, signing & pavement markings, and temporary traffic control plans. We also conduct field inspections to check the quality of the work and review contractor invoices while controlling change orders. Please visit our website for additional information. SERVICES

Project Management Design Services Bid Assistance Permit Assistance Contract Review Construction Administration Project Coordination Contractor Invoice Review Building Inspections Change Order Control 40-Year Recertification Structural Special Inspections Project Closeout

Technical Assistance

¡Hablamos español!



## THE GREENS AT DORAL



#### DORAL, FLORIDA

#### **Engineering Consultants for the Association**

The Greens at Doral is a condominium community comprised of 24 buildings and 440 units occupying over 19 acres. **Our team engineered various projects that included building structural repairs, pump station rehabilitation, and parking lot renovations.** In addition, we provided civil engineering inspections for re-roofing, building waterproofing and painting, and gutter and awning replacement. These services included field reviews, contractor invoice approval, and construction progress reports.

## MEDITERRANEA CONDO



#### MIAMI, FLORIDA

#### **Engineering Consultants for the Association**

The Mediterranea Condo is a 16-story high-rise residential building consisting of 186 units with covered parking. **Our team assisted in various projects, including Structural Assessment Reports for post-hurricane damage.** The reports included an assessment of roof damage, water leak locations, as well as repair recommendations. Our engineering team worked closely with the association's board and property management company as technical advisors for building rehabilitation and phasing of the construction repairs.

### BONTERRA NORTH



#### MIAMI, FLORIDA

#### **Engineering Consultants for the Association**

Bonterra North is an HOA consisting of 394 single family homes within a 151-acre site. As engineering consultants for this high-end community, our team was tasked with overseeing variations to existing building permits and changes to the architectural pattern book. **We worked closely with the board as technical advisors to find alternative solutions to driveway sizes, sidewalk access, and stormwater drainage**. Our team worked in close coordination with the City and acted as the board's engineering representative during zoning meetings.

	QUALIF		NS				
P. (If a firm has branch		-	• -	FICATIONS			
CONNECT ENGINEERING, LLC					2019	11723	1505
2645 SW 37 <sup>th</sup> Ave, Suite 301							
					LIMITED LIABILITY C	OMPANY	
MIAMI	FL	-	331	33			
					SBE, DBE, MBE		
ADRIAN ROBAINA, PE / PRESIDENT							
(305) 981-6142	ar	obaina@coi	nnectena.u	s			
			lineeterigiu				
ARE DESIGN, INC.			_		6		
			-				
02 ADMINISTRATIVE	3	1	H07	PARKING LO			1
08 CADD TECHNICIAN	2	1	H11		RESIDENTIAL, MULTI-FAMIL TS; CONDOMINIUMS)	1	
12 CIVIL ENGINEER	4	1	H12		S & PNEUMATICS		1
			106	IRRIGATION			1
			P06	PLANNING ( PROJECT)	SITE, INSTALLATION, AND		1
			P07		UMBING & PIPING DESIGN		
			R04		REATION FACILITIES (PARKS, MARINAS,		
			R06	,	TION (BUILDINGS; STRUCT	URES;	1
			S09	,	STRUCTURAL DESIGN; SPECIAL STRUCTURES		
			T03		RANSPORTATION ENGINE		1
			W02	WATER RES WATER	OURCES; HYDROLOGY; GI	ROUND	1
			W02		PLY; TREATMENT AND		1
			1103				I
Total	9						
	7	PR	ROFESSION	NAL SERVICE	S REVENUE INDEX NUM	BER	
	1. Less	s than \$100.	.000		6. \$2 million to les	s than \$5 n	nillion
	2. \$100	0,000 to les	s than \$250		7. \$5 million to les	s than \$10	million
a. Federal Work 1	4. \$500	0,000 to les: 0,000 to les:	s than \$1 m	nillion	8. \$10 million to le 9. \$25 million to le		
b. Non-Federal Work 2		nillion to les			10. \$50 million or g		
c. Total Work 2							
٨		<b>THORIZED</b> regoing is a					
a. SIGNATURE						b. DATE	21
c. NAME AND TITLE						02/10/202	<u></u>
ADRIAN ROBAINA, PE / PRESIDENT							

1. SOLICITATION NUMBER (If any)



2645 SW 37th Avenue, Suite 301 • Miami, FL 33133 www.connecteng.us • 305.981.6142

# RANCHES AT LAKE MCLEOD

## **COMMUNITY DEVELOPMENT DISTRICT**





38039 Old 5th Avenue Zephyrhills, FL 33542 Tel. (813) 788-7835 Fax (813) 788-7062 www.cornelison-eng.com

February 9, 2021

Ranches at Lake McLeod Community Development District c/o Wrathell, Hunt & Associates, LLC Attn: Mr. Craig Wrathell 2300 Glades Road, Suite 401W Boca Raton, FL 33431

Re: Ranches at Lake McLeod Community Development District ("District") Engineering Services - Continuous Contract

To Whom It May Concern:

Cornelison Engineering & Design, Inc. (CED) is pleased to present our qualifications to the District for Engineering Services – Continuous Contract. CED's staff can be reached at 38039 Old 5th Avenue, Zephyrhills, FL 33542; telephone: (813) 788-7835, fax: (813) 788-7062.

Our firm is committed to providing the District with a dedicated team that is readily available to effectively and efficiently manage and complete assignments under this contract. CED looks forward to serving the Ranches at Lake McLeod Community Development District.



President

craig@cornelison-eng.com

ARCHITECT -	<b>ENGINEER</b>	QUALIFICATIONS
-------------	-----------------	----------------

	A. CONTRACT INFORMATION							
1.	1. TITLE AND LOCATION (City and State) The Ranches at Lake McLeod Community Development District Engineering Services – Continuous Contract							
2. 1	2. PUBLIC NOTICE DATE 3. SOLICITATION OR PROJECT NUMBER N/A							
			<b>-</b> ,		B ARCHITECT -	ENGINEER		
			D TITL Corr	.E nelison, P.E., Presiden				
5. I	NAM	E OF	FIRM					
				Engineering & Design JMBER	7. FAX NUMBER		8. E-MAIL ADDRESS	
		788-7			813-788-7062		craig@corneliso	n-eng.com
				(Co	C. complete this section for the	PROPOSE e prime con		ontractors.)
	PRIME	J-V PARTNER	SUBCON- TRACTOR	9. FIR	M NAME	1	0. ADDRESS	11. ROLE IN THIS CONTRACT
a.	x			Cornelison Engine	ering & Design, Inc. H OFFICE		Old 5 <sup>th</sup> Avenue hills, FL 33542	Site/civil engineering including stormwater management, potable water/sewer/reuse systems, District engineering services
b.				[ ] CHECK IF BRANC	H OFFICE			
c.	c. [] CHECK IF BRANCH OFFICE							
d. [] CHECK IF BRANCH OFFICE				H OFFICE				
e.				[] CHECK IF BRANC	H OFFICE			
f.								

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

[] (Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT					
	(Complete one Section E for each key person.)				
12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE			
Craig L. Cornelison, P.E.	Project Manager, District Engineer,	a. TOTAL	b. WITH CURRENT FIRM		
-	Stormwater Engineering, Utility System	27	11		
	Design				
15. FIRM NAME AND LOCATION (City and State) Cornelison Engineering &Design, Inc	15. FIRM NAME AND LOCATION (City and State) Cornelison Engineering &Design, Inc., Zephyrhills, FL				
16. EDUCATION (DEGREE AND SPECIALIZATION)	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND L	DISCIPLINE)			
B.S., Civil Engineering	B.S., Civil Engineering FL/Professional Engineer #55433; AL/Professional Engineer #31450;				
GA/Professional Engineer #PE035771; MS/Professional Engineer #PE-26301;					
	NC/Professional Engineer #037118; SC/Professional Engineer #29799				
TN/Professional Engineer #114532; VA/Professional Engineer #0402052679					
18 OTHER PROFESSIONAL OLIALIELCATIONS (Publications, Organizations, Training, Awards, etc.)					

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) City of Zephyrhills Planning Commission Member; American Society of Civil Engineers

	19. RELEVANT PROJECTS				
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED			
	Ranches at Lake McLeod Community Development District (CDD) Eagle Lake, FL	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)		
a. b. c. d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	[X] Check if project performed	d with current firm		
	Serving as project manager. Assisted the client in establishing the CDD for the Rand	ches at Lake McLeod residentia	al development in Eagle		
	Lake. Other services include preparation of the preliminary and final engineering rep adoption hearings. Project cost: \$20,000 (est.)	oorts and attendance at the City	of Eagle Lake CDD		
	(1) TITLE AND LOCATION (City and State)	(2) YEAR CO	OMPLETED		
	Ranches at Lake McLeod	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)		
a. b. c. d.	Eagle Lake, FL	Ongoing			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	[X] Check if project performed	d with current firm		
b.	Serving as project manager for this 278± acre residential development in Eagle Lake five phases. Services include preparation and submittal of annexation and rezoning documents, stormwater management, potable water and sewer systems design, land Polk County, Southwest Florida Water Management District (SWFWMD), and Florida cost: \$290,000 (est.)	applications, final engineering dscaping, and permitting throug	plans/construction h the City of Eagle Lake,		
	(1) TITLE AND LOCATION (City and State)	(2) YEAR CO	OMPLETED		
c	Professional Services – City Wide Services Contract Zephyrhills, FL	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	[X] Check if project performed	d with current firm		
C.	Serving as project manager for this continuing services contract. Task assignments under this contract include preparation of bid documents for Simons Road Phase I, consulting services for the Airport Industrial Corridor Master Plan, and preparation of landscape exhibits for the City's land development code update. Services include stormwater management, permitting, water/wastewater design, hydrology/groundwater modeling, erosion control plans, and construction management. Project cost (to-date): \$82,105				
	(1) TITLE AND LOCATION (City and State)	(2) YEAR CO			
	Bonnies Landing Haines City, FL	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) Ongoing		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	[X] Check if project performed	d with current firm		
d.	Served as project manager for this 297-unit residential development in the City of Haines City. Tasks included preparation and submittal of rezoning application, preparation and submittal of preliminary plat for City approval, final engineering plans/construction documents, stormwater management, potable water/sewer/reuse systems design, landscaping, design of turn lane improvements for South 30 <sup>th</sup> Street abutting the project, and permitting through the City of Haines City, Polk County, SWFWMD, and FDEP. Project cost: \$146,000				
	(1) TITLE AND LOCATION (City and State)	(2) YEAR CO			
	The Landings at Eagle Lake Eagle Lake, FL	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) Ongoing		
•	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	[X] Check if project performed	d with current firm		
e.	Served as project manager for this 78-unit residential development in the City of Eagle Lake. Tasks included preparation and submittal of comprehensive plan amendment and rezoning applications, final engineering plans/construction documents, stormwater management, potable water and sewer systems design, permitting through the City of Eagle Lake, Polk County, SWFWMD, and FDEP, and construction phase				
	services. Project cost: \$75,000	•			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT (Complete one Section E for each key person.)				
12. NAME 13. ROLE IN THIS CONTRACT 14. YEARS EXPERIENCE				
Ricardo A. Ramos	Assistant Project Manager, Stormwater	a. TOTAL	b. WITH CURRENT FIRM	
	Analyst, Utility System Design Analyst	5	4.5	
15. FIRM NAME AND LOCATION (City and State)				
Cornelison Engineering & Design, Inc., Zephyrhills, FL				
16. EDUCATION (DEGREE AND SPECIALIZATION)       17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)         B.S., Civil Engineering       17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)				

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

	19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED				
	Ranches at Lake McLeod Eagle Lake, FL	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)			
a. b. c. d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	[X] Check if project performed	d with current firm			
	Serving as project analyst/designer for this 278± acre residential development in Eagle Lake. The project is proposed to have 1,160 lots developed in five phases. Services include preparation and submittal of annexation and rezoning applications, final engineering plans/construction documents, stormwater management, potable water and sewer systems design, landscaping, and permitting through the City of Eagle Lake, Polk County, Southwest Florida Water Management District (SWFWMD), and Florida Department of Environmental Protection (FDEP). Project cost: \$290,000 (est.)					
	(1) TITLE AND LOCATION (City and State)	(2) YEAR CO				
	Professional Services – City Wide Services Contract Zephyrhills, FL	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)			
h	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	[X] Check if project performed	d with current firm			
D.	Serving as project analyst/designer for this continuing services contract. Task assign documents for Simons Road Phase I, consulting services for the Airport Industrial Co for the City's land development code update. Services include stormwater managen hydrology/groundwater modeling, erosion control plans, and construction management	prridor Master Plan, and preparation of the preparation of the presence of the	ation of landscape exhibits iter design,			
	(1) TITLE AND LOCATION (City and State)	(2) YEAR CO				
b. c.	Bonnies Landing Haines City, FL	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) Ongoing			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm					
с.	Served as project analyst/designer for this 297-unit residential development in the City of Haines City. Tasks included preparation and submittal of rezoning application, preparation and submittal of preliminary plat for City approval, final engineering plans/construction documents, stormwater management, potable water/sewer/reuse systems design, landscaping, design of turn lane improvements for South 30 <sup>th</sup> Street abutting the project, and permitting through the City of Haines City, Polk County, SWFWMD, and FDEP. Project cost: \$146,000					
	(1) TITLE AND LOCATION (City and State)	(2) YEAR CO	OMPLETED			
	The Landings at Eagle Lake Eagle Lake, FL	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) Ongoing			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	[X] Check if project performed	d with current firm			
d.	Served as project analyst/designer for this 78-unit residential development in the City of Eagle Lake. Tasks included preparation and submittal of comprehensive plan amendment and rezoning applications, final engineering plans/construction documents, stormwater management, potable water and sewer systems design, permitting through the City of Eagle Lake, Polk County, SWFWMD, and FDEP, and construction phase services. Project cost: \$75,000					
	(1) TITLE AND LOCATION (City and State)	(2) YEAR CO	OMPLETED			
	Oaks at Pasco Zephyrhills, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable) Ongoing			
6	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	[X] Check if project performed	d with current firm			
е.	Served as project analyst/designer for this 87-unit residential development in the City Minor PUD amendment application, final engineering plans/construction documents, systems design, permitting through the City of Zephyrhills, SWFWMD, FDEP, and FI \$93,000 (est.)	stormwater management, pota	ble water and sewer			

STANDARD FORM 330 (REV. 8/2016) PAGE 2

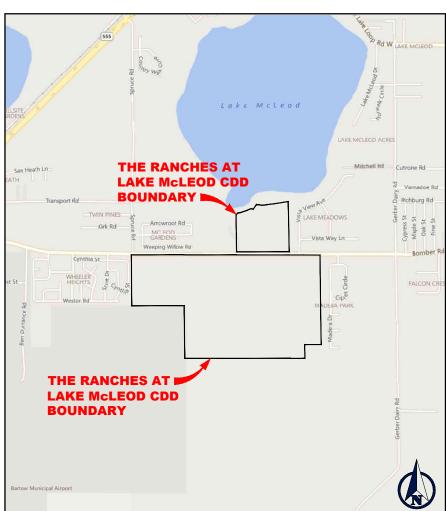
F. EXAMPLE PROJECTS WHICH BES QUALIFICATIONS FO (Present as many projects as requested by t Complete one Section	20. EXAMPLE PROJECT KEY NUMBER 1				
21. TITLE AND LOCATION (City and State)					
Ranches at Lake McLeod Community De District (CDD) Eagle Lake, FL	PROFESSIONAL SERVICES CONS Ongoing		CONSTRUCTION (If applicable)		
23. PR(	OJECT OWNER'S	INFORMATION			
a. PROJECT OWNER b. Ranches at Lake McLeod CDD	CT NAME <b>ker</b>	c. POINT OF 623-20	CONTACT TELEPHONE NUMBER 3-2700		
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)					

This Community Development District (CDD) was recently established for the 278±-acre residential development in the City of Eagle Lake known as the Ranches at Lake McLeod. The 1,160-unit development is comprised of 10 parcels located along Bomber Road/CR 559 in Eagle Lake.

Services included: Assistance with establishing CDD, preparation of the preliminary and final engineering reports, attendance at the City of Eagle Lake CDD hearings, adoption general civil engineering, and attendance at CDD board meetings.

Project team members: Craig L. Cornelison

Total project cost: \$15,000 (est. to-date)



	25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT						
	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE				
a.	Cornelison Engineering & Design, Inc.	38039 Old 5 <sup>th</sup> Avenue Zephyrhills, FL 33542	Assistance with establishing CDD, preparation of preliminary and final engineering reports				
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE				

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE QUALIFICATIONS FOR THIS CONTRA (Present as many projects as requested by the agency, or 10 Complete one Section F for each proje	ACT ) projects, If not specified.		20. EXAMPLE PROJECT KEY NUMBER 2
21. TITLE AND LOCATION (City and State)	22. YEAR COMPLETED		
Ranches at Lake McLeod Eagle Lake, FL	PROFESSIONAL SERVICES Ongoing	CONST	IRUCTION (If applicable)

#### 23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER			
Lake McLeod, LLC	David Waronker	623-203-2700			

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

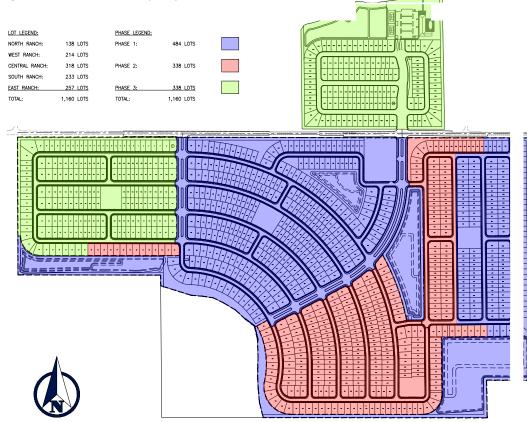
This project consists of a 278± acre residential development in Eagle Lake, Florida. The 1,160-unit, single-family development is comprised of 10 parcels located along Bomber Road/CR 559. The initial step for this project was annexation into the city limits of Eagle Lake, which also included a comprehensive plan amendment and zoning designation assigned by the City of Eagle Lake.

The project is proposed to be developed in five phases known as North Ranch, West Ranch, Central Ranch, South Ranch, and East Ranch. In addition to the residential lots, the development includes tracts for wetland conservation, retention areas, open space, and parks.

**Services included:** Project management, preparation and submittal of annexation and rezoning applications, site design/civil engineering, stormwater management, potable water and sewer systems design, landscaping, project coordination, and permitting.

Project team members: Craig L. Cornelison, Ricardo A. Ramos

#### Total project cost: \$290,000 (est.)



#### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Cornelison Engineering & Design, Inc.	38039 Old 5 <sup>th</sup> Avenue Zephyrhills, FL 33542	Project management, annexation and rezoning, site design/civil engineering, stormwater management, potable water and sewer system design, landscaping, permitting, project coordination

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PRO QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 pro Complete one Section F for each project.)	20. EXAMPLE PROJECT KEY NUMBER 3				
21. TITLE AND LOCATION (City and State)	22. YEAR COMF	PLETED			
Professional Services – City Wide Services Contract Zephyrhills, FL	PROFESSIONAL SERVICES O Ongoing	CONSTRUCTION (If applicable)			
23 PROJECT OWNER'S INFORMATION					

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
City of Zephyrhills	Todd Vande Berg, Planning Dept.	813-780-0022
	Shane LeBlanc, Public Works Dept.	

CED has provided various civil engineering services for the City of Zephyrhills since 2018 under this continuing services contract. Task assignments under this contract include preparation of bid documents for Simons Road Phase I, consulting services for the Airport Industrial Corridor Master Plan, and preparation of landscape exhibits for the City's land development code update.

Services included: Site design/civil engineering, stormwater management, permitting, water/wastewater design, hydrology/groundwater modeling, erosion control plans, and construction management.

Project team members: Craig L. Cornelison, Ricardo A. Ramos

Total project cost: \$82,105 (to-date)

25. FIRMS FROM SECTION C IN	VOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Cornelison Engineering & Design, Inc.	38039 Old 5 <sup>th</sup> Avenue Zephyrhills, FL 33542	Project management, site design/civil engineering, stormwater management, permitting, water/wastewater design, hydrology/ groundwater modeling, erosion control plans, and construction management
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

STANDARD FORM 330 (REV. 8/2016) PAGE 3

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	QUALIFIC (Present as many projects as real	/HICH BEST ILLUSTRATE PRO ATIONS FOR THIS CONTRACT quested by the agency, or 10 pro one Section F for each project.)			20. EXAMPLE PROJECT KEY NUMBER 4		
21	. TITLE AND LOCATION (City and State)			22. YEAR COM	PLETED		
The Landings at Eagle Lake			PROFESSIO	NAL SERVICES	CONSTRUCTION (If applicable)		
	Eagle Lake, FL		2021		Ongoing		
		23. PROJECT OWNER'S IN	IFORMATIO	N			
a.	PROJECT OWNER	b. POINT OF CONTACT NAME		c. POINT OF CONTACT	TELEPHONE NUMBER		

a. PROJECT OWNER	<ul> <li>POINT OF CONTACT NAME</li> </ul>	c. POINT OF CONTACT TELEPHONE NUMBER				
David & Terry Puentes	David Waronker	623-203-2700				

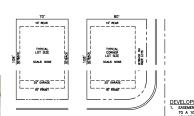
ROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

This project consisted of a 78-unit residential development on 22± acres within the city limits of Eagle Lake, Florida. A portion of the proposed development required the preparation and submittal of a comprehensive plan amendment and rezoning; these applications were approved and adopted by the City of Eagle Lake.

Services included: Project management, preparation and submittal of annexation and rezoning applications, site design/civil engineering, stormwater management, potable water/sewer systems design, permitting, and construction management.

Project team members: Craig L. Cornelison, Ricardo A. Ramos

#### Total project cost: \$75,000





#### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Cornelison Engineering & Design, Inc.	38039 Old 5 <sup>th</sup> Avenue Zephyrhills, FL 33542	Project management, site design/civil engineering, stormwater management, potable water and sewer systems design, permitting, and construction management

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PRO QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 pro Complete one Section F for each project.)		20. EXAMPLE PROJECT KEY NUMBER 5
21. TITLE AND LOCATION (City and State)	22. YEAR CO	/PLETED
Bonnies Landing Haines City, FL	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) Ongoing

#### 23. PROJECT OWNER'S INFORMATION

CBD at Bonnies Landing, LLC David Waronker 623-203-2700
---

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

This project consisted of a 297-unit residential development within the city limits of Haines City, Florida. The 78.86-acre site is comprised of four parcels along South 30<sup>th</sup> Street, between Grace Avenue and East Robinson Road. In addition to the subdivision layout, CED was also responsible for the design of turn lane improvements for that portion of the portion adjacent to South 30<sup>th</sup> Street.

In addition to the residential lots, the development includes amenities such as a dog park, playground, and passive park with benches and paved pathways, as well as tracts for wetland conservation, retention areas, and open space.

**Services included:** Project management, preparation and submittal of rezoning application, design and submittal of preliminary plat, site design/civil engineering, stormwater management, potable water/sewer/reuse systems design, landscaping, permitting, and design of turn lane improvements.

Project team members: Craig L. Cornelison, Ricardo A. Ramos

#### Total project cost: \$146,000 BUFFFB B st FUTURE GRACE SUBDIVISION (BY OTHERS) EAST GRACE AVENUE (PAVED B **Q.•** O $\odot$ $\odot$ œ $\odot$ $\odot$ HANES CITY HIGH SCHOOL 30TH STREET 0.0 <u></u> • 🕡 $\odot$

#### 25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Cornelison Engineering & Design, Inc.	38039 Old 5 <sup>th</sup> Avenue Zephyrhills, FL 33542	Project management, site design/civil engineering, stormwater management, potable water, sewer, and reuse systems design, permitting, and construction management

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
(110111 0001011 2, 210011 12)	(From Coolion 2, Block To)	1	2	3	4	5	6	7	8	9	10
Craig L. Cornelison	Project Manager, District Engineer, Stormwater Engineering, Utility System Design	x	x	x	x	x					
Ricardo A. Ramos	Assistant Project Manager, Stormwater Analyst, Utility System Design Analyst		x	x	x	x					

#### G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

#### 29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (From Section F)	NO.	TITLE OF EXAMPLE PROJECT (From Section F)
1	Ranches at Lake McLeod Community Development District, Eagle Lake, FL	6	
2	Ranches at Lake McLeod, Eagle Lake, FL	7	
3	Professional Services – City Wide Services Contract, Zephyrhills, FL	8	
4	The Landings at Eagle Lake, Eagle Lake, FL	9	
5	Bonnies Landing, Haines City, FL	10	

STANDARD FORM 330 (REV. 8/2016) PAGE 4

### **QUALIFICATIONS STATEMENT**

- A. Ability and Adequacy of the Applicant's Professional Personnel. The staff at Cornelison Engineering & Design, Inc. (CED) has more than 35 years of combined experience in providing a full spectrum of engineering services, including site civil layout and design, drainage and utility design, stormwater management, permitting, construction management and administration services, and knowledge of local and state regulatory requirements, among others. CED was established by Craig L. Cornelison, P.E., who has been practicing site/civil engineering for more than 25 years. Craig is a registered Professional Engineer in Florida, as well as Alabama, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia. A copy of Craig's Florida PE license can be found on the following page.
- **B.** Whether the Applicant is a certified minority business enterprise (MBE). CED is a Florida corporation organized in 2009. Our firm is not a certified MBE. Copies of CED's Florida licenses can be found on the following page.
- **C.** Applicant's Willingness to Meet Time and Budget Requirements. CED has the resources necessary to provide quality and timely service for this contract and will continue to provide our services as expeditiously as possible to meet the schedule developed by the District for the various elements of the contract. We will act as an extension of the District's staff and be readily available to provide immediate assistance with any questions or concerns that arise.
- D. Applicant's Past Experience and Performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with St. Johns County. CED is currently providing civil design and engineering for the Ranches at Lake McLeod project, which is a 1,160-unit, single-family residential development located in the City of Eagle Lake. Services being provided for this project include project management, site design and civil engineering, stormwater management; design of potable water and sewer systems; landscaping and hardscaping improvements; and parks and amenities. In addition, CED recently completed the Landings at Eagle Lake project, which is another new single-family residential development within the City of Eagle Lake. Services provided for this 78-unit project included project management; site design/civil engineering; permitting; stormwater management; potable water and sewer systems; and construction management.

For the 297-unit residential development known as Bonnies Landing in Haines City, CED provided site design and civil engineering, project management, rezoning, stormwater management, potable water/sewer/reuse systems design, landscaping, permitting, and design of turn lane improvements for a portion of the project that abutted County right-of-way.

Since 2018, CED has provided civil engineering for the City of Zephyrhills Professional Services – City Wide Services Contract. Services include site design, civil engineering, stormwater management, permitting, water/wastewater design, hydrology/groundwater modeling, erosion control plans, and construction management.

The staff at CED has extensive knowledge of permitting through various review agencies across Florida, including the Southwest Florida Water Management, St. Johns River Water Management District, South Florida Water Management

District, Northwest Florida Water Management District, Florida Department of Environmental Protection, and Florida Department of Transportation. We have worked on numerous projects around the state of Florida, including locations in the cities of Eagle Lake, Haines City, Zephyrhills, Wesley Chapel, Tampa, Jacksonville, and Pensacola, as well as sites in Polk, Pasco, Hillsborough, Hernando, Citrus, Orange, and Pinellas counties.

- E. Geographic Location of the Applicant's Headquarters and Offices. CED has one (1) office located at 38039 Old 5<sup>th</sup> Avenue in Zephyrhills. The location map on this page reflects how close we are to the District. If requested, our staff can be on-site in less than one hour.
- F. Current and Projected Workloads of the Applicant. CED has carefully reviewed our schedule of current and proposed projects. We are confident that if selected for this contract, our staff will have the availability to immediately serve the District.



**G.** Volume of Work Previously Awarded to the Applicant by the District. CED is currently providing engineering services to the District, including preparation of the preliminary and final engineering reports and attendance at CDD Board meetings. In addition, CED assisted the District in establishing the CDD.

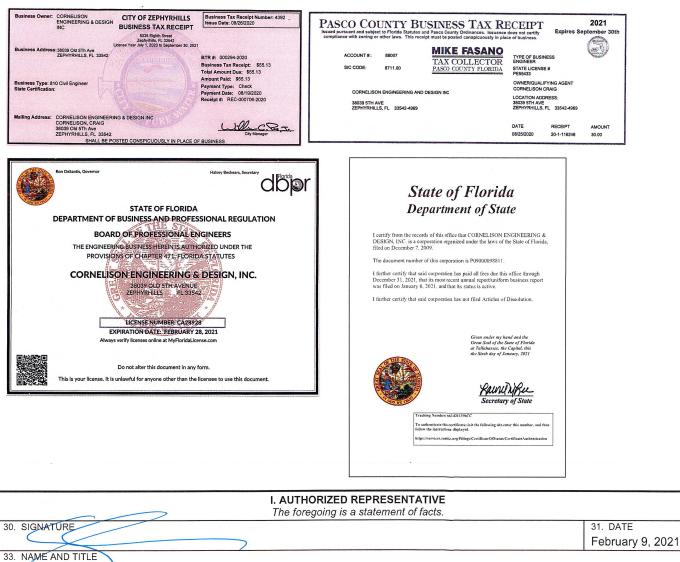


**CED's Primary Contact for handling District meetings, construction services, and other engineering tasks assigned by the District** will be the firm's president, Craig L. Cornelison, P.E. He can be reached at 813-788-7835, <u>craig@cornelison-eng.com</u>.

#### **Professional License**



#### Local and State Licenses



Craig L. Cornelison, P.E., President

### ARCHITECT – ENGINEER QUALIFICATIONS

SOLICITATION NUMBER (If any)

1

	F	PART II – GENEF	RAL QUALIFIC	ICATIONS
	(If a firm has branch c	offices, complete f	or each specif	cific branch office seeking work.)
2a.	FIRM (or Branch Office) NAME Cornelison Engineering & Design, Inc.			3. YEAR ESTABLISHED 4. UNIQUE ENTITY IDENTIFIER 2009
2b.	STREET 38039 Old 5 <sup>th</sup> Avenue			5. OWNERSHIP a. TYPE
2c.	CITY Zephyrhills	2d. STATE FL	2e. ZIP CODE 33542	
6a.	POINT OF CONTACT NAME AND TITLE			
	Craig L. Cornelison, P.E.	7. NAME OF FIRM (If block 2a is a branch office)		
6b.	TELEPHONE NUMBER 813-788-7835	6c. E-MAIL ADDRESS craig@cornelis	on-eng.com	
	8a. FORMER FIRM N	IAME(S) (If any)		8b. YEAR ESTABLISHED 8c. UNIQUE ENTITY IDENTIFIEI

9. EMPLOYEES BY DISCIPLINE					10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS				
a. Function Code	h Discipling		c. No. of (1) FIRM	c. No. of Employees (1) FIRM (2) BRANCH		b. Experience		c. Revenue Index Number <i>(see below)</i>	
02	02 Administrative		2		A08	Animal Facilities		2	
08	CADD Technician 1			C06	Churches; Chapels	S			
12	Civil Engir	eer	1		C10	Commercial Building (low rise); Shopping Centers		5	
58	Technicia	n/Analyst	1		C11	Community Facilities		1	
					C15	Construction Management	Construction Management		
					H07	Highways; Streets; Airfield Paving; I	Parking Lots	1	
					H11	Housing (Residential, Multi-Family,		4	
*****	-				106			1	
· · · · · · · · · · · · · · · · · · ·					S13	Storm Water Handling & Facilities			
					W01	Warehouses & Depots		1	
					W02	Water Resources; Hydrology; Grour	nd Water	1	
					W03	Water Supply; Treatment and Distril		1	
					Z01	Zoning; Land Use Studies		1	
x									
					Berline				
	Other Employees								
			5						
11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right) a. Federal Work 0			1. L	ess than \$100,0 100,000 to less	00		INDEX NUMBER Ilion to less than \$5 million Ilion to less than \$10 million		
							million to less than \$25 million		
b. Non-Federal Work		4		500,000 to less			lion to less than \$50 million		
c. Total Work 4		5. \$	5. \$1 million to less than \$2 million 10. \$50 m			llion or greater			
c. rotar w	DIK	4		AUTHORIZE	and a second				
a. SIGNATURE							b. DATE		
							February 9, 2021		
c. NAME	AND TITLE							3, 2021	
		) son, P.E., President							
The work index of the same frequencies of						OTANDADD		and construction of the second second	

STANDARD FORM 330 (REV. 8/2016) PAGE 6

# RANCHES AT LAKE MCLEOD

## **COMMUNITY DEVELOPMENT DISTRICT**



## Ranches at Lake McLeod Community Development District

## **Request for Qualifications – District Engineering Services**

## **Competitive Selection Criteria**

		Ability and Adequacy of Professional Personnel	Consultant's Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	TOTAL SCORE
	weight factor	25	25	20	15	5	5	5	100
	NAME OF RESPONDENT								
1	Connect Engineering, LLC								
2	Cornelison Engineering & Design, Inc.								

Board Member's Signature

Date

# RANCHES AT LAKE MCLEOD

## **COMMUNITY DEVELOPMENT DISTRICT**



### The 2020 Florida Statutes

Title XIII PLANNING AND DEVELOPMENT

<u>Chapter 190</u> COMMUNITY DEVELOPMENT DISTRICTS

#### 190.006 Board of supervisors; members and meetings.

(8) Each supervisor shall be entitled to receive for his or her services an amount not to exceed \$200 per meeting of the board of supervisors, not to exceed \$4,800 per year per supervisor, or an amount established by the electors at referendum. In addition, each supervisor shall receive travel and per diem expenses as set forth in s. <u>112.061</u>.

# RANCHES AT LAKE MCLEOD

## **COMMUNITY DEVELOPMENT DISTRICT**



#### **RESOLUTION 2021-07**

#### A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the Ranches at Lake McLeod Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Eagle Lake, Florida; and

WHEREAS, the District desires to designate its primary administrative office as the location where the District's public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District's Record's Custodian in order to provide citizens with the ability to access the District's records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

**WHEREAS**, the District additionally desires to specify the location of the District's principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

## NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT:

**SECTION 1.** The District's primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

SECTION 2. The District's principal headquarters for purposes of establishing proper venue shall be located at \_\_\_\_\_\_ within Polk County, Florida.

**SECTION 3.** This Resolution shall take effect immediately upon adoption.

[Remainder of this page intentionally left blank]

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_\_, 2021.

RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

ATTEST:

Chair/Vice Chair, Board of Supervisors

# RANCHES AT LAKE MCLEOD

### **COMMUNITY DEVELOPMENT DISTRICT**



#### **RESOLUTION 2021-14**

#### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2020-2021; AND PROVIDING FOR AN EFFECTIVE DATE

**WHEREAS**, the Ranches at Lake McLeod Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated entirely within the City of Eagle Lake, Florida; and

**WHEREAS**, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

**WHEREAS**, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2020-2021 annual meeting schedule attached as **Exhibit A**.

#### NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT:

**SECTION 1.** The Fiscal Year 2020-2021 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

**SECTION 2.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST:

## RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

**Exhibit A**: Fiscal Year 2020-2021 Annual Meeting Schedule

#### Exhibit A

#### BOARD OF SUPERVISORS MEETING DATES RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2020-2021

The Board of Supervisors of the Ranches at Lake McLeod Community Development District will hold their regular meetings for Fiscal Year 2020-2021 at \_\_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_.m. unless otherwise indicated as follows:

#### [Add Meeting Dates]

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 or by calling (561) 571-0010.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager

# RANCHES AT LAKE MCLEOD

### **COMMUNITY DEVELOPMENT DISTRICT**



## **Engineer's Report**

For:

## The Ranches at Lake McLeod Community Development District

Bomber Road City of Eagle Lake, Florida

**December 3, 2020** 

**Prepared for:** 

The Ranches at Lake McLeod Community Development District

**Prepared by:** 



CORNELISON ENGINEERING & DESIGN, INC.

#### 38039 Old 5<sup>th</sup> Avenue Zephyrhills, Florida 33542

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#### TABLE OF CONTENTS

1	•	INTRODUCTION	1
		<ul><li>A. Description of the Ranches at Lake McLeod CDD</li><li>B. Purpose and Scope of Report</li></ul>	1 2
2	-	DISTRICT BOUNDARY AND PROPERTY	2
		<ul><li>A. District Boundary</li><li>B. Description of Property</li><li>C. Existing Infrastructure</li></ul>	2 3 3
3	-	PROPOSED DISTRICT INFRASTRUCTURE	3
		<ul> <li>A. Roadways</li> <li>B. Utilities</li> <li>C. Earthwork</li> <li>D. Stormwater Management</li> <li>E. Landscaping/Pedestrian Improvements</li> <li>F. Signage and Lighting</li> <li>G. Walls/Fencing</li> <li>H. Recreation</li> <li>I. Contingency Costs</li> </ul>	4 5 5 5 6 6 6 6 6
4	•	OPINION OF PROBABLE CONSTRUCTION COSTS	7
5	5_	PERMITS	9
-		PERMITS SUMMARY AND CONCLUSION	9 10
-		SUMMARY AND CONCLUSION	
6		SUMMARY AND CONCLUSION	10

EXHIBIT "C" – Opinion of Probable Cost Estimate

#### The Ranches at Lake McLeod Community Development District (CDD)

#### **Engineer's Report**

#### 1. INTRODUCTION

#### A. Description of the Ranches at Lake McLeod CDD

The proposed Ranches at Lake McLeod Community Development District (the "District") will be a special taxing district governing a single development parcel consisting of ten (10) individual tracts. The development parcel will create a master planned, single-family subdivision divided into five (5) distinct "Ranches" (phases) along with approximately 2.88 acres of possible future commercial development, subject to municipal approval. For the purposes of this report, the future commercial development will be designated solely as "future." The ownership of the "future" area will be maintained by the developer but will/will not be part of the District. CBD Real Estate Investment, LLC (the Developer) has obtained preliminary planning approval for 4.21 units per acre (1,189 residential units), a supporting clubhouse, and resort style amenities. It is anticipated that the project will be constructed in five (5) phases over a 4-year period starting in 2021. The development is hereinafter collectively referred to as the "Project."

The Project is located in Section 13, Township 29 South, Range 25 East and Sections 18 and 19, Township 29 South, Range 26 East in Polk County, Florida. A Vicinity Map, as well as a more detailed Location Map are attached as *Exhibits A-1 and A-2*. The District will assist in financing the public infrastructure and related facilities for the Ranches at Lake McLeod development.

The Project will consist of Single-Family Residential (SFR) areas, along with a future 2.88acre parcel. The breakdown of land use is noted below in Table 1.

Table 1

#### Summary of Land Uses Proposed Ranches at Lake McLeod Community Development District

Land Use	Area/Single-Family Residences (SFR)
Residential	<mark>275.62</mark> acres / 1,189 SFR
Future	<mark>2.88</mark> acres
Total	278.50 acres



City of Eagle Lake Ordinance **O-21-01** was passed by the City of Eagle Lake City Commission on **October 5**, 2020 and established the Ranches at Lake McLeod Community Development District. The District is in the process of implementing a development plan to finance, acquire, and construct the major infrastructure necessary to the development. Generally, the District is expected to finance water distribution systems, wastewater collection systems, stormwater management facilities, roadways, and earthwork (pond excavation and mass grading activities), as well as landscaping, irrigation, **signage**, and recreational facilities within the District's boundaries. Some off-site improvements as required for regulatory approval, such as roadway improvements, are also expected to be funded by the District.

Improvements and facilities financed, acquired, and constructed by the District will be required to be in accordance with regulatory criteria from the City of Eagle Lake, Polk County, Southwest Florida Water Management District, the Florida Department of Environmental Protection, and other applicable agencies with regulatory jurisdiction over the development.

The development plans prepared by the District reflect the intentions of the District. The location of proposed facilities and improvements may be adjusted during the final design, permitting, and implementation phases. It should be noted that these modifications are not expected to diminish the benefits to the Project. The District reserves the right to make reasonable adjustments over the development, while providing a comparable level of benefits to the development. Changes and modifications are expected as changes in regulatory criteria are implemented.

#### B. Purpose and Scope of Report

The purpose and scope of this report is to provide a description of the District and the capital improvements to be constructed and financed by the District. The District's financial advisor and investment banker will develop the financing plan and assessment methodology. The District plans to issue bonds to fund infrastructure and related public improvements as needed to support the development of the Project.

#### 2. DISTRICT BOUNDARY AND PROPERTY

#### A. District Boundary

The boundaries of the District are the same as those of the Project. The District is generally bound on the North by Lake McLeod, on the West by single-family residential property, on the East by single-family residential property, and on the South by vacant lands. An Aerial Map of the project is attached as *Exhibit A-3*. A City of Eagle Lake Zoning Map and Land Use Map detailing the zoning and land use of the project, as well as surrounding areas, are included as *Exhibits A-4 and A-5*.

Per the provided survey, the Legal Description for the entire Project is as follows:

Meets and Bounds Legal description from Surveyor.

#### B. Description of Property

The District property is located on the south side of the City of Eagle Lake within central Polk County, Florida. The site was formally utilized as a citrus grove but has been cleared and currently exists mainly as grass-covered hay fields. Soils within the District's boundaries are varied with soils classified as "excessively drained" to very poorly drained by the United States Department of Agriculture. The seasonal highwater elevation on the site ranges from approximately two feet (2') to around five (5') below grade. Elevations on the site vary from approximately 158 feet (NAVD) to 110 feet (NAVD). A portion of the site lies within a designated floodplain and three separate wetlands currently exist on the property. A copy of the FEMA flood map and USGS Quadrangle Map are included as *Exhibits A-6 and A-7*.

#### C. Existing Infrastructure

The site is currently undeveloped and generally unimproved. The District is located within the City of Eagle Lake Utilities service area, which currently has potable water and wastewater service available for the proposed Project. See *Exhibit B* for City of Eagle Lake Availability of Service Letters.

Potable water lines exist to the east of the Project on the north side of Bomber Road. Currently, a 6-inch water line exists immediately east of the project at the intersection of Vista View Avenue and Bomber Road. A map showing the approximate location and sizes of the existing water lines within the right-of-way of Bomber Road is included as *Exhibit A-8*.

Wastewater service will be provided by the City of Eagle Lake Utilities via a force main existing within the right of way of Bomber Road. Currently, a 10-inch sanitary force main exists along the north side of Bomber Road and runs along the entire limits of the Project.

A map showing the approximate location and sizes of the existing wastewater lines within the right-of-way of Bomber Road is included as *Exhibit A-9*.

The District is located within the franchise areas of Tampa Electric (Power), Frontier Communications (Data and Phone), and Florida Public Utilities (Gas). Service is available from these providers and they are expected to serve the District.

#### 3. PROPOSED DISTRICT INFRASTRUCTURE

The District funded infrastructure will generally consist of the following categories:



- Roadways/Paving
- Utilities (Water, Sewer, and Irrigation)
- Earthwork
- Stormwater Management
- Landscaping/Pedestrian Improvements
- Signage/Lighting
- Walls/Fencing
- Recreation
- Contingency Costs

#### A. Roadways

Two categories of roadways are expected to be constructed within the District: main boulevards and internal drive aisles.

The main boulevards will connect Bomber Road to the internal drive aisles and will serve as the main access into and out of the District. The boulevard section will be two-lane divided sections with center landscaped medians. The main boulevard section will be constructed by the District within a 100' right-of-way and will be owned and maintained by the District.

The internal drive isles will be two-lane undivided sections and will typically have landscaping and sidewalks on either side. The internal drive aisles will be constructed within a 50' right-of-way and will be funded, owned, and maintained by the District.

In addition to the internal roadways, drive aisles, and certain parking areas, necessary improvements also include offsite roadway improvements, turn lanes, and intersection improvements. Costs associated with these improvements will be funded by District.

All roadways will be constructed in accordance with the City of Eagle Lake, Polk County, and Florida Department of Transportation standards, where applicable. Typically, the roads will consist of asphalt, limerock, and stabilized subbase with curb. Sidewalks will be constructed on each side of the roadways. Sidewalks adjacent to residential lots will be constructed by the homebuilders during the residential home construction. Sidewalks adjacent to common areas will be constructed by the District. All sidewalks within the District boundaries will be owned and maintained by the District. The right of way design will also include lighting, landscaping, and utilities such as water, sewer, and drainage. It is anticipated that the roadways will provide ingress and egress for the entire District and the District will generate the vast majority of the trips anticipated for the roadways.

A map showing the roadways expected to be constructed within the District is included as *Exhibit A-10*.



#### B. Utilities

The utilities within the District will consist of potable water transmission, wastewater collection, irrigation system, and conduit. The conduit will be utilized for utilities such as electric, cable, and communication lines, and the District will finance the cost of underground conduit. As indicated in Section 2.C., the District will be serviced by the City of Eagle Lake Utilities (water and wastewater). The water distribution and wastewater collection system will be designed in accordance with City criteria and the Florida Department of Environmental (FDEP) standards. The Polk County Health Department (PCHD) is a local delegate for FDEP (water) and will issue the water distribution permit. Additional utility permits may be required by Polk County for work within the County right-of-way for water and sewer connections along Bomber Road.

The potable water lines will typically run within the right-of-way of all the roadways and, at buildout, will provide a complete interconnected network of water lines to serve the Project. At buildout, the water lines will connect to existing water mains located in the right-of-way of Bomber Road. Fire hydrants will be installed according to City of Eagle Lake Fire Codes at seven hundred and fifty feet (750') intervals or five hundred feet to each structure as required by Code.

The wastewater lines will consist of manholes and gravity PVC lines within the roadway right of ways conveying sewage flow to one of three proposed wastewater pump stations. The proposed pump stations will pump raw sewage via PVC force main to the existing City of Eagle Lake Utilities sewage collection system.

The irrigation lines will typically run within the right-of-way of the roadways and, at buildout, will provide a complete interconnected network of irrigation lines to serve the landscaping within the Project. Irrigation service will be provided by connections to the proposed potable water distribution system. The existing irrigation well within the District boundary will be capped and abandoned per Chapter 40D, F.A.C.

#### C. Earthwork

Earthwork required for the construction of the Project will include excavation for the stormwater management system, grading for the roadways, fill for the building pads, and moving dirt to allow for controlled slopes within the Project boundaries. Excavation, including cut and fill, roadway and site grading, and landscape berms will be funded by the District.

Will the CDD fund the earthwork for the lots necessary for mass grading of the site?

#### D. Stormwater Management

The Stormwater Management System will be funded by the District and will consist of retention ponds, inlets, pipes, swales, berms, and overflow structures. The stormwater management



system will be designed in accordance with standards set by the City of Eagle Lake, Polk County, the Southwest Florida Water Management District (SWFWMD), and the Florida Department of Environmental Protection (FDEP). A system of inlets, pipes, swales, and berms will convey the runoff into retention ponds located throughout the District's boundaries. The retention ponds will be designed to treat and attenuate the runoff to required standards.

#### E. Landscaping/Pedestrian Improvements

Landscaping is proposed throughout the District's boundaries within right of ways, medians, open space areas, common areas, entryway, easements, and boundary buffers. The landscaping will consist of shrub and tree planting, as well as a variety of plants and material in addition to decorative features situated in various locations throughout the Project. Incorporated with the landscape improvements will also be pedestrian improvements such as mulched pathways, sidewalks, and public plazas/gazebos within the open space areas. Landscaping, hardscape, and pedestrian improvements will be funded and maintained by the District.

#### F. Signage and Lighting

Signage and lighting improvements will be needed within the District's boundaries marking the entranceway, major intersections, roadways, landscaping, and points of interest. Lighting will be constructed in common areas, as well as pedestrian and parking areas and will be maintained by the District.

#### G. Walls/Fencing

In accordance with the approved PD master plan, walls and fencing are required to buffer the project from the adjacent development. A combination of decorative screen walls and opaque fences will be constructed along the District boundaries adjacent to Bomber Road and the existing subdivisions to the east and west of the Project. The walls and fences will be constructed in the common buffer yard areas to provide the required buffering, as well as a reasonable level of security to the residents of the District. The walls/fencing will be owned and maintained by the District.

#### H. Recreation

The District will fund and maintain various recreational facilities including, but not limited to, a clubhouse with a pool, residential amenities, athletic courts, dog parks, and playgrounds.

#### I. Contingency Costs

These costs anticipate miscellaneous items not detailed in the cost estimates attached, including, but not limited to, permitting, design, cost overruns, unforeseen circumstances, and application fees.

- Roadways/Paving
- Utilities (Water, Sewer, and Irrigation)
- Earthwork
- Stormwater Management
- Landscaping/Pedestrian Improvements
- Signage/Lighting
- Walls/Fencing
- Recreation
- Contingency Costs

The following table summarizes the funding, ownership, and maintenance responsibilities of the various improvements within the District:

Table 2

#### Summary of Facility Funding

Facility	Funded By	Owned By	Maintained By
Roadways/Paving	CDD	CDD	CDD
Utilities	CDD	City/CDD/TECO	City/CDD/TECO
Earthwork	CDD	CDD	CDD
Stormwater Management	CDD	CDD	CDD
Landscaping/Pedestrian Improvements	CDD	CDD	CDD
Signage/Lighting	CDD	CDD	CDD
Walls/Fencing	CDD	CDD	CDD
Recreation	CDD	CDD	CDD

#### 4. OPINION OF PROBABLE CONSTRUCTION COSTS

A summary of the opinion of the probable costs in 2020 dollars for the District infrastructure is noted in Table 3 on the following page. The District will be financing the proposed infrastructure costs noted in Table 3 and detailed in *Exhibit C*. The estimated total includes a **10%** contingency that encompasses professional fees such as Engineering, Architectural, Geotechnical, Legal, and Project Management services for the entire cost of the District's infrastructure. The cost estimate has assumed current 2020 fees for design and construction of the anticipated improvements. The



costs do not include legal, administrative, or financial services necessary to operate and maintain the District.

The Engineer has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to the Engineer at this time and represent only the Engineer's judgment as a design professional familiar with the construction industry. The Engineer cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs. Furthermore, it is the Engineer's professional opinion that the estimated costs are reasonable at this stage based on the information available and the anticipated quality and quantity of work described. All such improvements are public facilities and community improvements within the meaning of F.S. 190.012.

Table 3

#### Total Infrastructure Cost Detail

Category	Cost Estimate
Roadways/Paving	\$7,800,000
Utilities	<mark>\$8,800,000</mark>
Earthwork	\$2,000,000
Stormwater Management	\$5,750,000
Landscaping/ Pedestrian Improvements	\$200,000
Signage/Lighting	\$ <u>???</u> ,???
Walls/Fencing	\$300,000
Recreation	<mark>\$2,000,000</mark>
Contingency	<mark>\$2,760,000</mark>
Total	<mark>\$30,360,000</mark>
Costs Funded by Developer	
Net Amount Funded by District	



#### 5. PERMITS

The following permits are required prior to the commencement of construction. Additional permits including, but not limited to, right of way utilization permits, haul permits, waste disposal permits, building permits, gopher tortoise removal/relocation permits, dock, US Army Corps of Engineers (USACE), etc. will be obtained by others and are not listed.

#### Planned Development (PD):

A PD master plan (Ordinance O-21-01) has been approved by the City of Eagle Lake City Commission on October 5, 2020 for the Ranches at Lake McLeod allowing a total density of 4.21 units per acre. A total unit count of 1,189 single-family residential units was approved as part of the October 5<sup>th</sup> PD approval based on an assumed 280 acres of total project area. After obtaining a final survey and legal description (see Section 2.A.), the actual property acreage for the project is 278.50 acres, which will allow a total unit count of 1,189 (4.31 units/acre). The 1,189 units are consistent with the approved PD and below the maximum allowable density of 5 units/acre for the PD-H zoning designation (based on Land Use as outlined below). No further revisions to the PD, which require City Council approval, are anticipated.

The Land Use designation for the Project has been previously modified and is currently designated by LDR of the City of Eagle Lake (see *Exhibit A-5*). The LDR land use designation allows for a density up to 5 units per acre. Approval of the Site Plans will be performed at staff level (see Site Construction Plan review below).

#### Site Construction Plan:

City of Eagle Lake – Construction Plan Approval. During the Construction Plan approval, the site plans will be submitted to City staff for technical review and site plan approval. Once approved by staff, the plans will be heard by the Planning Commission and City Council for final approval.

#### Stormwater:

SWFWMD – Individual Permit. During the Standard General Permit review process, the plans and calculations are reviewed for technical compliance and approved at staff level.

Florida Department of Environmental Protection (FDEP) – National Pollutant Discharge Elimination System (NPDES) Permit. The NPDES permit checks for compliance with water quality standards as it pertains to stormwater discharge and specifically erosion control.

#### Drinking Water:

City of Eagle Lake Utilities Department – Utility construction plan review and approval. Polk County Health Department – Public Drinking Water Facility Construction Permit.

#### Wastewater:

City of Eagle Lake Utilities Department – Utility construction plan review and approval. Florida Department of Environmental Protection – Domestic Wastewater Collection/Transmission System Permit.

#### Bomber Road Access:

Polk County – Level II, Non-Residential Site Plan Approval for Driveway Review. During the Level II Construction Plan approval, the site plans will be submitted to a Development Review Committee (DRC) for technical review and site plan approval. The level II review is performed at staff level.

#### 6. SUMMARY AND CONCLUSION

- 1. The infrastructure outlined in this report will provide the support necessary for the development of the District into a viable project. The proposed development of the Ranches at Lake McLeod project is consistent with the PD master plan approved by the City of Eagle Lake. Planning, design, permitting, and construction of the District's infrastructure will be in accordance with applicable regulatory agencies with jurisdiction over the District area and will require permits prior to initiating construction of these improvements.
- 2. Quantities used to prepare the Summary of Opinion of Probable Construction Costs provided in this report were based on plans available from the development at the time the report was prepared. Modification to the District improvements proposed herein are to be expected during permitting and the District expressly reserves the right to do so. Quantities may vary upon completion of detailed construction drawings.
- 3. The estimate of infrastructure construction cost is an estimate only and not a guaranteed maximum price. The estimated construction cost is based on unit prices experienced for ongoing similar items of work in the area and the developer's own cost database. Because labor market, cost of equipment and materials, and construction processes necessary to complete the work are beyond control and fluctuations in cost are expected, the final construction costs might be higher or lower than the estimate provided in this report.
- 4. It is my professional opinion that the Summary of Opinion of Probable Cost provides a reasonable estimate to complete the construction of the District facilities described in this report and that these facilities will benefit the District. All such costs are for public improvements or community facilities as set forth in Section 190.012(1) and (2) of the Florida Statutes.



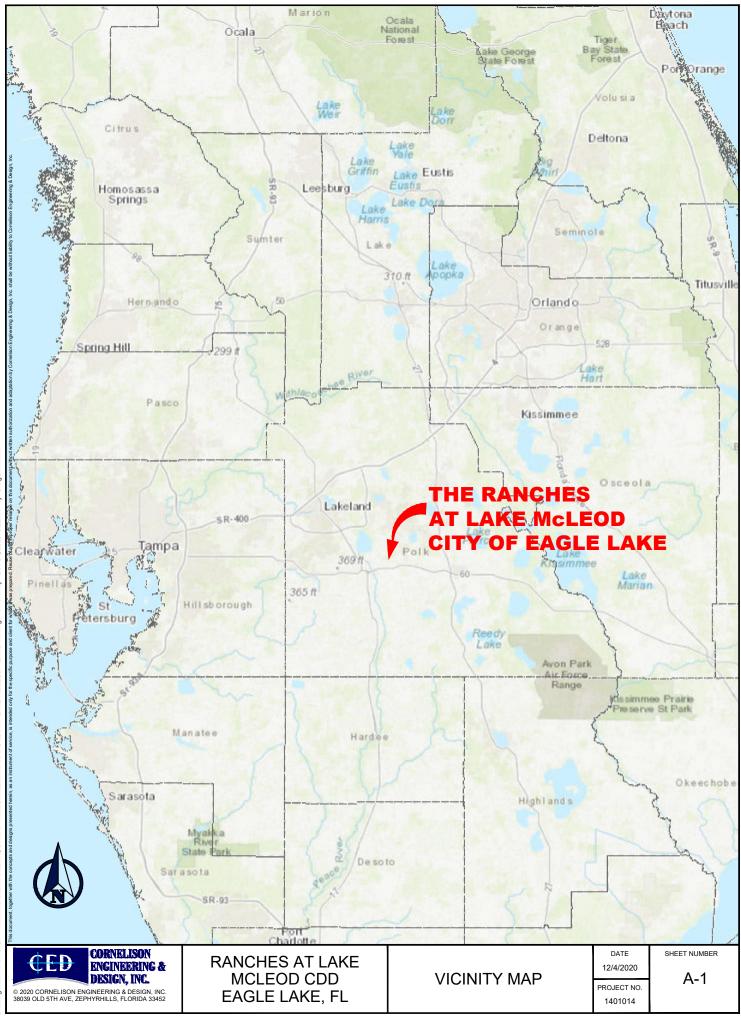
5. It is with a reasonable degree of confidence that we assume the permits for the construction of the District's facilities will be issued by the appropriate local agencies having jurisdiction.

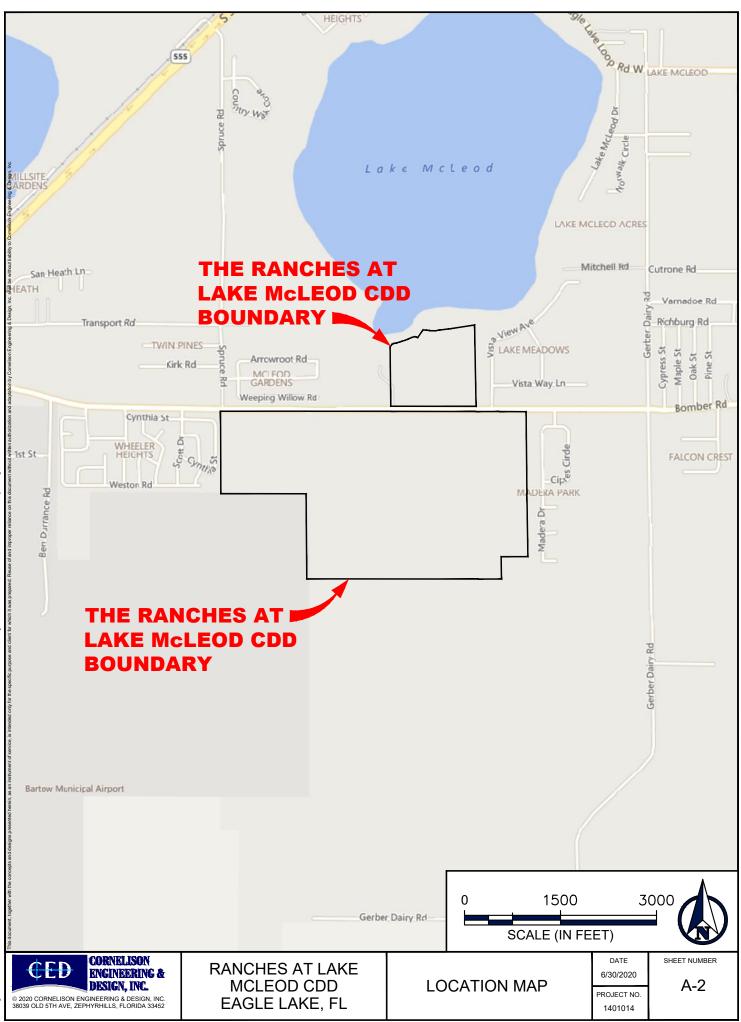
Respectfully submitted,

#### **CORNELISON ENGINEERING & DESIGN, INC.**

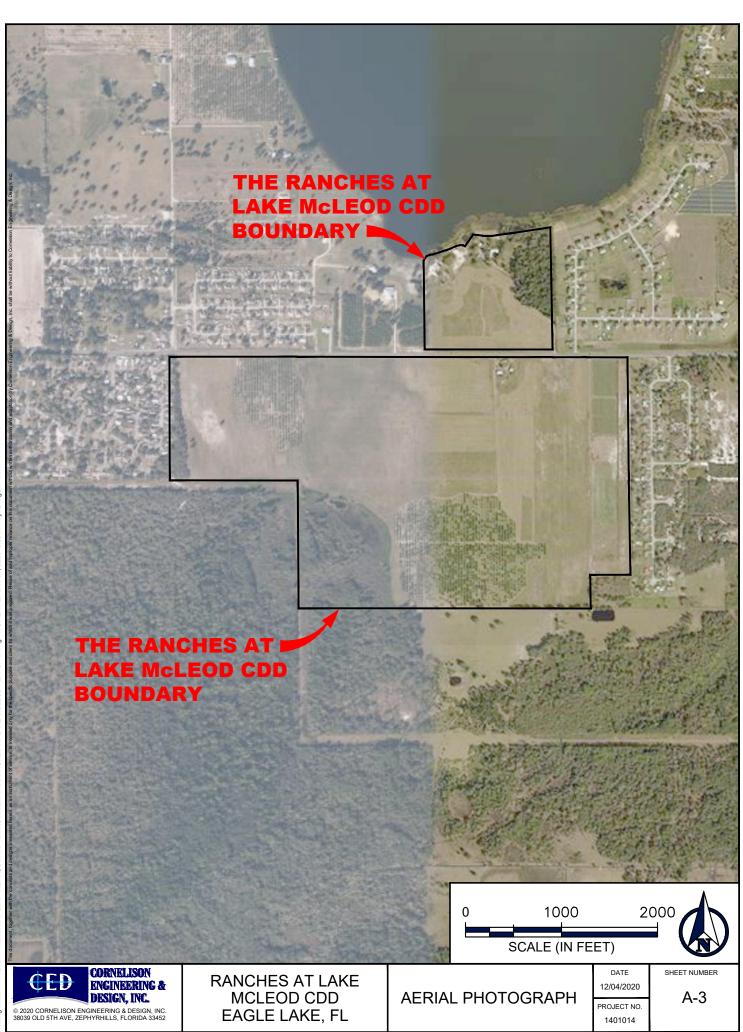
Craig L. Cornelison, PE	District Engineer
Date	







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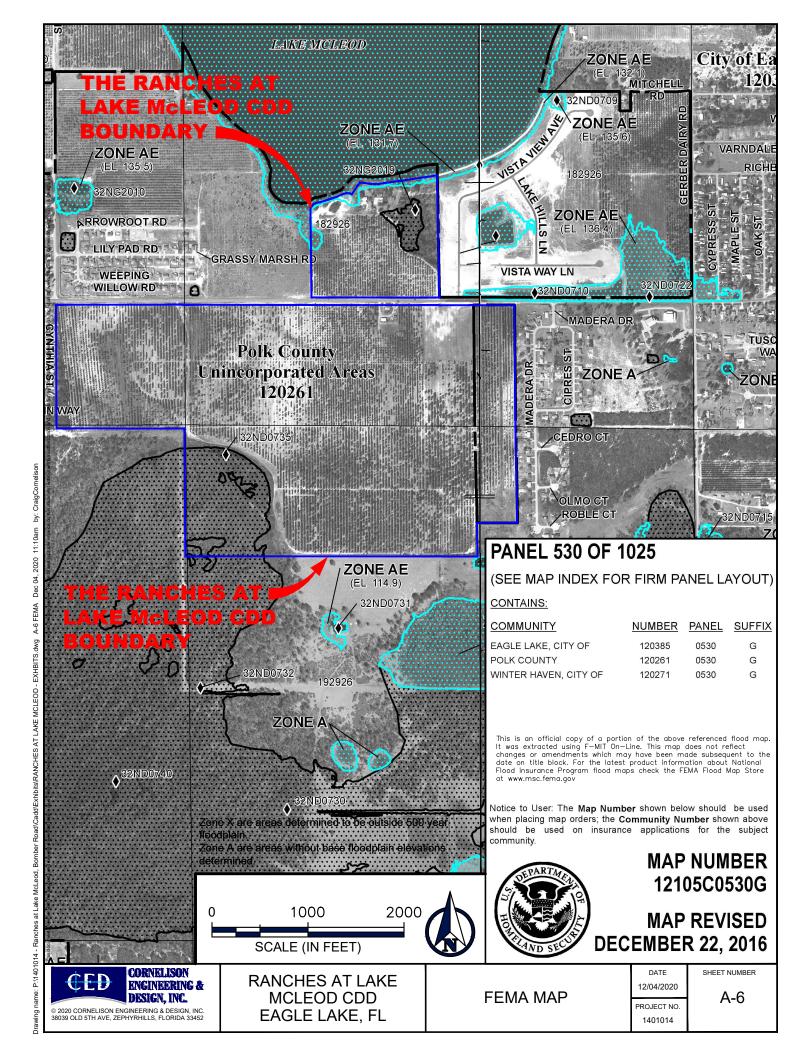
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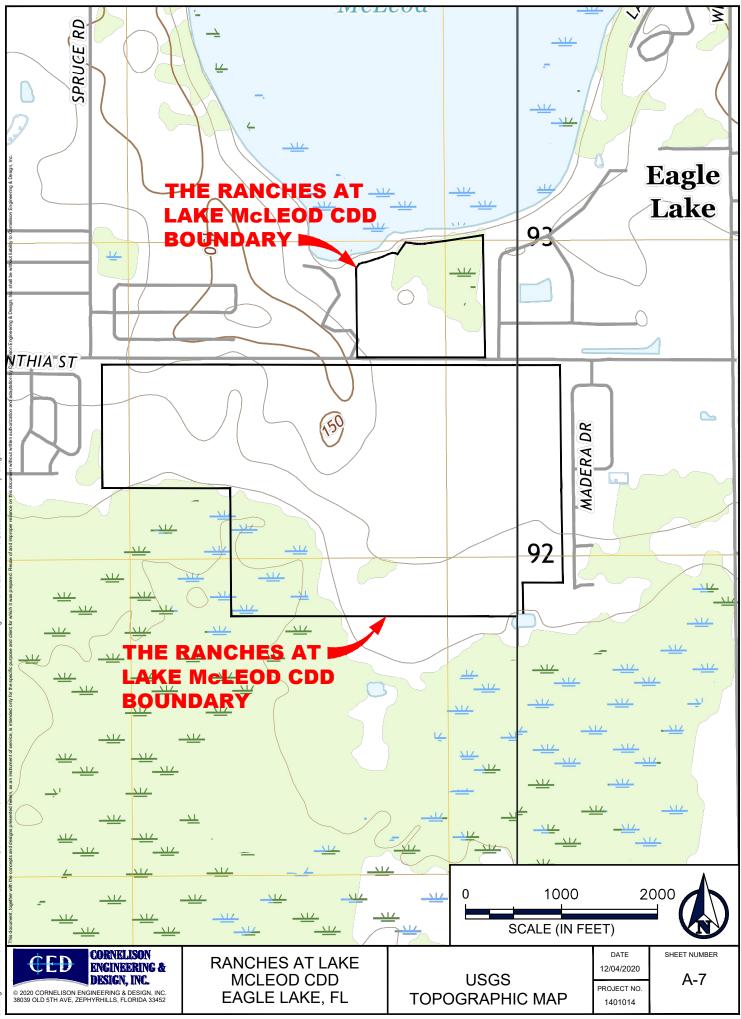


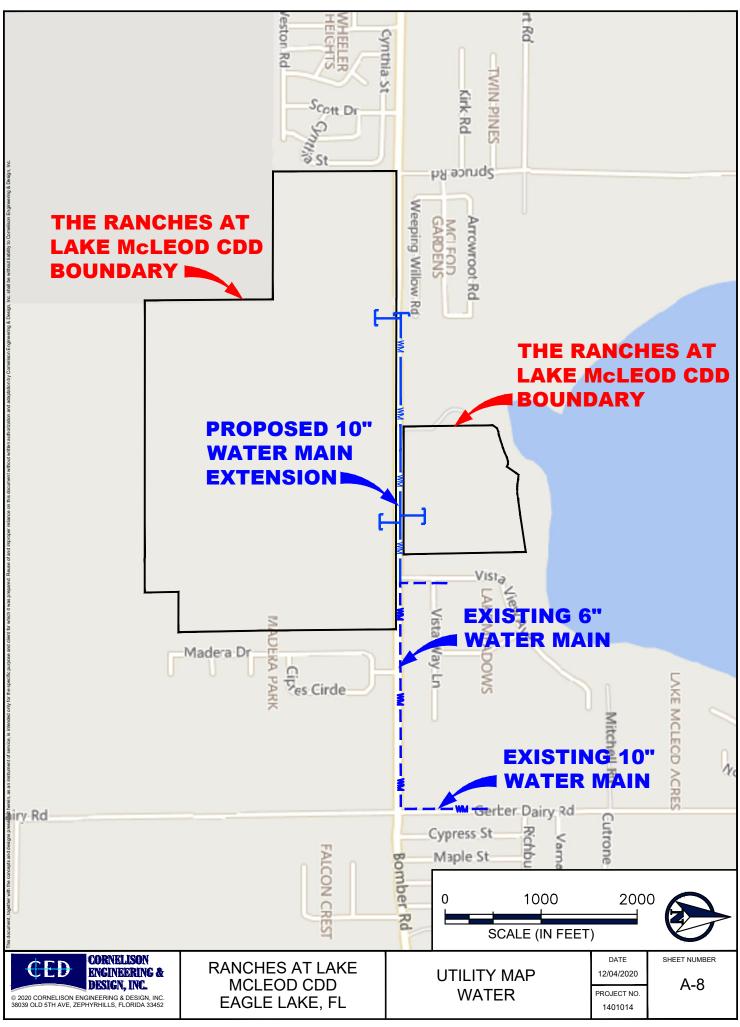
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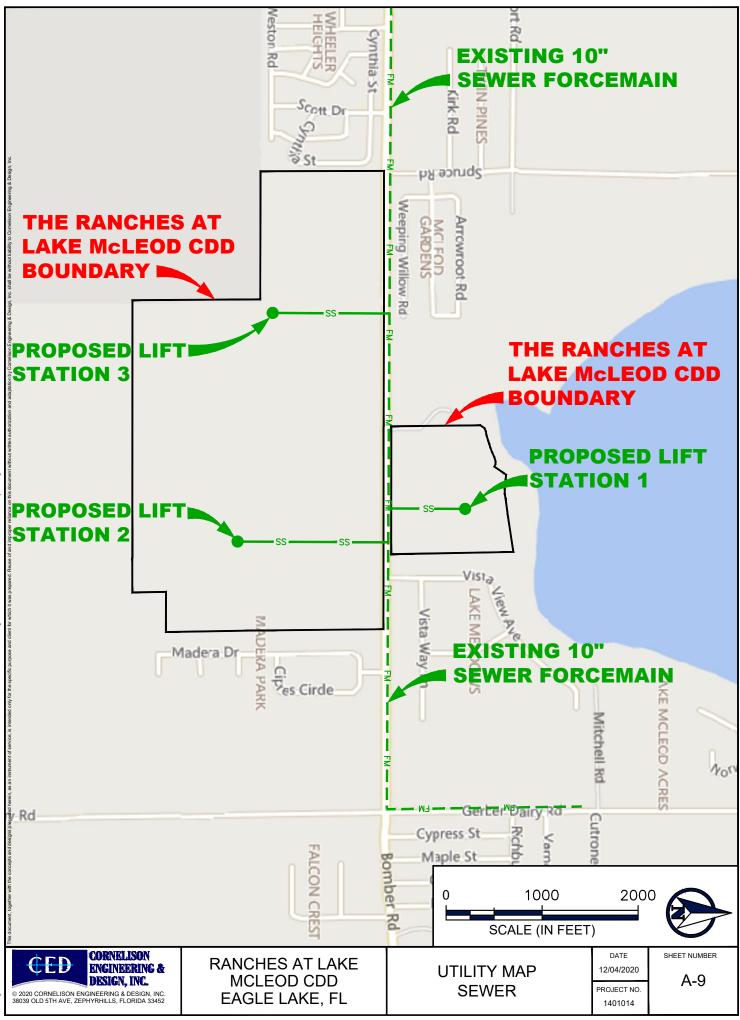


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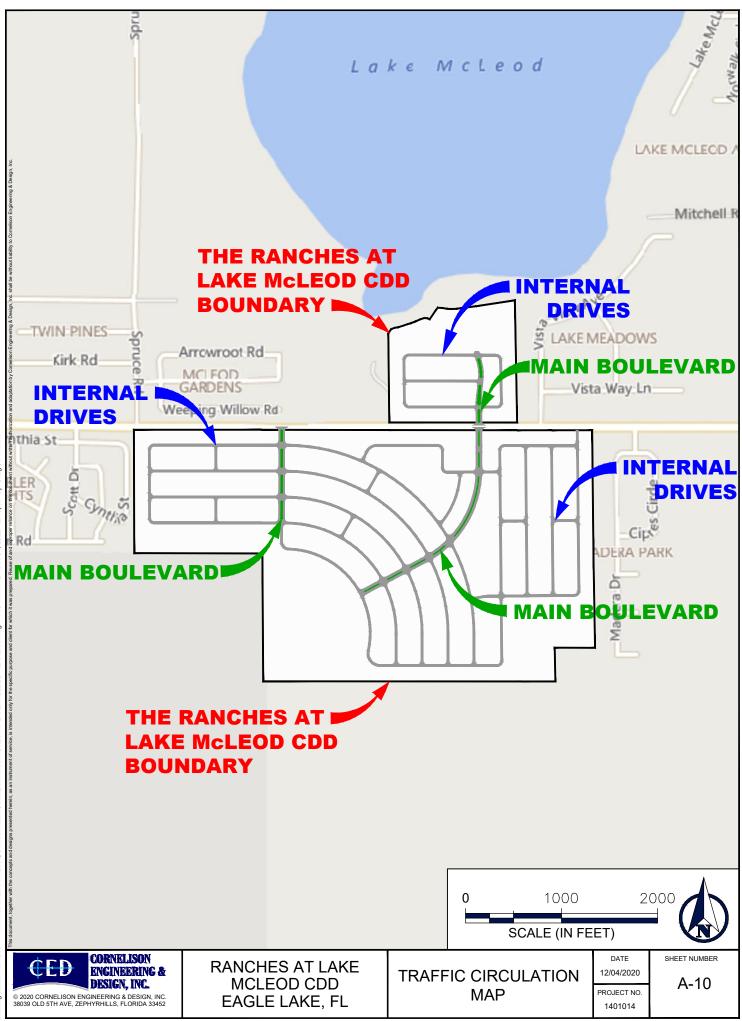








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# RANCHES AT LAKE MCLEOD

### **COMMUNITY DEVELOPMENT DISTRICT**



## RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

Master Special Assessment Methodology Report

January 12, 2021



Provided by:

Wrathell, Hunt and Associates, LLC 2300 Glades Road, Suite 410W Boca Raton, FL 33431 Phone: 561-571-0010 Fax: 561-571-0013 Website: www.whhassociates.com

Ranches at Lake McLeod CDD Master Assessment Methodology Report - v2

#### Table of Contents

1.0	Introduction				
	1.1	Purpose 1			
	1.2	Scope of the Report 1			
	1.3	Special Benefits and General Benefits 1			
	1.4	Organization of the Report 2			
2.0		elopment Program			
	2.1	Overview			
	2.2	The Development Program 3			
3.0	The	Capital Improvement Plan			
	3.1	Overview			
	3.2	Capital Improvement Plan 3			
4.0	Fina	ncing Program			
	4.1	Overview 4			
	4.2	Types of Bonds Proposed 4			
5.0	Assessment Methodology				
	5.1	Overview			
	5.2	Benefit Allocation 5			
	5.3	Assigning Bond Assessment8			
	5.4	Lienability Test: Special and Peculiar Benefit to the Property 9			
	5.5	Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay			
	5.6	True-Up Mechanism10			
	5.7	Preliminary Assessment Roll 11			
	5.8	Additional Items Regarding Bond Assessment Imposition and Allocation			
6.0	Addi	tional Stipulations			
	6.1	Overview12			
7.0	Appendix				
		e 113			
		e 214			
		9 3 15			
		e 4 16			
	Table	e 5 17			

#### 1.0 Introduction

#### 1.1 Purpose

This Master Special Assessment Methodology Report (the "Report") was developed to describe a master financing plan and provide a master special assessment methodology for the Ranches at Lake McLeod Community Development District (the "District"), located in the City of Eagle Lake, Polk County, Florida, as related to funding the costs of the acquisition and construction of public infrastructure improvements contemplated to be provided by the District.

#### **1.2** Scope of the Report

This Report presents projections for financing the District's public infrastructure improvements (the "Capital Improvement Plan" or "CIP") as described in the Engineer's Report for the Ranches at Lake McLeod Community Development District prepared by Cornelison Engineering & Design, Inc. (the District Engineer") dated December 3, 2020 (the "Engineer's Report"), as well as describes the method for the allocation of special benefits and the apportionment of special assessment debt resulting from the provision and funding of the Capital Improvement Plan.

#### **1.3** Special Benefits and General Benefits

Improvements undertaken and funded by the District as part of the Capital Improvement Plan create special and peculiar benefits for properties within its borders, as well as general benefits to the public at large. However, as discussed within this Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits which accrue to property within the District. The District's Capital Improvement Plan enables properties within its boundaries to be developed.

There is no doubt that the general public, property owners, and property outside the District will benefit from the provision of the Capital Improvement Plan. However, these benefits are only incidental since the Capital Improvement Plan is designed solely to provide special benefits peculiar to property within the District. Properties outside the District are not directly served by the Capital Improvement Plan and do not depend upon the Capital Improvement Plan to obtain or to maintain their development entitlements. This fact alone clearly distinguishes the special benefits which District properties receive compared to those lying outside of the District's boundaries.

The Capital Improvement Plan will provide public infrastructure and improvements which are all necessary in order to make the lands within the District developable and saleable. The installation of such improvements will cause the value of the developable and saleable lands within the District to increase by more than the sum of the financed cost of the individual components of the Capital Improvement Plan. Even though the exact value of the benefits provided by the Capital Improvement Plan is hard to estimate at this point, it is without doubt greater than the costs associated with providing same.

#### 1.4 Organization of the Report

*Section Two* describes the development program as proposed by the Developer, as defined below.

Section Three provides a summary of the Capital Improvement Plan as determined by the District Engineer.

Section Four discusses the current financing program for the District.

Section Five discusses the special assessment methodology for the District.

#### 2.0 Development Program

#### 2.1 Overview

The District serves the Ranches at Lake McLeod development (the "Development" or "Ranches at Lake McLeod"), a master planned, mixed-use/residential development located in City of Eagle Lake. The land within the District consists of approximately 278.50 +/- acres and is generally located in Sections 13, Township 29 South, Range 25 East and Sections 18 and 19, Township 29 South, Range 26 East in Polk County, Florida. The land within the District is locate both North and South of Bomber Road and is generally West of Gerber Dairy Road and East of Spruce Road.

#### 2.2 The Development Program

The development of Ranches at Lake McLeod is anticipated to be conducted by Ranches at Lake McLeod, LLC, or its affiliates (the "Developer"). Based upon the information provided by the Developer, the current development plan envisions a total of 1,160 single-family (SF) residential units and 17,500 square feet of commercial uses developed in five (5) phases over a four (4)-year period commencing in 2021, although land use types, unit numbers and phasing may change throughout the development plan for the District.

#### 3.0 The Capital Improvement Plan

#### 3.1 Overview

The public infrastructure costs to be funded by the District are described by the District Engineer in the Engineer's Report. Only public infrastructure that may qualify for bond financing by the District under Chapter 190, Florida Statutes and under the Internal Revenue Code of 1986, as amended, was included in these estimates.

#### 3.2 Capital Improvement Plan

The Capital Improvement Plan needed to serve the Development is projected to consist of roadways, water distribution and wastewater collection, storm water management, landscaping/pedestrian improvements, signage/lighting, walls/fencing, and recreation all as set forth in more detail in the Engineer's Report.

All of the infrastructure included in the Capital Improvement Plan will comprise an interrelated system of improvements, which means that all of the improvements will serve the entire District and all improvements will be interrelated such that they will reinforce one another. At the time of this writing, the total costs of the Capital Improvement Plan, including contingencies, are estimated at \$30,360,000. Table 2 in the *Appendix* illustrates the specific components of the Capital Improvement Plan and their costs.

#### 4.0 Financing Program

#### 4.1 Overview

As noted above, the District is embarking on a program of capital improvements which will facilitate the development of lands within the District. Generally, construction of public improvements is either funded by the Developer and then acquired by the District or funded directly by the District. The choice of the exact mechanism for providing public infrastructure has not yet been made at the time of this writing, and the District may either acquire the public infrastructure from the Developer or construct it, or even partly acquire it and partly construct it.

Even though the actual financing plan may change to include multiple series of bonds, it is likely that in order to fully fund the costs of the Capital Improvement Plan as described in *Section 3.2* in one financing transaction, the District would have to issue approximately \$38,880,000 in par amount of special assessment bonds (the "Bonds").

Please note that the purpose of this Report is to allocate the benefit of the Capital Improvement Plan to the various land uses in the District and based on such benefit allocation to apportion the maximum debt necessary to fund the Capital Improvement Plan. The discussion of the structure and size of the indebtedness is based on various estimates and is subject to change.

#### 4.2 Types of Bonds Proposed

The proposed financing plan for the District provides for the issuance of the Bonds in the principal amount of \$38,880,000 to finance Capital Improvement Plan at an estimated cost of \$30,360,000. The Bonds as projected under this master financing plan would be structured to be amortized in 30 annual installments following a maximum 24-month capitalized interest period. Interest payments on the Bonds would be made every May 1 and November 1, and principal payments on the Bonds would be made either every May 1 or November 1.

In order to finance the improvement costs, the District would need to borrow more funds and incur indebtedness in the total amount of approximately \$38,880,000. The difference is comprised of debt service reserve, capitalized interest, and costs of issuance,

including the underwriter's discount. Preliminary sources and uses of funding for the Bonds are presented in Table 3 in the *Appendix*.

Please note that the structure of the Bonds as presented in this Report is preliminary and may change due to changes in the development program, market conditions, timing of infrastructure installation as well as for other reasons. The District maintains complete flexibility as to the structure of the Bonds and reserves the right to modify it as necessary.

#### 5.0 Assessment Methodology

#### 5.1 Overview

The issuance of the Bonds provides the District with funds construct/acquire necessary to the master infrastructure improvements which comprise the Capital Improvement Plan outlined in Section 3.2 and described in more detail by the District Engineer in the Engineer's Report. These improvements lead to special and general benefits, with special benefits accruing to properties within the boundaries of the District. General benefits accrue to areas outside the District, but are only incidental in nature. The debt incurred in financing the public infrastructure will be secured by assessing properties that derive special and peculiar benefits from the Capital Improvement Plan. All properties that receive special benefits from the Capital Improvement Plan will be assessed for their fair share of the debt issued in order to finance the Capital Improvement Plan.

#### 5.2 Benefit Allocation

The current development plan for the District envisions the development of a total of 1,160 single-family (SF) residential units and 17,500 square feet of commercial uses developed in five (5) phases, although land use types, unit numbers and phasing may change throughout the development period.

The master public infrastructure included in the Capital Improvement Plan will comprise an interrelated system of improvements, which means that all of the improvements will serve the entire District and such public improvements will be interrelated such that they will reinforce each other and their combined benefit will be greater than the sum of their individual benefits. All of the land use types within the District will benefit from each infrastructure improvement category, as the improvements provide basic infrastructure to all land use types within the District and benefit all land use types within the District as an integrated system of improvements.

As noted in Section 5.8 hereof, the District reserves the right to issue multiple series of bonds to finance the various phases of development. As a result, the District may create separate assessment areas with related bond assessments that will secure separate series of bonds.

As stated previously, the public infrastructure improvements included in the Capital Improvement Plan have a logical connection to the special and peculiar benefits received by the land within the District, as without such improvements, the development of the properties within the District would not be possible. Based upon the connection between the improvements and the special and peculiar benefits to the land within the District, the District can assign or allocate a portion of the District's debt through the imposition of non-ad valorem assessments, to the land receiving such special and peculiar benefits. Even though these special and peculiar benefits are real and ascertainable, the precise amount of the benefit cannot yet be calculated with mathematical certainty. However, such benefit is more valuable than the cost of, or the actual non-ad valorem assessment amount levied on that parcel.

This Report proposes to allocate the benefit associated with the Capital Improvement Plan to the different land use types proposed to be developed within the District in proportion to their density of development and intensity of use of infrastructure as measured by a standard unit called an Equivalent Residential Unit ("ERU"). Table 4 in the *Appendix* illustrates the ERU weights that are proposed to be assigned to the land use types contemplated to be developed within the District based on the densities of development and the intensities of use of infrastructure, total ERU counts for each land use types, and the share of the benefit received by each land use types.

The rationale behind the different ERU weights is supported by the fact that generally and on average, residential land uses with higher density of development and thus smaller lot sizes will use and benefit from the improvements which are part of the Capital Improvement Program less than residential land uses with lower density of development and thus larger lot sizes. Similarly, generally and on average, non-residential land uses with higher intensity of use of infrastructure will use and benefit from the improvements which are part of the Capital land uses with higher intensity of use of infrastructure will use and benefit from the improvements which are part of the Capital Improvement Program

more than residential land uses with lower intensity of use of infrastructure.

For instance, generally and on average residential land uses with smaller lot sizes will likely produce less storm water runoff, will likely produce fewer vehicular trips, and will likely need less water/sewer capacity than residential land uses with larger lot sizes. Similarly, generally and on average non-residential land uses will likely more storm water runoff, will likely produce more vehicular trips, and will likely need more water/sewer capacity than residential land uses with the building dimensions.

Additionally, generally and on average the value of the land dedicated to residential land uses with larger lot sizes will likely appreciate by more in terms of dollars than that of the value of land dedicated to residential land uses with smaller lot sizes as a result of the implementation of the infrastructure improvements. Similarly, generally and on average the value of the land dedicated to non-residential land uses will likely appreciate by more in terms of dollars than that of the value land dedicated to residential land uses as a result of the implementation of the implementation of the infrastructure improvements. As the exact amount of the benefit and appreciation is not possible to be calculated at this time, the use of ERU measures serves as a reasonable approximation of the relative amount of benefit received from the District's Capital Improvement Program.

Table 5 in the *Appendix* presents the apportionment of the assessment associated with the Bonds (the "Bond Assessment") to the various land use types contemplated to be developed within the District in accordance with the ERU benefit allocation method presented in Table 4. Table 5 also presents the annual levels of the Bond Assessment annual debt service assessments per unit.

No Bond Assessment is allocated herein to the recreational amenity or amenities or other common areas planned for the Development. Such amenities will be owned by the District and/or homeowners association and common areas will be owned and operated by the homeowners association, will be available for use by all of the residents of and land owners within the District, and are considered a common element for the exclusive benefit of the residents and land owners. Accordingly, any benefit to the amenities and common areas flows directly to the benefit of all assessable land in the District. As such, no Bond Assessment will be assigned to the amenities and common areas.

### 5.3 Assigning Bond Assessment

As the land in the District is not yet platted (for the residential land uses) or has not yet received site approval (for non-residential land uses) for its intended final use and the precise location of the various land use types by lot or parcel is unknown, the Bond Assessment will initially be levied on all of the land in the District on an equal pro-rata gross acre basis and thus the total bonded debt in the amount of \$38,880,000 will be preliminarily levied on approximately 278.50 +/- gross acres at a rate of \$139,605.03 per gross acre.

When the land is platted or receives site approval, the Bond Assessment will be allocated to each platted parcel or each parcel with a site approval on a first platted-first assigned basis or first approved-first assigned basis based on the planned land use type and the number of residential units for that platted parcel or based on the number of square feet of commercial uses for that parcel with a site approval as reflected in Table 5 in the *Appendix*. Such allocation of Bond Assessment from unplatted gross acres/gross acres without a site approval to platted parcels/parcels with a site approval will reduce the amount of Bond Assessment levied on unplatted gross acres/gross acres without a site approval within the District.

In the event unplatted land/land without a site approval (the "Transferred Property") is sold to a third party not affiliated with the Developer, the Bond Assessment will be assigned to such Transferred Property at the time of the sale based on the maximum total number of ERUs assigned by the Developer to that Transferred Property, subject to review by the District's methodology consultant, to ensure that any such assignment is reasonable, supported by current development rights and plans, and otherwise consistent with this Report. The owner of the Transferred Property will be responsible for the total Bond Assessment applicable to the Transferred Property, regardless of the total number of ERUs ultimately actually platted. This total Bond Assessment is fixed to the Transferred Property at the time of the sale. If the Transferred Property is subsequently sub-divided into smaller parcels, the total Bond Assessment initially allocated to the Transferred Property will be re-allocated to the smaller parcels pursuant to the Methodology as described herein (i.e. equal assessment per gross acre until platting).

## 5.4 Lienability Test: Special and Peculiar Benefit to the Property

As first discussed in *Section 1.3*, Special Benefits and General Benefits, improvements undertaken by the District create special and peculiar benefits to certain properties within the District. The District's improvements benefit assessable properties within the District and accrue to all such assessable properties on an ERU basis.

Improvements undertaken by the District can be shown to be creating special and peculiar benefits to the property within the District. The special and peculiar benefits resulting from each improvement are:

- a. added use of the property;
- b. added enjoyment of the property;
- c. decreased insurance premiums; and
- d. increased marketability and value of the property.

The improvements which are part of the Capital Improvement Plan make the land in the District developable and saleable and when implemented jointly as parts of the Capital Improvement Plan, provide special and peculiar benefits which are greater than the benefits of any single category of improvements. These special and peculiar benefits are real and ascertainable, but not yet capable of being calculated and assessed in terms of numerical value; however, such benefits are more valuable than either the cost of, or the actual assessment levied for, the improvement or debt allocated to the parcel of land.

# 5.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay

A reasonable estimate of the proportion of special and peculiar benefits received by the various land use types from the improvements is delineated in Table 4 (expressed as the ERU factors).

The apportionment of the assessments is fair and reasonable because it was conducted on the basis of consistent application of the methodology described in *Section 5.2* across all assessable property within the District according to reasonable estimates of the special and peculiar benefits derived from the Capital Improvement Plan.

Accordingly, no acre or parcel of property within the District will be liened for the payment of Bond Assessment more than the determined special benefit peculiar to that property.

### 5.6 True-Up Mechanism

The Assessment Methodology described herein is based on conceptual information obtained from the Developer prior to construction. As development occurs it is possible that the number of ERUs may change. The mechanism for maintaining the methodology over the changes is referred to as true-up.

This mechanism is to be utilized to ensure that the Bond Assessment on a per ERU basis never exceeds the initially allocated assessment as contemplated in the adopted assessment methodology. Bond Assessment per ERU preliminarily equals \$34,754.63 (\$38,880,000 in Bond Assessment divided by 1,118.70 ERUs) and may change based on the final bond sizing. If such changes occur, the Methodology is applied to the land based on the number of and type of units of particular product type within each and every parcel as signified by the number of ERUs.

As the land in the District is platted/receives site approval, the Bond Assessment is assigned to platted parcels/parcels with a site approval based on the figures in Table 5 in the *Appendix*. If as a result of platting/site approval and apportionment of the Bond Assessment to the platted parcels/parcels with site approval, the Bond Assessment per ERU for land that remains unplatted/does not have site approval remains equal to \$34,754.63, then no true-up adjustment will be necessary.

If as a result of platting/site approval and apportionment of the Bond Assessment to the platted parcels/parcels with a site approval the Bond Assessment per ERU for land that remains unplatted/does not have site approval equals less than \$34,754.63 (for instance as a result of a larger number of lots and/or substitution of larger lots for smaller lots) then the per ERU Bond Assessment for all parcels within the District will be lowered if that state persists at the conclusion of platting of all land within the District.

If, in contrast, as a result of platting/site approval and apportionment of the Bond Assessment to the platted parcels/parcels with a site approval, the Bond Assessment per ERU for land that remains unplatted/does not have site approval equals more than \$34,754.63 (for instance as a result of a smaller number

of lots and/or substitution of smaller lots for larger lots), taking into account any future development plans for the unplatted land/land that does not have site approval – in the District's sole discretion and to the extent such future development plans are feasible, governmental with existing entitlements and consistent requirements, and reasonably expected to be implemented, then the difference in Bond Assessment plus accrued interest will be collected from the owner(s) of the property which platting/site approval caused the increase of assessment per ERU to occur, in accordance with the assessment resolution and/or a true-up agreement to be entered into between the District and the Developer, which will be binding on assignees.

The owner(s) of the property will be required to immediately remit to the Trustee a true-up payment equal to the difference between the actual Bond Assessment per ERU and \$34,754.63, multiplied by the actual number of ERUs plus accrued interest to the next succeeding interest payment date on the Bonds, unless such interest payment date occurs within 45 days of such true-up payment, in which case the accrued interest shall be paid to the following interest payment date (or such other time as set forth in the supplemental indenture for the applicable series of Bonds secured by the Bond Assessment).

In addition to platting of property/site approval for the property within the District, any planned sale of an unplatted parcel/parcel which does not have a site approval to another builder or developer will cause the District to initiate a true-up test as described above to test whether the amount of the Bond Assessment per ERU for land that remains unplatted/does not have a site approval within the District remains equal to \$34,754.63. The test will be based upon the development rights as signified by the number of ERUs associated with such parcel that are transferred from seller to buyer. The District shall provide an estoppel or similar document to the buyer evidencing the amount of Bond Assessment transferred at sale.

## 5.7 Preliminary Assessment Roll

Based on the per gross acre assessment proposed in Section 5.2, the Bond Assessment of \$38,880,000 is proposed to be levied uniformly over the area described in Exhibit "A". Excluding any capitalized interest period, debt service assessment shall be paid in thirty (30) annual installments.

# 5.8 Additional Items Regarding Bond Assessment Imposition and Allocation

This master assessment allocation methodology is intended to establish the necessary benefit and fair and reasonable allocation findings for a master assessment lien, which may give rise to one or more individual assessment liens relating to individual bond issuances necessary to fund all or a portion of the project(s) referenced herein. All such liens shall be within the benefit limits established herein and using the allocation methodology described herein, and shall be described in one or more supplemental reports.

As set forth in any supplemental report, and for any particular bond issuance, the land developer may opt to "buy down" the Bond Assessment on particular product types and/or lands using a contribution of cash, infrastructure or other consideration, and in order for Bond Assessment to reach certain target levels. Note that any "true-up," as described herein, may require a payment to satisfy "true-up" obligations as well as additional contributions to maintain such target assessment levels. Any amounts contributed by the developer to pay down Bond Assessments will not be eligible for "deferred costs," if any are provided for in connection with any particular bond issuance.

In the event that the CIP is not completed, required contributions are not made, additional benefitted lands are added to the District and/or assessment area(s), or under certain other circumstances, the District may elect to reallocate the special assessments, and the District expressly reserves the right to do so, provided however that any such reallocation shall not be construed to relieve any party of contractual or other obligations to the District.

## 6.0 Additional Stipulations

## 6.1 Overview

Wrathell, Hunt and Associates, LLC was retained by the District to prepare a methodology to fairly allocate the special assessments related to the District's Capital Improvement Plan. Certain financing, development and engineering data was provided by members of District Staff and/or the Developer. The allocation Methodology described herein was based on information provided by those professionals. Wrathell, Hunt and Associates, LLC makes no representations regarding said information transactions beyond restatement of the factual information necessary for compilation of this report. For additional information on the Bond structure and related items, please refer to the Offering Statement associated with this transaction.

Wrathell, Hunt and Associates, LLC does not represent the District as a Municipal Advisor or Securities Broker nor is Wrathell, Hunt and Associates, LLC registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Wrathell, Hunt and Associates, LLC does not provide the District with 3financial advisory services or offer investment advice in any form.

7.0 Appendix

Table 1

## **Ranches at Lake McLeod**

**Community Development District** 

#### **Development Plan**

Land Use Type	Number of Residential Units/Sq. Ft.
Residential	
SF 40'	468
SF 50'	518
SF 60'	174
	1,160
Non-Residential Commercial	17,500

## **Ranches at Lake McLeod**

## **Community Development District**

### **Capital Improvement Program**

Improvement	Cost
Roadways	\$7,800,000.00
Utilities	\$8,800,000.00
Earthwork	\$2,000,000.00
Stormwater Management	\$5,750,000.00
Landscaping/Pedestrian Improvements	\$200,000.00
Signage/Lighting	\$750,000.00
Walls/Fencing	\$300,000.00
Recreation	\$2,000,000.00
Contingency	\$2,760,000.00
Total	\$30,360,000.00

## **Ranches at Lake McLeod**

## **Community Development District**

## Preliminary Sources and Uses of Funds

Sources	
Bond Proceeds:	
Par Amount	\$38,880,000
Total Sources	\$38,880,000
<u>Uses</u>	
Project Fund Deposits:	
Project Fund	\$30,360,000
Other Fund Deposits:	
Debt Service Reserve Fund	\$2,824,590
Capitalized Interest Fund	\$4,665,600
Delivery Date Expenses:	
Costs of Issuance	\$1,027,600
Rounding	\$2,210
Total Uses	\$38,880,000

## **Ranches at Lake McLeod**

## **Community Development District**

### **Improvements Benefit Allocation**

Land Use Type	Number of Residential Units/Sq. Ft.	ERU per Residential Unit/1,000 Sq. Ft.	Total ERU
<u>Residential</u>			
SF 40'	468	0.80	374.40
SF 50'	518	1.00	518.00
SF 60'	174	1.20	208.80
	1,160		1,101.20
Non-Residential			
Commercial	17,500	1.00	17.50
Total			1,118.70

## **Ranches at Lake McLeod**

## **Community Development District**

### **Bond Assessment Apportionment**

	Total Bond Assessment	Bond Assessment Apportionment per Residential Unit/1,000 Sq.	Annual Bond Assessment Apportionment per Residential Unit/1,000 Sq.	
Land Use Type	Apportionment	Ft.	Ft.*	
<u>Residential</u>				
SF 40'	\$13,012,131.94	\$27,803.70	\$2,171.94	
SF 50'	\$18,002,896.22	\$34,754.63	\$2,714.93	
SF 60'	\$7,256,765.89	\$41,705.55	\$3,257.92	
	\$38,271,794.05			
Non-Residential				
Commercial	\$608,205.95	\$34,754.63	\$2,714.93	
Total	\$38,880,000.00			

\* Included costs of collection and assumes payment in March

# RANCHES AT LAKE MCLEOD

# **COMMUNITY DEVELOPMENT DISTRICT**



#### **RESOLUTION 2021-30**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT SETTING A PUBLIC HEARING TO BE HELD ON \_\_\_\_\_\_, 2021 AT \_\_\_\_\_\_ A.M./P.M., AT THE LINDA WELDON ACTIVITY CENTER, 685 EAST EAGLE AVENUE, EAGLE LAKE, FLORIDA 33839, FOR THE PURPOSE OF HEARING PUBLIC COMMENT ON IMPOSING A SPECIAL ASSESSMENT ON CERTAIN PROPERTY WITHIN THE DISTRICT GENERALLY DESCRIBED AS THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH CHAPTERS 170, 190 AND 197, FLORIDA STATUTES.

WHEREAS, the Board of Supervisors of the Ranches at Lake McLeod Community Development District ("Board") has previously adopted Resolution 2021-25 entitled

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; INDICATING THE LOCATION, NATURE AND ESTIMATED COST OF THOSE IMPROVEMENTS WHOSE COST IS TO BE DEFRAYED BY THE SPECIAL ASSESSMENTS; PROVIDING THE PORTION OF THE ESTIMATED COST OF THE IMPROVEMENTS TO BE DEFRAYED BY THE SPECIAL ASSESSMENTS; PROVIDING THE MANNER IN WHICH SUCH SPECIAL ASSESSMENTS SHALL BE MADE; PROVIDING WHEN SUCH SPECIAL ASSESSMENTS SHALL BE MADE; DESIGNATING LANDS UPON WHICH THE SPECIAL ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT; ADOPTING A PRELIMINARY ASSESSMENT ROLL; PROVIDING FOR PUBLICATION OF THIS RESOLUTION.

WHEREAS, in accordance with Resolution 2021-25, a preliminary assessment roll has been prepared and all other conditions precedent set forth in Chapters 170, 190 and 197, Florida Statutes, to the holding of the aforementioned public hearing have been satisfied, and the roll and related documents are available for public inspection at the offices of the District Manager, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 334313 (the "District Manager's Office").

#### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT:

**SECTION 1.** There is hereby declared a public hearing to be held at the Linda Weldon Activity Center, 685 East Eagle Avenue, Eagle Lake, Florida 33839 on \_\_\_\_\_\_, 2021, at \_\_\_\_\_\_am/pm for the purpose of hearing comment and objections to the proposed special assessment program for assessable improvements as identified in the preliminary assessment roll, a copy of which is on file at the District Manager's Office. Affected parties may appear at that hearing or submit their comments in writing prior to the meeting to the District Manager's Office.

**SECTION 2.** Notice of said hearing shall be advertised in accordance with Chapters 170, 190, and 197, Florida Statutes, and the District Manager is hereby authorized and directed to place said notice in a newspaper of general circulation within the City of Eagle Lake (by two publications one week apart with the last publication at least one week prior to the date of the hearing established herein). The District Manager shall file a publisher's affidavit with the District Secretary verifying such publication of notice. The District Manager is further authorized and directed to give thirty (30) days written notice by mail of the time and place of this hearing to the owners of all property to be assessed and include in such notice the amount of the assessment for each such property owner, a description of the areas to be improved and notice that information concerning all assessments may be ascertained at the District Manager's Office. The District Manager shall file proof of such mailing by affidavit with the District Secretary.

**SECTION 3.** This Resolution shall become effective immediately upon its passage.

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PASSED AND ADOPTED this \_\_\_\_\_day of \_\_\_\_\_. 2021.

Attest:

## RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

# RANCHES AT LAKE MCLEOD

# **COMMUNITY DEVELOPMENT DISTRICT**



RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT FINANCIAL STATEMENTS UNAUDITED JANUARY 31, 2021

## RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT BALANCE SHEET GOVERNMENTAL FUNDS JANUARY 31, 2021

		Total		
	General	Governmenta	1	
	Fund	Funds	unds	
ASSETS			-	
Due from Landowner	\$ 10,671	\$ 10,671		
Total assets	\$ 10,671	\$ 10,671	_	
		:	=	
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 4,671	\$ 4,671		
Landowner advance	6,000	6,000		
Total liabilities	10,671	10,671	_	
			-	
DEFERRED INFLOWS OF RESOURCES				
Deferred receipts	4,671	4,671	_	
Total deferred inflows of resources	4,671	4,671	_	
Fund balances:				
Unassigned	(4,671)	(4,671)	)	
Total fund balances	(4,671)	(4,671)	)	
Total liabilities, deferred inflows of resources				
and fund balances	\$ 10,671	\$ 10,671	=	

## RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES FOR THE PERIOD ENDED JANUARY 31, 2021

	Current Month	Year to Date	Budget	% of Budget	
REVENUES	•	<b>^</b>	<b>• •</b> • • • • • •	•••	
Landowner contribution	<u>\$</u> -	<u>\$</u> -	\$ 51,865	0%	
Total revenues			51,865	0%	
EXPENDITURES					
Professional & administrative					
Management/accounting/recording*	2,000	2,000	18,000	11%	
Legal	1,353	1,353	15,000	9%	
Engineering	-	-	3,000	0%	
Telephone	22	22	200	11%	
Postage	-	-	500	0%	
Printing & binding	55	55	500	11%	
Legal advertising	1,031	1,031	6,500	16%	
Annual special district fee	-	-	175	0%	
Insurance	-	-	5,500	0%	
Contingencies/bank charges	-	-	600	0%	
Website hosting & maintenance	-	-	1,680	0%	
Website ADA compliance	210	210	210		
Total professional & administrative	4,671	4,671	51,865	9%	
Excess/(deficiency) of revenues over/(under) expenditures	(4,671)	(4,671)	-		
Fund balances - beginning Fund balances - ending	\$ (4,671)	- \$ (4,671)	- \$ -		

\*The \$2k monthly fee represents the charge for a semi-dormant CDD. Once bonds are issued this fee will revert back to \$4k per month.

# RANCHES AT LAKE MCLEOD

# **COMMUNITY DEVELOPMENT DISTRICT**



			DRA	FT						
1 2 3	MINUTES OF MEETING RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT									
4 5	A Landowners' Meeting of the Ranches at Lake McLeod Community Development									
6	Distric	t was held on .	January 12, 2021, at 11:30 a	.m., at the Linda Weldon Activity Center, 685 E						
7	Eagle	Ave., Eagle Lak	e, Florida 33839.							
8										
9 10		Present at the meeting were:								
11 12 13 14 15 16 17		Craig Wrathe David Warnol Raj Balkaran Ruth Waronk Donald Schro	District Manager Proxy Holder							
17 18 19	FIRST	ORDER OF BUS	SINESS	Call to Order/Roll Call						
20 21		Mr. Wrathell	called the meeting to order	at 11:39 a.m.						
22 23	SECO	ND ORDER OF E	BUSINESS	Affidavit/Proof of Publication						
24 25		The affidavit o	of publication was included t	for informational purposes.						
26 27 28	THIRD	ORDER OF BU	ISINESS	Election of Chair to Conduct Landowners' Meeting						
29		All in attenda	ance agreed to Mr. Wrathel	I serving as Chair to conduct the Landowners'						
30	Meeti	ng.								
31										
32 33	FOUR	TH ORDER OF E	BUSINESS	Election of Supervisors [All Seats]						
34	Α.	Nominations								
35		Mr. Waronke	r nominated the following:							
36		Seat 1	David Waronker							
37		Seat 2	Donald Schrotenboer							
38		Seat 3	Mark Goitein							
39		Seat 4	Raj Balkaran							

	RANCHES AT LAKE MCLEOD CDD			DRAFT	January 12, 2021				
40		Seat 5	Ruth Waronker						
41		No other no	minations were made.						
42	В.	Casting of B	allots						
43		• Dete	ermine Number of Voting	Units Represented					
44		A total of 28	32 voting units were repre	esented.					
45		• Dete	Determine Number of Voting Units Assigned by Proxy						
46		A total of 28	32 voting units were assig	ned by proxy to Mr.	Waronker, as follows:				
47		JX Farms LLO	C	23 voting units					
48		Lake McLeo	d LLC	259 voting units					
49		Mr. Waronk	er cast the following vote	es:					
50		Seat 1	David Waronker	282 votes					
51		Seat 2	Donald Schrotenboer	282 votes					
52		Seat 3	Mark Goitein	281 votes					
53		Seat 4	Raj Balkaran	281 votes					
54		Seat 5	Ruth Waronker	281 votes					
55	C.	Ballot Tabu	lation and Results						
56		Mr. Wrathe	ll reported the following b	pallot tabulation, res	ults and term lengths:				
57		Seat 1	David Waronker	282 votes	Four-year Term				
58		Seat 2	Donald Schrotenboer	282 votes	Four-year Term				
59		Seat 3	Mark Goitein	281 votes	Two-year Term				
60		Seat 4	Raj Balkaran	281 votes	Two-year Term				
61		Seat 5	Ruth Waronker	281 votes	Two-year Term				
62									
63	FIFTH	ORDER OF BU	USINESS	Landowners'	Questions/Comments				
64 65		There being	no Landowners' questior	ns of comments, the	next item followed.				
66		0	·						
67	SIXTH	I ORDER OF B	USINESS	Adjournment	t				
68 69		There being	no further business to di	scuss. the meeting a	diourned at 11:46 a.m.				
70					- ,				

71		
72		
73		
74		
75		
76		
77	Secretary/Assistant Secretary	Chair/Vice Chair

# RANCHES AT LAKE MCLEOD

# **COMMUNITY DEVELOPMENT DISTRICT**



### DRAFT

1 2 3 4	MINUTES OF MEETING RANCHES AT LAKE MCLEOD COMMUNITY DEVELOPMENT DISTRICT									
4 5	The Ranches at Lake McLeod Communit	y Development District held an Organizational								
6	Meeting on January 12, 2021, immediately following the adjournment of the 11:30 a.m.,									
7	Landowners' Meeting, at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida									
8	33839.									
9										
10 11	Present were:									
12	David Waronker	Chair								
13	Donald Schrotenboer (via telephone)	Vice Chair								
14	Raj Balkaran	Assistant Secretary								
15 16	Ruth Waronker	Assistant Secretary								
10	Also present, were:									
18	Also present, were.									
19	Craig Wrathell	District Manager								
20	Howard McGaffney	Wrathell, Hunt and Associates, LLC (WHA)								
21	Mark Watts	District Counsel								
22	Craig Cornelison (via telephone)	District Engineer								
23	Steve Sanford	Bond Counsel, Greenberg Traurig								
24										
25 26 27	FIRST ORDER OF BUSINESS	Call to Order/Roll Call								
28	Mr. Wrathell called the meeting to order	r at 11:47 a.m. and recapped the results of the								
29	Landowner's Election, held just prior to this m	eeting. Mr. Wrathell, a Notary of the State of								
30	Florida and duly authorized, administered the (	Dath of Office to Supervisors David Waronker,								
31	Raj Balkaran and Ruth Waronker. The Oath of	f Office would be administered to Supervisors								
32	Donald Schrotenboer and Mark Goitein at a futu	re meeting.								
33	Supervisors David Waronker, Raj Balkara	n and Ruth Waronker were present. Supervisor								
34	Donald Schrotenboer was attending via telephor	e. Supervisor Mark Goitein was not present.								
35	Discussion ensued regarding Board Mem	ber compensation.								
36										
37 38	SECOND ORDER OF BUSINESS	Public Comments								

39		There were no public comments.											
40													
41	GENE	GENERAL DISTRICT ITEMS											
42 43 44 45	THIRD	THIRD ORDER OF BUSINESS						Administration of Oath of Office to Initial Board of Supervisors (the following will be provided in a separate package)					
46		Mr. W	rathell p	provided and	explained <sup>-</sup>	the fo	llowin	g items	s to all Sup	perviso	ors:		
47	Α.	Guide	to Suns	hine Amendr	ment and <b>C</b>	Code o	of Ethi	cs for F	Public Offi	cers a	nd Empl	oyees	5
48	В.	Memb	ership,	Obligations a	and Respor	nsibili	ties						
49	C.	Chapte	er 190, F	lorida Statu	es								
50	D.	Financ	ial Discl	osure Forms									
51		Ι.	Form 1	: Statement	of Financia	l Inte	rests						
52		П.	Form 1	X: Amendme	ent to Forn	n 1, St	ateme	ent of F	inancial I	nteres	sts		
53		III.	Form 1	F: Final State	ement of Fi	inanci	al Inte	erests					
54	Ε.	Form 8	3B: Men	norandum of	Voting Co	nflict							
55		Mr. W	/atts er	ncouraged th	ne Board	Mem	bers t	o cont	tact Distr	ict Co	ounsel v	vith a	any
56	questi	ons.											
57													
58 59 60 61 62 63 64	FOUR	ΓΗ ORD	ER OF B	USINESS			Canva the l Held Florid	Landov Pursi	and Cert vners' Ele uant to tutes, ar	ection Secti	the Re of Sup ion 190	ervis ).006	of ors (2),
65		Mr. V	Vrathell	presented	Resolutio	n 20	21-01	and	recapped	the	results	oft	the
66	Lando	wners' l	Election	, as follows:									
67		Seat 1		David Waror	nker	282	votes		Four-ye	ear Te	rm		
68		Seat 2		Donald Schr	otenboer	282	votes		Four-ye	ear Te	rm		
69		Seat 3		Mark Goiteir	า	281	votes		Two-ye	ear Tei	rm		
70		Seat 4		Raj Balkaran		281	votes		Two-ye	ear Tei	rm		
71		Seat 5		Ruth Waron	ker	281	votes		Two-ye	ear Tei	rm		
72													

73		On MOTION by Mr. Waronker ar	nd seconded by Mrs. Waronker, with all in
74			assing and Certifying the Results of the
75 76		Florida Statutes, and Providing for	sors Held Pursuant to Section 190.006(2), an Effective Date was adopted
77	L	Tionaa Statates, and Fromang for	
78			
79	FIFTH	ORDER OF BUSINESS	Consideration of Resolution 2021-02,
80			Designating a Chair, a Vice Chair, a
81			Secretary, Assistant Secretaries, a
82 83			Treasurer and an Assistant Treasurer of the Ranches at Lake McLeod Community
83 84			Development District, and Providing for an
85			Effective Date
86			
87		Mr. Wrathell presented Resolution	2021-02. He noted that the Resolution 2021-02 in
88	the ag	enda package incorrectly listed Cinc	ly Cerbone and Daniel Rom as Assistant Secretaries;
89	Howar	d McGaffney should be nominated	instead. Mr. Waronker nominated the following
90	slate o	f officers:	
91		Chair	David Waronker
92		Vice Chair	Donald Schrotenboer
93		Secretary	Craig Wrathell
94		Assistant Secretary	Raj Balkaran
95		Assistant Secretary	Mark Goitein
96		Assistant Secretary	Ruth Waronker
97		Assistant Secretary	Howard McGaffney
98		Treasurer	Craig Wrathell
99		Assistant Treasurer	Jeff Pinder
100		No other nominations were made.	
101			
102		On MOTION by Mr. Waronker ar	nd seconded by Mrs. Waronker, with all in
103		· · · ·	nating a Chair, a Vice Chair, a Secretary,
104		-	and an Assistant Treasurer of the Ranches at
105 106		Date, as nominated, was adopted.	ment District, and Providing for an Effective
100	Ĺ		
108			

109	ORGA	NIZATIONAL MATTERS
110 111 112	SIXTH	ORDER OF BUSINESS Consideration of the Following Organizational Matters:
113	Α.	Resolution 2021-03, Appointing and Fixing the Compensation of the District Manager;
114		Appointing a Methodology Consultant; and Providing an Effective Date
115		• Agreement for District Management Services: Wrathell, Hunt and Associates,
116		LLC
117		Mr. Wrathell presented Resolution 2021-03. The Management Agreement and
118	propo	sed fee and rates were consistent with those of other Districts. A reduced fee would
119	remaiı	n in effect until issuance of the first series of bonds.
120		
121 122 123 124 125		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-03, Appointing and Fixing the Compensation of Wrathell, Hunt and Associates, LLC, as the District Manager; Appointing a Methodology Consultant; and Providing an Effective Date, was adopted.
126 127	в.	Resolution 2021-04, Appointing Legal Counsel for the District, Authorizing Its
128		Compensation and Providing for an Effective Date
129		Fee Agreement: Cobb Cole
130		Mr. Wrathell presented Resolution 2021-04. Mr. Watts presented the Cobb Cole
131	Engag	ement Letter. The Agreement and proposed fee and rates were consistent with those of
132	other	Districts.
133		
134 135 136 137 138		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-04, Appointing Cobb Cole, P.A., as Legal Counsel for the District, Authorizing Its Compensation and Providing for an Effective Date, was adopted.
138		
140	С.	Resolution 2021-05, Designating a Registered Agent and Registered Office of the
141		District, and Providing for an Effective Date
142		Mr. Wrathell presented Resolution 2021-05.
143		

144 145 146 147 148		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-05, Designating Craig Wrathell as Registered Agent and the Offices of Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, as the Registered Office of the District; and Providing for an Effective Date, was adopted.
149		
150 151	D.	Resolution 2021-06, Appointing and Fixing the Compensation of the Interim District
152		Engineer and Providing an Effective Date
153		• Interim Engineering Services Agreement: Cornelison Engineering & Design, Inc.
154		Mr. Wrathell presented Resolution 2021-06 and the Cornelison Engineering & Design,
155	Inc., I	nterim Engineering Services Agreement and Fee Schedule. The District must appoint an
156	Interi	m District Engineer and then go through the Request for Qualifications (RFQ) process, as
157	the D	istrict Engineer's expenses would exceed \$35,000.
158		
159 160 161 162		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-06, Appointing Cornelison Engineering & Design, Inc., as Interim District Engineer for the District, and Fixing the Compensation and Providing an Effective Date, was adopted.
163		
164 165	Ε.	Authorization of Request for Qualifications (RFQ) for Engineering Services
166		Mr. Wrathell presented the RFQ for District Engineering Services and the Competitive
167	Select	tion Criteria.
168		
169 170 171 172 173		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, the Request for Qualifications for District Engineering Services, Competitive Selection Criteria and authorizing Staff to advertise, was approved.
174	_	
175	•	Engineer's Report
176		This item, previously Item 9D, was presented out of order.
177		Mr. Cornelison presented the Engineer's Report and Exhibits. Discussion ensued
178	regar	ding items that may be adjusted, as noted in Table 3. Approval in substantial form was

179 requested, as amendments would be made and a Supplemental Engineer's Report would be180 presented prior to bond issuance.

181 Discussion ensued regarding the bond issuance in phases and the Assessment 182 Methodology, assessments and underwriting.

To facilitate the bond validation, Mr. Sanford recommended approval in substantial form, due to necessary amendments. Discussion ensued regarding increasing the not-toexceed amount due to the possibility of impact fees.

186

187 On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, the Engineer's Report, in substantial form, was approved. 188 189 190 191 Bond Financing Team Funding Agreement 192 This item, previously Item 9A, was presented out of order. 193 Mr. Wrathell presented the Bond Financing Team Funding Agreement, which would 194 allow the Landowner to provide advance funding for bond-related work and activities and for 195 the District to reimburse those expenses to the Landowner from the bond proceeds. 196 On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in 197 198 favor, the Bond Financing Team Funding Agreement between the Ranches at Lake McLeod Community Development District and CBD Real Estate 199 200 Investment, LLC, was approved. 201 202 203 **Engagement of Bond Financing Professionals** 204 This item, previously Item 9B, was presented out of order. 205 Ι. Underwriter/Investment Banker: FMSbonds, Inc. 206 Mr. Wrathell presented the FMSbonds, Inc., Engagement Letter for Underwriter Services 207 and G-17 Disclosure. 208 209 On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in 210 favor, the FMSbonds, Inc., Engagement Letter for Underwriter Services and G-17 Disclosure, was approved. 211 212

213

II. Bond Counsel: Greenberg Traurig, P.A.

214 Mr. Wrathell presented the Greenberg Traurig Engagement Letter to serve as Bond 215 Counsel. The fee would be \$55,000 per bond issue.

216

217		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in
218		favor, the Greenberg Traurig, P.A., Engagement Letter for Bond Counsel
219		Services, was approved.
220		
221		
222		III. Trustee, Paying Agent and Registrar: U.S. Bank, N.A.
223		Mr. Wrathell presented the U.S. Bank, N.A., Engagement Letter to serve as Trustee,
224	Payin	g Agent and Registrar.
225		
226		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in
227		favor, the US Bank, N.A., Engagement Letter, with Fee Schedule, to serve as
228		Trustee, Paying Agent, and Registrar, was approved.
229		
230		
231	•	Resolution 2021-24, Designating a Date, Time, and Location of a Public Hearing
232		Regarding the District's Intent to Use the Uniform Method for the Levy, Collection,
233		and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section
234		197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing;
235		and Providing an Effective Date
236		This item, previously Item 9C, was presented out of order.
237		Mr. Wrathell presented Resolution 2021-24.
238		
239		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in
240		favor, Resolution 2021-24, Designating a Date, Time and Location of February
241		22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave.,
242		Eagle Lake, Florida 33839, for a Public Hearing Regarding the District's Intent to
243		Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad
244		Valorem Special Assessments as Authorized by Section 197.3632, Florida
245		Statutes; Authorizing the Publication of the Notice of Such Hearing; and
246		Providing an Effective Date, was adopted.
247		

248

was approved.

249

Master Special Assessment Methodology Report

#### 250 This item, previously Item 9E, was presented out of order.

Mr. Wrathell presented the Master Special Assessment Methodology Report. The Methodology defined the special and peculiar benefits that would be received by property owners, as related to the implementation of the Capital Improvement Plan (CIP) described in the Engineer's Report. He reviewed the information in each section and noted that some revisions would be necessary, once the bonds are issued.

Discussion ensued regarding commercial acreage that would not be assessed and the bond financing process. A Supplemental Special Assessment Methodology Report would be presented, in which the assessment levels would match the exact parameters of the bond issuance.

On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in

favor, the Master Special Assessment Methodology Report, in substantial form,

260

261

262 263

264 265

Resolution 2021-25, Declaring Special Assessments; Indicating the Location, Nature 266 267 and Estimated Cost of Those Improvements Whose Cost is to be Defrayed By the 268 Special Assessments; Providing the Portion of the Estimated Cost of the Improvements 269 to be Defrayed by the Special Assessments; Providing the Manner in Which Such Special Assessments Shall be Made; Providing when Such Special Assessments shall be 270 271 Paid; Designating Lands Upon Which the Special Assessments Shall be Levied; 272 Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing 273 For Publication of this Resolution

274 This item, previously Item 9F, was presented out of order.

275 Mr. Wrathell presented Resolution 2021-25. Discussion ensued regarding adjusting the 276 CIP costs, as previously discussed. The following changes were made to Resolution 2021-25:

277 Section 4: Change the "Estimated Cost" to reflect the figures noted in the Engineer's 278 Report.

279 Section 5: Change "\$38,880,000.00" to "\$42,000,000.00"

280

281		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in
282		favor, Resolution 2021-25, as amended, Declaring Special Assessments;
283		Indicating the Location, Nature and Estimated Cost of Those Improvements
284		Whose Cost is to be Defrayed By the Special Assessments; Providing the
285		Portion of the Estimated Cost of the Improvements to be Defrayed by the
286 287		Special Assessments; Providing the Manner in Which Such Special Assessments Shall be Made; Providing when Such Special Assessments shall be Paid;
287		Designating Lands Upon Which the Special Assessments Shall be Levied;
289		Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll;
290		Providing For Publication of this Resolution, was adopted.
291		
292		
293	•	Resolution 2021-26, Setting a Public Hearing for the Purpose of Hearing Public
294		Comment on Imposing Special Assessments on Certain Property Within the District
295		Generally Described as the Ranches at Lake McLeod Community Development District
296		in Accordance with Chapters 170, 190 and 197, Florida Statutes
297		This item, previously Item 9G, was presented out of order.
298		Mr. Wrathell presented Resolution 2021-26.
299		
300		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in
301		Resolution 2021-26, Setting a Public Hearing for February 22, 2021 at 11:30
302		a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida
303		33839 for the Purpose of Hearing Public Comment on Imposing Special
304 205		Assessments on Certain Property Within the District Generally Described as the
305 306		Ranches at Lake McLeod Community Development District in Accordance with Chapters 170, 190 and 197, Florida Statutes, was adopted.
307		Chapters 170, 190 and 197, Honda Statutes, was adopted.
308		
309	•	Resolution 2021-27, Authorizing the Issuance of Not to Exceed \$38,880,000 Aggregate
310		Principal Amount of Ranches at Lake McLeod Community Development District Special
311		Assessment Bonds, In One or More Series, to Pay All or a Portion of the Design,
312		Acquisition, Construction Costs of Certain Public Infrastructure Improvements,
313		Including, But Not Limited to, Stormwater Management and Control Facilities,
314		Including, But Not Limited to, Related Earthwork; Public Roadway Improvements;
315		Landscaping and Irrigation in Public Rights-of-Way, Signage; Water and Wastewater
316		Facilities; Undergrounding Differential Cost of Electric Utilities; and All Related Soft
317		and Incidental Costs (Collectively, the "Project"), Pursuant to Chapter 190, Florida
517		

318 Statutes, as Amended; Appointing U.S. Bank National Association to Serve as Trustee; 319 Approving the Execution and Delivery of a Master Trust Indenture and a Supplemental 320 Trust Indenture in Substantially the Forms Attached Hereto; Providing That Such 321 Bonds Shall Not Constitute a Debt, Liability or Obligation of Ranches at Lake McLeod 322 Community Development District (Except as Otherwise Provided Herein), Polk County, 323 Florida, or of the State of Florida or of Any Other Political Subdivision Thereof, But 324 Shall Be Payable Solely From Special Assessments Assessed and Levied on the 325 Property Within the District Benefited By the Project and Subject to Assessment; Providing for the Judicial Validation of Such Bonds; and Providing for Other Related 326 327 Matters

328 This item, previously Item 9H, was presented out of order.

329 Mr. Sanford presented Resolution 2021-27. He stated Resolution 2021-27 accomplishes 330 the following:

331 > Initiates the bond validation process.

- 332 > Authorizes the issuance of bonds not to exceed \$42,000,000.
- 333 > Appoints U.S. Bank, N.A. as the Bond Trustee.
- Endorses the Master Trust Indenture and any Supplemental Indenture for every series
   of bonds issued.
- The following changes were made to Resolution 2021-27:
- Resolution Title and Section 1: Change "\$38,800,000" to "\$42,000,000"
- 338 Schedule I: Update to include description of project "as described in the Engineer's
- 339 Report"
- 340
- On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in 341 342 favor, Resolution 2021-27, as amended, Authorizing the Issuance of Not to Exceed \$42,000,000 Aggregate Principal Amount of Ranches at Lake Mcleod 343 Community Development District Special Assessment Bonds, In One or More 344 345 Series, to Pay All or a Portion of the Design, Acquisition, Construction Costs of 346 Certain Public Infrastructure Improvements, Including, But Not Limited to, 347 Stormwater Management and Control Facilities, Including, But Not Limited to, 348 Related Earthwork; Public Roadway Improvements; Landscaping and Irrigation in Public Rights-of-Way, Signage; Water and Wastewater Facilities; 349 Undergrounding Differential Cost of Electric Utilities; and All Related Soft and 350

351 352 353 354 355 356 357 358 359 360 361 362 363		Incidental Costs (Collectively, the "Project"), Pursuant to Chapter 190, Florida Statutes, as Amended; Appointing U.S. Bank National Association to Serve as Trustee; Approving the Execution and Delivery of a Master Trust Indenture and a Supplemental Trust Indenture in Substantially the Forms Attached Hereto; Providing That Such Bonds Shall Not Constitute a Debt, Liability or Obligation of Ranches at Lake McLeod Community Development District (Except as Otherwise Provided Herein),Polk County, Florida, or of the State of Florida or of Any Other Political Subdivision Thereof, But Shall Be Payable Solely From Special Assessments Assessed and Levied on the Property Within the District Benefited By the Project and Subject to Assessment; Providing for the Judicial Validation of Such Bonds; and Providing for Other Related Matters, was adopted.
364	-	Read Marshan Commencetions 100 000 (0) E C
365	F.	Board Member Compensation: 190.006 (8), F.S.
366	_	This item was deferred.
367	G.	Resolution 2021-07, Designating the Primary Administrative Office and Principal
368		Headquarters of the District and Providing an Effective Date
369		This item was deferred.
370	н.	Resolution 2021-08, Setting Forth the Policy of the District Board of Supervisors with
371		Regard to the Support and Legal Defense of the Board of Supervisors, District Officers,
372		and Retained Staff; and Providing for an Effective Date
373		Mr. Wrathell presented Resolution 2021-08.
374		
375 376 377 378 379		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-08, Setting Forth the Policy of the District Board of Supervisors with Regard to the Support and Legal Defense of the Board of Supervisors, District Officers, and Retained Staff; and Providing for an Effective Date, was adopted.
380		
381 382		Authorization to Obtain General Liability and Public Officers' Insurance
383		
384 385 386 387		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, authorizing Staff to obtain General Liability and Public Officers' insurance, was approved.
388		

389	Ι.	Resolution 2021-09, Providing for the Public's Opportunity to Be Heard; Designating
390		Public Comment Periods; Designating a Procedure to Identify Individuals Seeking To
391		Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for
392		Severability and an Effective Date
393		Mr. Wrathell presented Resolution 2021-09.
394		
395 396 397 398 399 400		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-09, Providing for the Public's Opportunity to Be Heard; Designating Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for Severability and an Effective Date, was adopted.
400		
402	J.	Resolution 2021-10, Providing for the Appointment of a Records Management Liaison
403		Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a
404		Records Retention Policy; and Providing for Severability and Effective Date
405		Mr. Wrathell presented Resolution 2021-10.
406		
407 408 409 410 411 412		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-10, Providing for the Appointment of Wrathell, Hunt and Associates, LLC, as the Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; and Providing for Severability and Effective Date, was adopted.
413 414		
415	к.	Resolution 2021-11, Granting the Chair and Vice Chair the Authority to Execute Real
416		and Personal Property Conveyance and Dedication Documents, Plats and Other
417		Documents Related to the Development of the District's Improvements; Approving
418		the Scope and Terms of Such Authorization; Providing a Severability Clause; and
419		Providing an Effective Date
420		Mr. Wrathell presented Resolution 2021-11. This grants the Chair and Vice Chair
421	autho	rity to work with District Counsel, the District Engineer and District Staff and to execute
422	certai	n documents, between meetings, to avoid delays in construction.

423

424		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in
425		favor, Resolution 2021-11, Granting the Chair and Vice Chair the Authority to
426		Execute Real and Personal Property Conveyance and Dedication Documents,
427		Plats and Other Documents Related to the Development of the District's
428		Improvements; Approving the Scope and Terms of Such Authorization;
429		Providing a Severability Clause; and Providing an Effective Date, was adopted.
430		
431		
432	L.	Resolution 2021-12, Ratifying, Confirming and Approving the Recording of the Notice
433		of Establishment of the District, and Providing for an Effective Date
434		Mr. Wrathell presented Resolution 2021-12.
435		
436		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in
437		favor, Resolution 2021-12, Ratifying, Confirming and Approving the Recording
438		of the Notice of Establishment of the Ranches at Lake McLeod Community
439		Development District, and Providing for an Effective Date, was adopted.
440		
441		
442	М.	Authorization of Request for Proposals (RFP) for Annual Audit Services
443		Designation of Board of Supervisors as Audit Committee
444		Mr. Wrathell presented the RFP for Annual Audit Services.
445		
446		
		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in
447		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, authorizing the District Manager to advertise the Request for Proposals
447 448		
		favor, authorizing the District Manager to advertise the Request for Proposals
448		favor, authorizing the District Manager to advertise the Request for Proposals for Annual Audit Services, designating the Board of Supervisors as the Audit
448 449		favor, authorizing the District Manager to advertise the Request for Proposals for Annual Audit Services, designating the Board of Supervisors as the Audit
448 449 450	N.	favor, authorizing the District Manager to advertise the Request for Proposals for Annual Audit Services, designating the Board of Supervisors as the Audit
448 449 450 451	N.	favor, authorizing the District Manager to advertise the Request for Proposals for Annual Audit Services, designating the Board of Supervisors as the Audit Selection Committee and approving the ranking criteria, was approved.
448 449 450 451 452	N.	favor, authorizing the District Manager to advertise the Request for Proposals for Annual Audit Services, designating the Board of Supervisors as the Audit Selection Committee and approving the ranking criteria, was approved. Strange Zone, Inc., Quotation #M20-1016 for District Website Design, Maintenance
448 449 450 451 452 453		favor, authorizing the District Manager to advertise the Request for Proposals for Annual Audit Services, designating the Board of Supervisors as the Audit Selection Committee and approving the ranking criteria, was approved. Strange Zone, Inc., Quotation #M20-1016 for District Website Design, Maintenance and Domain
448 449 450 451 452 453 454	annua	favor, authorizing the District Manager to advertise the Request for Proposals for Annual Audit Services, designating the Board of Supervisors as the Audit Selection Committee and approving the ranking criteria, was approved. Strange Zone, Inc., Quotation #M20-1016 for District Website Design, Maintenance and Domain Mr. Wrathell presented the Strange Zone, Inc. (SZI) proposal for website creation,
448 449 450 451 452 453 454 455	annua email	favor, authorizing the District Manager to advertise the Request for Proposals for Annual Audit Services, designating the Board of Supervisors as the Audit Selection Committee and approving the ranking criteria, was approved. Strange Zone, Inc., Quotation #M20-1016 for District Website Design, Maintenance and Domain Mr. Wrathell presented the Strange Zone, Inc. (SZI) proposal for website creation, I maintenance, hosting, email domain registration and SSL certificates. He discussed

<ul> <li>ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit</li> <li>Mr. Wrathell presented the ADA Site Compliance (ADASC) proposal for services to brin the CDD's website into compliance with the American with Disabilities Act (ADA) requirement and to affix an ADA Compliance seal to the homepage indicating that steps are underway to make the website ADA compliance seal to the homepage indicating that steps are underway to make the website ADA compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 per year, was approved.</li> <li>P. Resolution 2021-13, To Designate Date, Time and Place of Public Hearing an Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure of the District; and Providing an Effective Date</li> <li>I. Rules of Procedure</li> <li>II. Notices</li> <li>Notice of Rule Development</li> <li>Notice of Rule Development</li> <li>Notice of Rulemaking</li> <li>These items were provided for informational purposes.</li> <li>Mr. Wrathell presented Resolution 2021-13.</li> </ul>	459 460 461 462		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, the Strange Zone, Inc., Quotation #M20-1016 for District Website Design, Maintenance and Domain, in the amount of \$1,679.99, was approved.
<ul> <li>Mr. Wrathell presented the ADA Site Compliance (ADASC) proposal for services to brir the CDD's website into compliance with the American with Disabilities Act (ADA) requiremen and to affix an ADA Compliance seal to the homepage indicating that steps are underway to make the website ADA compliant.</li> <li>On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 per year, was approved.</li> <li>P. Resolution 2021-13, To Designate Date, Time and Place of Public Hearing an Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure of the District; and Providing an Effective Date</li> <li>I. Rules of Procedure</li> <li>II. Notices</li> <li>Notice of Rule Development</li> <li>Notice of Rule Development</li> <li>Notice of Rule Development</li> <li>On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-13.</li> </ul>	463 464	0.	ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and
<ul> <li>the CDD's website into compliance with the American with Disabilities Act (ADA) requirement</li> <li>and to affix an ADA Compliance seal to the homepage indicating that steps are underway to</li> <li>make the website ADA compliant.</li> <li>On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in</li> <li>favor, the ADA Site Compliance Proposal for Website Compliance Shield,</li> <li>Accessibility Policy and One (1) Annual Technological Audit, in the amount of</li> <li>\$210 per year, was approved.</li> <li>P. Resolution 2021-13, To Designate Date, Time and Place of Public Hearing an</li> <li>Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of</li> <li>Procedure of the District; and Providing an Effective Date</li> <li>I. Rules of Procedure</li> <li>II. Notices</li> <li>Notice of Rule Development</li> <li>Notice of Rule Development</li> <li>Notice of Rule newsing</li> <li>These items were provided for informational purposes.</li> <li>Mr. Wrathell presented Resolution 2021-13.</li> </ul>	465		One (1) Annual Technological Audit
<ul> <li>and to affix an ADA Compliance seal to the homepage indicating that steps are underway to make the website ADA compliant.</li> <li>On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 per year, was approved.</li> <li>P. Resolution 2021-13, To Designate Date, Time and Place of Public Hearing ar Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure of the District; and Providing an Effective Date</li> <li>I. Rules of Procedure</li> <li>II. Notices</li> <li>Notice of Rule Development</li> <li>Notice of Rulemaking</li> <li>These items were provided for informational purposes.</li> <li>Mr. Wrathell presented Resolution 2021-13.</li> </ul>	466		Mr. Wrathell presented the ADA Site Compliance (ADASC) proposal for services to bring
<ul> <li>make the website ADA compliant.</li> <li>On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 per year, was approved.</li> <li>P. Resolution 2021-13, To Designate Date, Time and Place of Public Hearing an Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure of the District; and Providing an Effective Date</li> <li>I. Rules of Procedure</li> <li>II. Notices</li> <li>482 <ul> <li>Notice of Rule Development</li> <li>Notice of Rulemaking</li> </ul> </li> <li>These items were provided for informational purposes.</li> <li>Mr. Wrathell presented Resolution 2021-13.</li> </ul>	467	the C	DD's website into compliance with the American with Disabilities Act (ADA) requirements
<ul> <li>470</li> <li>471 On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 per year, was approved.</li> <li>475</li> <li>476</li> <li>477 P. Resolution 2021-13, To Designate Date, Time and Place of Public Hearing an Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure of the District; and Providing an Effective Date</li> <li>480 I. Rules of Procedure</li> <li>481 II. Notices</li> <li>483 • Notice of Rule Development</li> <li>483 • Notice of Rulemaking</li> <li>484 These items were provided for informational purposes.</li> <li>485 Mr. Wrathell presented Resolution 2021-13.</li> <li>486</li> <li>487 On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839, and Authorization to Publish Notice of Public Hearing as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E</li> </ul>	468	and t	o affix an ADA Compliance seal to the homepage indicating that steps are underway to
<ul> <li>471 On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 per year, was approved.</li> <li>475</li> <li>476</li> <li>477 P. Resolution 2021-13, To Designate Date, Time and Place of Public Hearing an Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure of the District; and Providing an Effective Date</li> <li>1. Rules of Procedure</li> <li>481 II. Notices</li> <li>483 • Notice of Rule Development</li> <li>483 • Notice of Rulemaking</li> <li>484 These items were provided for informational purposes.</li> <li>485 Mr. Wrathell presented Resolution 2021-13.</li> <li>486</li> <li>487 On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839, and Authorization to Publish Notice of</li> </ul>	469	make	the website ADA compliant.
472favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 per year, was approved.473Accessibility Policy and One (1) Annual Technological Audit, in the amount of \$210 per year, was approved.475476477P.Resolution 2021-13, To Designate Date, Time and Place of Public Hearing and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure of the District; and Providing an Effective Date480I.481II.482•483•484These items were provided for informational purposes.485Mr. Wrathell presented Resolution 2021-13.486487On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839, and Authorization to Publish Notice of	470		
<ul> <li>476</li> <li>477 P. Resolution 2021-13, To Designate Date, Time and Place of Public Hearing an Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure of the District; and Providing an Effective Date</li> <li>480 I. Rules of Procedure</li> <li>481 II. Notices</li> <li>482 • Notice of Rule Development</li> <li>483 • Notice of Rulemaking</li> <li>484 These items were provided for informational purposes.</li> <li>485 Mr. Wrathell presented Resolution 2021-13.</li> <li>486</li> <li>487 On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839, and Authorization to Publish Notice of</li> </ul>	472 473		favor, the ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit, in the amount of
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<ul> <li>479 Procedure of the District; and Providing an Effective Date</li> <li>480 I. Rules of Procedure</li> <li>481 II. Notices</li> <li>482 • Notice of Rule Development</li> <li>483 • Notice of Rulemaking</li> <li>484 These items were provided for informational purposes.</li> <li>485 Mr. Wrathell presented Resolution 2021-13.</li> <li>486</li> <li>487</li> <li>487 On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839, and Authorization to Publish Notice of</li> </ul>		Ρ.	Resolution 2021-13, To Designate Date, Time and Place of Public Hearing and
<ul> <li>480</li> <li>I. Rules of Procedure</li> <li>481</li> <li>II. Notices</li> <li>482 <ul> <li>Notice of Rule Development</li> </ul> </li> <li>483 <ul> <li>Notice of Rulemaking</li> </ul> </li> <li>484</li> <li>These items were provided for informational purposes.</li> <li>485</li> <li>Mr. Wrathell presented Resolution 2021-13.</li> </ul> <li>486</li> <li>487</li> <li>487</li> <li>488</li> <li>488</li> <li>488</li> <li>489</li> <li>489</li> <li>489</li> <li>480</li> <li>480</li> <li>480</li> <li>481</li> <li>482</li> <li>483</li> <li>484</li> <li>485</li> <li>485</li> <li>485</li> <li>486</li> <li>487</li> <li>488</li> <li>489</li> <li>489</li> <li>489</li> <li>489</li> <li>489</li> <li>480</li> <li>481</li> <li>481</li> <li>482</li> <li>483</li> <li>484</li> <li>484</li> <li>485</li> <li>485</li> <li>486</li> <li>487</li> <li>488</li> <li>489</li> <li>489</li> <li>489</li> <li>480</li> <li>4</li>	478		Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of
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<ul> <li>483 • Notice of Rulemaking</li> <li>484 These items were provided for informational purposes.</li> <li>485 Mr. Wrathell presented Resolution 2021-13.</li> <li>486</li> <li>487 On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839, and Authorization to Publish Notice of</li> </ul>	481		II. Notices
<ul> <li>These items were provided for informational purposes.</li> <li>Mr. Wrathell presented Resolution 2021-13.</li> <li>On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839, and Authorization to Publish Notice of</li> </ul>	482		Notice of Rule Development
<ul> <li>Mr. Wrathell presented Resolution 2021-13.</li> <li>Mr. Wrathell presented Resolution 2021-13.</li> <li>On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839, and Authorization to Publish Notice of</li> </ul>	483		Notice of Rulemaking
486487On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839, and Authorization to Publish Notice of	484		These items were provided for informational purposes.
487On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in488favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing489as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E490Eagle Ave., Eagle Lake, Florida 33839, and Authorization to Publish Notice of	485		Mr. Wrathell presented Resolution 2021-13.
488favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing489as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E490Eagle Ave., Eagle Lake, Florida 33839, and Authorization to Publish Notice of	486		
<ul> <li>492</li> <li>493</li> <li>494</li> </ul>	488 489 490 491 492 493		favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing as February 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839, and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure of the District;

495	Q.	Resolution 2021-14, Adopting the Annual Meeting Schedule for Fiscal Year 2020-2021;
496		and Providing for an Effective Date
497		This item was deferred to the next meeting.
498	R.	Resolution 2021-15, Approving the Florida Statewide Mutual Aid Agreement;
499		Providing for Severability; and Providing for an Effective Date
500		Mr. Wrathell presented Resolution 2021-15. He explained the purpose of the
501	Agree	ment and potential benefit to the District in an emergency or disaster, such as a
502	hurrio	ane.
503		
504 505 506 507 508 509		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-15, Approving the Florida Statewide Mutual Aid Agreement; Providing for Severability; and Providing for an Effective Date, was adopted.
510	BANK	ING MATTERS
511 512 513	SEVE	NTH ORDER OF BUSINESS Consideration of the Following Banking Matters:
514	Α.	Resolution 2021-16, Designating a Public Depository for Funds of the District;
515		Authorizing Certain Officers of the District To Execute and Deliver Any and All Financial
516		Reports Required By Rule, Statute, Law, Ordinance or Regulation and Providing an
517		Effective Date
518		Mr. Wrathell presented Resolution 2021-16. Management recommended SunTrust/
519	Truist	Bank, as the Qualified Public Depository for the District's accounts. Funding requests
520	would	be sent to Supervisor Balkaran.
521		
522 523 524 525 526 527		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-16, Designating SunTrust/Truist Bank as the Public Depository for Funds of the District; Authorizing Certain Officers of the District To Execute and Deliver Any and All Financial Reports Required By Rule, Statute, Law, Ordinance or Regulation and Providing an Effective Date, was adopted.
528		

529	В.	Resolution 2021-17, Directing Wrathell, Hunt and Associates, LLC, to Establish a Local
530		Bank Account for the District and Appointing Signatories on the Account and Providing
531		an Effective Date
532		Mr. Wrathell presented Resolution 2021-17. The Chair, Treasurer and Assistant
533	Treasu	irer would be authorized signatories on the account.
534		
535 536 537 538 539 540		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-17, Directing Wrathell, Hunt and Associates, LLC, to Establish a Local Bank Account for the District at SunTrust/Truist Bank and Appointing the Chair, Treasurer and Assistant Treasurer as Signatories on the Account and Providing an Effective Date, was adopted.
540 541 542	BUDG	ETARY MATTERS
543 544 545	EIGHT	H ORDER OF BUSINESS Consideration of the Following Budgetary Matters:
546	А.	Resolution 2021-18, Approving the Proposed Budget for Fiscal Year 2020/2021 and
547		Setting a Public Hearing Thereon Pursuant to Florida Law; and Providing an Effective
548		Date
549		Mr. Wrathell presented Resolution 2021-18. He reviewed the proposed Fiscal Year 2021
550	budge	t. Expenses would be Landowner-funded when costs are incurred. Once bonds are issued,
551	the La	ndowner would be reimbursed from the bond proceeds for advance funding expenses
552	incurre	ed for bond-related work.
553		
554 555 556 557 558		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-18, Approving the Proposed Budget for Fiscal Year 2020/2021 and Setting a Public Hearing Thereon Pursuant to Florida Law for March 22, 2021 at 11:30 a.m., at the Linda Weldon Activity Center, 685 E Eagle Ave., Eagle Lake, Florida 33839; and Providing an Effective Date, was adopted.
559 560		
561	В.	Fiscal Year 2020/2021 Budget Funding Agreement
562		Mr. Wrathell presented the Fiscal Year 2020/2021 Budget Funding Agreement. The
563	Developer would provide funding on an as-needed basis, as funding requests are submitted.	

564		The following change was made:
565		Change "CBD Real Estate Investment, LLC" to "Ranches at Lake McLeod, LLC"
566		
567 568 569		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, the Fiscal Year 2020/2021 Budget Funding Agreement, in substantial form, was approved.
570 571		
572	C.	Resolution 2021-19, Adopting the Alternative Investment Guidelines for Investing
573		Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in
574		Accordance with Section 218.415(17), Florida Statutes, and Providing an Effective Date
575		Mr. Wrathell presented Resolution 2021-19.
576		
577 578 579 580 581		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-19, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes, and Providing an Effective Date, was adopted.
582		
583 584	D.	Resolution 2021-20, Authorizing the Disbursement of Funds for Payment of Certain
585		Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing
586		the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without
587		Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and
588		Providing for Severability and an Effective Date
589		Mr. Wrathell presented Resolution 2021-20.
590		
591 592 593 594 595 596 597 598		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-20, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for Severability and an Effective Date, was adopted.
599		

600	Ε.	Resolution 2021-21, Adopting a Policy for Reimbursement of District Travel Expenses;
601		and Providing for Severability and an Effective Date
602		Mr. Wrathell presented Resolution 2021-21.
603		
604 605 606 607 608		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-21, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date, was adopted.
609		
610	F.	Resolution 2021-22, Adopting Prompt Payment Policies and Procedures Pursuant to
611		Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an
612		Effective Date
613		Mr. Wrathell presented Resolution 2021-22.
614		
615 616 617 618		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-22, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date, was adopted.
619	u	
620 621	G.	Resolution 2021-23, Adopting an Internal Controls Policy Consistent with Section
622		218.33, Florida Statutes; Providing an Effective Date
623		Mr. Wrathell presented Resolution 2021-23. Recent legislative changes require
624	goverr	mental entities to adopt an internal controls policy, by Resolution, to prevent fraud,
625	waste	and abuse. Management has policies in place, as part of the annual audit process.
626		
627 628 629 630 631		On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in favor, Resolution 2021-23, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.
632	BOND	FINANCING RELATED MATTERS
633 634 635	NINTH	I ORDER OF BUSINESS Consideration of the Following Bond Financing Related Matters:

All of the following items were presented following Item 6E:

- 637 A. Bond Financing Team Funding Agreement
- 638 **B.** Engagement of Bond Financing Professionals
- 639 I. Underwriter/Investment Banker: FMSbonds, Inc.
- 640 II. Bond Counsel: Greenberg Traurig, P.A.
- 641 III. Trustee, Paying Agent and Registrar: U.S. Bank, N.A.
- 642C.Resolution 2021-24, Designating a Date, Time, and Location of a Public Hearing643Regarding the District's Intent to Use the Uniform Method for the Levy, Collection,644and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section645197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing;646and Providing an Effective Date
- 647 **D.** Engineer's Report
- 648 E. Master Special Assessment Methodology Report
- Resolution 2021-25, Declaring Special Assessments; Indicating the Location, Nature 649 F. 650 and Estimated Cost of Those Improvements Whose Cost is to be Defrayed By the Special Assessments; Providing the Portion of the Estimated Cost of the Improvements 651 652 to be Defrayed by the Special Assessments; Providing the Manner in Which Such 653 Special Assessments Shall be Made; Providing when Such Special Assessments shall be 654 Paid; Designating Lands Upon Which the Special Assessments Shall be Levied; Providing for an Assessment Plat; Adopting a Preliminary Assessment Roll; Providing 655 For Publication of this Resolution 656
- 657 G. Resolution 2021-26, Setting a Public Hearing for the Purpose of Hearing Public 658 Comment on Imposing Special Assessments on Certain Property Within the District 659 Generally Described as the Ranches at Lake McLeod Community Development District 660 in Accordance with Chapters 170, 190 and 197, Florida Statutes
- H. Resolution 2021-27, Authorizing the Issuance of Not to Exceed \$38,880,000 Aggregate
   Principal Amount of Ranches at Lake McLeod Community Development District Special
   Assessment Bonds, In One or More Series, to Pay All or a Portion of the Design,
   Acquisition, Construction Costs of Certain Public Infrastructure Improvements,
   Including, But Not Limited to, Stormwater Management and Control Facilities,

Including, But Not Limited to, Related Earthwork; Public Roadway Improvements; 666 667 Landscaping and Irrigation in Public Rights-of-Way, Signage; Water and Wastewater 668 Facilities; Undergrounding Differential Cost of Electric Utilities; and All Related Soft and Incidental Costs (Collectively, the "Project"), Pursuant to Chapter 190, Florida 669 670 Statutes, as Amended; Appointing U.S. Bank National Association to Serve as Trustee; Approving the Execution and Delivery of a Master Trust Indenture and a Supplemental 671 Trust Indenture in Substantially the Forms Attached Hereto; Providing That Such 672 Bonds Shall Not Constitute a Debt, Liability or Obligation of Ranches at Lake McLeod 673 Community Development District (Except as Otherwise Provided Herein), Polk County, 674 675 Florida, or of the State of Florida or of Any Other Political Subdivision Thereof, But Shall Be Payable Solely From Special Assessments Assessed and Levied on the 676 677 Property Within the District Benefited By the Project and Subject to Assessment; Providing for the Judicial Validation of Such Bonds; and Providing for Other Related 678 Matters 679

680 • Discussion: Landowners' Election Voting Units

#### 681 This item was an addition to the agenda.

accordingly, was approved.

682 Mr. Goitein noted that the number of voting units determined for the Landowners' 683 Election was incorrect. The total number of voting units represented should have been 279, 684 rather than 282. With this change, the results of the Landowners' Election would be as follows:

685	Seat 1	David Waronker	279 votes	Four-year Term
686	Seat 2	Donald Schrotenboer	279 votes	Four-year Term
687	Seat 3	Mark Goitein	278 votes	Two-year Term
688	Seat 4	Raj Balkaran	278 votes	Two-year Term
689	Seat 5	Ruth Waronker	278 votes	Two-year Term
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#### 697 **TENTH ORDER OF BUSINESS**

#### **Staff Reports**

On MOTION by Mr. Waronker and seconded by Mrs. Waronker, with all in

favor, correcting the total number of voting units represented at the

Landowners' Election, from 282 to 279, and adjusting the number of votes cast,

698 699	А.	District Counsel: Cobb Cole	
700		There being nothing further to report, the next	item followed.
701	В.	District Engineer (Interim): Cornelison Engineer	ring & Design, Inc.
702		There being nothing further to report, the next	item followed.
703	C.	District Manager: Wrathell, Hunt and Associate	es, LLC
704		There being nothing further to report, the next	item followed.
705			
706	ELEVE	NTH ORDER OF BUSINESS Boa	ard Members' Comments/Requests
707 708		Mrs. Waronker stated that "McCleod" should	d be changed to "McLeod" in all CDD
709	docum	nents, including agendas, resolutions, agreements	s, etc.
710			
711	TWELF	FTH ORDER OF BUSINESS Pub	olic Comments
712 713		There being no public comments, the next item	followed.
714			
715	THIRTE	EENTH ORDER OF BUSINESS Adj	ournment
716 717		There being nothing further to discuss, the mee	ting adjourned.
718			
719 720		On MOTION by Mr. Waronker and seconded favor, the meeting adjourned at 1:52 p.m.	l by Mrs. Waronker, with all in
721 722			
723 724		[SIGNATURES APPEAR ON THE F	OLLOWING PAGE]

Secretary/Assistant Secretary	Chair/Vice Chair