

**VARREA SOUTH
COMMUNITY DEVELOPMENT
DISTRICT**

December 11, 2020

BOARD OF SUPERVISORS

PUBLIC HEARINGS

AND REGULAR

MEETING AGENDA

Varrea South 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

December 4, 2020

Board of Supervisors
Varrea South Community Development District

Dear Board Members:

The Board of Supervisors of the Varrea South Community Development District will hold Multiple Public Hearings and a Regular Meeting on December 11, 2020 at 10:00 a.m., at the offices of Stantec, 777 S. Harbour Island Blvd., Suite 600, Tampa, Florida. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. 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
4. 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 Varrea South Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

ATTENDEES:

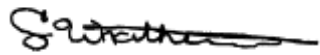
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

5. 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
6. Consideration of Response to Request for Qualifications (RFQ) for Engineering Services
 - A. Affidavit of Publication
 - B. RFQ Package
 - C. Respondents
 - I. Stantec
 - II. Pennoni Associates Inc.
 - D. Competitive Selection Criteria/ Ranking
 - E. Award of Contract
7. Consideration of Resolution 2021-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date
8. Consideration of Resolution 2021-15, Adopting the Annual Meeting Schedule for Fiscal Year 2020-2021 and Providing for an Effective Date
9. Acceptance of Unaudited Financial Statements as of October 31, 2021
10. Consideration of Minutes
 - A. October 16, 2020 Landowners' Meeting
 - B. October 16, 2020 Organizational Meeting
11. Staff Reports
 - A. District Counsel: *Hopping Green & Sams, P.A.*
 - B. District Engineer (Interim): *Stantec*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*

12. Board Members' Comments/Requests
13. Public Comments
14. Adjournment

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

Sincerely,



Craig Wrathell
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

CONFERENCE ID: 2144145

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

3A

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hillsborough

Before the undersigned authority personally appeared **Jill Harrison** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Rule Development** was published in **Tampa Bay Times: 11/ 8/20** in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she 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.

**NOTICE OF RULE DEVELOPMENT BY THE
VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT**

In accord with Chapters 120 and 190, Florida Statutes, the Varrea South Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District.

The Rules of Procedure will 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 Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, 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.

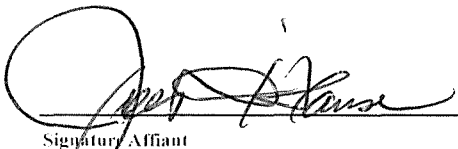
The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The legal authority for the adoption of the proposed Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida 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, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.29, 286.0105, 286.011, 286.0113, 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 Manager, c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Phone: (877) 276-0889.

Craig Wrathell, District Manager
Varrea South Community Development District

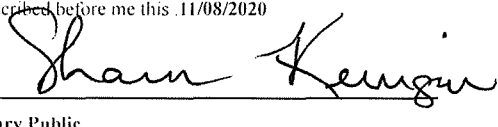
11/08/2020 (122395)

} SS



Signature Affiant

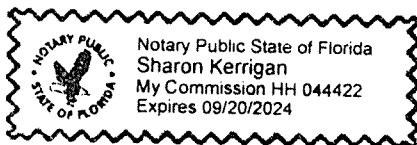
Sworn to and subscribed before me this 11/08/2020



Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____



Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hillsborough

} SS

Before the undersigned authority personally appeared **Jill Harrison** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Notice of Rulemaking** was published in **Tampa Bay Times: 11/11/20** in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she 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.

**NOTICE OF RULEMAKING REGARDING
THE RULES OF PROCEDURE OF THE
VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT**

A public hearing will be conducted by the Board of Supervisors of the Varrea South Community Development District ("District") on December 11, 2020 at 10:00 a.m., at Stantec Consulting Services, 777 S. Harbour Island Boulevard, Suite 600, Tampa, Florida 33602.

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 and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Tampa Bay Times on November 8, 2020.

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 Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, 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.

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, 112.3144, 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, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 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 Manager's Office at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 or by calling (877) 276-0889 ("District Manager's Office").

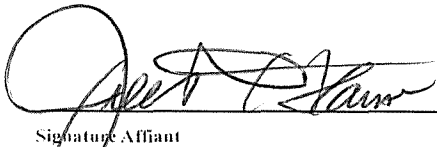
Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within twenty one (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. 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 Manager's 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.

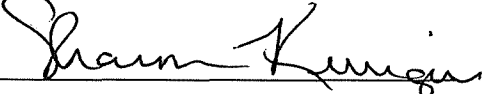
Craig Wrathell, District Manager
Varrea South Community Development District

11/11/2020 (122466)



Signature Affiant

Sworn to and subscribed before me this 11/11/2020



Signature of Notary Public

Personally known _____ X _____ or produced identification

Type of identification produced _____



VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

3B

RESOLUTION 2021-28

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Varrea South 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 Hillsborough 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 recent changes to 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 VARREA SOUTH 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 11th day of December, 2020.

ATTEST:

VARREA SOUTH 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
VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF DECEMBER 11, 2020

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Rule 1.0 General.

- (1) The Varrea South Community Development District (“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 (“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) Board of Supervisors. The Board of Supervisors of the District (“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) Officers. 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) Committees. 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) Record Book. 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) Meetings. 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) Voting Conflict of Interest. 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, son-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 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. 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;
 - (h) 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) Public Records. 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) Service Contracts. 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) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. 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, but no more than thirty (30) days public notice 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 (____) _____. 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) Mistake. 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) Minutes. 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) Special Requests. 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) Public Comment. 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) Budget Hearing. 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) Public Hearings. 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) Participation by Teleconference/Videoconference. 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) Board Authorization. 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) Continuances. 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) Attorney-Client Sessions. 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) Internal Controls. 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) Adoption. 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) Commencement of Proceedings. 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) Notice of Rule Development.
 - (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) Rule Development Workshops. 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) Rulemaking Materials. 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) Negotiated Rulemaking. 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) Rulemaking Record. 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) Petitions to Challenge Existing Rules.

- (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) Variations and Waivers. 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. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations 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) Rates, Fees, Rentals and Other Charges. 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) Purpose and Scope. 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) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (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:
 - (i) 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.
- (l) "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:
 - (i) 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;
 - (ii) 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.
- (p) “Responsive and Responsible Bidder” means an entity or individual that 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 in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. 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) Public Announcement. 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) Competitive Selection.

- (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) Competitive Negotiation.

- (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) Contracts; Public Records. 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) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. 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) Definitions.

(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) Establishment of Auditor Selection Committee. 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) Establishment of Minimum Qualifications and Evaluation Criteria. 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) Minimum Qualifications. 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) Public Announcement. 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) Request for Proposals. 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) Committee’s Evaluation of Proposals and Recommendation. 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) Board Selection of Auditor.
 - (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. If 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) Contract. 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) Notice of Award. 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) Scope. 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) Procedure. 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) Scope. 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) Procedure. 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) Suspension, Revocation, or Denial of Qualification

(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 pre-qualified 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) Procedure. 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 twenty-one (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 pre-qualified 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 pre-qualified 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 non-material 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) Sole Source; Government. 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) Contracts; Public Records. 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) Emergency Purchases. 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) Exceptions. 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) Scope. 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) Procedure.
 - (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.
 - (i) Qualifications-Based Selection. 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) Competitive Proposal-Based Selection. 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 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 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) Contracts; Public Records. 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) Emergency Purchase. 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) Exceptions. 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) Scope. 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) Required Bond. 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) Discretionary Bond. 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) Purpose and Scope. 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) Procedure. 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 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) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. 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) Exemption. 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 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.
- (5) Renewal. 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) Emergency Purchases. 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) Scope. 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) Procedure. 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 pre-qualified 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) Exemptions. 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) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. 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) Emergency Purchases. 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) Contracts; Public Records. 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) Filing.

- (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) Contract Execution. 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) Informal Proceeding. 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) Formal Proceeding. 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) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. 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 responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (7) Settlement. 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 December 11, 2020, 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.

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

4A



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VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT NOTICE OF THE DISTRICT'S INTENT TO USE THE UNIFORM METHOD OF COLLECTION OF NON-AD VALOREM ASSESSMENTS Notice is hereby given that the Varrea South Community Development District ("District") intends to use the uniform method of collecting non-ad valorem assessments to be levied by the District pursuant to Section 197.3632, Florida Statutes. The Board of Supervisors of the District will conduct a public hearing on December 11, 2020 at 10:00 a.m., at Stantec Consulting Services, 777 S. Harbour Island Boulevard, Suite 600, Tampa, Florida 33602. The purpose of the public hearing is to consider the adoption of a resolution authorizing the District to use the uniform method of collecting non-ad valorem assessments to be levied by the District on properties located on land included in, or to be added to, the District. The District may levy non-ad valorem assessments for the purpose of financing, acquiring, maintaining and/or operating community development facilities, services and improvements within and without the boundaries of the District, to consist of, among other things, water management and control, water supply, sewer and wastewater management, roads, parks and recreational facilities, landscape/hardscape/irrigation, offsite roadway improvements, offsite utility extensions, and any other lawful projects or services of the District. Owners of the properties to be assessed and other interested parties may appear at the public hearing and be heard regarding the use of the uniform method of collecting such non-ad valorem assessments. This hearing is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The public hearing may be continued to a date, time and location to be specified on the record at the hearing. There may be occasions when Supervisors or staff may participate by speaker telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing and/or meeting is asked to contact Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Ph: (561) 571-0010 ("District Manager's Office"), at least 48 hours before the hearing and/or meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770, who can aid you in contacting the District Manager's Office. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the hearing 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 (122476) 11/11, 11/18, 11/25, 12/02/2020

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

4B

RESOLUTION 2021-29

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VARREA SOUTH 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 VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH SECTION 197.3632, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Varrea South 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 Hillsborough County for four (4) consecutive weeks prior to such hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The 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 assessments and the District’s use of the uniform method of collecting its 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 Hillsborough 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 11th day of December, 2020.

ATTEST:

**VARREA SOUTH COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Legal Description

Exhibit A
Property Description

LEGAL DESCRIPTION

As a point of reference commence at the Southeast corner of the Northeast 1/4 of the Northeast 1/4 of Section 11, Township 28 South, Range 22 East, Hillsborough County, Florida and proceed South 89°51'35" West, along the North boundary of the Southeast 1/4 of the Northeast 1/4 of said Section 11, a distance of 1322.88 feet to the Northwest corner of the Southeast 1/4 of the Northeast 1/4 of said Section 11; thence South 20°25'27" West, a distance of 26.71 feet to a point on the Southerly maintained right-of-way line of Midway Road as established by Hillsborough County on June 3, 2003 and the POINT OF BEGINNING; thence, leaving said Southerly maintained right-of-way line, South 20°54'52" West, a distance of 334.87 feet; thence South 30°06'57" West, a distance of 267.84 feet; thence South 72°08'22" West, a distance of 180.31 feet; thence South 00°05'51" West, a distance of 655.58 feet; thence South 89°06'22" East, a distance of 274.55 feet to the Northwest corner of Midway Groves as recorded in Plat Book 93, Page 48 of the Public Records of Hillsborough County, Florida; thence South 01°52'50" West, along the Westerly boundary of said Midway Groves, a distance of 250.84 feet; thence South 89°48'50" East, along the Westerly boundary of said Midway Groves, a distance of 269.88 feet; thence South 11°57'15" East, along the Westerly boundary of said Midway Groves, a distance of 689.35 feet to the Southwest corner of said Midway Groves; thence South 89°49'53" East, along the South boundary of said Midway Groves, a distance of 1048.75 feet to a point on the Westerly maintained right-of-way line of Charlie Taylor Road as established by Hillsborough County on June 3, 2003; thence, along said Westerly maintained right-of-way line the following four (5) courses: (1) South 00°28'18" West, a distance of 1004.83 feet; (2) South 02°53'51" West, a distance of 114.55 feet; (3) South 00°00'13" West, a distance of 604.60 feet; (4) S 00°34'09" E, a distance of 827.52 feet; (5) S 00°46'30" E, a distance of 505.37 feet to a point on the South boundary of the North 1/2 of the Northeast 1/4 of said Section 14; thence, along said South boundary, South 89°37'20" West, a distance of 2604.08 feet to the Southwest corner of the North 1/2 of the Northeast 1/4 of said Section 14; thence, along the East boundary of the Southeast 1/4 of the Northwest 1/4 of said Section 14, South 00°39'55" East, a distance of 1318.31 feet; thence, along the East boundary of the North 1/2 of the Northeast 1/4 of the Southwest 1/4 of said Section 14, South 00°35'24" East, a distance of 659.92 feet to the Southeast corner of the North 1/2 of the Northeast 1/4 of the Southwest 1/4 of said Section 14; thence South 89°35'53" West, along the South boundary of the North 1/2 of the Northeast 1/4 of the Southwest 1/4 of said Section 14, a distance of 1316.83 feet to the Southwest corner of the North 1/2 of the Northeast 1/4 of the Southwest 1/4 of said Section 14; thence North 00°54'01" West, along the West boundary of the North 1/2 of the Northeast 1/4 of the Southwest 1/4 of said Section 14, a distance of 660.51 feet to the Northwest corner of the North 1/2 of the Northeast 1/4 of the Southwest 1/4 of said Section 14; thence North 00°31'25" West, along the West boundary of the Southeast 1/4 of the Northwest 1/4 of said Section 14, a distance of 1318.35 feet to the Southwest corner of the Northeast 1/4 of the Northwest 1/4 of said Section 14; thence, along the West boundary of the East 1/2 of the Northwest 1/4 of said Section 14, North 00°39'48" West, a distance of 1319.56 feet to the Northwest corner of the Northeast 1/4 of the Northwest 1/4 of said Section 14; thence, along the West boundary of the East 3/4 of said Section 11, North 00°14'07" East, a distance of 3401.92 feet; thence S 89°45'53" E, a distance of 63.34 feet; thence N 30°00'45" E, a distance of 95.22 feet; thence N 85°32'23" E, a distance of 149.50 feet; thence S 76°32'00" E, a distance of 80.07 feet; thence N 47°42'42" E, a distance of 200.42 feet to a point on the South boundary of those certain lands conveyed by Official Records Book 24681, Page 1514 of the Public Records of Hillsborough County, Florida; thence N 89°40'27" E, along said

South boundary, a distance of 84.93 feet; thence N 00°08'17" W, along the East boundary of said certain tract, a distance of 91.58 feet; thence N 48°12'46" E, a distance of 245.16 feet; thence N 79°54'36" E, a distance of 460.86 feet to a point on the Southerly maintained right-of-way line of Midway Road as established by Hillsborough County on June 3, 2003; thence, along said Southerly right-of-way line, N 89°49'09" E, a distance of 144.23 feet; thence S 00°02'15" E, a distance of 36.89 feet; thence S 70°33'23" W, a distance of 532.29 feet; thence S 29°31'08" E, a distance of 172.52 feet; thence S 04°11'49" E, a distance of 471.53 feet; thence S 83°25'35" E, a distance of 517.86 feet; to the beginning of a non-tangential curvature of a curve concave southwesterly, having a radius of 165.82 feet and a chord which bears S 49°07'00" E, a distance of 163.67 feet; thence along the arc of said curve to the right, a distance of 171.17 feet; thence S 11°51'23" E, a distance of 103.70 feet; thence N 88°30'32" E, a distance of 27.78 feet; thence N 01°29'32" W, a distance of 310.79 feet; thence N 00°38'53" W, a distance of 517.21 feet; thence N 12°17'03" W, a distance of 58.55 feet; thence N 00°36'19" W, a distance of 216.32 feet to a point on the aforementioned South right-of-way line; thence, along said Southerly right-of-way line; thence S 89°56'46" E, a distance of 83.85 feet; thence S 00°38'21" E, a distance of 215.33 feet; thence S 11°02'52" W, a distance of 59.80 feet; thence S 00°38'40" E, a distance of 372.36 feet; thence S 89°58'40" E, a distance of 159.04 feet; thence N 00°00'00" W, a distance of 84.01 feet; to the beginning of a non-tangential curvature of a curve concave southeasterly, having a radius of 350.92 feet and a chord which bears N 27°00'04" E, a distance of 328.39 feet; thence along the arc of said curve to the right a distance of 341.73 feet; thence N 54°56'57" E, a distance of 475.28 feet to a point on the aforementioned South right-of-way line; thence, along said Southerly right-of-way line N 89°55'27" E, a distance of 216.50 feet; to the POINT OF BEGINNING.

The above parcel containing 19,019,156 square feet, or 436.62 acres, more or less.

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

5A

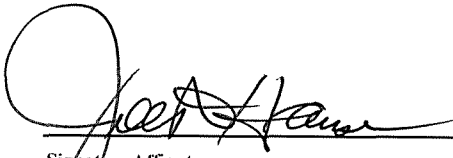
Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hillsborough

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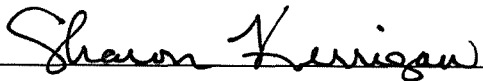
Before the undersigned authority personally appeared **Jill Harrison** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: RFP for Annual Audit Services** was published in **Tampa Bay Times**; **11/22/20** in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she 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.



Signature Affiant

Sworn to and subscribed before me this **11/22/2020**



Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____

**VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Varrea South 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 four (4) 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 Hillsborough County, Florida. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2021, be completed no later than June 30, 2022.

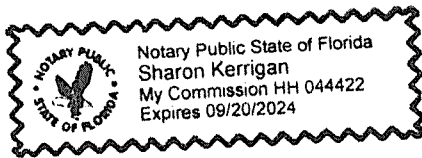
The auditing entity submitting a proposal must be duly licensed under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly 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) electronic copy of their proposal to Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("District Manager") telephone (877) 276-0889, in an envelope marked on the outside "Auditing Services, Varrea South Community Development District." Proposals must be received by 12:00 p.m., on December 2, 2020, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

Craig Wrathell
District Manager

11/22/2020 (125311)



VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

5B

**VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

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Craig Wrathell
District Manager

VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2021

Hillsborough County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **December 2, 2021**, at 12:00 p.m., at the offices of District Manager, located at Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, telephone (877) 276-0889. 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) 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 – Varrea South 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 ("**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 the 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 the position or title of all personnel to perform work on the District audit. Include resumes 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 resumes 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, plus the lump sum cost of four (4) annual renewals.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal 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 (including Saturday, Sunday, and state holidays) 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 the aforesaid Proposal Documents.

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.

**VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(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 or current Community Development District(s) 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. (20 Points)***

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

Total (100 Points)

***Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

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**VARREA SOUTH
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:

December 2, 2020

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Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

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

December 2, 2020

Varrea South Community Development District
Wrathell, Hunt and 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 Varrea South 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 Varrea South 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

Member AICPA Division for CPA Firms
Private Companies practice Section

Member FICPA

Varrea South Community Development District
December 2, 2020

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 Varrea South Community Development District.

Very truly yours,

*Berger Toombs Elam
Gaines + Frank*

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	<u>4</u>
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 Varrea South 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 tax-exempt 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

Gateway Community Development
District
Stephen Bloom, Severn Trent Management
(954) 753-5841

The Reserve Community Development District

Darrin Mossing, Governmental Management
Services LLC
(407) 841-5524

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

Beacon Lakes Community
Development District

Alta Lakes Community Development
District

Beaumont Community Development
District

Amelia Concourse Community
Development District

Bella Collina Community Development
District

Amelia Walk Community
Development District

Bonnet Creek Community
Development District

Aqua One Community Development
District

Buckeye Park Community
Development District

Arborwood Community Development
District

Candler Hills East Community
Development District

Arlington Ridge Community
Development District

Cedar Hammock Community
Development District

Bartram Springs Community
Development District

Central Lake Community
Development District

Baytree Community Development
District

Channing Park Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Heritage Harbor Community Development District	Madeira Community Development District
Heritage Isles Community Development District	Marhsall Creek Community Development District
Heritage Lake Park Community Development District	Meadow Pointe IV Community Development District
Heritage Landing Community Development District	Meadow View at Twin Creek Community Development District
Heritage Palms Community Development District	Mediterra North Community Development District
Heron Isles Community Development District	Midtown Miami Community Development District
Heron Isles Community Development District	Mira Lago West Community Development District
Highland Meadows II Community Development District	Montecito Community Development District
Julington Creek Community Development District	Narcoossee Community Development District
Laguna Lakes Community Development District	Naturewalk Community Development District
Lake Bernadette Community Development District	New Port Tampa Bay Community Development District
Lakeside Plantation Community Development District	Overoaks Community Development District
Landings at Miami Community Development District	Panther Trace II Community Development District
Legends Bay Community Development District	Paseo Community Development District
Lexington Oaks Community Development District	Pine Ridge Plantation Community Development District
Live Oak No. 2 Community Development District	Piney Z Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Triple Creek Community
Development District

Vizcaya in Kendall
Development District

TSR Community Development
District

Waterset North Community
Development District

Turnbull Creek Community
Development District

Westside Community Development
District

Twin Creeks North Community
Development District

WildBlue Community Development
District

Urban Orlando Community
Development District

Willow Creek Community
Development District

Verano #2 Community
Development District

Willow Hammock Community
Development District

Viera East Community
Development District

Winston Trails Community
Development District

VillaMar Community
Development District

Zephyr Ridge Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Seminole Improvement District
Viera Stewardship 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
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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.

Counties

(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

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

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 \$3,020 for the years ended September 30, 2020 and 2021, \$3,185 for the year ended September 30, 2022, and \$3,265 for the years ended September 30, 2023 and 2024. The fee is contingent upon the financial records and accounting systems of Varrea South 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 Varrea South Community Development District as of September 30, 2020, 2021, 2022, 2023, and 2024. 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 Control over Financial 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.

Commitment to Quality Service

Personnel Qualifications and Experience

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.

Commitment to Quality Service

Personnel Qualifications and Experience

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

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP

Accounting and Audit Principal – 12 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 – present)
- ◆ 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 – present)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)

Professional Experience

- ◆ Twenty-four 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
 - 19th 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.

Commitment to Quality Service

Personnel Qualifications and Experience

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

Commitment to Quality Service

Personnel Qualifications and Experience
--

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

Commitment to Quality Service

Personnel Qualifications and Experience
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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.

Commitment to Quality Service

Personnel Qualifications and Experience

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.

Commitment to Quality Service

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.

Commitment to Quality Service

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.

Continuing Professional Education

- ◆ 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.

Commitment to Quality Service

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.

Continuing Professional Education

- ◆ 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.

Commitment to Quality Service

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.

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience

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.

Commitment to Quality Service

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.

Commitment to Quality Service

Personnel Qualifications and Experience
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Taylor Nuccio

Staff Accountant – 6 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.

Continuing Professional Education

- ◆ 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.

Commitment to Quality Service

Personnel Qualifications and Experience
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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.

Continuing Professional Education

- ◆ 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.

Commitment to Quality Service

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.

Continuing Professional Education

- ◆ 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 6815 Dairy Road
MBA, CPA, CVA, Partner Zephyrhills, FL 33542
Marci Reutimann (813) 788-2155
CPA, Partner (813) 782-8606

Report on the Firm's System of Quality Control

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

October 30, 2019

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*.

Baggett, Reutimann & Associates, CPAs PA
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA
Signed Electronically by Judson B. Baggett, Reutimann & Associates, CPAs, PA, CN 1863 email jsb@baggettcpa.com

**VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services for Fiscal Year 2021
Hillsborough County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than December 2, 2021, at 12:00 p.m., at the offices of District Manager, located at Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, telephone (877) 276-0889. 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) 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 – Varrea South 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 ("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 the 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 the position or title of all personnel to perform work on the District audit. Include resumes 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 resumes 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, plus the lump sum cost of four (4) annual renewals.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal 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 (including Saturday, Sunday, and state holidays) 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 the aforesaid Proposal Documents.

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.

**VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(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 or current Community Development District(s) 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. (20 Points)***

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

Total (100 Points)

***Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

5C11

CRI

Helping You Shine
by Illuminating Solutions



professional services

PROPOSAL FOR Varrea South Community Development District

December 2, 2020

PROPOSER

Carr, Riggs & Ingram
500 Grand Boulevard, Suite 210
Miramar Beach, FL 32550
(850) 837-3141



CRI CARR
RIGGS &
INGRAM

CPAs and Advisors
CRlcpa.com

SUBMITTED BY

Stephen C. Riggs, IV, CPA
Engagement Partner
SCRiggs@CRlcpa.com

Jonathan Hartness, CPA
Concurring Partner
JHartness@CRlcpa.com

Dear Varrea South Community Development District:

Carr, Riggs & Ingram, LLC (CRI) appreciates the opportunity to propose on auditing services to Varrea South 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™ 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,



Stephen C. Riggs, IV, CPA
Engagement Partner



YOUR NEEDS

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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 Varrea South 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 2021	CRI FEES 2022	CRI FEES 2023	CRI FEES 2024	CRI FEES 2025
Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS)	\$4,000	\$4,100	\$4,200	\$4,300	\$4,400

**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 of upon construction of major infrastructure additions, the audit fee will increase by \$2,500 per year.

If Varrea South 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 Varrea South 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 Varrea South 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 Varrea South Community Development District.
- Not experience a significant change in business operations or financial reporting standards.



FOUNDED IN 1997 • 10 STATES  • 25+ MARKETS



1900+
PROFESSIONALS



300+
PARTNERS



TOP 25 CPA FIRM

(as ranked by Accounting Today)

100,000+
CLIENTS



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

-  Auditwerx
-  CRI Advanced Analytics
-  CRI Capital Advisors
-  CRI Solutions Group
-  CRI TPA Services
-  Level Four Advisory Services
-  Paywerx
-  Preferred Legacy Trust



CRI'S GOVERNMENTAL EXPERTISE



Audit and Consulting Services for

500+ governmental entities with annual revenues totaling **\$24 Billion**



220+ single audits performed annually

Consulting and other agreed upon procedures engagements for **150** government entities



Single Audit Resource Center's Award for Excellence in Knowledge, Value, and Overall Client Satisfaction



Member of AICPA's Government Audit Quality Center



Governmental Partner Designations

Including: CPA, CGFM, CITP, CFE, CMA, CISA, CGEIT, CTGA, CFF, CGMA, and CGAP

CLIENTS WITH ANNUAL REVENUES UP TO:



90+ School Districts
\$1.1 Billion



100+ Municipalities
\$1.8 Billion



60+ Agencies/Authorities
\$3 Billion

RELEVANT EXPERIENCE



CRI delivers a depth of resources that ensures our understanding of your challenges and innovative solutions for overcoming them. Our team’s combined experience is derived from providing audit, tax, consulting, and accounting outsourcing services. We parlay this vast experience and derived best practices into proven solutions that benefit you. Below we share specific, relevant client references; we encourage you to consult with them.

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 style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.
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 style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.
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 style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.
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 style="list-style-type: none"> • Client service experience • Responsiveness to client needs • Long-term relationship • CDD management co.



Stephen Riggs, IV

Engagement Partner

SCRiggs@CRLcpa.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

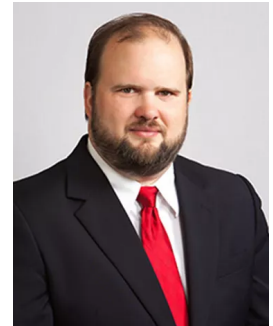
- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Past President, Emerald Coast Chapter of Florida Institute of Certified Public Accountants (FICPA)



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@CRlcpa.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

Professional Affiliations

- 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

Professional Affiliations

- 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@CRLcpa.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

Professional Affiliations

- 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@CRlcpa.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

Professional Affiliations

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



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 <https://pcaobus.org/Inspections/Reports/Documents/104-2019-029-Carr-Riggs-Ingram-LLC.pdf>.

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.



CLIENT SERVICE

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

RESPECT

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

INTEGRITY

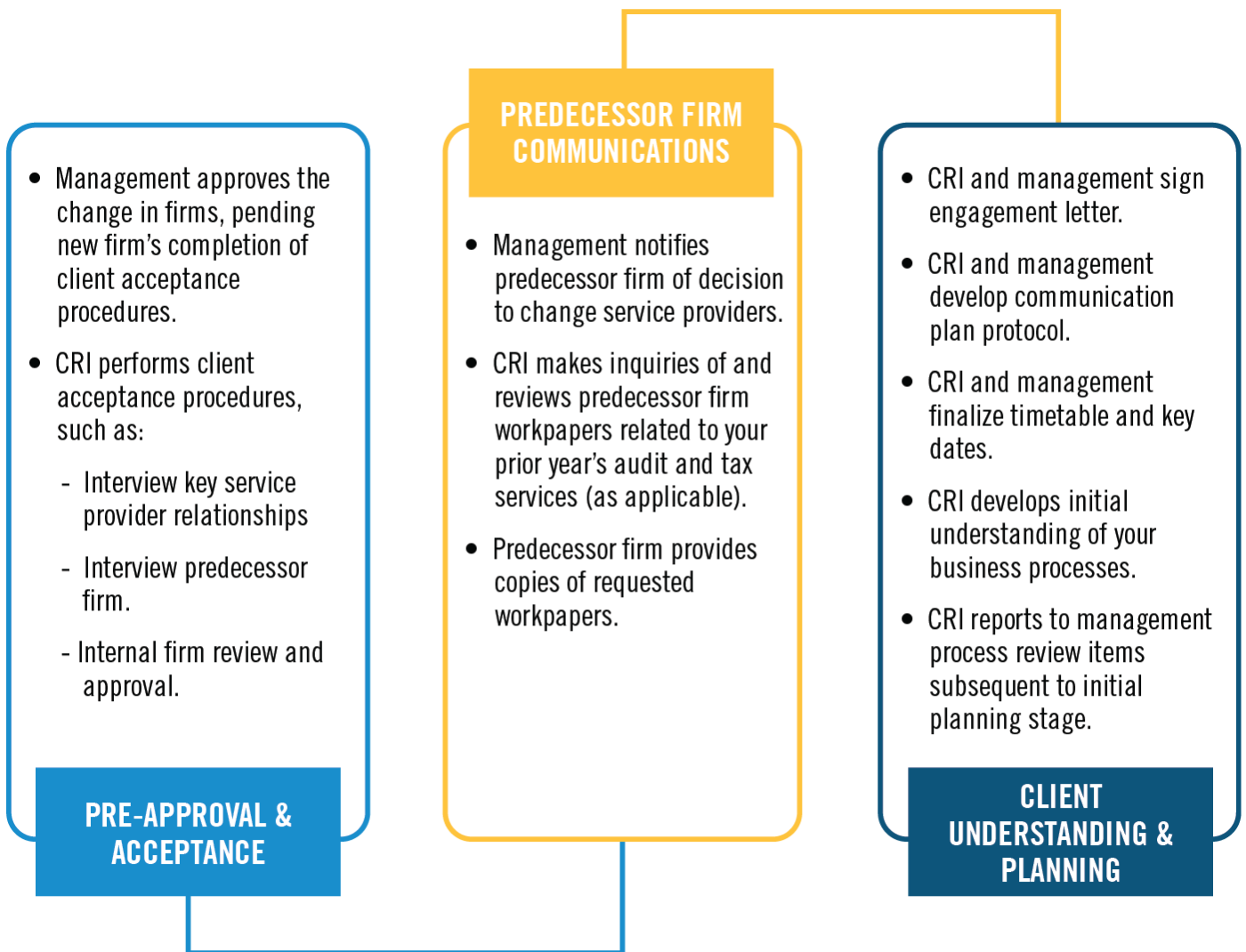
Living with sincerity, transparency, and honesty



When choosing to change firms, the time involved in working with new accounting professionals is often a concern. CRI's well-defined 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 Varrea South 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:





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.

4 KEY BENEFITS TO CRI CLIENTS FROM OUR PRIMEGLOBAL MEMBERSHIP

- 1

SOLUTIONS
that are worldwide and world-class.
- 2

ACCESSIBILITY
to knowledge and resources of statutory, regulatory, and compliance requirements throughout the world.
- 3

DECISION MAKING
with the support of local connections and cultural understanding throughout regions of the world.
- 4

SINGLE POINT OF CONTACT
CRI's team serves as your contact for each engagement, and we project manage across the entire team - including other PrimeGlobal firms and specialists.



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 CRlcpa.com and across all our many social channels.

FOLLOW CRI ON SOCIAL MEDIA @GRICPA



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™ pledge, he made a public commitment to building a productive, diverse, and inclusive workplace. [Learn more about CRI's commitment to Diversity and Inclusion.](#)

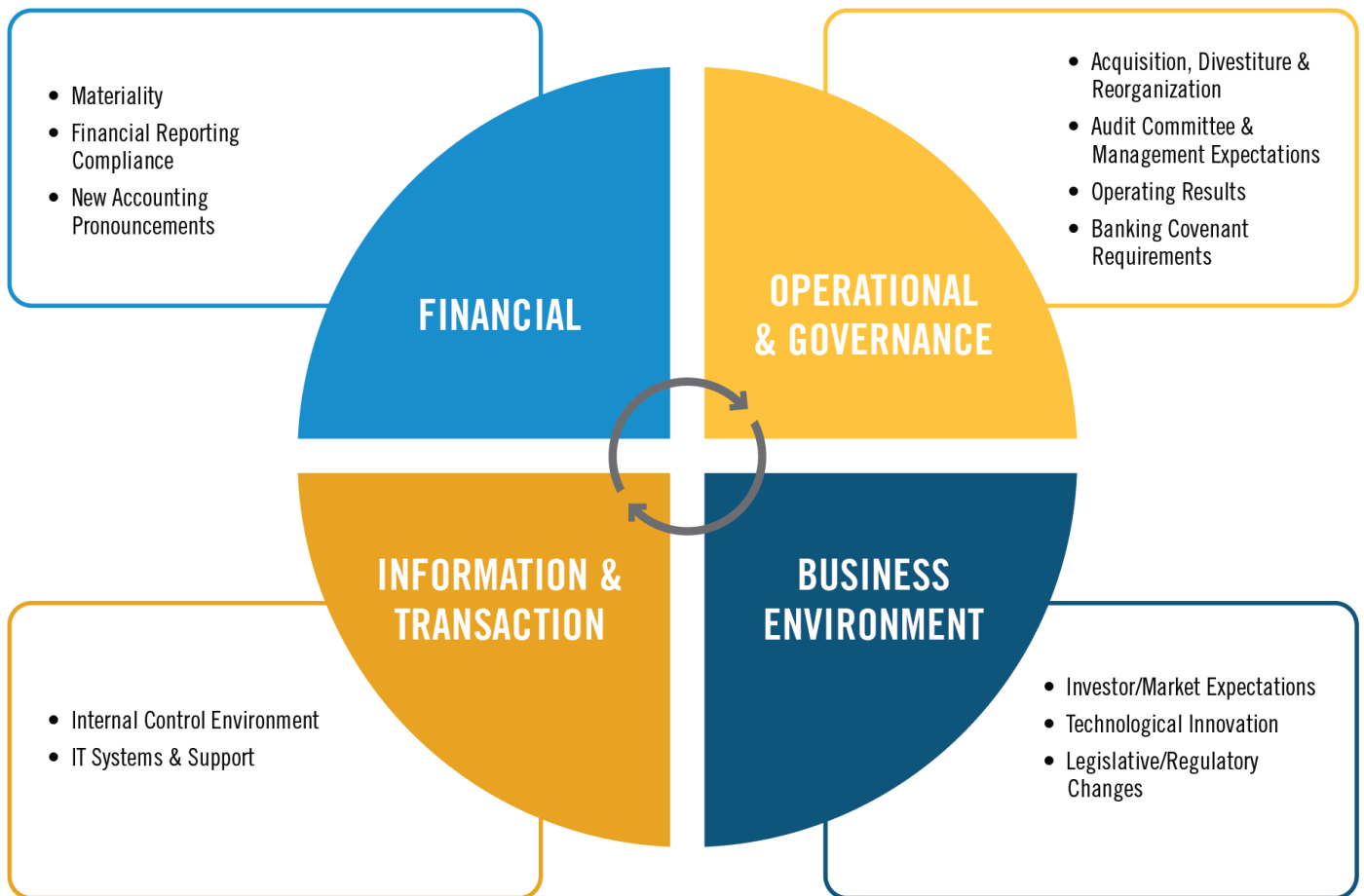


Our proposed services require a coordinated effort between us and Varrea South Community Development District's team. Planning and continual communication are essential to developing the appropriate procedures, working collaboratively to resolve any identified issues, and meeting your timelines.

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:





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.

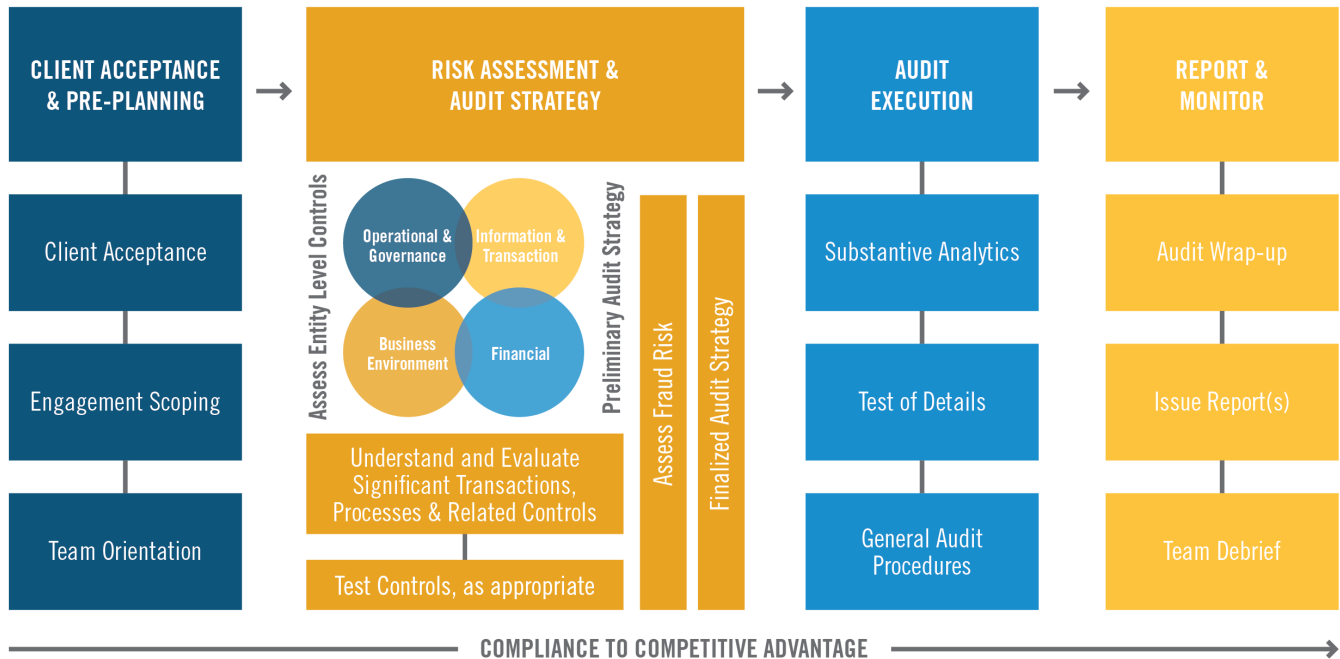
Consistent communication is a key to completion of the audit. By ensuring constant involvement, we are in a better position to respond to your issues timely and efficiently. Therefore, we plan to meet with your management to:

- Set-up the audit by reviewing the mapping of Varrea South 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.





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.



VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Varrea South 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 four (4) 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 Hillsborough County, Florida. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2021, be completed no later than June 30, 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) electronic copy of their proposal to Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("**District Manager**") telephone (877) 276-0889, in an envelope marked on the outside "Auditing Services, Varrea South Community Development District." Proposals must be received by 12:00 p.m. on December 2, 2020, 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



VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2021

Hillsborough County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **December 2, 2021**, at 12:00 p.m., at the offices of District Manager, located at Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, telephone (877) 276-0889. 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) 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 – Varrea South 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 ("**Proposal Documents**").

APPENDIX A - RFP 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 the 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 the position or title of all personnel to perform work on the District audit. Include resumes 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 resumes 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, plus the lump sum cost of four (4) annual renewals.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal 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 (including Saturday, Sunday, and state holidays) 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 the aforesaid Proposal Documents.

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.



**VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(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 or current Community Development District(s) 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. (20 Points)***

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

Total (100 Points)

***Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

5D

VARREA SOUTH 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	100 POINTS
Berger, Toombs, Elam, Gaines & Frank						
Carr, Riggs & Ingram, LLC						

NOTES:

Completed by: _____
Board Member's Signature

Date: _____

Printed Name of Board Member

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

6A

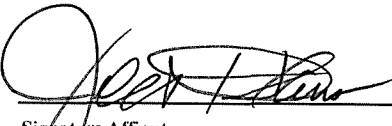
Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hillsborough

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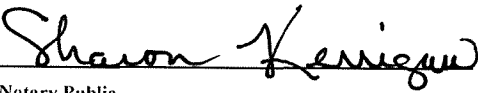
Before the undersigned authority personally appeared **Jill Harrison** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: RFQ for Engineering Services** was published in **Tampa Bay Times: 11/22/20** in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not 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.



Signature Affiant

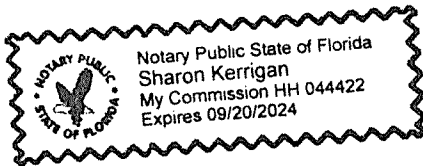
Sworn to and subscribed before me this .11/22/2020



Signature of Notary Public

Personally known _____ X _____ or produced identification

Type of identification produced _____



**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The Varrea South Community Development District ("District"), located in Hillsborough County, Florida, announces that professional engineering services will be required on a continuing basis for the District's roadway improvements, stormwater management system, water distribution system, wastewater system, landscaping, hardscaping and irrigation system improvements, 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 Hillsborough 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) electronic copy of Standard Form No. 330 and the Qualification Statement by 12:00 p.m. on December 7, 2020 to the attention of Craig Wrathell, Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, at wraithell@whhassociates.com ("**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 Twenty Thousand Dollars (\$20,000.00).

District Manager

11/22/2020 (125307)

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

6B

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The Varrea South Community Development District (“**District**”), located in Hillsborough County, Florida, announces that professional engineering services will be required on a continuing basis for the District’s roadway improvements, stormwater management system, water distribution system, wastewater system, landscaping, hardscaping and irrigation system improvements, 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.

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VARREA SOUTH 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.

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

6C1



Varrea South Community Development District

District Engineering Services

Submitted by Stantec Consulting Services Inc.

December 7, 2020

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Stantec Consulting Services Inc.
 777 S. Harbour Island Blvd.
 Tampa, Florida 33602

December 7, 2020

Mr. Craig Wrathell
 Wrathell, Hunt & Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, Florida 33431

Reference: RFQ for Engineering Services for Varrea South Community Development District

Dear Mr. Craig Wrathell and Wrathell, Hunt & Associates, LLC

Stantec Consulting Services Inc. (Stantec) appreciates the opportunity to submit its qualifications for Professional Engineering Services for the Varrea South Community Development District (CDD). In short, the Stantec team is qualified to perform this project due to the following:

- Previous experience providing district engineering services for numerous West Central Florida-based CDD's/familiarity with development and staff.
- A seasoned firm, specializing in community development district engineering contracts that offers an experienced set of eyes for this community's needs.
- Extensive professional experience with community development districts throughout the Central Florida Region; over 50 current contracts with CDD's.
- A broad range of in-house capabilities and resources including planning, civil/site engineering, structural engineering, transportation and roadway engineering, survey, GIS, and ecological capabilities.
- A local Tampa office, located at 777 S. Harbour Island Blvd, Tampa, Florida 33602

Stantec is currently providing numerous West Central Florida-based CDD's with professional consulting engineering services and strives to provide high quality, reasonably priced consulting services for the District. Stantec provides a dedicated staff that exclusively provides services to CDD's, and this commitment means that there is no other priority, and our response time to residents' questions, Board of Supervisors' requests, and District Manager issues is immediate. Also, due to the number of CDD clients, Stantec provides the most efficient services at the most competitive cost.

Stantec is also proud that many CDD clients are fully resident controlled and that we have broad experience in providing the necessary services for infrastructure maintenance needed by the resident board, as well as design services for new projects. Stantec offers community development districts a full scope of services that includes, but is not limited to, the following:

- | | |
|---|--|
| • Stormwater Management Systems and Facilities | • Water Conservation Studies and Design/NPDES Experience |
| • Water and Sewer Systems and Facilities | • Water Supply Studies |
| • Landscaping, Street Lighting Design and Plans | • Contract Management and Inspection Services |
| • Environmental Permitting | • Expert Witness Testimony |
| • Government Permitting | • Irrigation System Plans and Design |
| • Cost Estimates and Bidding Assistance | • Roadways/Traffic Control Measures |

Since 1956, Stantec has grown with Florida, serving both private and public sector clients statewide. With over 400 employees strategically located throughout Florida, Stantec has the talent, flexibility, and resources to provide exceptional services to the Varrea South CDD.

Stantec looks forward to hearing from you regarding your selection, and we look forward to serve as the Engineering Consultant for the Varrea South CDD.

Sincerely,

David A. Kemper, PE, Senior Principal
 Office: (813) 223-9500 x 248 | Mobile: (813) 505-1593
 David.Kemper@Stantec.com

Tonja Stewart, PE, Senior Project Manager
 Office: (813) 223-9500 | Mobile: (813) 426-4916
 Tonja.Stewart@Stantec.com



Our Firm

Firm Overview

The Stantec community unites more than 22,000 specialists working in over 400 locations. We collaborate across disciplines and industries to make buildings, infrastructure, and energy and resource projects happen. Our work—professional consulting in planning, engineering, architecture, interior design, landscape architecture, surveying, environmental sciences, project management, and project economics—begins at the intersection of community, creativity, and client relationships.

Since 1954, our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With a long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and advance the quality of life in communities across the globe.

At Stantec we understand innovation, collaboration, and a strong vision are necessary to create successful projects in the Single and Multi-Unit Family Residential Developments Sector. Our goal in each project is to provide social, environmental, and economic benefits in keeping with the physical site conditions, public expectations, and market realities of the project.

We offer the complete range of professional planning and design services necessary to carry property through planning, approvals and permitting, to design and construction. Stantec's team of experts includes urban planners, civil engineers, and environmental scientists. This team designs distinguished new towns and communities and provides ongoing support to include Community Development District Engineering Contracts. We have earned a strong reputation for helping nationally recognized clients realize the maximum potential of their vision and investment.

We develop spaces of distinct and local character through the following suite of services:

- Planning
- Civil Engineering
- Landscape Architecture
- Surveys/Geomatics
- Urban Design
- Public Consultation
- Architecture/Buildings Engineering
- Construction Administration
- Environmental Management & Infrastructure
- Geotechnical Engineering
- Transportation Planning & Traffic Engineering

Transforming Land

Developing land into a residential or mixed-use community or a public space with parks and trails requires a mix of technical skill and creative vision, as well as insight into development. We merge this expertise to create value for our clients and community.

Our knowledge of the industry runs deep; we know our communities, the local political climate, and the policies that impact a project's progress so we can guide you through the development process. And, we're with you from beginning to end.

Our surveyors, engineers, and transportation experts lay the groundwork for infrastructure, while our planners create designs using knowledge of local regulations to navigate approvals. Our environmental scientists restore and preserve sites. Our public participation experts engage stakeholders to build consensus. And our landscape architects, and project managers bring designs to life. Together, we cover all aspects of land development while balancing what's important to the community and the environment.



- Maintain the same core team throughout each project to improve efficiency and quality of project delivery.
- Identify the critical path at the proposal phase, and develop realistic schedule and budget.
- Emphasize strong project management to implement a quality project within the agreed upon schedule and budget.

We are fully committed to meeting all schedule and budget requirements for this contract.

Certified Minority Business Enterprise

Stantec recognizes the value of services that qualified minority business enterprises (MBEs) offer. We have a corporate commitment to utilize qualified MBE firms to the greatest extent possible on projects that can benefit from their expertise. To help promote opportunities for the economic development and growth of the state's diverse minority businesses, Stantec regularly seeks to include certified MBEs on our proposed project teams.

Recent, Current, and Projected Workloads

Our Team is fully committed to serving the Varrea South CDD to our fullest potential. At Stantec, we only take on projects that we are able to effectively manage and complete to the best of our professional ability. Before we consider any opportunity, our Team evaluates each for potential scheduling conflicts and adequate staff availability.

For this contract, we have the appropriate staff availability and workload to deliver a level of service that you can expect from a top-tier global design firm. Below, we have outlined our staff's availability in consideration of recent, current, and projected workload for your review.

Project Team Workload and Availability		
Staff	Role	Availability
Tonja Stewart, PE	Project Manager	75%
David Kemper, PE	Principal-in-Charge	45%
Zaid Dabash, EI	Civil Engineering	75%
Mark Foster, PSM	Survey Services	55%

Volume of Work Previously Awarded to Consultant by District

Stantec was previously awarded the Interim District Engineer services for Varrea South CDD.



Ability and Adequacy of Professional Personnel

Tonja Stewart will serve as the Stantec Project Manager, and she personally brings over two decades of experience in the management of over 30 community development district engineering contracts. She truly embodies the specific expertise to successfully execute this contract. She is joined by a team of professionals that have worked with her on previous community development district contracts, and thus, the entire Stantec team knows how to successfully execute task orders for this type of contract. (See page 8 and 9 for organizational chart and team introductions.)

Past Performance

Stantec has provided district engineering services for over 50 CDD's in the state of Florida. Our experience in these types of contracts is unparalleled by other professional service firms. Please see SF 330 for further detailed information.

Geographic Location

Stantec will be providing District Engineering Services from its Tampa, Florida office, located at 777 S. Harbour Island Blvd., Tampa, Florida 33602.

Time and Budget Requirements

We give our contract manager full authority to directly commit staff and resources throughout the company.

The contract manager also acts as the "traffic cop" for task assignments and is able to internally coordinate the assigning of tasks to the most qualified personnel, expediting the process and qualifying the assigned staff simultaneously. If the schedule or scope changes during the delivery of any project, our contract manager can coordinate the necessary changes directly with the CDD staff to provide immediate response to your needs, and minimize the effect on the schedule, budget, and quality of work. One of our main objectives is to facilitate the CDD Project Manager's oversight of the projects - be an extension of YOUR staff. This commitment includes four basic concepts:

- Identify, understand, and utilize available technical information (don't reinvent the wheel).

Commitment to Community

Stantec's key qualifications in the comprehensive planning and design of residential developments include:

- Over \$1 billion of capitalization in Florida
- Prime consultant for more than 12 Developments of Regional Impact (projects larger than 1,000 residential units) and over 60 Planned Communities, encompassing more than 50,000 acres and 80,000 residential units.
- District Manager for over 50 community development districts in the state of Florida
- New town developments have included site work for housing, recreation and commercial components.

Our reputation for planning, design and scientific expertise is unparalleled in Florida. We work closely with state and federal governmental agencies early in the design process to obtain their input and concerns. We are particularly strong in offering close relationships with Hillsborough County, SWFWMD, and other local permitting agencies.

Applying experience and leading technologies, our professionals and technical staff transform land into viable projects, creating a responsible fit between physical site conditions, fiscal requirements, and environmental constraints.

Our services are provided on projects around the world through approximately 22,000 employees operating out of more than 400 locations in North America and 4 locations internationally. Our multiple office locations allow for easy management of projects in multiple locations (we have 18 in Florida alone). **These types of projects are a specialty at Stantec.** We understand how CDD's operate because we've experienced large, single-family development from the planning stages, through design, permitting and ultimately, construction. These types of developments are truly at the core of what we do as a firm.

Commitment to Providing District Engineering for Communities

We offer the Varrea South CDD the expertise of a team that has worked on over 50 Community Development Districts providing District Engineering services. Our track record is unsurpassed in the state for managing district engineering contracts and our Project Manager, Tonja Stewart, has dedicated her over two decades of experience to managing these types of contracts.

We are a full-service team, available in-house and are ready to serve this contract. The following is a list of our current CDD Contracts, all managed by our local staff.

- Cheval West CDD, Hillsborough County
- Cypress Creek CDD of Hillsborough County, Hillsborough County
- Panther Trace I, II CDD, Hillsborough County

- Parkway Center CDD, Hillsborough County
- Rivercrest CDD, Hillsborough County
- Estancia at Wiregrass CDD, Hillsborough County
- Heritage Harbor CDD, Hillsborough County
- Hidden Creek, Hillsborough County
- Park Creek CDD, Hillsborough County
- Arbor Greene CDD, City of Tampa
- Ballantrae CDD, Pasco County
- Eastlake Oaks CDD, Pinellas County
- Epperson Ranch CDD, Pasco County
- Gramercy Farms CDD, Osceola County
- The Hammocks CDD, City of Tampa
- K Bar Ranch CDD, City of Tampa
- Meadow Pointe CDD, Pasco County
- Meadow Pointe III CDD, Pasco County
- Meadow Pointe IV CDD, Pasco County
- Northwood CDD, Pasco County
- Oakstead CDD, Pasco County
- Union Park CDD, Pasco County
- Zephyr Lakes, Pasco County

Practice Areas

- Planning, Zoning and Entitlements
- Civil/Site Engineering
- Master Planning and Landscape Architecture
- Architecture/Interior Design
- Buildings Engineering (M/E/P)
- Environmental Services
- Survey & Geomatics
- Traffic Planning
- Transportation Engineering
- Structural Engineering
- Industrial Buildings & Facilities
- Program & Project Management
- Water and Water Resources

Local Hillsborough Expertise

- Planning and Zoning
- Civil/Site Engineering
- Structural Engineering
- Traffic/Transportation
- Landscape Architecture
- Land Surveying
- Environmental Services
- Geomatics & Survey

We are confident that we can provide high quality service to the Varrea South CDD for the Professional Engineering Contract. Our proposed team prides itself on adhering to the utmost standard for client service. The following pages showcase our areas of expertise necessary to fully execute our high level of service to Varrea South CDD and they are representative of our Tampa office's staff capabilities.

1.5 million acres

that our land planners, landscape architects, and other professionals have master planned

Areas of Expertise

Land Planning

Planning is the scientific, aesthetic, and orderly development of land, resources, facilities, and services attained through careful and thoughtful attention to the physical, economic, and social efficiency and well-being of urban and rural communities.

Stantec's US South planners have a wealth of knowledge in public and private sector comprehensive planning and project management. Our knowledge and skills have been honed through decades of relevant experiences responding to a community's rapidly changing demographics, and are invaluable to local governments across North America as they respond to increasing growth management challenges. Specific components include identification and provision of critical community facilities; definition of open space networks; the need to stabilize and enhance existing neighborhoods; and promotion of redevelopment and infill within communities.



Our Florida planners have a proven track record of creating vision plans, comprehensive "area-wide structure" plans, large scale plan amendments, corridor plans, neighborhood plans, and revitalization plans for local governments, public-private partnerships, land owners, and developers. These initiatives include comprehensive plan amendments, land development codes, and design guidelines for numerous large acreage premier residential and mixed use developments in Florida.

Residential Development

Stantec staff have been involved in hundreds of projects and understands that being proactive, is critical in the success of the project.

Within the area of residential development, Stantec has diverse experience with design requirements and local agency requirements. By using computerized digital terrain models, Stantec ensures that earthwork volumes are comprehensively and accurately determined.

Stantec provides services that include: topographic and pre-engineering surveys; functional designs and servicing plans; supporting studies; and the design of lot grading plans and earthwork calculations; water supply and distribution facilities; sanitary sewage collection, treatment, and stormwater management facilities; roadways and surface works as well as electrical distribution and street light design.



Additionally Stantec provides services which include contract documents and specifications; contract administration; review and approval of site plans; coordination of utilities; and certification of lot grading plans.

Urban Land Engineering

Our multidisciplinary Urban Development team brings specialized talents, industry knowledge, and professional experience to maximize the potential of each clients' project. We offer interdisciplinary services in land planning, landscape architecture, engineering and survey services, as well as project management, construction observation, and contract administration. Combined with the vast number of services Stantec offers overall, Urban Development is a dynamic group serving a wide variety of public and private clients.



Whether it is a new neighborhood, a downtown revitalization, a new park or sports field, or an entirely

new city, Stantec has the professional staff to manage a variety of projects throughout the project life cycle from initial planning to construction administration. Applying experience and leading technologies, our professionals and technical staff transform land into viable projects, creating a responsible fit between physical site conditions, regulatory constraints, fiscal requirements, and environmental limitations. Our portfolio includes master-planned communities; single-family, multi-family, senior housing, and lifestyle communities; retail, commercial, corporate office, mixed-use, parks/recreational, resorts and theme parks, higher education, healthcare, and institutional developments.

Our one-stop shop of planners, landscape architects, engineers, surveyors and construction administrators see projects through from genesis to completion – seamlessly.

Stormwater Management

At Stantec we believe successful stormwater management is not just about storing and controlling stormwater—it can also create high quality environments that enrich communities.

From the initial conceptual and planning stages, throughout the detailed landscape architecture and engineering design, we offer solutions that maximize the site potential while effectively managing stormwater. Aesthetic and environmentally friendly designs create opportunities for recreation, leisure and education, increasing market value, and enhancing user experience. Our planning and design process explores the opportunities to include trails and interpretive features, habitat for wildlife, and careful water management.



From green roofs, rainwater harvesting, porous pavement systems, bioretention, biofilters, and infiltration basins to designing naturalized wetlands, Stantec professionals can offer a wide range of solutions for stormwater. Our comprehensive services include stormwater facility design, hydrologic and hydraulic modeling, water quality modeling, ecological assessment, grading and planting design, irrigation design, open space planning, environmental assessment, vegetation control, protection, and management plans, environmental mitigation, landscape restoration, and constructed wetlands.

This approach is complemented by our experience in conceptual design, stormwater modeling, graphic illustrations and renderings, and construction drawings. As a result, we provide stormwater management facilities that are attractive, innovative and cost effective, enhancing the environment and capturing the unique character of the surrounding communities and developments.

Roads and Highways - Transportation Engineering

We understand the potential social, economic, and environmental impacts of roadways.

Roadway design has evolved from being primarily a technical issue to requiring a full understanding of potential social, environmental, and economic impacts, and the success of a project is often judged on how well it meets public desires rather than on technical design.

We identify our clients’ objectives, develop and evaluate alternatives, and consult with stakeholders to design and administer the construction of new roadways and rehabilitation of existing facilities. This understanding of life cycle issues related to roads and highways, combined with our focus on sustainability, has made us a North American leader in the move to “greener” roads.



Our transportation specialists offer extensive experience in both urban and rural roadway projects ranging from conceptual, preliminary, and detailed design through to construction administration and asset management.

Stantec’s roadway design approach is multi-disciplined, using advanced tools and technologies. Our professionals specialize in drainage, street lighting, signing, pavement markings, traffic signals, and landscaping. Our approach, along with a healthy

dose of pragmatism through our involvement in hundreds of projects in every conceivable climate and terrain, provides our clients with designs that meet current and projected needs in a cost-effective and sensitive manner.

Water Engineering

By viewing water as an integrated system, Stantec optimizes solutions that minimize infrastructure cost and maximize efficiency and sustainability of the resource.

Our hydrogeologists, geochemists, scientists, and engineers have an in-depth understanding of ground and surface water systems. Our professionals are well-versed in watershed management, aquifer storage and protection, concrete and earthen dams, bank protection, stream restoration, floodplain mapping, and area drainage and watercourse master planning.

Stantec seamlessly integrates master planning, permitting, design, construction oversight, start-up, operations, and asset and maintenance management to deliver integrated and efficiently produced infrastructure. We have extensive experience with specialized technologies, such as trenchless construction, computer modeling, wet weather flow management, and odor and corrosion control. We are at the forefront of water system automation and reporting with SCADA system design, PLC programming, and web and tablet based operation and maintenance manuals.



Stantec is a water quality innovator and industry leader in biological nutrient removal, membrane technology, ultraviolet disinfection, advanced oxidation, and ozonation. When water quality requirements are critical to manufacturing and industrial processes, Stantec customizes treatment for maximum efficiency and consistency. When water carries a waste product, we optimize treatment and disposal to best protect resources while minimizing cost and regulatory risk.

Landscape Architecture

Landscape architecture is the art and science of analysis, planning, design, management, preservation, and rehabilitation of the land. It integrates and applies knowledge of ecology, socio-cultural factors, economics, and aesthetics to create quality and sustainable environments that are functional, innovative, meaningful, and attractive.

Our landscape architects provide creative and effective solutions to our clients for a wide range of projects including neighborhood and community design, urban design, park and recreation, resort and attractions, streetscape, waterfronts, landscape reclamation and restoration, heritage conservation, landscape assessments, landscape development plans, therapeutic design, and design for special user needs.

From concept and design development through to construction drawings and contract administration, Stantec promotes a balance between the conservation of resources, responsiveness to community and the project's needs.

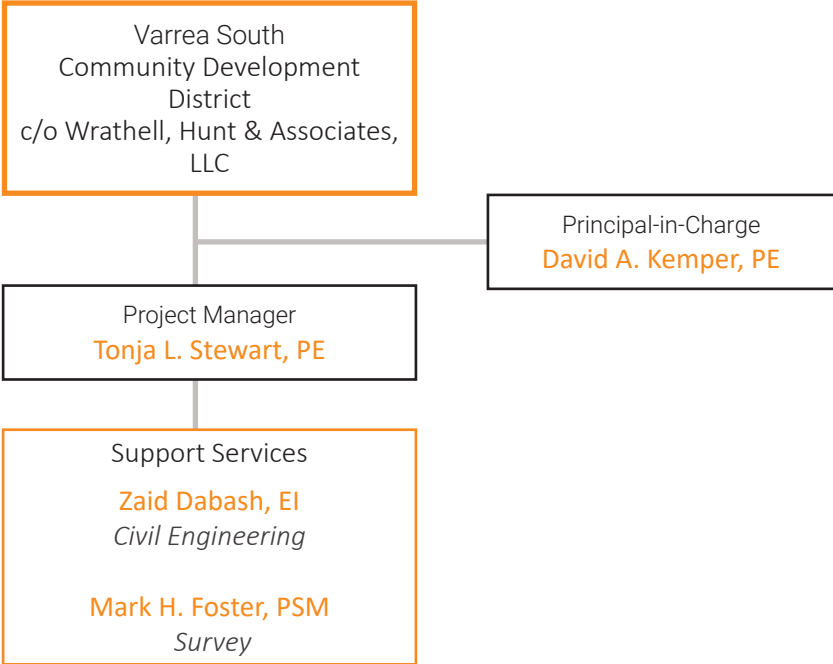


Offering creative, technical, and innovative project-based solutions that are economically viable and environmentally responsive, we are helping our private, public, and institutional clients achieve their unique project goals. It is our approach – collaborative, comprehensive and client-centered, providing the leadership, vision, flexibility, and the knowledge of multidisciplinary teams – that distinguishes us from our competitors.



Team Organization

The organization chart below indicates the names of specific staff proposed for this project. Our team offers local, site-specific experience and expertise in community development district engineering contracts. Our proposed Project Manager Tonja Stewart, is extremely experienced and has lead over 50 community development district contracts. She will be responsible for handling District meetings, construction services, and other engineering tasks. We will have no learning curve working together on this District Engineering Contract.





Staff Overview



Tonja Stewart, PE | Project Manager | 32 years of experience

Tonja is a Senior Project Manager who is highly experienced in a broad range of civil engineering projects, including a specialty in managing community development district engineering contracts. Her responsibilities in managing the contracts include providing coordination with key disciplines like environmental scientists, surveyors, archaeologists, attorneys, and title companies. She has experience with residential, commercial, and industrial site design, including stormwater management, drainage, roadway, water transmission systems, wastewater collection systems, and wetland and flood plain mitigation. She is highly respected for the work she has done on over 30 community development districts within the Tampa Bay Region.



David Kemper, PE | Principal-in-Charge | 41 years of experience

Dave's professional experience includes management and design of residential, office, commercial, industrial, institutional, recreational, and mixed-use projects. He has extensive experience in coordinating the efforts of a multi-disciplined team to address all aspects of the site development including planning/zoning, survey, geotechnical, environmental, biology, traffic, and landscape architecture. This includes a particular emphasis on providing the engineering design after large scale and complex projects have been conceptualized.



Zaid Dabash, EI | Civil Engineering | 4 years of experience

Zaid joined our team as an Engineer in Training and has been involved in several site development projects over the past year. His experience includes stormwater management, utility design, roadway design and permitting. He is experienced working with the full extent of civil design/plan production software including AutoCAD Civil 3D, Auto Turn, Storm CAD, and Ad ICPR. He also assists with construction phase support including shop drawings review, site inspections, etc.



Mark Foster, PSM | Land Surveyor Manager | 36 years of experience

Mark has served in various surveying roles throughout his career, including survey party chief, survey technician, field crew supervisor, project surveyor and survey project manager. His current responsibilities include client coordination, preparation of proposals, management of projects, supervision of field and office personnel and preparation of survey maps and reports.



Why Stantec?

- **Our staff understands the local area**

We live and work in the Tampa area. Our Team has extensive professional experience with community development districts throughout the Tampa Bay Region and specifically within the Hillsborough County area. Our staff understands this area and the permitting process and have a thorough understanding of the Varrea South CDD environment.

- **Our similar projects exemplify our expertise and ability to overcome challenges**

We've done this before. We've provided community development district engineering services to over 50 CDD's in the Central Florida Region. We offer you proven solutions and creative design.

- **Project Manager with more than two decades of providing district engineering services**

Can you trust that the firm you select is not only knowledgeable in community development districts, but offers a project manager that has personally led the efforts on over 50 community development district contracts? Our team is proven in these areas - you can trust us.

- **A commitment to the Community Development District**

We understand the staff at Wrathell, Hunt & Associates, LLC and how they desire their selected district engineer to perform. We look forward to exceeding our reputation and high level of client services during this contract.

- **A broad range of in-house capabilities and resources**

Our Team has a broad range of in-house capabilities and resources including planning, civil/site engineering, structural engineering, transportation and roadway engineering, survey, GIS and ecological capabilities.



SF330 Qualifications

ARCHITECT – ENGINEER QUALIFICATIONS

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

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

Engineering Services for the Varrea South Community Development District

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

RFQ for Engineering Services

B. ARCHITECT ENGINEER POINT OF CONTACT

4. NAME AND TITLE

David A. Kemper, PE, Senior Principal

5. NAME OF FIRM

Stantec Consulting Services, Inc.

6. TELEPHONE NUMBER

(813) 223-9500

7. FAX NUMBER

(813) 223-0009

8. E-MAIL ADDRESS

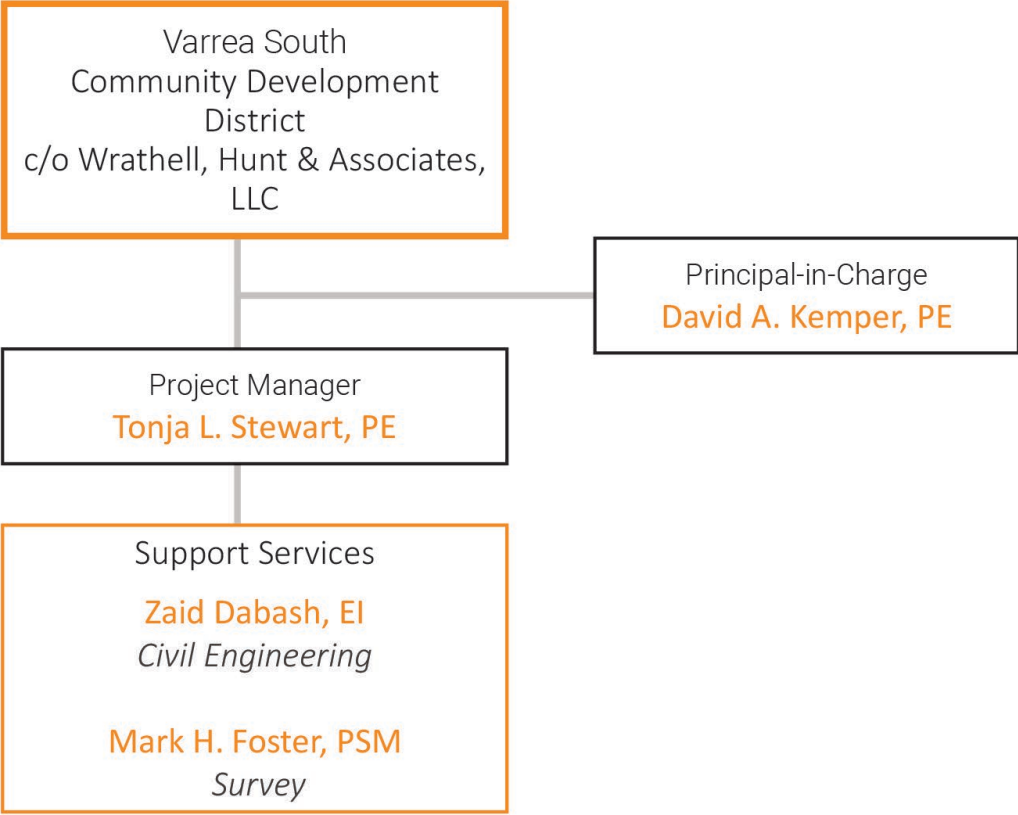
dave.kemper@stantec.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	<i>(Check)</i>			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCON-TRACTOR			
a.	X			Stantec Consulting Services, Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	777 S. Harbour Island Blvd, Suite 600 Tampa, Florida 33602	District Engineering Services
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Tonja Stewart, PE	13. ROLE IN THIS CONTRACT CDD Engineer - Internal Consultant/Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 32	b. WITH CURRENT FIRM 14

15. FIRM NAME AND LOCATION (City and State)
Stantec Consulting Services, Inc. – Tampa, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science, Civil Engineering, University of Alabama, Tuscaloosa, Alabama, 1987	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Registered Engineer #47704, State of Florida
---	--

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
2009 Tampa Bay Builders, Associate of the Year
1997 Hillsborough County Chamber of Commerce, Leadership Hillsborough

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Carlton Lakes Community Development District Hillsborough County, Florida	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Responsible for the preparation of reports of the District Engineer for the CDD bond validation and the issuance of bonds, which were used to construct public improvements and community facilities. As the District Engineer, we also reviewed and processed construction requisitions for the funding of such work. As the development was constructed, we worked with the District Manager's office for preparation and implementation of long-term maintenance plans for CDD owned improvements.		
b.	South Fork III Community Development District Hillsborough County, Florida	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Responsible for the preparation of reports of the District Engineer for the CDD bond validation and the issuance of bonds, which were used to construct public improvements and community facilities. As the District Engineer, we also reviewed and processed construction requisitions for the funding of such work. As the development was constructed, we worked with the District Manager's office for preparation and implementation of long-term maintenance plans for CDD owned improvements.		
c.	Ventana Community Development District Hillsborough County, Florida	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Responsible for the preparation of reports of the District Engineer for the CDD bond validation and the issuance of bonds, which were used to construct public improvements and community facilities. As the District Engineer, we also reviewed and processed construction requisitions for the funding of such work. As the development was constructed, we worked with the District Manager's office for preparation and implementation of long-term maintenance plans for CDD owned improvements.		
d.	Summit at Fern Hill Community Development District Hillsborough County, Florida	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Responsible for the preparation of reports of the District Engineer for the CDD bond validation and the issuance of bonds, which were used to construct public improvements and community facilities. As the District Engineer, we also reviewed and processed construction requisitions for the funding of such work. As the development was constructed, we worked with the District Manager's office for preparation and implementation of long-term maintenance plans for CDD owned improvements.		
e.	Hidden Creek Community Development District Hillsborough County, Florida	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Responsible for the preparation of reports of the District Engineer for the CDD bond validation and the issuance of bonds, which were used to construct public improvements and community facilities. As the District Engineer, we also reviewed and processed construction requisitions for the funding of such work. As the development was constructed, we worked with the District Manager's office for preparation and implementation of long-term maintenance plans for CDD owned improvements.		

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	
David A. Kemper, PE	Principal-in-Charge	a. TOTAL	b. WITH CURRENT FIRM
		41	21
15. FIRM NAME AND LOCATION (City and State)			
Stantec Consulting Services, Inc. – Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
Bachelor of Science, Civil Engineering, Missouri University of Science & Technology, Rolla, Missouri, 1979 Master of Science, Engineering Management, Missouri University of Science & Technology, Rolla, Missouri, 1984		Professional Engineer #36271, State of Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

2011 Engineer of the Year, American Society of Civil Engineers, West Coast Branch
2004 FES/FICE Leadership Institute, Graduate
Real Estate Investment Council of Tampa Bay (Board of Directors – 8 years and recent Past President)

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Southshore Corporate Park & Southshore Corporate Park Industrial CDD Hillsborough County, Florida	Ongoing	2015
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		
	Serves as Developer's Engineer for the SouthShore Corporate Park planning and infrastructure design, and also serve as District Engineer for the SouthShore Corporate Park Industrial Community Development District. The district includes extensive roadway, utility and stormwater infrastructure improvements over a 250 +/- acre non-residential office/industrial park. A 1+million SF Amazon Fulfillment Center is located within the project.		
b.	MetWest Mixed Use Development Tampa, Florida	2019	2019
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		
	Served as Principal and Sr. Project Manager for this award-winning mixed-use project located in Tampa's major Westshore Business District. Stantec services were provided from the initial planning stages through full development/build-out. These services included rezoning, entitlement, landscape architecture, civil/site engineering, transportation, permitting and construction support services. MetWest comprises over one million s.f. office uses, 74,000 s.f. of retail/restaurant uses, 254 multi-family units, and a 240-room hotel on a 30-acre site. The project includes three 240,000 s.f. office buildings, two of which were built-to-suit for Price Waterhouse Cooper (PwC). Stantec has assisted the Owner (Metropolitan Life) and Developer in various infrastructure cost allocations.		
c.	Water Street Tampa (Mixed Use Urban Project) Tampa, Florida	2019	2019
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		
	Served as Principal/Client Manager for extensive infrastructure planning and design for the 55+/- acre urban redevelopment district in downtown Tampa around Amalie Arena. The area is being planned for nearly 3 million square feet of new mixed-use development including office, commercial, education and residential uses. Stantec is providing a full range of planning and engineering services in support of conceptual design, rezoning and permitting of the mixed-use development. The scope also includes preparation of phase 1 design/construction plans.		
d.	The Preserve at Wilderness Lakes Community Development District Pasco County, Florida	2018	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		
	Responsible for overall project and team management for a range of engineering services associated with serving as the Community Development District (CDD) District Engineer for this development of 850 lots on +/- 578 acres. The CDD assets include a high end recreation facility, roadways, security gates, stormwater management systems, landscape/hardscape, and irrigation systems.		
e.	Carillon (Mixed Use/Office Park) St. Petersburg, Florida	2000	200
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE		
	Served as Principal and Sr. Project Manager for various overall project master infrastructure planning and design through various phases of the mixed use/office park development. The project area is over 400 acres and uses include office, hotel, retail and multi-family. The project includes a major corporate office campus for Raymond James Financial as well as numerous other large office users.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT
(Complete one Section E for each key person.)

12. NAME Zaid Dabash, EI	13. ROLE IN THIS CONTRACT Civil Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 4	b. WITH CURRENT FIRM 3
15. FIRM NAME AND LOCATION (City and State) Stantec Consulting Services, Inc. – Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION) BS, Civil Engineering, University of South Florida, Tampa, Florida, 2018		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) State of Florida Engineer in Training #1100020556	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Port Tampa Bay - Berth 211 Container Yard Expansion Tampa, Florida	2018	Ongoing (2019)
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Zaid is the Project Engineer for this Contract. The Berth 211 Container Yard Expansion project is part of a \$75 million, three-year, multi-phased project incorporates approximately 140 acres of container terminal improvements and expansion. Work consists of site remediation, new container berths, demolition of an existing building, drainage improvements, heavy duty paving with rubber-tired gantry runways, site lighting, rail extension, refer plugs, and approximately 800 sf of wharf replacement with pile-supported gantry crane rails and auxiliary crane power supply. A new security access control and staging complex is also planned. The first year will include completion of the build-out portions of Phase 2-backland container yard improvements. The remaining phases will coincide with the Port Authority's expected growth in the container business.		
b.	Tampa International Airport – Sky Center Tampa, Florida	Ongoing (2019)	Ongoing (2019)
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Engineer for the Sky Center project which consists of an Atrium structure, a pedestrian bridge connecting the Atrium to the ConRAC facility across Airport Service Road, a 600-FT Commercial Drop-Off Curb, a reconfiguration of the Cell Phone Lot, an emergency access gate to the runway, and all the master infrastructure associated with the Gateway Development Area located on the south side of the TIA campus. The \$66 million project is part of the phase 2 master plan at TIA. Stantec's scope included the master civil, landscape, survey and management including all the permitting associated with the project.		
c.	Waterfront District Phase 1 Infrastructure Tampa, Florida	2018	Ongoing (2019)
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	The scope of this phase/project was to prepare master engineering plans for the overall infrastructure improvement program for the District and prepare phase 1 design/construction plans. The scope includes civil/infrastructure (roads, utilities, stormwater, etc.) design/permitting as well as landscape architecture/urban design. Stantec is currently providing Construction Support Services during construction of infrastructure/civil improvements of Phase 1 of Waterfront District Project. Zaid was involved in the design/ permitting of underground utilities, and signing and pavement markings.		
d.	Julian B. Lane Riverfront Park Tampa, Florida	2017	2018
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Julian B. Lane Riverfront Park is a 23-acre park located on the Hillsborough River in downtown Tampa. In addition to other services, Stantec was responsible for transportation improvements throughout the park. These improvements included realignment of Green Street and Laurel Street to maximize usable area within the park and converting the 1-way roads to 2-way. Other improvements included addition of turn lanes and bike lanes, river walk, enhancement of a mid-block crossing, and improving the intersections of Laurel Street with both Green Street and North Boulevard. Stantec also worked with City of Tampa staff to ensure that these improvements were coordinated with adjacent roadway projects on Green Street and North Boulevard, as well as, FDOT's future I-275 exit ramp. Zaid was helped with the roadway + CSS.		
e.	Imagine Clearwater Clearwater, Florida	Ongoing (2019)	N/A
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	The Imagine Clearwater project involves the redevelopment of approximately 19 acres of waterfront property. The current uses on the site include Coachman Park, the Harborview Center, the Clearwater Main Library, parking lots serving the Harborview and Library with the Downtown Marina and the Intracoastal Waterway along the western side. It is intended that this project serve as a catalyst to further development and provide a connection between the waterfront and Downtown Clearwater. The project will consist of two phases: Phase 1 sets the stage for revitalization through key catalytic investments north of Cleveland Street; Phase 2 completes the vision for waterfront revitalization, expanding parkland and spurring further private investment Downtown. Zaid is one of the Project Engineers for this Contract.		

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	
Mark H. Foster, PSM	Lead Surveyor	a. TOTAL	b. WITH CURRENT FIRM
		36	17
15. FIRM NAME AND LOCATION (City and State)			
Stantec Consulting Services, Inc. – Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
		Professional Land Surveyor #5535, State of Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
Point of Contact, Society of American Military Engineers, Tampa Bay Post			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	Lake Toscana Conservation Subdivision Hillsborough County, Florida	2003-2007	
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Responsible for project surveying activities to include the boundary surveys associated with the acquisition of property, surveys of Ordinary High Water Line of the Little Manatee River to document the limits of Sovereignty Submerged Lands, and subdivision plat preparation for a 102-lot subdivision located on the site of an old 510-acre dairy farm on the banks of the Little Manatee River in southern Hillsborough County.		
b.	Winthrop Village Traditional Neighborhood Design (TND) Hillsborough County, Florida	2006-2008	
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Responsible for the preparation of boundary surveys to support property acquisition, subdivision platting, construction layout, and as-built surveys for a 256-unit, traditional neighborhood design (TND) project. Special care was also required at the project boundaries to ensure compatibility with the surrounding developments.		
c.	Westlake Village Hillsborough County, Florida	2005-2008	
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Responsible for the preparation of surveys with associated on-site geotechnical investigations and for the off-site route survey needed to support the design of transportation improvements for this proposed development near the Sun City Center.		
d.	Hawks Point Community Development District Hillsborough County, Florida	2005-2008	
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Responsible for project surveying activities related to the creation and management of the CDD. Services generally include preparation and review of legal descriptions and field surveys related to the management of district maintained infrastructure. Hawk's Point CDD operates and maintains the community's stormwater management systems, landscaping and irrigation, which over the last three years has experienced significant erosion.		
e.	Bay Pines Mobile Home Park City of Seminole, Florida	2007-2008	
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Responsible for project surveying activities, research, computations, and document production required to provide planning, design and engineering services for the residential infill redevelopment of a 57-acre mobile home park located in City of Seminole near the Boca Ciega Bay.		
f.	Toulon Master Planned Community Hillsborough County, Florida	2004-2007	
	(3) BRIEF DESCRIPTION (Brief Scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Responsible for the platting and construction related efforts for this phased master planned development. The site is a 218-acre, multi-phased, 232-unit, single-family residential subdivision.		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many as requested by the agency, or 10 projects if not specified.
Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER
1

21. TITLE AND LOCATION <i>(City and State)</i> Arbor Greene Community Development District Tampa, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Arbor Greene CDD	Mark Vega, District Manager Inframark	(813) 991-1116

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

Stantec is the, providing ongoing services as needed by the Board of Supervisors and District Manager. We are providing District Engineering services to maintain District owned and maintained infrastructure, including wet detention stormwater ponds.

This District has aggressively pursued an aquatic planting program to improve stormwater quality and reduce erosion problems. New ADA regulations require compliance by March 15, 2012, and we are assisting to budget and plan for compliance.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer Civil Engineering
b.		
c.		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many as requested by the agency, or 10 projects if not specified.
Complete one Section F for each project.)*

20. EXAMPLE PROJECT
KEY NUMBER

2

21. TITLE AND LOCATION <i>(City and State)</i> Heritage Isles Community Development District Tampa, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Heritage Isles CDD	Mark Vega, District Manager Inframark	(813) 991-1116

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

District Engineering services encompassing maintenance of District infrastructure, including wet detention stormwater management systems. As District Engineer, we also renewed a Water Use Permit for golf course and common area irrigation. Stantec coordinated an upland habitat management, as required by the City of Tampa.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer Civil Engineering
b.		
c.		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many as requested by the agency, or 10 projects if not specified.
Complete one Section F for each project.)*

20. EXAMPLE PROJECT
KEY NUMBER

3

21. TITLE AND LOCATION <i>(City and State)</i> K-Bar Ranch Community Development District Tampa, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	Ongoing	N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
K-Bar Ranch CDD	Angel Montagna, District Manager Rizzetta and Company	(813) 533-2950

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

Responsible for ongoing client and project coordination, account management, and project scheduling. Selected by the Board of Supervisors, Stantec is serving as District Engineer, providing infrastructure validation services for this community development district. It will encompass approximately 445 acres within the city of Tampa and will include 581 single-family and 78 multi-family/townhome units.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer
b.			
c.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

*(Present as many as requested by the agency, or 10 projects if not specified.
Complete one Section F for each project.)*

20. EXAMPLE PROJECT
KEY NUMBER

4

21. TITLE AND LOCATION <i>(City and State)</i> Heritage Harbor Community Development District Tampa, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Heritage Harbor CDD	Raymond Lotito, District Manager Development Planning and Financing Group, Inc. (DPFG, Inc.)	(813) 418-7473

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

Heritage Harbor CDD contains approximately 600 single family units, a public golf course, stormwater management facilities, landscape/hardscape and irrigation systems. Stantec provides ongoing, as needed, engineering services for proper operation and maintenance of District assets. Stantec also assisted in the development of a water conservation plan for the golf course.

Challenges:

- Adjacent County roadway widening and land taking impacting the CDD and golf course

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer
b.		
c.		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

5

21. TITLE AND LOCATION <i>(City and State)</i> South Fork III Community Development District Hillsborough County, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	Ongoing	

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
South Fork III CDD	Nicole Hicks, Meritus Districts	(813) 991-1116

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

South Fork CDD manages a completed planned community containing single family units, stormwater management systems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Stantec Consulting Services, Inc.	Tampa, Florida	CDD Engineer
b.			
c.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

6

21. TITLE AND LOCATION <i>(City and State)</i> Cheval West Community Development District Tampa, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Cheval West CDD	Mark Vega, District Manager Inframark	(813) 991-1116

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

Responsible for assisting the District Engineer on civil engineering tasks. Cheval West CDD manages a completed planned community containing single family units, stormwater management systems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure, as well as annual public facilities reports.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer Civil E ngineering
b.		
c.		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER
7

21. TITLE AND LOCATION <i>(City and State)</i> Rivercrest Community Development District Hillsborough County, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	Ongoing	

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Rivercrest CDD	Brian Howell, District Manager Meritus Corp.	(813) 873-7300

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

The Stantec team is responsible for ongoing client and project coordination, account management, and project scheduling. Stantec was selected for annual district engineering services to assist the District Manager and Board of Supervisors to properly budget, operate, and maintain CDD infrastructure, which includes stormwater management facilities and recreation facilities.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Stantec Consulting Services, Inc.	Tampa, Florida	CDD Engineer
b.			
c.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER
8

21. TITLE AND LOCATION <i>(City and State)</i> Meadow Pointe IV Community Development District Pasco County, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Meadow Pointe IV CDD	Gregory Cox, District Manager Rizzetta & Company	(813) 533-2950

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

District Engineering services includes the operation and maintenance of District infrastructure, including roads and stormwater management systems. The District was also responsible for the bidding and construction management of SR 56, a \$26 million roadway and utility project crossing Wiregrass Ranch to Meadow Pointe Boulevard. Additionally, Stantec assisted the District to budget and become compliant with new ADA regulations required compliance, which were due March 15, 2012.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer Civil Engineering
b.		
c.		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

9

21. TITLE AND LOCATION <i>(City and State)</i> Oakstead Community Development District Pasco County, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER
Oakstead CDD	Andy Mendenhall, Severn Trent	(813) 991-1116

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

Stantec was selected for annual district engineering services to assist the District Manager and Board of Supervisors to properly budget, operate, and maintain CDD infrastructure, which includes roads, stormwater management facilities and recreation facilities.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Stantec Consulting Services Inc.	Tampa, Florida	CDD Engineer
b.			
c.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM S QUALIFICATIONS FOR THIS CONTRACT

(Present as many as requested by the agency, or 10 projects if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

10

21. TITLE AND LOCATION *(City and State)*

Ballantrae Community Development District
Pasco County, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION *(if applicable)*

Ongoing

N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT PHONE NUMBER

Ballantrae CDD

Paul Cusmano, DPGF

(813) 418-7473 x104

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(include scope, size, and cost)*

Stantec is the CDD Engineer, providing ongoing services as needed by the Board of Supervisors and District Manager. We are providing District Engineering services to maintain District owned and maintained infrastructure, including wet detention stormwater ponds.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

(2) FIRM LOCATION *(City and State)*

(3) ROLE

a. Stantec Consulting Services Inc.

Tampa, Florida

CDD Engineer

b.

c.

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

Stantec provides engineering, planning, permitting, and cost estimating services for Community Development Districts (CDDs), dependent and independent districts, Municipal Service Taxing Units/Benefit Units (MSTU/BU), and other special assessment districts. We have worked with several fully- developed CDD's within Hillsborough County and the City of Tampa. We offer a total scope of services that includes, but is not limited to, the following:

- ✓ General Consultation on District Issues
- ✓ Master Planning of Infrastructure
- ✓ Water Management Systems and Facilities
- ✓ Water and Sewer Systems and Facilities
- ✓ Roads, Landscaping and Street Lighting Design and Plans
- ✓ Existing Systems Studies and Analysis
- ✓ Environmental Permitting
- ✓ Cost Estimates for Plan Implementation
- ✓ Bidding and Contractor Selection
- ✓ Government Permitting
- ✓ Water Conversation Studies and Design
- ✓ Water Supply Studies
- ✓ Construction Phase Observation
- ✓ Contract Management and Inspection Services
- ✓ Expert Witness Testimony
- ✓ Utility Rate Studies
- ✓ Potable Water System Plans and Design
- ✓ Irrigation System Plans and Design
- ✓ Wastewater Collection System Plans and Design
- ✓ Engineering Reports for Bonding

The following represents Stantec's additional prior experience in CDD's, Independent Districts and MSTU/BUS:

- ✓ Arbor Greene CDD, City of Tampa
- ✓ Cheval West CDD, Hillsborough County
- ✓ Cypress Creek CDD, Hillsborough County
- ✓ Hammocks CDD, City of Tampa
- ✓ Hawk's Point CDD, Hillsborough County
- ✓ Heritage Harbor CDD, Hillsborough County
- ✓ Heritage Isles CDD, City of Tampa
- ✓ K Bar Ranch CDD, City of Tampa
- ✓ Panther Trace I, II CDD, Hillsborough County
- ✓ Rivercrest CDD, Hillsborough County
- ✓ Waterchase CDD, Hillsborough County
- ✓ Parkway Center CDD, Hillsborough County
- ✓ Ballantrae CDD, Pasco County
- ✓ Chapel Creek CDD, Pasco County
- ✓ Eastlake Oaks CDD, Pinellas County
- ✓ Meadow Point I CDD, III, IV CDD, Pasco County
- ✓ New River CDD, Pasco County
- ✓ Northwood CDD, Pasco County
- ✓ Oakstead CDD, Pasco County
- ✓ Union Park CDD, Pasco County

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

December 7, 2020

David A. Kemper, PE, Senior Principal

ARCHITECT - ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)


PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Stantec Consulting Services Inc.			3. YEAR ESTABLISHED 2012	4. UNIQUE ENTITY IDENTIFIER 07-872-1737
2b. STREET 777 S Harbour Island Boulevard Suite 600			5. OWNERSHIP	
2c. CITY Tampa	2d. STATE FL	2e. ZIP CODE 33602-5729	a. TYPE Corporation	
6a. POINT OF CONTACT NAME AND TITLE David A. Kemper - Senior Principal			b. SMALL BUSINESS STATUS N/A	
6b. TELEPHONE NUMBER (813) 223-9500		6c. E-MAIL ADDRESS David.Kemper@stantec.com		
7. NAME OF FIRM (If block 2a is a branch office) Stantec Inc.			8a. FORMER FIRM NAME(S) (If any) MWH Americas Inc.	8b. YEAR ESTABLISHED 1993
			8c. UNIQUE ENTITY IDENTIFIER 14-865-2431	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (See Below)
		(1) Firm	(2) Branch			
02	Administrative	3121	35	B02	Bridges	10
07	Biologist	298	2	C15	Construction Management	9
08	CAD Technician	630	7	C16	Construction Surveying	7
12	Civil Engineer	2447	21	E02	Educational Facilities, Classrooms	10
14	Computer Programmer	463	1	E09	EIS, Assessments of Statements	10
16	Construction Manager	440	1	E12	Environmental Remediation	10
21	Electrical Engineer	736	2	H07	Highways; Streets; Airfield Paving; Parking Lots	10
23	Environmental Engineer	414	1	H09	Hospital & Medical Facilities	10
24	Environmental Scientist	990	2	H11	Housing (Residential, Multi-Family, Apts, Condos)	10
27	Foundation/Geotechnical Engineer	108	1	I01	Industrial Buildings, Manufacturing Plants	9
29	GIS Specialist	210	4	O01	Office Buildings, Industrial Parks	9
37	Interior Designer	232	1	P05	Planning (Comm., Regional, Areawide, and State)	9
38	Land Surveyor	326	17	P06	Planning (Site, Installation, and Project)	9
39	Landscape Architect	206	3	R04	Recreation Facilities (Parks, Marinas, Etc.)	8
42	Mechanical Engineer	630	3	S04	Sewage Collection, Treatment and Disposal	10
47	Planner, Urban/Regional	289	4	S10	Surveying, Platting, Mapping, Flood Plain Studies	8
48	Project Manager	699	8	S13	Storm Water Handling & Facilities	8
57	Structural Engineer	763	4	T03	Traffic & Transportation Engineering	10
58	Technician/Analyst	1734	3	T04	Topographic Surveying and Mapping	5
60	Transportation Engineer	221	2	U02	Urban Renewals; Community Development	9
	Other Employees	1610	5	W02	Water Resources, Hydrology, Ground Water	10
Total		16567	127	W03	Water Supply, Treatment and Distribution	10

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	10	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	10	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	10	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.	
a. SIGNATURE 	b. DATE December 7, 2020
c. NAME AND TITLE David A. Kemper - Senior Principal	



Design with community in mind

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

6C11



**Engineering Services for
Varrea South Community Development District
Hillsborough County, Florida**

December 7, 2020



PARTNERS FOR WHAT'S POSSIBLE

www.pennoni.com

December 7, 2020

PRO# VARRE20001P

Craig Wrathell
Wrathell, Hunt & Associates, LLC
2300 Glades Road, Suite 410
Boca Raton, Florida 33431

**RE: Varrea South Community Development District
Hillsborough County, Florida
Engineering Services**

Mr. Wrathell:

We are pleased to present this proposal to provide professional engineering services for the Varrea South Community Development District.

Pennoni has many years of experience acting as the Community Development District Engineer, including locally:

- Haines City Water Control District – Stormwater management and drainage design
- West Lakeland Water Control District – Stormwater management and drainage design
- Golden Lakes Community Development District – Sidewalks, paving, stormwater management and drainage design

Established in 1966, Pennoni is a multidisciplinary firm that employs more than 1,200 professional, technical, and administrative personnel in 33 offices, including Clearwater and Winter Haven, Florida.

Pennoni's Clearwater Office will serve the District's Engineering needs. This office will provide all of the engineering services required by the District, including but not limited to:

- Land Surveying
- Site Planning
- Site Design
- Traffic Analysis
- Roadway and Signal Improvements
- Stormwater Management Design and Permitting
- Utility Design and Permitting
- Natural Resource and Habitat Surveys and Mitigation
- Environmental Investigations and Engineering
- Structural Engineering

We will be using the services of **Booth Design Group (SBE)** for the landscape and irrigation design.

Pennoni has permitted many projects in the region and is familiar with the requirements of the Water Management District, FDOT, Hillsborough County (including utilities), DEP, and Florida Department of Health.

Brian Diehl, PE will be your Project Manager and will be your single point of contact and handle the District meetings. Brian is a Senior Civil Engineer in the Clearwater Office with more than 20 years of experience in managing, designing, and permitting multi-discipline projects. He has many years of construction experience,

including working as an Owner’s Representative for dozens of projects, which is a vital part of the District Engineer’s skill set. He understands all aspects of a project, from survey to environmental to structural and construction administration services and is proficient at keeping a project team on schedule and completing quality projects.

We are available to begin work as your District Engineer. Our team has substantial capacity to take on additional work in 2021 and 2022. Pennoni has no work previously awarded by the District.



At Pennoni, we are looking to establish long term relationships with the District. As your Engineer, we will be your partner, not just a business associate. We take pride in knowing our clients on a personal level and understanding their professional needs.

Pennoni has been in business for 54 years and operates with the highest ethics and integrity. A large majority of our work is repeat business because our clients trust us. We take care of our clients and make sure they are getting a quality product. We have designed hundreds of publicly bid projects and worked with the contractors during the construction phase. Our job is to make your job easier and making sure that each District project is a successful one.

Pennoni is committed to providing all of the necessary resources and engineering services required to perform the District Engineering duties. We look forward to the opportunity to discuss your needs further.

Respectfully submitted,
PENNONI ASSOCIATES INC.

Brian Diehl, PE
 Senior Engineer/Project Manager

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SECTION 2 • LICENSES



SECTION 1

STANDARD FORM 330



ARCHITECT – ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Varrea South Community Development District

2. PUBLIC NOTICE DATE

11-22-2020

3. SOLICITATION OR PROJECT NUMBER

None

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Brian Diehl, PE, Project Manager

5. NAME OF FIRM

Pennoni Associates Inc.

6. TELEPHONE NUMBER

727-325-1256

7. FAX NUMBER

727-538-9125

8. E-MAIL ADDRESS

bdiehl@pennoni.com

C. PROPOSED TEAM AND D. ORGANIZATIONAL CHART

(Complete this section for the prime contractor and all key subcontractors.)

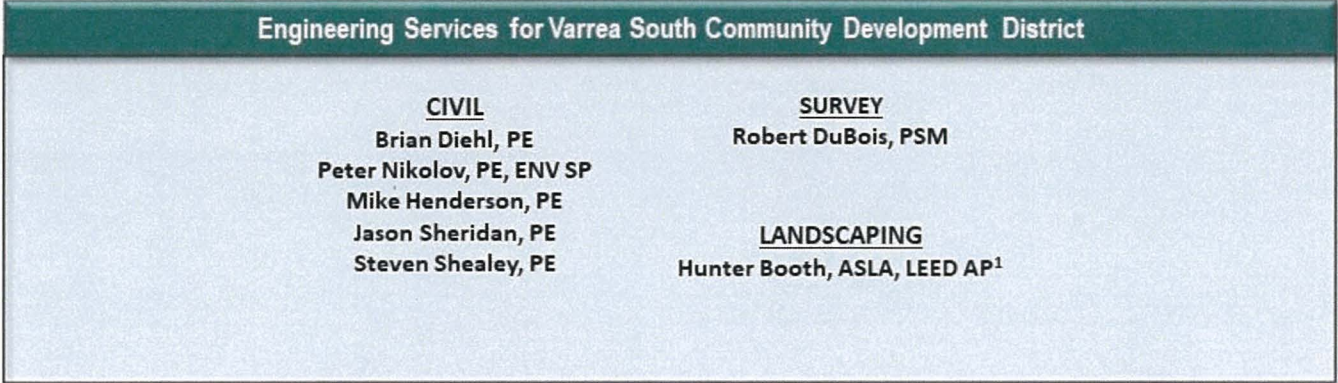
	(Check)			9. FIRM NAME <input type="checkbox"/> CHECK IF BRANCH OFFICE	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pennoni Associates Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	5755 Rio Vista Drive Clearwater, FL 33760	District Engineer, Roadway Improvements, Stormwater Management System, Water Distribution, Wastewater System, and Other Public Improvements
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Booth Design Group <input type="checkbox"/> CHECK IF BRANCH OFFICE	146 Second Street North Suite 310 St. Petersburg, FL 33701	Landscaping, Hardscaping, and Irrigation System Improvements
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
g.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
h.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 <input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF FIRMS AND KEY PERSONNEL

(Attached)


Organizational Chart

TEAMING PARTNERS:
Booth Design Group¹



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Brian M. Diehl, PE	13. ROLE IN THIS CONTRACT Project Manager, Civil Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 20	b. WITH CURRENT FIRM 6
15. FIRM NAME AND LOCATION (City and State)  Pennoni Associates Inc. Clearwater, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION) BS / Civil Engineering, 2000		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) FL / PE Civil #84979	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Member of American Society of Civil Engineers			


19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) City of Tampa – Channel District Improvements Tampa, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager – Project consists of right-of-way improvements for seven segments of the Channel District. Pennoni's scope includes roadway design, addition of parking spaces through the district, drainage, utility relocations, landscape, and irrigation. Coordination with the Tampa CRA and the local community organizations was a large part of the project. Pennoni attended many community meetings to present the design and obtain resident feedback to incorporate into the design.		
b.	(1) TITLE AND LOCATION (City and State) City of Pinellas Park – New Fire Station Pinellas Park, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager – Design and permitting of a new Fire Station for the City of Pinellas Park. The design included a temporary fire station and access roads, permanent fire station building, parking, stormwater management design and permitting, water and sewer design and permitting, coordination with the Fire Department and the City. The project is a design build on which we are working with the Contractor and Architect throughout the design to keep the project under budget.		
c.	(1) TITLE AND LOCATION (City and State) Harvard Jolly Architects – Clearwater Police Substation #3 Clearwater, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager – Design and permitting of the demolition and construction of the Police Substation #3 for the City of Clearwater. The design includes a construction documents for the new building, parking, stormwater management design and permitting, water and sewer design and permitting, and coordination with the Police Department and the City.		
d.	(1) TITLE AND LOCATION (City and State) Clearwater Parks & Rec. – Coachmen Ridge Park Upgrades Clearwater, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Civil Project Manager – Responsible for upgrades to the park, including the basketball court. The scope of work includes replacing the basketball court, site amenities, and lighting. Pennoni worked closely with the Parks and Recreation Department to ensure the project was to City standards. The project was able to be permitted as an exemption through the Southwest Florida Water Management District. Pennoni coordinated with our subcontractor to provide the required lighting for the new court.		
e.	(1) TITLE AND LOCATION (City and State) RDC John Poe Architects - Miami Veterans Affairs Building Miami, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Civil Project Manager – Design and permitting of a new building for the Miami Veterans Affairs department. The civil scope includes coordination with the Veterans Affairs department and the Architect, as well as the MEP engineer to coordinate the utility services to the building. Pennoni provided the topographic survey, site plan, grading plan, and civil construction drawings.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME E. Peter Nikolov, PE	13. ROLE IN THIS CONTRACT Civil Engineer, Stormwater Modeling, Sea Level Rise/Green Infrastructure, Public Outreach, Value Engineering, Alternatives Evaluation, Envision/Sustainability	14. YEARS EXPERIENCE	
		a. TOTAL 33	b. WITH CURRENT FIRM 4

15. FIRM NAME AND LOCATION (City and State)
 **Pennoni Associates Inc. | Clearwater, FL**

16. EDUCATION (DEGREE AND SPECIALIZATION) BS / Civil Engineering, 1984 MS / Civil Engineering, 1986	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) FL / PE - Civil #38766
--	---

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Over 30 years of civil engineering experience with roadway, drainage, stormwater modeling, permitting, sidewalk, trail, utility, construction and other engineering related projects. Member of Florida Engineering Society / American Society of Civil Engineers / American Society of Highway Engineers / Florida Institute of Consulting Engineers.

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Rosery Road Phase I Roadway and Drainage Improvements City of Largo, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm PM for the roadway and drainage improvements. The multimodal project includes roadway/drainage improvements, bike lanes, pedestrian safety improvements, intersection improvements, mid-block crossing, drainage improvements, CSX crossing, utilities upgrades, landscaping, coordination and extensive public involvement. Project also involves coordination with the new redevelopments along the project corridor.		
b.	(1) TITLE AND LOCATION (City and State) Appian Way Stormwater Feasibility Study City of St. Petersburg, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm PM for the stormwater feasibility study. The Snell Isle Neighborhood area currently stages up during rain events and has a long draw down period due to tidal interactions and conveyance routing. Appian Way NE and contributing drainage areas experience street and other flooding during high tide events, producing debilitating conditions. The stormwater feasibility study will assess the existing conditions and prepare alternatives to reduce the long draw down time of the flooding. Alternatives may include channel widening, dredging, improving conveyance and storm pump station. SWMM5 is being used for the stormwater modeling.		
c.	(1) TITLE AND LOCATION (City and State) 43rd Street Roadway and Drainage Improvements City of Tampa, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm PM for the roadway, intersection and drainage improvements. Project includes analysis of the drainage and proposed improvements to local streets, intersections, sidewalks to incorporate the proposed 48-inch and Box Culvert storm improvements. An alternative drainage analysis was completed with recommended routes and costs. The project includes relocation of existing underground water/sanitary utility infrastructure including electrical and fiber optic conduits and duct banks as well as natural gas. Other aspects include stormwater modeling, CSX crossing, 48" microtunnel design, SWFWM/MDOT/CSX permitting, contamination assessment, public involvement, probable construction costs, specifications & plans.		
d.	(1) TITLE AND LOCATION (City and State) Twiggs Street Roadway and Drainage Improvements from Meridian Avenue to Channelside Drive, City of Tampa, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm PM for the roadway and drainage improvements. This project consists of street, intersection, sidewalk, crosswalks, utilities and drainage improvements. Resolves localized flooding on the south side with new drainage pipes/inlets. Also includes milling/resurfacing intersection improvements, THEA/FDOT coordination, new sidewalks/driveways, mid-block crossing, ADA, S&PM, utilities relocation/coordination, streetscaping, landscaping and public involvement.		
e.	(1) TITLE AND LOCATION (City and State) Roadway, Drainage and Utility Improvement Projects Pinellas County, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Various	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Principal, PM and Engineer for various County roadway, drainage and utility projects. The projects included drainage modeling, alternative analysis, roadway design, drainage design, utilities design, permitting, public involvement and construction services. These projects also involved preliminary engineering, alternatives, water quality, sidewalks, trails, bridges and structures. <ul style="list-style-type: none"> • Anclote Road Improvements • Starkey Road PER • St. Clair Avenue Improvements • Forest Lakes Blvd Improvements • 113th Street Improvements • 68th Street Improvements • 95th St Sidewalk Improvements • 119th St Sidewalk Improvements • Antilles/Oakhurst Improvements • Joe's Creek Multi-Use Path / Trail • L&R Industrial Blvd Extension • Bryan Dairy Road PER/Design • Joe's Creek Greenway Phase 3 • Oakhurst Road Sidewalk & Drainage • Tarpon Woods Improvements • 62nd Avenue Improvements • 63rd St N Road Assessment • Highland Lakes Area Sidewalk 		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Michael C. Henderson, PE	13. ROLE IN THIS CONTRACT Civil Engineer, Utilities, Stormwater/Drainage, Stormwater Modeling, Sea Level Rise/Green Infrastructure, Roadway/Sidewalks, Permitting & Compliance, Alternatives Evaluation	14. YEARS EXPERIENCE	
		a. TOTAL 30	b. WITH CURRENT FIRM 19

15. FIRM NAME AND LOCATION (City and State)
 **Pennoni Associates Inc. | Clearwater, Winter Haven, FL**

16. EDUCATION (DEGREE AND SPECIALIZATION) BS / Civil Engineering, 1989 MS / Environmental Engineering, 1999	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) FL/PE – Civil (#075338)
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 American Society of Civil Engineers

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Clearwater-Largo Road Neighborhood Improvements (Complete Street) City of Largo, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Drainage Engineer for this complete street neighborhood project. The project includes over 3-miles of local street and collector road improvements. Elements include street reconstruction, street reclamation, milling/resurfacing, microsurfacing, sidewalks, multi-use path and drainage improvements. The multi-use path, sidewalks and high emphasize intersection crosswalks were designed to promote pedestrian usage and improve safety. The drainage was improved for the entire corridor and involved drainage analysis, modeling using ICPR, attenuation, water quality and permitting. Also included utility relocation, design and public involvement. <p align="right"><input checked="" type="checkbox"/> Check if project performed with current firm</p>		
b.	(1) TITLE AND LOCATION (City and State) 43rd Street Roadway and Drainage Improvements City of Tampa, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer for this roadway, intersection and drainage improvements project. Project includes analysis of the drainage and proposed improvements to local streets, intersections, sidewalks to incorporate the proposed 48-inch and Box Culvert storm improvements. An alternative drainage analysis was completed with recommended routes and costs. The project includes relocation of existing underground water/sanitary utility infrastructure including electrical and fiber optic conduits and duct banks as well as natural gas. Other aspects include stormwater modeling, CSX crossing, 48" microtunnel design, SWFWMD/FDOT/CSX permitting, contamination assessment, public involvement, probable construction costs, specifications & plans. <p align="right"><input checked="" type="checkbox"/> Check if project performed with current firm</p>		
c.	(1) TITLE AND LOCATION (City and State) DLTWF Drainage and Rail Track Improvements (2019) City of Tampa, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2015
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer for this drainage upgrades and rail track improvements project. The runoff from a 600-acre watershed drains to the north and causes localized flooding at the railroad tracks and golf course. This project includes drainage analysis & upgrades, rail track design, CSX coordination, roadway and utility improvements. <p align="right"><input checked="" type="checkbox"/> Check if project performed with current firm</p>		
d.	(1) TITLE AND LOCATION (City and State) Channel District Multimodal and Complete Street Improvements City of Tampa, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2016
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer for seven segments of multimodal and complete street projects. The project consists of surveying, street rehabilitation, on-street parking, sidewalks, multi-use paths, safety improvements, improved pedestrian movements, crosswalks, addressing potential ADA issues within segments to be modified, water, wastewater, utility upgrades, underground overhead wires, subsurface utility engineering streetscaping, lighting, landscaping, public information meetings, preparation of construction documents for coordination with the City's Construction Manager, obtaining or required regulatory permits for construction, and providing construction support engineering services. <p align="right"><input checked="" type="checkbox"/> Check if project performed with current firm</p>		
e.	(1) TITLE AND LOCATION (City and State) 70th Avenue and US19 Intersection, Roadway, Sidewalk and Drainage Improvements Pinellas Park, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2016	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer for roadway and intersection analysis, design and permitting. The intersection improvements will entail adding a left turn lane, signal modifications, roadway widening, sidewalk evaluation for cross-slope on each side of the road, sidewalks through driveways, ADA/ramp tie-ins at the intersections at US 19 and Cypress Terrace, signing & pavement markings, safety upgrades and drainage improvements. <p align="right"><input checked="" type="checkbox"/> Check if project performed with current firm</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Jason Sheridan, PE	13. ROLE IN THIS CONTRACT Civil Engineer, Stormwater/Drainage, Stormwater Modeling, Sea Level Rise/Green Infrastructure	14. YEARS EXPERIENCE	
		a. TOTAL 15	b. WITH CURRENT FIRM 5
15. FIRM NAME AND LOCATION (City and State)  Pennoni Associates Inc. Clearwater, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION) BS / Civil Engineering, 2013		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) DE / PE - Civil #201412 PA / PE - Civil #007098	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) American Society of Civil Engineers / 40-Hr. Hazwoper, OSHA			


19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Appian Way Stormwater Feasibility Study City of St. Petersburg, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Drainage Engineer for the stormwater feasibility study. The Snell Isle Neighborhood area currently stages up during rain events and has a long draw down period due to tidal interactions and conveyance routing. Appian Way NE and contributing drainage areas experience street and other flooding during high tide events, producing debilitating conditions. The stormwater feasibility study will assess the existing conditions and prepare alternatives to reduce the long draw down time of the flooding. Alternatives may include channel widening, dredging, improving conveyance and storm pump station. SWMM5 is being used for the stormwater modeling.	<input checked="" type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) Twiggs Street Roadway and Drainage Improvements from Meridian Avenue to Channelside Drive, City of Tampa, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Drainage Engineer for the roadway and drainage improvements. This project consists of street, intersection, sidewalk, crosswalks, utilities and drainage improvements. Resolves localized flooding on the south side with new drainage pipes/inlets. Also includes milling/resurfacing intersection improvements, THEA/FDOT coordination, new sidewalks/driveways, mid-block crossing, ADA, S&PM, utilities relocation/coordination, streetscaping, landscaping and public involvement.	<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) 12th St N Roadway and Drainage Improvements from Twiggs Street to Trail under Salmon Expressway, City of Tampa, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Drainage Engineer for the roadway and drainage improvements. The project consists of street, drainage and utility improvements including typical section street diet to allow for on-street parking, new drainage system to address localized flooding, intersection connection at Twiggs Street, utilities relocation/coordination, new sidewalks, ADA, S&PM and connection to existing trail.	<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION (City and State) 11th Street Roadway and Drainage Improvements from Washington Street to Kennedy Boulevard, City of Tampa, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Drainage Engineer for the roadway and utilities improvements. This project consists of driveway and related pavement repairs, utility relocation/coordination, irrigation and landscaping. Consisted of TECO coordination to place a switchgear/transformer and underground the power.	<input checked="" type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION (City and State) Whiting Street Roadway and Drainage Improvements from Meridian Avenue to Channelside Drive, City of Tampa, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Drainage Engineer for the roadway and utilities improvements. The project consists of roadway typical section/alignment design to bring the drainage, curbing, sidewalks etc. up to current City standards. Includes milling/resurfacing, S&PM, streetscaping, landscaping, drainage improvement to address localized flooding, upgrading the drainage inlets, on-street paid parking, removing the existing taper at the Meridian intersection.	<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Steven Shealey, PE	13. ROLE IN THIS CONTRACT Civil Engineer, Stormwater Modeling, Roadway/Sidewalks, Permitting, and Compliance	14. YEARS EXPERIENCE	
		a. TOTAL 42	b. WITH CURRENT FIRM 21

15. FIRM NAME AND LOCATION (City and State)
 **Pennoni Associates Inc. | Clearwater, Winter Haven, FL**

16. EDUCATION (DEGREE AND SPECIALIZATION) BS, Civil Engineering, USC, 1984 MS, Public Administration, USF, 1998	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) FL Professional Engineer (#035626), 1985 GA Professional Engineer (#016106), 1986 TN Professional Engineer (#020281), 1988
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 American Society of Civil Engineers, Florida Engineering Society, FES Ridge Chapter, Water Pollution Control Federation, Florida Pollution Control Association; 200+ credit hours of related Continuing Education


19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) MLK Amphitheater and Skate Park Winter Haven, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE QA/QC Review/Final Engineer of Record – Initially responsible for QA/QC reviews of a project to reconstruct and existing City Amphitheater and add a skate park to the site. Took over as EOR when the original Project Manager left the firm and completed the project. Completed the design, prepared the final specification package and plans. <p align="right"><input checked="" type="checkbox"/> Check if project performed with current firm</p>		
b.	(1) TITLE AND LOCATION (City and State) Avenue C and 2nd Street Streetscaping Improvements Winter Haven, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE QA/QC Review - Final Engineer of Record – Initially responsible for QA/QC reviews of a project to reconstruct 8 City blocks of street. The work included a road diet, design of rain gardens, intersection improvements, addition of sidewalks and bike lanes. Took over as EOR when the original Project Manager left the firm and completed the project. Completed the design, prepared the final specification package and plans. <p align="right"><input checked="" type="checkbox"/> Check if project performed with current firm</p>		
c.	(1) TITLE AND LOCATION (City and State) 2019 Resurfacing Project Eagle Lake, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager – Responsible for the preparation of plans, specifications, and contract documents for the resurfacing of 0.5 miles of city streets. <p align="right"><input checked="" type="checkbox"/> Check if project performed with current firm</p>		
d.	(1) TITLE AND LOCATION (City and State) WPF Improvements for TDS and Sulfate Removal Bowling Green, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Engineer of Record – Responsible for the design and permitting of improvements to the existing 0.302-MGD groundwater treatment facility to meet current drinking water quality standards and reliability standards. The improvements were designed to reduce Total Dissolved Solids (TDS) and Sulfates to below safe drinking water quality standards. Improvements included a conventional filtration pretreatment system, a new skid mounted nano-filtration membrane treatment system, new chemical feed systems, new instrumentation and controls and yard piping. <p align="right"><input checked="" type="checkbox"/> Check if project performed with current firm</p>		
e.	(1) TITLE AND LOCATION (City and State) Golden Lakes CDD – 2018/2019 Continuing Services Lakeland, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE District Engineer – Responsible for tracking the condition of the District's stormwater system and roadways and identifying repair and maintenance issues. Provide the District Board with Professional Engineering guidance related to their Capital Improvements Program, ongoing maintenance issues, traffic engineering concerns and project financing. Report directly to the District Board of Supervisors. Major work has included the micro surfacing of the road network, detailed evaluation of the stormwater system condition, ongoing recertifications of the stormwater system, speed studies, and pedestrian system improvements. <p align="right"><input checked="" type="checkbox"/> Check if project performed with current firm</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Robert F. DuBois, PSM	13. ROLE IN THIS CONTRACT Surveying	14. YEARS EXPERIENCE	
		a. TOTAL 36	b. WITH CURRENT FIRM 3

15. FIRM NAME AND LOCATION (City and State)
 **Pennoni Associates Inc. | Clearwater, Winter Haven, FL**

16. EDUCATION (DEGREE AND SPECIALIZATION) Polk Community College 33 years of experience in the practice of Land Surveying 25 years of experience in Geodetic Surveying 23 years of experience in Right-of-Way Control & Mapping for FDOT	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Surveyor & Mapper License # 5293
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Member: Florida Society of Professional Land Surveyors, American Congress on Surveying & Mapping, American Association of Geodetic Surveying, National Society of Professional Surveyors and Polk County Builders Association. Training: Geodetic Surveyor Course, Trimble Navigation, Sunnyvale CA. Total Quality Management Courses, various approved seminars and short courses.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Clearwater-Largo Road Neighborhood Improvements (Complete Street) City of Largo, FL	2017	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Survey PM for this complete street neighborhood project. The project includes over 3-miles of local street and collector road improvements. Elements include street reconstruction, street reclamation, milling/resurfacing, microsurfacing, sidewalks, multi-use path and drainage improvements. The multi-use path, sidewalks and high emphasize intersection crosswalks were designed to promote pedestrian usage and improve safety. The drainage was improved for the entire corridor and involved drainage analysis, modeling using ICPR, attenuation, water quality and permitting. Also included utility relocation, design and public involvement.		
b.	Rosery Road Phase I Improvements (Complete Street) City of Largo, FL	2018	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Survey PM for this complete street project. The multimodal project includes roadway/drainage improvements, bike lanes, pedestrian safety improvements, intersection improvements, mid-block crossing, drainage improvements, CSX crossing, utilities upgrades, landscaping, coordination and extensive public involvement. Project also involves coordination with the new redevelopments along the project corridor.		
c.	Lake Howard Drive Trail Winter Haven, Florida	2015	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Surveyor for client relations and project coordination for two (2) miles of roadway. Research and calculated existing right-of-way through historic records and plats. Provided full topographic survey and prepare legal descriptions for right-of-way easements. Coordinate with city attorney on questionable right-of-way issues. Included project oversight and QA/QC.		
d.	Lake Parker Boulevard Improvements Lakeland, Florida	2015	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Surveyor for client relations and project coordination for 1 1/2 miles of roadway, right-of-way research for base mapping for proposed development improvements. Calculate right-of-way from assortment of maps, plats and documents. Included project oversight and QA/QC.		
e.	Channel District Multimodal and Complete Street Improvements City of Tampa, FL	2019	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Surveying QA/QC for seven segments of multimodal and complete street projects. The project consists of surveying, street rehabilitation, on-street parking, sidewalks, multi-use paths, safety improvements, improved pedestrian movements, crosswalks, addressing potential ADA issues within segments to be modified, water, wastewater, utility upgrades, underground overhead wires, subsurface utility engineering streetscaping, lighting, landscaping, public information meetings, preparation of construction documents for coordination with the City's Construction Manager, obtaining or required regulatory permits for construction, and providing construction support engineering services.		

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	
Hunter A. Booth, ASLA, LEED AP	Landscape Architect	a. TOTAL 25	b. WITH CURRENT FIRM 8
15. FIRM NAME AND LOCATION (City and State)			
Booth Design Group, LLC 145 2nd St. North #302 St. Petersburg, FL 33701			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
Bachelor of Landscape Architecture, University of Florida		State of Florida, Landscape Architect Certification #6666713	

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

LEED® Accredited Professional

Oversee all aspects of landscape architecture design leaving our studio. Work closely with corporate and municipal clients to develop cutting edge, meaningful and quality concepts while coming in at or under budget.

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
The New St. Petersburg Pier St. Petersburg, FL	2016-2018	Open 2019
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE X Check if project performed with current firm		
a. Local landscape architect for redesign of the iconic St. Petersburg Pier. New design will extend the urban and recreational features of St. Petersburg into the bay itself through a multitude of flexible programs and experiences for both tourists and the local community – from children to seniors, nature lovers to boaters, fishermen to fine diners. It is a hub for activity, not only at the pier head, but all along its length, creating a true bay-side city experience. \$48M project.		
Sail Pavilion Tampa, FL	2018	2019
b. Located downtown on Tampa's Riverwalk, our firm completed the master design for this beautiful area formerly called the Sail Pavilion. The city sought to create more seating space, a food area, restrooms and shade. We completed landscape, hardscape, lighting and irrigation. We added a seating plaza, a large shade sail, artificial turf areas for pets, planters, and other landscaped areas.		
Downtown Park Design Largo, FL	2018	2020
Downtown plaza enhancements. Completed conceptual designs and construction documents for new city gateway. Small park with large, lighted gateway monument. Attended public meetings to help establish the downtown identity and worked with the city's marketing department. \$500,000 project.		
Zach Street Promenade City of Tampa	2010	2011
d. Our firm was engaged to provide schematic design through construction documents for an urban design to limit vehicular use and provide an engaging place for pedestrian traffic for Zack Street. Hunter Booth developed concepts for the streetscape project focusing on public art that will be tied into the downtown parks. We completed the design development phase of the project which included a graphic report detailing the scope and concept of the project as well as detailed estimates of probable costs.		
Water Resources Building City of St. Petersburg	2007-09	2009
e. The Water Resources Administration Building in St. Petersburg is the City's first public building seeking LEED® Silver Certification. The firm's LEED® Accredited professionals incorporated sustainable design principles in numerous ways that include a large vegetated bio-swale to captures parking storm water runoff, public art, and provide a critical visual buffer between the site and a major city vehicular corridor.		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

1

21. TITLE AND LOCATION <i>(City and State)</i> Channel District Roadway, Drainage and Utility Improvements Tampa, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018 - Present	CONSTRUCTION (if Applicable) Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Tampa, Florida	b. POINT OF CONTACT NAME Rob Rosner	c. POINT OF CONTACT TELEPHONE NUMBER 813-274-8812
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The Channel District CRA is fulfilling its transformation from a warehouse district to a vibrant urban residential and arts and entertainment magnet. To meet the goals of the community the City is making infrastructure improvements to 9 roadway segments.

- Channelside Drive from Cumberland Avenue to Kennedy Blvd
- 12th Street Segment C from Washington St to Kennedy Blvd
- 12th Street Segment A from Cumberland Avenue to Whiting St
- 11th Street Segment B from Whiting St to Washington St
- 11th Street Segment C from Washington St to Kennedy Blvd
- 12th Street N of Twiggs from Meridian Avenue to Channelside Dr
- Twiggs Street Meridian Avenue to Channelside Dr
- Cumberland Avenue from Meridian Avenue to Channelside Dr
- Whiting Street from Meridian Avenue to Channelside Dr

The project consists of surveying, street rehabilitation, on-street parking, sidewalks, multi-use paths, safety improvements, improved pedestrian movements, crosswalks, addressing potential ADA issues within segments to be modified, water, wastewater, utility upgrades, underground overhead wires, subsurface utility engineering streetscaping, lighting, landscaping, public information meetings, preparation of construction documents for coordination with the City's Construction Manager, obtaining or required regulatory permits for construction, and providing construction support engineering services.

In additional, an on-street parking study and street furniture inventory and improvements was completed. The tasks consisted of field inventory, coordination with City Parking Division, pay stations, signage, additional parking locations, public outreach and engineering plans.

Budget Compliance: Project is on-budget.
Schedule: Project currently on schedule.

RELEVANCY

- ✓ Surveying
- ✓ Grading and Drainage
- ✓ Utility replacement design
- ✓ Street rehabilitation
- ✓ On-street parking
- ✓ Sidewalks, multi-use paths, safety improvements, improved pedestrian movements, crosswalks
- ✓ Water, wastewater
- ✓ streetscaping, lighting
- ✓ Landscaping

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME Pennoni	(2) FIRM LOCATION <i>(City and State)</i> Clearwater, FL	(3) ROLE Prime
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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
 (Present as many projects as requested by the agency, or 10 projects, if not specified.
 Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

2

21. TITLE AND LOCATION (City and State) Drainage and Roadway – 43rd Street Improvements Tampa, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018	CONSTRUCTION (if Applicable)

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Tampa, Florida	b. POINT OF CONTACT NAME Yvette Pullara	c. POINT OF CONTACT TELEPHONE NUMBER 813-274-8092
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



**SWMM Stormwater Modeling
1,100 Ac Watershed
Pond Analysis and Evaluation
Drainage and Roadway Improvements**

The entire project area has chronic flooding issues that require pipe conveyance improvements. This project included drainage, roadway and utility improvements with the following elements:

- SWFWMD cooperative funding
- Survey and mapping
- Roadway rehab on City and County streets
- Roadway rehab on FDOT street (40th Street)
- Sidewalk rehab along 40th Street
- Drainage analysis, evaluation and design
- Design of 48" RCP and 10'x4' box culverts
- Alternative analysis for improvements
- Utility design (including 42" FM and WMs)
- Microtunnel design (68" casing under CSX)
- Contamination assessment
- Permitting
- Signage and pavement markings
- Maintenance of traffic
- Utilities coordination
- Coordination with HART
- Public involvement



**48-inch and Box Culvert Construction
Rubble Rip-Rap Outfall**

RELEVANCY

Fee: \$600k
Construction: \$8.0M

- ✓ Survey
- ✓ Stormwater analysis
- ✓ Stormwater modeling (SWMM)
- ✓ Stormwater design
- ✓ Pavement rehab
- ✓ Roadway design
- ✓ MOT
- ✓ Sidewalk design
- ✓ Traffic analysis
- ✓ Permitting
- ✓ Striping
- ✓ Utilities (including TECO)
- ✓ Public involvement

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME Pennoni	(2) FIRM LOCATION (City and State) Clearwater, FL	(3) ROLE Prime
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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
 (Present as many projects as requested by the agency, or 10 projects, if not specified.
 Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

3

21. TITLE AND LOCATION (City and State) Drainage, Culverts, Modeling - DLTWTF Drainage Tampa, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION (if Applicable)

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Tampa, Florida	b. POINT OF CONTACT NAME John Ranon, PE	c. POINT OF CONTACT TELEPHONE NUMBER 813-231-5255
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



Stormwater Analysis, Modeling and Design

The runoff from a 600-acre watershed drains to the north and causes localized flooding at the railroad tracks and golf course. This project includes drainage analysis & upgrades, rail track design, CSX coordination, roadway and utility improvements with the following elements:

- Watershed drainage analysis and study
- Roadway and track overtopping analysis
- Treatment and water quality evaluation
- BMP alternatives evaluation
- Reduce localized flooding adjacent to the roadway, golf course, road and railroad tracks
- Designed swales for conveyance and storage
- Designed 24-inch and 30-inch culverts
- Designed new outfall under Rowlett Park Drive
- Designed new outfall headwall
- CSX coordination
- Permitting
- Erosion protection
- Detour and MOT plan
- Stakeholder coordination



Culvert Analysis

RELEVANCY

Fee: \$274k
 Construction: \$2M (est.)

- ✓ Survey
- ✓ Stormwater analysis & modeling
- ✓ Stormwater conveyance design
- ✓ Rail track design
- ✓ Roadway design
- ✓ Erosion control
- ✓ MOT and detour
- ✓ Permitting
- ✓ Utilities
- ✓ Public involvement

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME Penioni	(2) FIRM LOCATION (City and State) Clearwater, FL	(3) ROLE Prime
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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
 (Present as many projects as requested by the agency, or 10 projects, if not specified.
 Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

4

21. TITLE AND LOCATION (City and State)
Roadway, Sidewalk and Drainage – Rocky Point Drive Improvements, Tampa, Florida

22. YEAR COMPLETED	
PROFESSIONAL SERVICES 2020	CONSTRUCTION (if Applicable)

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Tampa, Florida	b. POINT OF CONTACT NAME Ben Money, PE	c. POINT OF CONTACT TELEPHONE NUMBER 813-274-8514
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



Mill and Resurfacing Sidewalks and Mid-block Crossings with RRFBs

This project consists of milling/resurfacing of 1,900 of roadway from Courtney Campbell Causeway to the south end extent. Also includes sidewalk design on the west side of the street, profile corrections, elimination of standing water along the profile, S&PM along with public involvement. Two locations are also being evaluated for pedestrian crosswalks with RRFBs. The project has the following elements:

- Survey and mapping
- Roadway cross-slope and profile design
- Sidewalk and ADA upgrades
- Milling and resurfacing
- Midblock crosswalks with RRFBs
- Standing water corrections
- Public involvement
- Probable construction cost
- Specifications



Re-profile Roadway to Alleviate Standing Water

RELEVANCY

Fee: \$130k
 Construction: \$1.5M

- ✓ Survey and mapping
- ✓ Roadway design
- ✓ Drainage design
- ✓ Sidewalk and ADA
- ✓ Mid-block Crosswalks
- ✓ Public involvement
- ✓ Cost estimating

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME Pennoni	(2) FIRM LOCATION (City and State) Clearwater, FL	(3) ROLE Prime
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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
 (Present as many projects as requested by the agency, or 10 projects, if not specified.
 Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

5

21. TITLE AND LOCATION (City and State)
**Drainage, Erosion Control - Tall Pine Drive
 Safety Harbor, Florida**

22. YEAR COMPLETED	
PROFESSIONAL SERVICES 2017	CONSTRUCTION (if Applicable) 2017

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Safety Harbor, Florida	b. POINT OF CONTACT NAME Michelle Giuliani	c. POINT OF CONTACT TELEPHONE NUMBER 727-724-1555
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



Bishop Creek Conveyance and Water Quality Improvements

A resident's driveway was about to collapse due to continued erosion in the adjacent channel. This project involved emergency stormwater design to stop the potential slope failure next to the driveway. The project included the following elements:

- Stormwater analysis
- Stormwater modeling
- Channel conveyance analysis
- Alternative BMP analysis
- Erosion control analysis
- Water quality analysis
- Gabion design
- Stormwater design
- Probable construction cost
- Contractor Coordination



Emergency Stormwater Repair Project due to Potential Driveway Collapse

RELEVANCY

Fee: \$30k
Construction: \$150k

- ✓ Stormwater analysis
- ✓ Stormwater modeling
- ✓ Conveyance analysis
- ✓ Alternatives analysis
- ✓ Erosion control
- ✓ Coordination

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME Pennoni	(2) FIRM LOCATION (City and State) Clearwater, FL	(3) ROLE Prime
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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
 (Present as many projects as requested by the agency, or 10 projects, if not specified.
 Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

6

21. TITLE AND LOCATION (City and State) Drainage and Roadway – Clearwater-Largo Road District, Largo, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017	CONSTRUCTION (if Applicable) 2018

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER City of Largo, Florida	b. POINT OF CONTACT NAME Rafal Cieslak	c. POINT OF CONTACT TELEPHONE NUMBER 727-587-6713

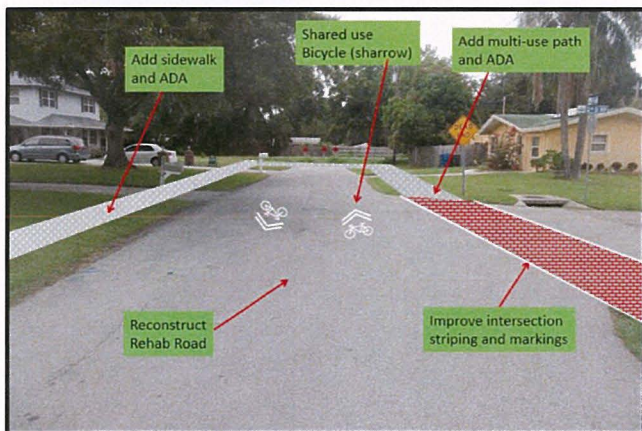
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



Neighborhood Street Drainage Improvements Swales, Storm Culverts & Exfiltration Trenches

This project involved roadway, sidewalk, multimodal and drainage improvements. The roadway improvements included milling and resurfacing of Clearwater-Largo Road from West Bay Drive to 8th Avenue. The enhancements included drainage, roadway, multimodal and utility improvements within the Clearwater-Largo Neighborhood with the following elements:

- Multimodal Improvements
- Survey and mapping
- Stormwater analysis/modeling
- Capacity & conveyance analysis
- Swale and exfiltration trenches
- Multimodal improvements
- Roadway and drainage design
- Pavement rehabilitation
- Multi-use path
- Sidewalks
- Traffic calming
- Utility conflict resolutions
- Permitting
- Public involvement
- Construction administration



Multimodal Improvements Multi-use Path, Sidewalks, Markings

RELEVANCY

Fee: \$591k
Construction: \$4.2M

- ✓ Multimodal
- ✓ Survey
- ✓ Roadway improvements
- ✓ Drainage improvements
- ✓ Multi-use path
- ✓ Sidewalks
- ✓ Street and pavement rehabilitation
- ✓ Swale and exfiltration design
- ✓ Permitting
- ✓ O&M plan
- ✓ Utility relocations
- ✓ Public involvement
- ✓ Construction administration

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Pennoni	(2) FIRM LOCATION (City and State) Clearwater, FL	(3) ROLE Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
 (Present as many projects as requested by the agency, or 10 projects, if not specified.
 Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

7

21. TITLE AND LOCATION (City and State) Roadway and Drainage - Rosery Road Phase I Improvements, Largo, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018	CONSTRUCTION (if Applicable)

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Largo, Florida	b. POINT OF CONTACT NAME Barry Westmark, PE	c. POINT OF CONTACT TELEPHONE NUMBER 727-587-6713
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



**Multimodal Roadway/Drainage Improvements
Utility and Lighting Improvements**



**10' Multi-use Path
Pedestrian & Bicycle Accommodations
Visualization, Stormwater System**

Rosery Road is a Complete Street and Multimodal project. The main purpose is to improve mobility of all users, especially pedestrians and bicyclist. The existing roadway lacks bicycle facilities, has a narrow rural section with inadequate shoulder, and substandard sidewalk and crosswalk facilities.

This project will improve bicycle and pedestrian level of service, and safety, through retrofit of a modified roadway section, including curb, sidewalk, bicycle facilities, intersection improvements, street trees, and enhanced drainage and stormwater treatment. The project has the following elements:

- Complete Street / Multimodal
- Field inventory, 3D laser survey
- PER and design report / Public involvement
- Roadway, intersection and drainage evaluation
- Multi-use path and sidewalk design
- Capacity & conveyance analysis
- Treatment, attenuation & stormwater modeling
- Watermain and wastewater improvements
- CSX crossing improvements
- Traffic circulation analysis
- Multimodal improvements
- Utility conflict resolutions
- Pinellas County, FDOT & CSX coordination
- Mid-block crossing
- MOT and permitting



Correct Standing Water and Flooding

RELEVANCY

Fee: \$650k
Construction: \$7.0M

- ✓ PER / Complete Street / Multimodal
- ✓ 3D Survey and mapping
- ✓ Roadway, intersection and stormwater design
- ✓ Multi-use path and sidewalk design
- ✓ Stormwater improvements
- ✓ Watermain and wastewater design
- ✓ Permitting and MOT
- ✓ County, City, CSX & FDOT coordination
- ✓ Utility relocations
- ✓ Public involvement

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME Pennoni	(2) FIRM LOCATION (City and State) Clearwater, FL	(3) ROLE Prime
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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
 (Present as many projects as requested by the agency, or 10 projects, if not specified.
 Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

8

21. TITLE AND LOCATION (City and State)

**Drainage, Culverts, Swale - Howard Drive
 Largo, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2017

CONSTRUCTION (if Applicable)

2018

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

City of Largo, Florida

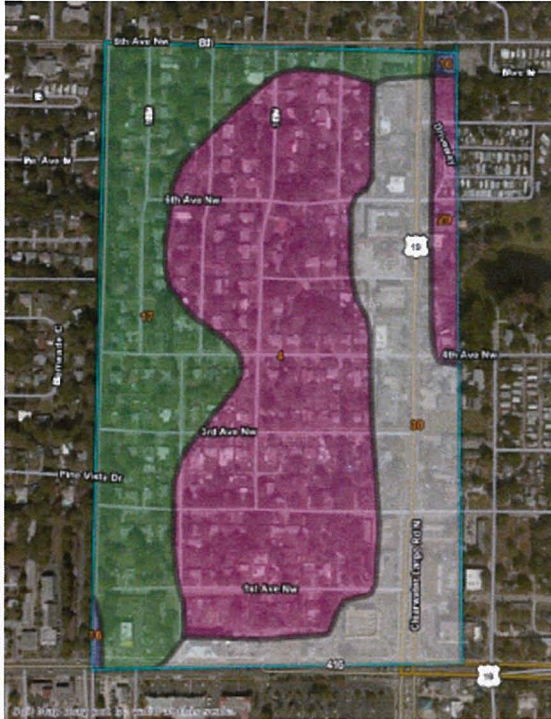
b. POINT OF CONTACT NAME

Rafal Cieslak, PE

c. POINT OF CONTACT TELEPHONE NUMBER

727-587-6713

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



Howard Drive along with the existing neighborhood lacks proper stormwater conveyance and has failing pavement, localized flooding along Howard Drive and connecting streets. The proposed enhancements include roadway, drainage, sidewalks, ADA upgrades, traffic speed tables and utility improvements within with the following elements:

- Survey and mapping
- Pavement rehabilitation
- Stormwater analysis
- Stormwater modeling
- Capacity & conveyance analysis
- Treatment considerations
- Stormwater alternatives / BMPs
- Swale storage and treatment
- Sidewalks / ADA upgrades
- Utility conflict resolutions
- Permitting
- Public involvement
- Construction administration

Stormwater Analysis, Modeling and Design



**Additional Conveyance,
 Storage and Treatment**

RELEVANCY

- ✓ Survey
- ✓ Stormwater analysis
- ✓ Stormwater modeling
- ✓ Stormwater conveyance design
- ✓ Swale design
- ✓ Roadway design
- ✓ Sidewalks / ADA upgrades
- ✓ Traffic calming
- ✓ Permitting
- ✓ Utilities
- ✓ Public involvement
- ✓ Construction administration

Fee: \$40k
 (Howard Ave.)
 Construction: \$300k
 (Howard Ave.)

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME

Pennoni

(2) FIRM LOCATION (City and State)

Clearwater, FL

(3) ROLE

Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
 (Present as many projects as requested by the agency, or 10 projects, if not specified.
 Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

9

21. TITLE AND LOCATION (City and State) Bridge Culvert, Swale, Conveyance – 4th Ave Crossing Largo, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017	CONSTRUCTION (if Applicable) 2018

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Largo, Florida	b. POINT OF CONTACT NAME Rafal Cieslak, PE	c. POINT OF CONTACT TELEPHONE NUMBER 727-587-6713
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

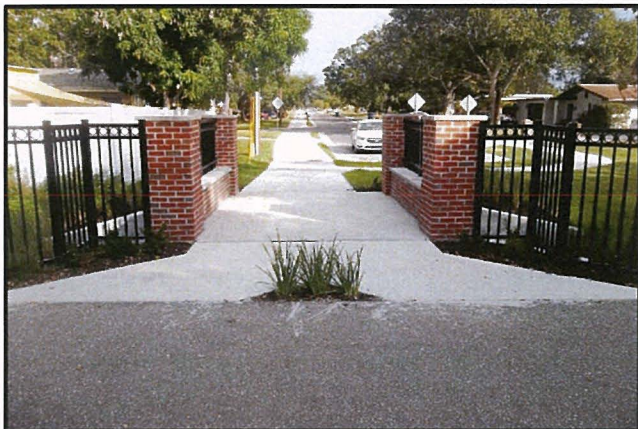


**12'x4' Bridge Culvert
Modeling and Conveyance Analysis**

The project consists of a decorative 12'x4' bridge culvert at the Pinellas Trail and 4th Avenue NW. This is multimodal segment of the City of Largo's Community Street Network. This project improves bicycle and pedestrian level of service, and safety including multi-use path, sidewalk, curb, shared bicycle facilities, intersection improvements, street trees, drainage conveyance and stormwater treatment.

The bridge structure is sized to convey the varies storm events thorough the Pinellas Trail side swales. The discharge outfalls into the McKay Bay watershed. The project has the following elements:

- Bridge culvert
- Survey and mapping
- Multi-use path and sidewalk
- Connection to Pinellas Trail
- Roadway reconstruction
- Drainage/treatment improvements
- Landscaping
- Utility coordination
- Project management
- Construction administration



**Multi-use Path and Sidewalks
Connection to Pinellas Trail**

RELEVANCY

Fee: \$30k
Construction: \$100k

- ✓ Bridge culvert design
- ✓ Drainage analysis and design
- ✓ Survey and mapping
- ✓ Multi-use path design
- ✓ Sidewalk design
- ✓ Roadway design
- ✓ Landscaping
- ✓ Utility coordination
- ✓ Construction administration

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME Pennoni	(2) FIRM LOCATION (City and State) Clearwater, FL	(3) ROLE Prime
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F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
 (Present as many projects as requested by the agency, or 10 projects, if not specified.
 Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

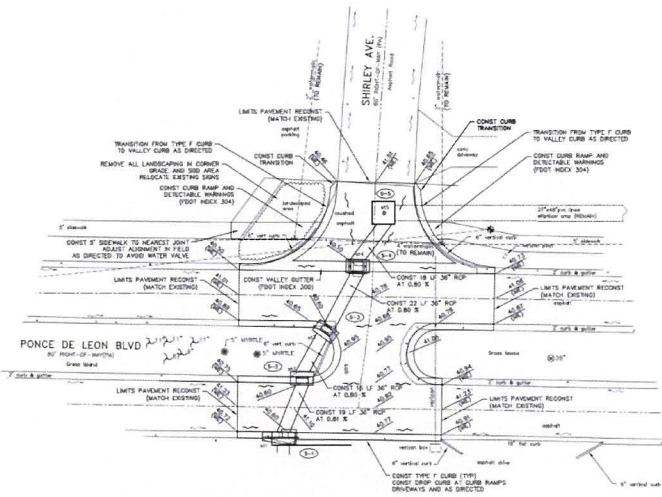
10

21. TITLE AND LOCATION (City and State) Drainage, Intersection - Ponce De Leon Blvd and Shirley Ave, Town of Belleair, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2016	CONSTRUCTION (if Applicable) 2016

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Town of Belleair, Florida	b. POINT OF CONTACT NAME Keith Bodeker	c. POINT OF CONTACT TELEPHONE NUMBER 727-408-4860
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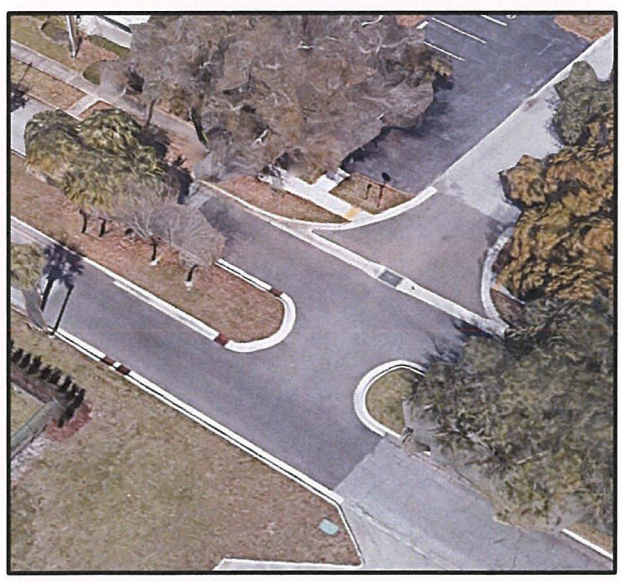
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)



Emergency Repair for Failing Drainage System at Intersection Involved Multiple Storm Pipes and Inlets

The existing storm system failed causing depressions in the intersection. This project involves emergency stormwater analysis, stormwater design, sidewalks, ADA upgrades, utility coordination and intersection reconstruction with the following elements:

- Survey and mapping
- Stormwater analysis
- Pipe capacity & conveyance analysis
- Intersection design
- Sidewalk upgrades
- ADA upgrades
- Utility coordination
- Probable construction cost
- Specifications
- Contractor coordination
- Utility conflict resolutions



Completed Project with New Stormwater System and Intersection Improvements

RELEVANCY

Fee: \$15k
Construction: \$150k

- ✓ Survey
- ✓ Emergency repair project
- ✓ Stormwater analysis
- ✓ Pipe capacity & conveyance analysis
- ✓ Stormwater design
- ✓ Intersection design
- ✓ Utilities
- ✓ Contractor coordination

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Pennoni	(2) FIRM LOCATION (City and State) Clearwater, FL	(3) ROLE Prime
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G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

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.)									
		1	2	3	4	5	6	7	8	9	10
Brian Diehl, PE	Project Manager, Civil Engineer	X					X				
Peter Nikolov, PE, ENV-SP	Civil Engineer, Stormwater Modeling, Sea Level Rise/Green Infrastructure, Public Outreach, Value Engineering, Alternatives Evaluation, Envision/Sustainability	X	X	X	X	X	X	X	X	X	X
Mike Henderson, PE	Civil Engineer, Utilities, Stormwater/Drainage, Stormwater Modeling, Sea Level Rise/Green Infrastructure, Roadway/Sidewalks, Permitting & Compliance, Alternatives Evaluation	X	X	X	X		X	X	X	X	
Jason Sheridan, PE	Civil Engineer, Stormwater/Drainage, Stormwater Modeling, Sea Level Rise/Green Infrastructure	X	X								
Steven Shealey, PE	Civil Engineer, Stormwater Modeling, Roadway/Sidewalks, Permitting, and Compliance		X				X	X			
Robert DuBois, PSM	Surveying			X			X	X	X	X	

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Channel District Roadway, Drainage and Utility Improvements Tampa, FL (Ongoing)	6	Drainage and Roadway – Clearwater-Largo Road District, Largo, FL (2017)
2	Drainage and Roadway – 43 rd Street Improvements Tampa, FL (2018)	7	Roadway and Drainage – Rosery Road Phase I Improvements Largo, FL (2018)
3	Drainage, Culverts, Modeling - DLTWTF Drainage Tampa, FL (2019)	8	Drainage, Culverts, Swale - Howard Drive Largo, FL (2017)
4	Roadway, Sidewalk and Drainage – Rocky Point Drive Improvements Tampa, FL (2020)	9	Bridge Culvert, Swale, Conveyance – 4 th Avenue Crossing Largo, FL (2017)
5	Drainage, Erosion Control – Tall Pine Drive Safety, Harbor (2017)	10	Drainage, Intersection - Ponce De Leon Blvd and Shirley Ave, Town of Belleair, FL (2016)

H. ADDITIONAL INFORMATION

36. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

The Pennoni Difference



“The focus of Pennoni is, and always will be, client services.”
- C.R. Pennoni



Services Offered

- Smart Solutions
- Highway/Bridge Design
- Transportation & Traffic Engineering
- Civil/Site Engineering
- Design/Build Delivery
- Port/Marine Design
- Drainage & Stormwater
- Water Resources Engineering
- Water/Wastewater Design
- Utilities Engineering
- Sustainability & Resiliency Design
- Funding Solutions
- GIS & Asset Management
- Structural Engineering
- Forensic Engineering
- Special (Threshold) Inspections
- Construction Services
- Fabrication/Materials Inspection & Testing
- Survey & Geospatial
- High Definition Laser Scanning
- Unmanned Aerial Systems
- Energy
- Environmental/Permitting Services
- Environmental Health & Safety
- Planning
- Visualization/Graphic Design

Pennoni www.pennoni.com



I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

December 7, 2020

33. NAME AND TITLE:

Brian Diehl, PE, Project Manager



ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)
None

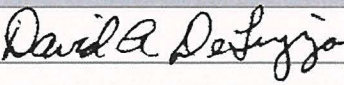
PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Pennoni Associates Inc.			3. YEAR ESTABLISHED 2016	4. DUNS NUMBER 064355282
2b. STREET 5755 Rio Vista Drive			5. OWNERSHIP	
2c. CITY Clearwater			2d. STATE FL	2e. ZIP CODE 33760
6a. POINT OF CONTACT NAME AND TITLE Jeffrey Salemme Office Director			a. TYPE Corporation	
6b. TELEPHONE NUMBER 727-325-1246			6c. E-MAIL ADDRESS jsalemme@pennoni.com	
8a. FORMER FIRM NAME (S) (if any) McCarthy & Associates, Inc. EPN Group, LLC			8b. YR. ESTABLISHED 1985 2014	8c. DUNS NUMBER 166754416 079655589
7. NAME OF FIRM (If block 2a is a branch office) Pennoni Associates Inc. 1900 Market Street, Suite 300 Philadelphia, PA 19103				

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	139	2	B02	Bridges	10
08	CADD Technician	42	4	C10	Commercial Buildings (low-rise)	9
12	Civil Engineer	155	3	C15	Construction Management	9
15	Construction Inspector	211	7	D04	Design-Build –Preparation of RFP	7
16	Construction Manager	24		E09	Environmental Impact Studies	7
21	Electrical Engineer	14		E12	Environmental Remediation	8
23	Environmental Engineer	12		H04	Heating; Ventilating; A.C.	3
27	Foundation/Geotechnical Engineer	10		H07	Highways, Streets, Airfield Paving	9
30	Geologist	5		H09	Hospitals & Medical Facilities	7
36	Industrial Hygienist	19	1	H11	Housing (Residential, Multi-Family)	8
38	Land Surveyor	69		I01	Industrial Buildings; Manufacturing	6
39	Landscape Architect	17		O01	Office Buildings, Industrial Parks	7
40	Materials Engineer	4		P06	Planning (Site, Installation, & Project)	9
42	Mechanical Engineer	19		R04	Recreation Facilities (Parks, Marina, etc)	7
47	Planner: Urban/Regional	7		S04	Sewage Collection, Treatment & Disposal	7
48	Project Manager	48		S06	Solar Energy Utilization	7
52	Sanitary Engineer	8		S09	Structural Design; Special Structures	7
57	Structural Engineer	38	7	S10	Surveying; Platting; Mapping; Flood Plain)	8
60	Transportation Engineer	149		T02	Testing & Inspection Services	10
62	Water Resources Engineer	9		T03	Traffic & Transportation Engineering	10
63	Other Employees*	239		U03	Utilities (Gas and Steam)	10
Total		1238	24	W03	Water Supply; Treatment and Distribution	8

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	8	1. Less than \$100,000	6. \$2 million to less than \$5 million	7. \$5 million to less than \$10 million	8. \$10 million to less than \$25 million
b. Non-Federal Work	10	3. \$250,000 to less than \$500,000	9. \$25 million to less than \$50 million	10. \$50 million or greater	
c. Total Work	10	4. \$500,000 to less than \$1 million			
		5. \$1 million to less than \$2 million			

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.	
a. SIGNATURE 	b. DATE July 1, 2020
c. NAME AND TITLE David A. Delizza, PE President & Chief Executive Officer	

*Includes: Chemical Engineer, Computer Programmer, Designer, Environmental Scientist, Facilities Engineer, Hydrologist, GIS Specialist, Mining Engineer, Safety/Occupational Health Engineer, Technician/Analyst, Transportation Planner, Utilities Engineer



ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)
None

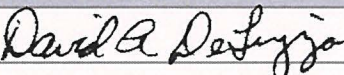
PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Pennoni Associates Inc.			3. YEAR ESTABLISHED 2014	4. DUNS NUMBER 064355282
2b. STREET 401 Third Street SW			5. OWNERSHIP	
2c. CITY Winter Haven			2d. STATE FL	2e. ZIP CODE 33880
6a. POINT OF CONTACT NAME AND TITLE Rich Butala Office Director & Vice President			a. TYPE Corporation	
6b. TELEPHONE NUMBER 863-201-8667			6c. E-MAIL ADDRESS rbutala@pennoni.com	
8a. FORMER FIRM NAME (S) (if any) Envisors			8b. YR. ESTABLISHED 1975	8c. DUNS NUMBER 089287106
7. NAME OF FIRM (If block 2a is a branch office) Pennoni Associates Inc. 1900 Market Street, Suite 300 Philadelphia, PA 19103				

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	139	1	B02	Bridges	10
08	CADD Technician	42	3	C10	Commercial Buildings (low-rise)	9
12	Civil Engineer	155	5	C15	Construction Management	9
15	Construction Inspector	211		D04	Design-Build –Preparation of RFP	7
16	Construction Manager	24		E09	Environmental Impact Studies	7
21	Electrical Engineer	14		E12	Environmental Remediation	8
23	Environmental Engineer	12	4	H04	Heating; Ventilating; A.C.	3
27	Foundation/Geotechnical Engineer	10		H07	Highways, Streets, Airfield Paving	9
30	Geologist	5		H09	Hospitals & Medical Facilities	7
36	Industrial Hygienist	19		H11	Housing (Residential, Multi-Family)	8
38	Land Surveyor	69	3	I01	Industrial Buildings; Manufacturing	6
39	Landscape Architect	17		O01	Office Buildings, Industrial Parks	7
40	Materials Engineer	4		P06	Planning (Site, Installation, & Project)	9
42	Mechanical Engineer	19		R04	Recreation Facilities (Parks, Marina, etc)	7
47	Planner: Urban/Regional	7	2	S04	Sewage Collection, Treatment & Disposal	7
48	Project Manager	48		S06	Solar Energy Utilization	7
52	Sanitary Engineer	8	1	S09	Structural Design; Special Structures	7
57	Structural Engineer	38		S10	Surveying; Platting; Mapping; Flood Plain)	8
60	Transportation Engineer	149	3	T02	Testing & Inspection Services	10
62	Water Resources Engineer	9	1	T03	Traffic & Transportation Engineering	10
63	Other Employees*	239	8	U03	Utilities (Gas and Steam)	10
Total		1238	31	W03	Water Supply; Treatment and Distribution	8

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	8	1. Less than \$100,000	6. \$2 million to less than \$5 million	7. \$5 million to less than \$10 million	8. \$10 million to less than \$25 million
b. Non-Federal Work	10	2. \$100,000 to less than \$250,000	9. \$25 million to less than \$50 million	10. \$50 million or greater	
c. Total Work	10	3. \$250,000 to less than \$500,000			
		4. \$500,000 to less than \$1 million			
		5. \$1 million to less than \$2 million			

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.	
a. SIGNATURE 	b. DATE July 1, 2020
c. NAME AND TITLE David A. Delizza, PE President & Chief Executive Officer	

*Includes: Chemical Engineer, Computer Programmer, Designer, Environmental Scientist, Facilities Engineer, Hydrologist, GIS Specialist, Mining Engineer, Safety/Occupational Health Engineer, Technician/Analyst, Transportation Planner, Utilities Engineer



ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)
None

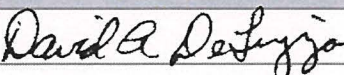
PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Pennoni Associates Inc.			3. YEAR ESTABLISHED 1966	4. DUNS NUMBER 064355282
2b. STREET 1900 Market Street, Suite 300			5. OWNERSHIP	
2c. CITY Philadelphia			2d. STATE PA	2e. ZIP CODE 19103
6a. POINT OF CONTACT NAME AND TITLE Mark T. Celoni Regional Vice President & Office Director			a. TYPE Corporation	
6b. TELEPHONE NUMBER 215-222-3000		6c. E-MAIL ADDRESS mceloni@pennoni.com		
8a. FORMER FIRM NAME (S) (if any)			8b. YR. ESTABLISHED	8c. DUNS NUMBER
7. NAME OF FIRM (If block 2a is a branch office)				
6b. TELEPHONE NUMBER 215-222-3000			6c. E-MAIL ADDRESS mceloni@pennoni.com	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	139	84	B02	Bridges	10
08	CADD Technician	42	12	C10	Commercial Buildings (low-rise)	9
12	Civil Engineer	155	57	C15	Construction Management	9
15	Construction Inspector	211	24	D04	Design-Build –Preparation of RFP	7
16	Construction Manager	24	4	E09	Environmental Impact Studies	7
21	Electrical Engineer	14	10	E12	Environmental Remediation	8
23	Environmental Engineer	12	2	H04	Heating; Ventilating; A.C.	3
27	Foundation/Geotechnical Engineer	10	6	H07	Highways, Streets, Airfield Paving	9
30	Geologist	5	4	H09	Hospitals & Medical Facilities	7
36	Industrial Hygienist	19	11	H11	Housing (Residential, Multi-Family)	8
38	Land Surveyor	69	23	I01	Industrial Buildings; Manufacturing	6
39	Landscape Architect	17	6	O01	Office Buildings, Industrial Parks	7
40	Materials Engineer	4	2	P06	Planning (Site, Installation, & Project)	9
42	Mechanical Engineer	19	17	R04	Recreation Facilities (Parks, Marina, etc)	7
47	Planner: Urban/Regional	7	1	S04	Sewage Collection, Treatment & Disposal	7
48	Project Manager	48	19	S06	Solar Energy Utilization	7
52	Sanitary Engineer	8	5	S09	Structural Design; Special Structures	7
57	Structural Engineer	38	9	S10	Surveying; Platting; Mapping; Flood Plain)	8
60	Transportation Engineer	149	58	T02	Testing & Inspection Services	10
62	Water Resources Engineer	9	3	T03	Traffic & Transportation Engineering	10
63	Other Employees*	239	82	U03	Utilities (Gas and Steam)	10
Total		1238	439	W03	Water Supply; Treatment and Distribution	8

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	8	1. Less than \$100,000	6. \$2 million to less than \$5 million	7. \$5 million to less than \$10 million	8. \$10 million to less than \$25 million
b. Non-Federal Work	10	3. \$250,000 to less than \$500,000	9. \$25 million to less than \$50 million	10. \$50 million or greater	
c. Total Work	10	4. \$500,000 to less than \$1 million			
		5. \$1 million to less than \$2 million			

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.	
a. SIGNATURE 	b. DATE July 1, 2020
c. NAME AND TITLE David A. Delizza, PE President & Chief Executive Officer	

*Includes: Chemical Engineer, Computer Programmer, Designer, Environmental Scientist, Facilities Engineer, Hydrologist, GIS Specialist, Mining Engineer, Safety/Occupational Health Engineer, Technician/Analyst, Transportation Planner, Utilities Engineer



ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

None


PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Booth Design Group, Inc.			3. YEAR ESTABLISHED 2012	4. DUNS NUMBER
2b. STREET 436 Second Street North #302			5. OWNERSHIP	
2c. CITY St. Petersburg			2d. STATE FL	2e. ZIP CODE 33701
6a. POINT OF CONTACT NAME AND TITLE Hunter A. Booth, President			a. TYPE S-Corp	
6b. TELEPHONE NUMBER (727) 821-5699			6c. E-MAIL ADDRESS hbooth@boothdg.com	
8a. FORMER FIRM NAME(S) (If any)			7. NAME OF FIRM (If block 2a is a branch office)	
Graham Booth Landscape Architecture			b. SMALL BUSINESS STATUS SBE approved	
			8b. YR. ESTABLISHED 2009	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	2	2	L03	Federal, State & Local Facilities	3
39	Landscape Architect	4	4			
Total		6	6			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
		1. Less than \$100,000 2. \$100,000 to less than \$250,000 3. \$250,000 to less than \$500,000 4. \$500,000 to less than \$1 million 5. \$1 million to less than \$2 million	6. \$2 million to less than \$5 million 7. \$5 million to less than \$10 million 8. \$10 million to less than \$25 million 9. \$25 million to less than \$50 million 10. \$50 million or greater		
a. Federal Work	1				
b. Non-Federal Work	3				
c. Total Work	4				

12. AUTHORIZED REPRESENTATIVE (The foregoing is a statement of facts)	
a. SIGNATURE 	b. DATE <p style="text-align: center;">December 1, 2020</p>

c. NAME AND TITLE Hunter A. Booth, ASLA, LEED AP President
--

SECTION 2

LICENSES



License

Pennoni

State of Florida Department of State

I certify from the records of this office that PENNONI ASSOCIATES INC. is a Pennsylvania corporation authorized to transact business in the State of Florida, qualified on July 23, 1997.

The document number of this corporation is F97000003836.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on January 2, 2020, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Second day of January, 2020*





Ronald R. Lee
Secretary of State

Tracking Number: 7086901724CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

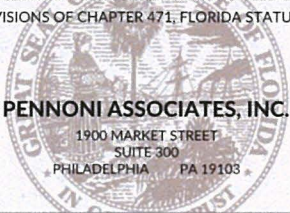
Ron DeSantis, Governor

STATE OF FLORIDA


BOARD OF PROFESSIONAL ENGINEERS

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES




PENNONI ASSOCIATES, INC.
 1900 MARKET STREET
 SUITE 300
 PHILADELPHIA PA 19103

LICENSE NUMBER: CA7819
 EXPIRATION DATE: FEBRUARY 28, 2021
 Always verify licenses online at MyFloridaLicense.com



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Florida Department of Agriculture and Consumer Services
 Division of Consumer Services
 Board of Professional Surveyors and Mappers
 2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LB8126**
 Expiration Date February 28, 2021

Professional Surveyor and Mapper Business License
 Under the provisions of Chapter 472, Florida Statutes


PENNONI ASSOCIATES, INC.
 1900 MARKET ST STE 300
 PHILADELPHIA, PA 19103-3511

Nicole Fried

NICOLE "NIKKI" FRIED
 COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

Ron DeSantis, Governor



Halsey Beshear, Secretary



STATE OF FLORIDA
 DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION


BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES



DIEHL, BRIAN MICHAEL
 4308 ELLINWOOD BLVD
 PALM HARBOR FL 34685

LICENSE NUMBER: PE84979
 EXPIRATION DATE: FEBRUARY 28, 2021
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Ron DeSantis, Governor

Halsey Beahrs, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

NIKOLOV, ELIAN PETER

9634 MAYPAN PLACE
LARGO FL 33777

LICENSE NUMBER: PE38766

EXPIRATION DATE: FEBRUARY 28, 2021

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DEPARTMENT OF STATE

HOME

SUPPORT

APPLICATION CHECKLIST

Welcome to the Pennsylvania Licensing System Verification service. By using this service you are able to search for license information on individuals and businesses regulated by the Bureau of Professional and Occupational Affairs. This site is considered a primary source for verification of license credentials provided by the Pennsylvania Department of State.

Back to Search

License Information

MICHAEL CAMERON HENDERSON New Port Richey, Florida 34652



Board/Commission:	Engineers ⓘ
License Type:	Professional Engineer
Specialty Type:	
License Number:	PE075338
Status:	Active
Status Effective Date:	2/21/2017
Issue Date:	2/8/2008
Expiration Date:	9/30/2021
Last Renewal:	9/27/2019

Disciplinary Action Details

No disciplinary actions were found for this license.



Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SHERIDAN, MICHAEL JASON

1911 OSWEGO DR.
HOLIDAY FL 34691

LICENSE NUMBER: PE80424

EXPIRATION DATE: FEBRUARY 28, 2021

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RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SHEALEY, STEVEN CLARK

604 NE 14TH STREET
WINTER HAVEN FL 33881

LICENSE NUMBER: PE35626

EXPIRATION DATE: FEBRUARY 28, 2021

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**Florida Department of Agriculture
and Consumer Services
Board of Professional Surveyors
and Mappers**

LS5293

**Professional Surveyor and Mapper
ROBERT F DU BOIS**

IS LICENSED under the provisions of Ch. 472 FS
Expiration date: February 28, 2021

Booth Design Group

State of Florida Department of State

I certify from the records of this office that BOOTH DESIGN GROUP, INC. is a corporation organized under the laws of the State of Florida, filed on November 29, 2012, effective December 7, 2012.

The document number of this corporation is P12000098203.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on January 6, 2020, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixth day of January, 2020*



Ronald DeSantis
Secretary of State

Tracking Number: 7941942296CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filing/CertificateOfStatus/CertificateAuthentication>

Ron DeSantis, Governor

Halsey Beshears, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE

LICENSE NUMBER: LC26000471

EXPIRATION DATE: NOVEMBER 30, 2021

THE LANDSCAPE ARCHITECT BUSINESS HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

BOOTH DESIGN GROUP, INC.
BOOTH DESIGN GROUP, INC.
146 2ND STREET NORTH SUITE 302
ST. PETERSBURG FL 33701



ISSUED: 02/25/2020

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Minority and Small Business Development

Certification Program
This is to certify that in accordance with City of Tampa Ordinance 2008-89

Booth Design Group, Inc.

is hereby certified as a

Small Local Business Enterprise (SLBE)

In the following specialty(ies)

Landscape Architecture

The certification is valid from August 2, 2020 to August 2, 2022

Updates for recertification are required prior to the expiration date listed above. If at any time changes are made in the firm that are not in concert with our eligibility requirements, you agree to report those changes to us for evaluation. The City of Tampa reserves the right to terminate this certification at anytime it determines eligibility requirements are not being met.

Gregory K. Hart, Manager
Minority and Small Business Manager

Ron DeSantis, Governor

Halsey Beshears, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE

LICENSE NUMBER: LA6666713

EXPIRATION DATE: NOVEMBER 30, 2021

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

BOOTH, HUNTER A.
1434 52ND AVE NE
ST. PETERSBURG FL 33703



ISSUED: 11/16/2019

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U.S. Green Building Council

HEREBY CERTIFIES THAT

Hunter Booth

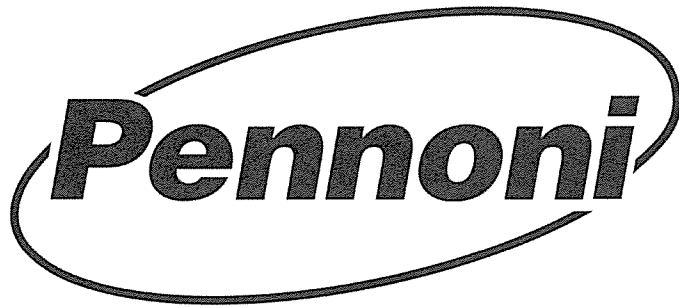
HAS ACHIEVED THE DESIGNATION OF

LEED ACCREDITED PROFESSIONAL

BY DEMONSTRATING THE KNOWLEDGE OF GREEN BUILDING PRACTICE
REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY
AND ENVIRONMENTAL DESIGN (LEED) GREEN BUILDING RATING SYSTEM.

Date issued
September 22, 2008

U.S. Green Building Council, LEED and Leadership in Energy and Environmental Design are registered trademarks of the U.S. Green Building Council.



Pennoni
5755 Rio Vista Drive
Clearwater, FL 33760
727-325-1256



PARTNERS FOR WHAT'S POSSIBLE

www.pennon.com

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

6D

**Varrea South 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
<i>weight factor</i>	25	25	20	15	5	5	5	100
NAME OF RESPONDENT								
1 Stantec								
2 Pennoni Associates, Inc.								

Board Member's Signature

Date

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

7

RESOLUTION 2021-07

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Varrea South 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 Hillsborough County, 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 VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT:

1. PRIMARY ADMINISTRATIVE OFFICE. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at the offices of c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

2. PRINCIPAL HEADQUARTERS. The District’s principal headquarters for purposes of establishing proper venue shall be located at the offices of _____, and within Hillsborough County, Florida.

3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 11th day of December, 2020.

ATTEST:

VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

8

RESOLUTION 2021-15

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2020-2021 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Varrea South 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 Hillsborough County, 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 VARREA SOUTH 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 11th day of December, 2020.

ATTEST:

**VARREA SOUTH COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2020-2021 Annual Meeting Schedule

Exhibit A

VARREA SOUTH COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS FISCAL YEAR 2020-2021 MEETING DATES

The Board of Supervisors of the Varrea South Community Development District will hold their regular meetings for Fiscal Year 2020-2021 at __:__ a./p.m., at the offices of Stantec, 777 S. Harbour Island Blvd., Suite 600, Tampa, Florida 33602. as follows:

January __, 2021
February __, 2021
March __, 2021
April __, 2021
May __, 2021
June __, 2021
July __, 2021
August __, 2021
September __, 2021

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 & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Ph: (561) 571-0010 ("District Office"), during normal business hours.

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

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

9

**VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
OCTOBER 31, 2020**

**VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
OCTOBER 31, 2020**

	General Fund	Total Governmental Funds
ASSETS		
Due from Landowner	\$ 11,180	\$ 11,180
Total assets	\$ 11,180	\$ 11,180
 LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 5,180	\$ 5,180
Landowner advance	6,000	6,000
Total liabilities	11,180	11,180
 DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	5,180	5,180
Total deferred inflows of resources	5,180	5,180
 Fund balances:		
Unassigned	(5,180)	(5,180)
Total fund balances	(5,180)	(5,180)
 Total liabilities, deferred inflows of resources and fund balances	 \$ 11,180	 \$ 11,180

**VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED OCTOBER 31, 2020**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Landowner contribution	\$ -	\$ -	\$ 92,848	0%
Total revenues	<u>-</u>	<u>-</u>	<u>92,848</u>	0%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	4,000	4,000	48,000	8%
Legal	-	-	25,000	0%
Engineering	-	-	3,500	0%
Dissemination agent*	-	-	583	0%
Telephone	16	16	200	8%
Postage	-	-	500	0%
Printing & binding	42	42	500	8%
Legal advertising	1,122	1,122	6,500	17%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	-	500	0%
Website				
Hosting & maintenance	-	-	1,680	0%
ADA compliance	-	-	210	0%
Total professional & administrative	<u>5,180</u>	<u>5,180</u>	<u>92,848</u>	6%
Excess/(deficiency) of revenues over/(under) expenditures	(5,180)	(5,180)	-	
Fund balances - beginning	-	-	-	
Fund balances - ending	<u>\$ (5,180)</u>	<u>\$ (5,180)</u>	<u>\$ -</u>	

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

10A

DRAFT

**MINUTES OF MEETING
VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT**

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The Varrea South Community Development District held a Landowners' Meeting on October 16, 2020 at 10:00 a.m., at the offices of Stantec, 777 S. Harbour Island Blvd., Suite 600, Tampa, Florida.

Present were:

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell, Hunt and Associates, LLC
Mike Doherty (in person)	Proxy Holder for Multiple Property Owners
Jere Earlywine	District Counsel
Tonja Stewart (in person)	Interim District Engineer
Ryan Zook	
Teddianne Sherman	
Ryan Hoppe	
William (Bill) Conerly	
Brian Mihelich	

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 10:08 a.m. Mr. Doherty, Proxy Holder for Multiple Property Owners, was present, in-person, at the meeting location.

In consideration of the COVID-19 pandemic, this meeting was being held in-person, via Zoom and telephonically, as permitted under the Florida Governor's Executive Orders, which allow local governmental public meetings to occur by means of communication media technology, including virtually and telephonically.

▪ **Determine Number of Voting Units Assigned by Proxy**

This item, previously Item 4B, was presented out of order.

Mr. Wrathell stated Mr. Doherty was appointed the proxy holder of a combined total of 437 voting units by Walton Acquisitions FL, LLC, WUSF 3 Harvest Grove N. LLC and WUSF 4.

Mr. Doherty may cast up to 437 votes, per Seat.

SECOND ORDER OF BUSINESS

Affidavit/Proof of Publication

39 The affidavit of publication was provided for informational purposes.

40

41 **THIRD ORDER OF BUSINESS**

Election of Chair to Conduct Landowners’ Meeting

42

43

44 Mr. Doherty agreed to Mr. Wrathell serving as Chair to conduct the Landowners’
45 meeting.

46

47 **FOURTH ORDER OF BUSINESS**

Election of Supervisors [All Seats]

48

49 **A. Nominations**

50 The following nominations were made:

51 Seat 1 Ryan Zook

52 Seat 2 Brian Mihelich

53 Seat 3 Teddianne Sherman

54 Seat 4 William (Bill) Conerly

55 Seat 5 Ryan Hoppe

56 No other nominations were made.

57 **B. Casting of Ballots**

58 • **Determine Number of Voting Units Represented**

59 A total of 437 voting units were represented.

60 • **Determine Number of Voting Units Assigned by Proxy**

61 All 437 of the voting units represented were assigned by proxy.

62 Mr. Doherty cast the following votes:

63 Seat 1 Ryan Zook 437 votes

64 Seat 2 Brian Mihelich 437 votes

65 Seat 3 Teddianne Sherman 436 votes

66 Seat 4 William (Bill) Conerly 436 votes

67 Seat 5 Ryan Hoppe 436 votes

68 **C. Ballot Tabulation and Results**

69 Mr. Wrathell reported the following ballot tabulation, results and term lengths:

70 Seat 1 Ryan Zook 437 votes 4-year Term

71 Seat 2 Brian Mihelich 437 votes 4-year Term

72	Seat 3	Teddianne Sherman	436 votes	2-year Term
73	Seat 4	William (Bill) Conerly	436 votes	2-year Term
74	Seat 5	Ryan Hoppe	436 votes	2-year Term

75

76 **FIFTH ORDER OF BUSINESS** **Landowners' Questions/Comments**

77

78 There being no Landowners' questions or comments, the next item followed.

79

80 **SIXTH ORDER OF BUSINESS** **Adjournment**

81

82 There being no further business to discuss, the meeting adjourned at 10:14 a.m.

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86 [SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

10B

DRAFT
MINUTES OF MEETING
VARREA SOUTH
COMMUNITY DEVELOPMENT DISTRICT

The Varrea South Community Development District held an Organizational Meeting on October 16, 2020, *immediately following adjournment of the 10:00 a.m., Landowners' Meeting*, at <https://us04web.zoom.us/j/79706550124?pwd=eElyVyTQld5NFJxcUZtZFZMb21Xdz09>, and 1-646-558-8656, Meeting ID 797 0655 0124 and Passcode 203464, for both.

Present were:

Ryan Zook	Chair
Brian Mihelich	Vice Chair
Teddianne Sherman	Assistant Secretary
William (Bill) Conerly	Assistant Secretary
Ryan Hoppe	Assistant Secretary

Also present, were:

Craig Wrathell	District Manager
Cindy Cerbone	Wrathell Hunt and Associates, LLC (WHA)
Jere Earlywine	District Counsel
Tonja Stewart	Interim District Engineer
Mike Doherty	Landowner Representative

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at approximately 10:15 a.m. He noted the following results of the Landowners' Election held just prior to this meeting:

Seat 1	Ryan Zook	437 votes	4-year Term
Seat 2	Brian Mihelich	437 votes	4-year Term
Seat 3	Teddianne Sherman	436 votes	2-year Term
Seat 4	William (Bill) Conerly	436 votes	2-year Term
Seat 5	Ryan Hoppe	436 votes	2-year Term

Mr. Wrathell stated that Management received notarized Oaths of Offices that were administered to the individuals listed above. In consideration of the COVID-19 pandemic, this meeting was being held via Zoom and telephonically, as permitted under the Florida Governor's Executive Orders, which allow local governmental public meetings to occur by means of communication media technology, including virtually and telephonically.

40 The initial Board Members named in the petition to create the District, Ryan Zook, Brian
41 Mihelich, Teddianne Sherman, William Conerly and Ryan Hoppe were present.

42

43 **SECOND ORDER OF BUSINESS**

Public Comments

44

45 There were no public comments.

46

47 **GENERAL DISTRICT ITEMS**

48 **THIRD ORDER OF BUSINESS**

**Administration of Oath of Office to Initial
Board of Supervisors (the following will be
provided in a separate package)**

49

50

51

52 This item was addressed during the First Order of Business.

53 **A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**

54 **B. Membership, Obligations and Responsibilities**

55 **C. Chapter 190, Florida Statutes**

56 **D. Financial Disclosure Forms**

57 **I. Form 1: Statement of Financial Interests**

58 **II. Form 1X: Amendment to Form 1, Statement of Financial Interests**

59 **III. Form 1F: Final Statement of Financial Interests**

60 **E. Form 8B: Memorandum of Voting Conflict**

61 Mr. Wrathell discussed the Sunshine and Florida Ethics laws, voting conflicts, ethical
62 prohibitions and public records requests. He recommended using the District email address and
63 maintaining computer and other files for all CDD business separate from personal files. He
64 discussed filing Form 1 within 30 days, to avoid fines. Mr. Earlywine noted the importance of
65 filing disclosures upon receipt of gifts, quarterly and reminded the Board not to use their
66 position for their own private gain or benefit.

67

68 **FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-01,
Canvassing and Certifying the Results of
the Landowners' Election of Supervisors
Held Pursuant to Section 190.006(2),
Florida Statutes, and Providing for an
Effective Date**

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75 The Landowners' Election results were presented during the First Order of Business.

76 Mr. Wrathell presented Resolution 2021-01 and reiterated the results of the election.

77

78 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**
79 **Resolution 2021-01, Canvassing and Certifying the Results of the Landowners’**
80 **Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes,**
81 **and Providing for an Effective Date, was adopted.**

82

83

84 **FIFTH ORDER OF BUSINESS**

Consideration of Resolution 2021-02,
Designating a Chair, a Vice Chair, a
Secretary, Assistant Secretaries, a
Treasurer and an Assistant Treasurer of the
Varrea South Community Development
District, and Providing for an Effective Date

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91 Mr. Wrathell presented Resolution 2021-02. He read the following slate of officers
92 nominated by Mr. Zook:

- 93 Chair Ryan Zook
- 94 Vice Chair Brian Mihelich
- 95 Secretary Craig Wrathell
- 96 Assistant Secretary Teddianne Sherman
- 97 Assistant Secretary William Conerly
- 98 Assistant Secretary Ryan Hoppe
- 99 Assistant Secretary Cindy Cerbone
- 100 Assistant Secretary Daniel Rom
- 101 Treasurer Craig Wrathell
- 102 Assistant Treasurer Jeff Pinder

103 No other nominations were made.

104

105 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**
106 **Resolution 2021-02, Designating a Chair, a Vice Chair, a Secretary, Assistant**
107 **Secretaries, a Treasurer and an Assistant Treasurer of the Varrea South**
108 **Community Development District, and Providing for an Effective Date, as**
109 **nominated, was adopted.**

110

111

112 **ORGANIZATIONAL MATTERS**

113 SIXTH ORDER OF BUSINESS

Consideration of the Following
114 Organizational Matters:

115
116 A. Resolution 2021-03, Appointing and Fixing the Compensation of the District Manager;
117 Appointing a Methodology Consultant; and Providing an Effective Date

- 118 • Agreement for District Management Services: *Wrathell, Hunt and Associates,*
119 *LLC*

120 Mr. Wrathell presented Resolution 2021-03.

122 On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,
123 Resolution 2021-03, Appointing and Fixing the Compensation of Wrathell, Hunt
124 and Associates, LLC, as the District Manager; Appointing as Methodology
125 Consultant; and Providing an Effective Date, was adopted.

126
127
128 B. Resolution 2021-04, Appointing District Counsel for the District, and Authorizing
129 Compensation; and Providing for an Effective Date

- 130 • Fee Agreement: *Hopping Green & Sam, P.A.*

131 Mr. Wrathell presented Resolution 2021-04.

133 On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,
134 Resolution 2021-04, Appointing Hopping Green & Sams, P.A., as District
135 Counsel for the District, and Authorizing Compensation; and Providing for an
136 Effective Date, was adopted.

137
138
139 C. Resolution 2021-05, Designating a Registered Agent and Registered Office of the
140 District; and Providing for an Effective Date

141 Mr. Wrathell presented Resolution 2021-05.

143 On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,
144 Resolution 2021-05, Designating Jere Earlywine as Registered Agent and the
145 Offices of Hopping Green & Sams P.A., 119 South Monroe Street, Suite 300,
146 Tallahassee, Florida 32314, as the Registered Office of the District; and
147 Providing for an Effective Date, was adopted.

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150 D. Resolution 2021-06, Appointing an Interim District Engineer for the District; and
151 Providing for an Effective Date

- 152 • **Interim Engineering Services Agreement: *Stantec***

153 Mr. Wrathell presented Resolution 2021-06 and the Stantec Interim Engineering
154 Services Agreement and Fee Schedule. The District must appoint an Interim District Engineer
155 and go through the Request for Qualifications (RFQ) process, as the District Engineer's services
156 would exceed the \$35,000, annually.

157

158 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,
159 Resolution 2021-06, Appointing Stantec, as Interim District Engineer for the
160 District; and Providing for an Effective Date, was adopted.**

161

162

- 163 **E. Authorization of Request for Qualifications (RFQ) for Engineering Services**

164 Mr. Wrathell presented the RFQ for Engineering Services and the Competitive Selection
165 Criteria.

166

167 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor, the
168 Request for Qualifications for Engineering Services and the Competitive
169 Selection Criteria and authorizing Staff to advertise, was approved.**

170

171

- 172 **F. Board Member Compensation: 190.006 (8), F.S.**

173 The Board Members declined compensation.

- 174 **G. Resolution 2021-07, Designating the Primary Administrative Office and Principal
175 Headquarters of the District and Providing an Effective Date**

176 This item was deferred to the next meeting.

- 177 **H. Resolution 2021-08, Setting Forth the Policy of the District Board of Supervisors with
178 Regard to the Support and Legal Defense of the Board of Supervisors and, District
179 Officers and Providing for an Effective Date**

180 Mr. Wrathell presented Resolution 2021-08.

181

182 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,
183 Resolution 2021-08, Setting Forth the Policy of the District Board of
184 Supervisors with Regard to the Support and Legal Defense of the Board of
185 Supervisors and District Officers and Providing for an Effective Date, was
186 adopted.**

187

188

- 189 • Authorization to Obtain General Liability and Public Officers’ Insurance

190

191 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**
 192 **authorizing Staff to obtain General Liability and Public Officers’ insurance, was**
 193 **approved.**

194

195

- 196 **I. Resolution 2021-09, Providing for the Public’s Opportunity to Be Heard; Designating**
 197 **Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be**
 198 **Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for**
 199 **Severability and an Effective Date**

200 Mr. Wrathell presented Resolution 2021-09.

201

202 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**
 203 **Resolution 2021-09, Providing for the Public’s Opportunity to Be Heard;**
 204 **Designating Public Comment Periods; Designating a Procedure to Identify**
 205 **Individuals Seeking to Be Heard; Addressing Public Decorum; Addressing**
 206 **Exceptions; and Providing for Severability and an Effective Date, was adopted.**

207

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- 209 **J. Resolution 2021-10, Providing for the Appointment of a Records Management Liaison**
 210 **Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a**
 211 **Records Retention Policy; and Providing for Severability and Effective Date**

212 Mr. Wrathell presented Resolution 2021-10.

213

214 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**
 215 **Resolution 2021-10, Providing for the Appointment of Wrathell, Hunt and**
 216 **Associates, LLC, as the Records Management Liaison Officer; Providing the**
 217 **Duties of the Records Management Liaison Officer; Adopting a Records**
 218 **Retention Policy; and Providing for Severability and Effective Date, was**
 219 **adopted.**

220

221

- 222 **K. Resolution 2021-11, Granting the Chair the Authority to Execute Real and Personal**
 223 **Property Conveyance and Dedication Documents, Plats and Other Documents Related**
 224 **to the Development of the District’s Improvements; Approving the Scope and Terms**
 225 **of Such Authorization; Providing for a Severability Clause; and Providing an Effective**
 226 **Date**

227 Mr. Wrathell presented Resolution 2021-11. This Resolution grants the Chair, Vice Chair
228 and Assistant Secretary the authority to work with District Counsel, the District Engineer and
229 District Staff and authorizes the Chair to execute and the Vice Chair and Assistant Secretary to
230 countersign certain documents, between meetings, to avoid delays in construction, etc.

231

232 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**
233 **Resolution 2021-11, Granting the Chair the Authority to Execute Real and**
234 **Personal Property Conveyance and Dedication Documents, Plats and Other**
235 **Documents Related to the Development of the District's Improvements;**
236 **Approving the Scope and Terms of Such Authorization; Providing for a**
237 **Severability Clause; and Providing an Effective Date, was adopted.**

238

239

240 **L. Resolution 2021-12, Ratifying, Confirming and Approving the Recording of the Notice**
241 **of Establishment of the District**

242 Mr. Wrathell presented Resolution 2021-12.

243

244 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**
245 **Resolution 2021-12, Ratifying, Confirming and Approving the Recording of the**
246 **Notice of Establishment for the Varrea South Community Development**
247 **District, was adopted.**

248

249

250 **M. Authorization of Request for Proposals (RFP) for Annual Audit Services**

251 • **Designation of Board of Supervisors as Audit Committee**

252 Mr. Wrathell presented the Request for Proposals (RFP) For Annual Audit Services.

253

254 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**
255 **authorizing the District Manager to advertise the Request for Proposals for**
256 **Annual Audit Services, designating the Board of Supervisors as the Audit**
257 **Selection Committee and approving the ranking criteria, was approved.**

258

259

260 **N. Strange Zone, Inc., Quotation #M20-1013 for District Website Design, Maintenance**
261 **and Domain**

262 Mr. Wrathell presented the Strange Zone, Inc. (SZI) proposal for website creation and
263 annual maintenance, hosting, email domain registration and SSL certificates.

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On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor, Strange Zone, Inc., Quotation #M20-1013 for District Website Design, Maintenance and Domain, in the amount of \$1,679.99, was approved.

O. ADA Site Compliance Proposal for Website Compliance Shield, Accessibility Policy and One (1) Annual Technological Audit

Mr. Wrathell presented the ADA Site Compliance (ADASC) proposal for services to bring the CDD's website into compliance with the American with Disabilities Act (ADA) requirements and to affix an ADA Compliance seal to the homepage indicating that steps are underway to make the website ADA compliant.

On MOTION by Mr. Zook and seconded by Mr. Conerly, 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.

P. 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; and Providing an Effective Date

I. Rules of Procedure

II. Notices

- **Notice of Rule Development**
- **Notice of Rulemaking**

These items were provided for informational purposes.

Mr. Wrathell presented Resolution 2021-13.

On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor, Resolution 2021-13, To Designate Date, Time and Place of Public Hearing as December 11, 2020 at 10:00 a.m., at Stantec, 777 S. Harbour Island Blvd, Suite 600, Tampa, Florida 33602, and Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of Procedure; and Providing an Effective Date, was adopted.

Q. Resolution 2021-15, Adopting the Annual Meeting Schedule for Fiscal Year 2020-2021 and Providing for an Effective Date

303 This item was deferred to the next meeting.

304 **R. Resolution 2021-16, Approving the Florida Statewide Mutual Aid Agreement;**
305 **Providing for Severability; and Providing for an Effective Date**

306 Mr. Wrathell presented Resolution 2021-16. He explained the purpose of the
307 Agreement and potential benefit to the District in an emergency or disaster, such as a
308 hurricane.

309

310 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**
311 **Resolution 2021-16, Approving the Florida Statewide Mutual Aid Agreement;**
312 **Providing for Severability; and Providing for an Effective Date, was adopted.**

313

314

315 **BANKING MATTERS**

316 **SEVENTH ORDER OF BUSINESS**

**Consideration of the Following Banking
Matters:**

317

318

319 **A. Resolution 2021-17, Designating a Public Depository for Funds of the District and**
320 **Providing an Effective Date**

321 Mr. Wrathell presented Resolution 2021-17. Management recommended
322 SunTrust/Truist Bank, as the Qualified Public Depository for the District's accounts.

323

324 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**
325 **Resolution 2021-17, Designating SunTrust/Truist Bank as the Public Depository**
326 **for Funds of the District and Providing an Effective Date, was adopted.**

327

328

329 **B. Resolution 2021-18, Designating the Authorized Signatories for the District's Operating**
330 **Bank Account(s), and Providing for an Effective Date**

331 Mr. Wrathell presented Resolution 2021-18. The Chair, Treasurer and Assistant
332 Treasurer would be authorized signatories on the account. Funding requests would be sent to
333 Mr. Zook.

334

335 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**
336 **Resolution 2021-18, Directing Wrathell, Hunt and Associates, LLC, to Establish a**
337 **Local Bank Account at SunTrust/Truist Bank for the District and Appointing the**
338 **Chair, Treasurer and Assistant Treasurer as Signatories for the District's**
339 **Operating Bank Account(s), and Providing for an Effective Date, was adopted.**

340 BUDGETARY MATTERS

341 EIGHTH ORDER OF BUSINESS

Consideration of the Following Budgetary Matters:

- 342
- 343
- 344 **A. Resolution 2021-19, Approving a Proposed Budget for Fiscal Year 2020/2021 and**
- 345 **Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal,**
- 346 **Posting and Publication Requirements; Addressing Severability; and Providing an**
- 347 **Effective Date**

348 Mr. Wrathell presented Resolution 2021-19. He reviewed the proposed Fiscal Year 2021
349 budget distributed prior the meeting. It would be a Developer-contribution budget.

350 The following changes were made to the proposed Fiscal Year 2021 budget.

351 Page 1, Title: Change "Fiscal Year 2020" to "Fiscal Year 2021"

352 Page 1, "ADA compliance" Line Item: Change \$200" to "210"

353

354 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**

355 **Resolution 2021-19, Approving the Proposed Budget for Fiscal Year 2020/2021,**

356 **as amended, and Setting a Public Hearing Thereon Pursuant to Florida Law for**

357 **February 12, 2020 at 10:00 a.m., at Stantec, 777 S. Harbour Island Blvd, Suite**

358 **600, Tampa, Florida 33602; Addressing Transmittal, Posting and Publication**

359 **Requirements; Addressing Severability; and Providing an Effective Date, was**

360 **adopted.**

361

362

- 363 **B. Fiscal Year 2020/2021 Budget Funding Agreement**

364 Mr. Wrathell presented the Fiscal Year 2020/2021 Budget Funding Agreement. The
365 Developer would provide funding on an as-needed basis, as funding requests are submitted.

366 **After a brief disconnection, Supervisor Zook rejoined the meeting.**

367

368 **On MOTION by Mr. Conerly and seconded by Mr. Hoppe, with all in favor, the**

369 **Fiscal Year 2020/2021 Budget Funding Agreement, in substantial form, subject**

370 **to final legal review, was approved.**

371

372

- 373 **C. Resolution 2021-20, Adopting the Alternative Investment Guidelines for Investing**
- 374 **Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in**
- 375 **Accordance with Section 218.415(17), Florida Statutes**

376 Mr. Wrathell presented Resolution 2021-20.

377 On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,
378 Resolution 2021-20, Adopting the Alternative Investment Guidelines for
379 Investing Public Funds in Excess of Amounts Needed to Meet Current
380 Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes,
381 was adopted.

382

383

384 D. Resolution 2021-21, Authorizing the Disbursement of Funds for Payment of Certain
385 Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing
386 the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without
387 Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and
388 Providing for an Effective Date

389 Mr. Wrathell presented Resolution 2021-21.

390

391 On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,
392 Resolution 2021-21, Authorizing the Disbursement of Funds for Payment of
393 Certain Continuing Expenses Without Prior Approval of the Board of
394 Supervisors; Authorizing the Disbursement of Funds for Payment of Certain
395 Non-Continuing Expenses Without Prior Approval of the Board of Supervisors;
396 Providing for a Monetary Threshold; and Providing for an Effective Date, was
397 adopted.

398

399

400 E. Resolution 2021-22, Adopting a Policy for Reimbursement of District Travel Expenses;
401 and Providing for Severability and an Effective Date

402 Mr. Wrathell presented Resolution 2021-22.

403

404 On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,
405 Resolution 2021-22, Adopting a Policy for Reimbursement of District Travel
406 Expenses; and Providing for Severability and an Effective Date, was adopted.

407

408

409 F. Resolution 2021-23, Adopting Prompt Payment Policies and Procedures Pursuant to
410 Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an
411 Effective Date

412 Mr. Wrathell presented Resolution 2021-23.

413

414 On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,
415 Resolution 2021-23, Adopting Prompt Payment Policies and Procedures
416 Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and
417 Providing an Effective Date, was adopted.

418

419

420 **G. Resolution 2021-24, Adopting an Internal Controls Policy Consistent with Section**
421 **218.33, Florida Statutes; Providing an Effective Date**

422 Mr. Wrathell presented Resolution 2021-24. Recent legislative changes require
423 governmental entities to formally adopt an internal controls policy, by Resolution. Management
424 has policies in place, as part of the annual audit process.

425

426 On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,
427 Resolution 2021-24, Adopting an Internal Controls Policy Consistent with
428 Section 218.33, Florida Statutes; Providing an Effective Date, was adopted.

429

430

431 **BOND FINANCING RELATED MATTERS**

432 **NINTH ORDER OF BUSINESS**

**Consideration of the Following Bond
Financing Related Matters:**

433

434

435 **A. Bond Financing Team Funding Agreement**

436 Mr. Wrathell presented the Bond Financing Team Funding Agreement, which would
437 allow the Landowner to provide advance funding for bond-related work and activities and for
438 the District to reimburse those expenses to the Landowner from the bond proceeds.

439

440 On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor, the
441 Bond Financing Team Funding Agreement between the Varrea South
442 Community Development District and D.R. Horton, Inc., in substantial form,
443 subject to Developer's Counsel Review, was approved.

444

445

446 **B. Engagement of Bond Financing Professionals**

447 **I. Underwriter/Investment Banker: *FMSbonds, Inc.***

448 Mr. Wrathell presented the FMSbonds, Inc., Engagement Letter for Underwriter Services
449 and G-17 Disclosure.

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On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor, the FMSbonds, Inc., Engagement Letter for Underwriter Services and G-17 Disclosure, was approved.

II. Bond Counsel: *Akerman, LLP*

Mr. Wrathell presented the Akerman, LLP Engagement Letter to serve as Bond Counsel. The fee would be \$43,000 per bond issue.

On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor, the Akerman, LLP Engagement Letter for Bond Counsel Services, was approved.

III. Trustee, Paying Agent and Registrar: *U.S. Bank, N.A.*

Mr. Wrathell presented the U.S. Bank, N.A. Engagement Letter to serve as Trustee, Paying Agent and Registrar.

On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor, the US Bank, N.A. Engagement Letter, with Fee Schedule, to serve as Trustee, Paying Agent, and Registrar, was approved.

C. Resolution 2021-25, Designating a Date, Time, and Location of a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date

Mr. Wrathell presented Resolution 2021-25.

On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor, Resolution 2021-25, Designating a Date, Time and Location of December 11 2020 at 10:00 a.m., at Stantec, 777 S. Harbour Island Blvd, Suite 600, Tampa, Florida 33602, for a Public Hearing Regarding the District's Intent to Use the Uniform Method for the Levy, Collection, and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing; and Providing an Effective Date, was adopted.

490 **D. Resolution 2021-26, Authorizing the Issuance of Not Exceeding \$40,000,000 Principal**
 491 **Amount of Varrea South Community Development District Special Assessment**
 492 **Revenue Bonds, in One or More Series, for the Purpose of Financing the Construction**
 493 **and/or Acquisition By the District of the Public Improvements and Community**
 494 **Facilities' Permitted By the Provisions of Chapter 190, Florida Statutes and the**
 495 **Ordinance Establishing the District; Approving a Form of a Master Trust Indenture;**
 496 **Approving and Appointing a Trustee; Authorizing the Commencement of Validation**
 497 **Proceedings Relating to the Foregoing Bonds; Authorizing and Approving Other**
 498 **Matters Relating to the Foregoing Bonds; and Providing an Effective Date**

499 Mr. Earlywine stated Resolution 2021-26 accomplishes the following:

- 500 ➤ Initiates the bond validation process.
- 501 ➤ Authorizes the issuance of bonds up to \$40 million, not-to-exceed the amount of special
502 assessment bonds.
- 503 ➤ Endorses the Master Trust Indenture.
- 504 ➤ Appoints U.S. Bank, N.A., as the Bond Trustee.

505 Mr. Wrathell presented Resolution 2021-26.

506

507 **On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor,**
 508 **Resolution 2021-26, Authorizing the Issuance of Not Exceeding \$40,000,000**
 509 **Principal Amount of Varrea South Community Development District Special**
 510 **Assessment Revenue Bonds, in One or More Series, for the Purpose of**
 511 **Financing the Construction and/or Acquisition By the District of the Public**
 512 **Improvements and Community Facilities' Permitted By the Provisions of**
 513 **Chapter 190, Florida Statutes and the Ordinance Establishing the District;**
 514 **Approving a Form of a Master Trust Indenture; Approving and Appointing a**
 515 **Trustee; Authorizing the Commencement of Validation Proceedings Relating to**
 516 **the Foregoing Bonds; Authorizing and Approving Other Matters Relating to the**
 517 **Foregoing Bonds; and Providing an Effective Date, was adopted.**

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520 **TENTH ORDER OF BUSINESS**

Staff Reports

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522 **A. District Counsel: *Hopping Green & Sams, P.A.***

- 523 ■ **Resolution 2021-27, Declaring the District's Intent to Accept Responsibility for the**
 524 **Perpetual Operation, Maintenance, and Funding of the Stormwater Management**
 525 **System**

526 **This item was an addition to the agenda.**

527 Mr. Earlywine presented a Resolution, related to declaring the District’s intent to accept
528 the stormwater management system. This Resolution, which would be numbered 2021-27, was
529 prepared today in response to the Permitting Agency’s request, and was not in the agenda
530 package. Resolution 2021-27 would be mailed to the Chair to execute. Discussion ensued
531 regarding changes to the maintenance plan.

532

On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor, Resolution 2021-27, Declaring the District’s Intent to Accept Responsibility for the Perpetual Operation, Maintenance, and Funding of the Stormwater Management System, as presented by Mr. Earlywine, subject to Staff’s review of the Maintenance Plan, and authorizing the Chair to execute the final version, was adopted.

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541 **B. District Engineer (Interim): *Stantec***

542 There being nothing to report, the next item followed.

543 **C. District Manager: *Wrathell, Hunt and Associates, LLC***

544 There being nothing to report, the next item followed.

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546 **ELEVENTH ORDER OF BUSINESS**

Board Members’ Comments/Requests

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548 There being no Board Members’ comments or requests, the next item followed.

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550 **TWELFTH ORDER OF BUSINESS**

Public Comments

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552 There being no public comments, the next item followed.

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554 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

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556 There being nothing further to discuss, the meeting adjourned.

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On MOTION by Mr. Zook and seconded by Mr. Conerly, with all in favor, the meeting adjourned at 11:38 a.m.

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Secretary/Assistant Secretary

Chair/Vice Chair