

PINE RIDGE PLANTATION
Community Development District

November 17, 2020

Pine Ridge Plantation Community Development District

475 West Town Place, Suite 114, St. Augustine, Florida 32092

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November 12, 2020

Board of Supervisors
Pine Ridge Plantation
Community Development District

Dear Board Members:

The Meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District will be held Tuesday, November 17, 2020 at 6:00 p.m. at the Pine Ridge Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Consideration of Resolution 2021-01, Election of Officers
- IV. Approval of the Minutes of the August 24, 2020 Special Meeting and the September 15, 2020 Meeting
- V. Consideration of Resolution 2021-02, Amending the Reserve Fund Budget for Fiscal Year 2020
- VI. Consideration of Resolution 2021-03, Redesignating Registered Agent
- VII. Consideration of Proposals Received in Response to RFQ for Architectural Services
- VIII. Consideration of Proposed Maintenance Contract from Down To Earth to Include Weekly Cleanup of Pond
- IX. Consideration of Proposal from The Lake Doctors
- X. Consideration of Audit Engagement Letter from Berger, Toombs, Elam, Gaines & Frank to Perform the Audit for Fiscal Year 2020
- XI. Staff Reports
 - A. Attorney
 - B. District Manager
 - C. Engineer
 - D. Operations Manager
 1. Report
 2. Chair Lift Proposal
 - E. Amenity Manager
- XII. Audience Comments / Supervisor's Requests
- XIII. Financial Statements
 - A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2020
 - B. Assessment Receipts Schedule
 - C. Approval of Check Register

- XIV. Next Scheduled Meeting – 01/19/21 @ 6:00 p.m. at the Pine Ridge Plantation
Amenity Center
XV. Adjournment

The third order of business is consideration of Resolution 2021-01. The Board can consider appointing the newly elected supervisors as an officer of the District by adopting Resolution 2021-01, which is enclosed for your review.

Enclosed for your review and approval is a copy of the minutes of the August 24, 2020 special meeting and the September 15, 2020 meeting.

The fifth order of business is consideration of Resolution 2021-02, which is enclosed for your review.

The sixth order of business is consideration of Resolution 2021-03, which is enclosed for your review.

The seventh order of business is consideration of proposals for architectural services, which are enclosed for your review.

The eighth order of business is consideration of proposed maintenance contract from Down to Earth, which is enclosed for your review.

The ninth order of business is consideration of proposal from The Lake Doctors, which is enclosed for your review.

The tenth order of business is consideration of audit engagement letter, which is enclosed for your review.

Enclosed under the Operations Manager's Report are the items as outlined above.

Copies of the Balance Sheet and Statement of Revenues & Expenditures, Assessment Receipts Schedule and Check Register are enclosed for your review.

If you have any questions, please contact me.

Sincerely,

Ernesto Torres

Ernesto Torres
District Manager

cc: Wes Haber
Peter Ma

Amy Hembree
Darrin Mossing

Rich Whetsel

AGENDA

Pine Ridge Plantation Community Development District Agenda

Tuesday
November 17, 2020
6:00 p.m.

Pine Ridge Plantation Amenity Center
4200 Pine Ridge Parkway
Middleburg, Florida 32068
District Website: www.pineridgeplantationcdd.com

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 - A. Attorney
 - B. District Manager
 - C. Engineer

- D. Operations Manager
 - 1. Report
 - 2. Chair Lift Proposal

- E. Amenity Manager

XII. Audience Comments / Supervisor's Requests

XIII. Financial Statements

- A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2020
- B. Assessment Receipts Schedule
- C. Approval of Check Register

XIV. Next Scheduled Meeting – 01/19/21 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

XV. Adjournment

THIRD ORDER OF BUSINESS

RESOLUTION 2021-01

**A RESOLUTION DESIGNATING OFFICERS OF THE PINE
RIDGE PLANTATION COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Pine Ridge Plantation Community Development District at a regular business meeting held on November 17, 2020 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>Ernesto Torres</u>	Secretary
<u>James Perry</u>	Treasurer
<u>James Oliver</u>	Assistant Treasurer
<u>Patti Powers</u>	
<u>Ernesto Torres</u>	
<u>Ariel Lovera</u>	
<u>Rich Hans</u>	Assistant Secretary
<u>James Oliver</u>	
<u>James Perry</u>	

PASSED AND ADOPTED THIS 17th DAY OF NOVEMBER, 2020

Secretary / Assistant Secretary

Chairman / Vice Chairman

FOURTH ORDER OF BUSINESS

MINUTES OF MEETING
PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT

A Special meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Monday, August 24, 2020 at 6:00 p.m. via Zoom Teleconference.

Present and constituting a quorum were:

Matt Biagetti	Chairman
Jeff Arp	Vice Chairman (<i>joined late</i>)
Jerry Ritchie	Supervisor
Jeff Lewis	Supervisor
Nelson Nazario	Supervisor

Also present were:

Ernesto Torres	District Manager
Jason Walters	District Counsel, HGS
Maria Cranford	Amenity Manager
Sete Zare	MBS Capital Markets
Rick Harb	Nabors Giblin
Pat Szozda	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Torres called the meeting to order at 6:02 p.m., and a quorum was present. Mr. Arp joined the meeting late.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Torres asked for any public comments on agenda items from anyone attending via Zoom. Mr. Walters noted that due to the bond refinancing the Board decided to have a special meeting to go over documents such as the methodology and Engineer's Report, and that they would be discussing the Series 2020 Bonds. He added that there was a public hearing for that specific item and would be discussed later. He explained what the current meeting would entail as far as the agenda items regarding the bond refinancing. He noted that if any of the audience

members had any comments about any other item that was on the agenda, that it would be the appropriate time to speak on it. Hearing no comments, the next item followed.

THIRD ORDER OF BUSINESS**Consideration of Matters Related to Series
2020 Bonds****A. Presentation of Supplemental Engineer's Report**

Mr. Torres explained that they would be discussing tab 3 of the agenda packet, adding that District Engineer was not on the line but that he had signed off on the Engineer's Report. He noted there had been no changes to the Engineer's Report as it was presented at the July meeting. Mr. Torres asked if Mr. Walters could concur with that statement, to which Mr. Walters responded that he believed it to be correct. He added that it would be useful for Ms. Zare to give a brief overview of where the CDD stood currently on the deal side with respect to expected pricing.

Ms. Zare explained that at the last Board meeting they had started the process for the refinancing for the 2006 bonds at \$10.265 million with a 5.4% coupon and a maturity date of May 1, 2037. She added that the Board had decided to move forward with the refinancing. It would take the high interest rate debt and trade it with a lower interest rate debt, benefiting the District with some amount of savings in the form of project funds for capital improvements as detailed within the Engineer's Report. She noted the refinancing of the bonds made the annual assessment for the majority (why majority instead of all?) of the residents within the District is maintained level. She added that the estimated par amount would be increasing, but that it would only affect residents who decide to prepay their debt in full. She noticed residents at \$12.835 million total, and what they would be conservatively estimating a not-to-exceed principle amount. She noted that with current market conditions, the District was at \$12.445 million dollars with an estimated average coupon of 2.78%, pointing out the that original interest rate was 5.4%. She explained that in the final maturity it was a matched maturity, meaning it would not be extended past the original date of May 1, 2037. She added that if the Board did not have the presentation in front of them, she would explain it to them. She stated that the generalities of where they stand were similar to those they had in the past, but with an added depiction on where they stood with current market conditions. She reiterated that the principal would increase for those residents who decide to prepay their principal in full, and added to keep in mind that in 2006, only 5 residents out of 737 opted to prepay their debt in full, with 11 partially pre-paying.

She pointed out that when looking at it from an annual assessment level, most residents that had not currently prepaid or partially prepaid their 2006 debt would have attained the same assessment level that they were currently paying on their tax roll. Ms. Zare also added that there would be only an increase in the principal debt assessment and not in the annual assessment, and that the advantage of the refinancing was that they would be generating a substantial amount in bond financing to be used towards recreational and amenity improvements and expansions. She noted that residents that choose to prepay their 2006 debt, they have the choice until the day after this meeting, and if they opt in after the next day, they would have to prepay under the 2020 refinancing debt level. She asked if the Board had any questions.

Mr. Biagetti asked why Ms. Zare's interest rate of 2.33% listed in the presentation was different from the 2.78% that she had discussed to the Board. Ms. Zare asked Mr. Biagetti to keep in mind that there were senior subordinate structures that were being implemented, and that they were able to access investment rate markets prior to credit maturity. She pointed out that there were 131 lots that were vacant and did not have vertical homes on them, and in order to access the investment rate market, they employ a senior subordinate structure, which would be rated and insured and allowed them to price to an investment grade scale. This would provide for a lower interest rate, but she also added that the subordinate was priced to a nonrated scale and would have a slightly higher coupon. She added that the coupons that were identified in the presentation were estimates until they priced, so she was hoping that the market would maintain its stability and they could have that or a similar rate.

Mr. Biagetti asked for confirmation that either way they would still have two bonds to which Ms. Zare responded that they were two series, but in the issuance it was still one assessment area, making it 737 lots within the District that benefit from the refinancing and are subject to the Series 2020 A-1, being rated and insured, and Series 2020 A-2, being the non-rated. She also noted it was a blended rate that all 737 residents, including the 131 vacant lots, would benefit equally from the blended rate. She clarified that it was 2 bonds with the benefit of a blended rate between the two series.

Mr. Torres asked if there were any more questions for Ms. Zare, and hearing none, moved to the next portion.

B. Presentation of Assessment Methodology Report

Mr. Torres stated that this was a document that the Board had seen before and it had been approved at the last meeting, adding that it was an exhibit to the Assessment Resolution. He recapped that they had some identified projects but that they were not locked into an exact type-up, scope, price. This would just be a guidance tool for what they were intending to build, so any numbers listed were estimates provided by the Engineer, having language that allows for flexibility as they go forward. He added that if plans and numbers changed, they would update accordingly.

Mr. Walters explained that the methodology was very similar to the one they had before, but that it was an updated version. He walked through the numbers in the charts that were based on the numbers that Ms. Zare provided per market conditions, and that after they gotten the prices within the next week, the bonds would sell at the current market conditions. He explained Table 5 on the Assessment Roll, noting the current gross assessment versus the proposed and there was a slight decrease on any existing 2006 bonds. He asked if Mr. Torres wanted to add anything, to which Mr. Torres responded that they approved it in substantial form and updated it with the current numbers that were provided, but that was all he had unless there were any other questions.

Mr. Torres added that as they walked through the assessment process, at the last meeting they proposed the assessments, sent notices to all the residents, and published noticed. He noted that as they would get to the Resolution 2020-10, it would be the resolution that would levy the assessments. He explained that it would set the high-water mark, and depending on pricing they would not be able to exceed those assessments. He added they would come back at the next meeting with a final numbers resolution. After they were through with the current meeting, Ms. Zare would market and sell the bonds based on the next resolution. Based on the final pricing, he stated they would have a supplemental resolution that would include the final numbers.

Mr. Torres stated Resolution 2020-10 was the levy resolution, pointing out the list of findings, similar to the findings they would make 14 years prior when the initial project was proposed and the 2006 assessments were levied to repay the debt on that series of bonds when they were issued. He noted they were proposing to utilize some of the interest rate savings to generate funds for additional projects as outlined in the Engineer's Report. He pointed out the assessment process with making findings regarding the prior actions that the Board approved at the last meeting, which declared the assessments, defined the projects that were in the previous Engineer's report, as well as the notices that were put out, etcetera. He noted that there was a list

included of those finding, as well as the Assessment and Engineer's Reports, which were approved with the Resolution. He stated that the costs were set forth as found in Section 4, and presented Section 5 as the equalization and approval of the proposed assessments, consistent with the numbers set forth in the methodology. According the assessments, Mr. Walters stated the lots were platted, and that the collection was done through uniform method through the County Tax Collector. He also listed miscellaneous provisions regarding government and HOA property. He then asked Mr. Torres to open the public hearing.

C. Public Hearing to Impose Special Assessments

Mr. Torres asked for motion to open the Public Hearing.

On MOTION by Mr. Biagetti, seconded by Mr. Ritchie with all in favor, Opening the Public Hearing, was approved.

Mr. Torres explained the process for all members on the call that would allow participants to speak. He asked if there were any questions regarding the consideration of matters related to the Series 2020 Bonds. He asked residents to state their name and address for the record and to limit their comments to 3 minutes. Hearing none, the Public Hearing was closed.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis with all in favor, Closing the Public Hearing, was approved.

Mr. Torres asked if the Board had any questions, to which Mr. Nazario asked for confirmation that they were saving approximately \$1.5 million dollars with the refinancing of the bonds. Ms. Zare replied that they would be taking the savings in the form of construction funds for purposes of Capital Improvement, estimated at about \$1.4 million in the Engineer's Report. She made sure to note that the savings amount would be based off the current market conditions and interest rates at the time of pricing. Mr. Nazario also asked if, to get access to the \$1.4 million, it would cost the District \$500,000. Ms. Zare asked Mr. Nazario where he got that number from. Mr. Nazario replied by saying he didn't remember how he came to the conclusion, but asked Ms. Zare to correct him. Ms. Zare explained that there were fixed costs within every financing, with fixed costs to pay the financing Team, as well as Bond Counsel. She also

explained that there were costs attached to the bond insurance, which they would use because it would allow them to price to investment grade scale and further drive down the estimated interest rate. This would help to generate additional project funds by having AGM provide credit enhancements, including partial surety, further driving the proceeds generated for project funds. She noted again that the principle amount is increasing while the annual assessments were maintaining the same levels, driven off the fact the interest rate was decreasing but the annual assessments were staying the same. This allowed for a generation of construction proceeds to purchase capital improvements while maintaining the annual assessment at the same level during pre and post financing.

Mr. Nazario asked if there was a rough estimate of what all the costs would be, to which Mr. Torres asked Mr. Nazario if he could look at the methodology report under Table 2, it listed a breakdown of the sources and uses, which he used to estimate what the cost of issuance, the bond insurance, and all the other fees associated with that. He noted that the cost was not just to get the \$1.4 million, but that there was a cost for the entire refinancing. Ms. Zare noted her agreement and offered to show Mr. Nazario every use of how they derived the \$1.4 million, while adding that fixed costs are usually around \$175,000, and the premium for the credit is driven off of the total principle amount. She noted that there were other uses that were very standard in any financing that she would be happy to explain to the Board, but noted that the net effect of the refinancing is that they would be generating construction funds for purposes of capital improvements. She stated that the \$1.4 million was already considered “all costs” therefore that would be the estimated amount that they would be putting in the construction amount at the end of the financing. She also added that there were underwriters to account for, being Ms. Zare’s fee, which was per the investment banking agreement and was 1.5% of the total par.

Mr. Nazario stated he wasn’t worried about individual details, but that he was trying to sort out how much it would cost the District to be able to get that refinancing, but he clarified that he understood after the explanation.

Ms. Zare reiterated that she would be happy to explain more later on, if need be, but clarified that the major takeaway was that the net assessment was the amount that was being generated for the construction account for purposes of capital improvement. She added that the

estimated amount, including all costs and sources, was that estimated \$1.4 million based off the market conditions at that time.

Mr. Torres asked if any other members had questions, and hearing none they moved to the next item.

D. Consideration of Resolution Equalizing and Imposing Special Assessments, Resolution 2020-10

Mr. Walters stated that included were the presentation of both reports in the resolution, noting that they would be approving those with the resolution itself, and asked for a motion to approve Resolution 2020-10, authorizing the projects and levying the assessments as set forth in the methodology.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis with all in favor, the Resolution 2020-10 Equalizing and Imposing Special Assessments, was approved.

E. Consideration of Delegation Resolution, 2020-11

Mr. Harb presented Resolution 2020-11—the Delegation Resolution—noting that it was being presented in order to approve the various aspects of the proposed Series 2020A bonds. He noted it included the approval of the forms of certain documents that were necessary to close on the bonds, which were attached as exhibits to the resolution. First, he ran through the approvals that were given in the Resolution, noting that page 2 gave an overview of the bonds, including if they would be sold by a negotiated sale process rather than a competitive bid and purchased by MBS Capital Markets and the underwriter pursuant to a bond purchase agreement. He noted that paragraph 2 approved the form of the bond purchase agreement, delegating the Chairman the authority to execute the purchase agreement, so long that the terms of the bonds are within certain delegated parameters which were listed as Schedule 1 that was attached to the Resolution. He explained that they were maximum amounts to make sure that once MBS took the bonds into the market and priced them with investors, that the results could not exceed the listed amount. He noted the maximum principle amount could not exceed \$12,835,000, the maximum coupon rate was limited to 5% under Florida statutory law, the underwriting discount could not exceed 1.5% of the par amount, and that the maximum maturity date could not go past May 1, 2037. He also noted that as far as redemption, the bonds would be set forth in the forms of the bonds which

were attached as part of the agenda package as an exhibit to the supplemental indenture. He added that the optional redemption could be no later than May 1, 2033 at par. He explained that paragraph 2 of the resolution provided exempt from negotiated sales bond, and listed MBS's underwriter for the reasons indicated. He also noted that paragraph 4 approved the form of a second supplemental trust indenture, as well as ratifying the master trust indenture which had been in place since September of 2006. It appointed U.S. Bank as the Trust Agent and Registrar for the bonds.

Mr. Harb explained that paragraph (should a number be stated?) set forth the general terms of the bonds, and approved the form of the bond mention that was attached as an exhibit for the supplemental indenture. He noted that paragraph (number?) also authorized the Chairman and Secretary to execute the bonds. Paragraph 6 approved the form of the preliminary Limited offering memorandum, memorandum, which authorized the Chair to deem it final within the rule meaning of 15c212 of the Securities and Exchange Commission. He explained that once the PLOM was finalized amongst the financing team of the District, it would be ready to send out into the bond market to prospective investors for marketing. Prior to that point the chair will execute particular certificates which deemed the PLOM final except for what they call in the security clause permitted omissions like the interest rate, maturity dates, and par amounts, which don't get set until after the bonds are priced. He also explained that paragraph 6 approved the form of continuing disclosure agreement. He explained that paragraph 7 confirmed that the Board complied with the Sunshine Law, with respect of the approval of the bonds. He noted that paragraph 8 was a catch-all paragraph, authorizing all Board members various other consultants retained by the District to take all actions and execute all other documents necessary in order to close on the bonds. He also noted that paragraph (number?) provided that the vice chairman could step into the shoes of the chairman, and that any assistant secretary could step into the shoes of a secretary to do anything authorized while the party is under the resolution. He explained that paragraph 9 provided directions to the trustee to deposit money from the sale of the bonds into the applicable accounts as provided in the supplemental indenture. He also noted that the paragraph contained certain directions with regards to the refunding of the District Capital Improvement revenue bonds Series 2006A and approved the form of an escrow deposit agreement, which they use in order to effectuate the refunding and transfer the funds appropriately. He explained that paragraph 10 approved the insurance commitments with AGM

that were attached to the resolution and authorized the chairman to execute those commitments. He explained that paragraph 11 the refunding of the Series 2006 Bonds and the undertaking of the series 2020 project. He noted that the paragraph also authorized the execution by the chairman and secretary of any documents that were required in respect to the refunding of the 2006 bonds or the construction of the Series 2020 project.

He explained that paragraph 12 approved and ratified all prior actions taken by the District and Board in respect to the Bonds, and explained that paragraphs 13 and 14 authorized the supplementation of the Assessment Methodology Report and Engineer's Report related to the original 2006 bonds as necessary in connection with the issuance of the new 2020 bonds.

He explained that paragraph 15 provided severability and paragraph 14 provided for an effective date and asked if the Board had any questions before he moved on.

i. Bond Purchase Agreement (Exhibit A)

Mr. Harb first presented the Bond Purchase Agreement, which was an agreement between the District and MBS as underwriter for the sale of the bonds noting that it contained all of the conditions that we need to be satisfied in order for the bonds to be issued. He explained that once the underwriter and the chairman execute and deliver the agreement after pricing, it would become a binding obligation on both parties and imposed on MBS as underwriter to purchase all the bonds on the date of closing.

ii. Supplemental Trust Indenture (Exhibit B)

Mr. Harb moved on to the next Exhibit, the Second Supplemental Indenture, which was just a document under the master indenture that contained all the terms, conditions, and details of this particular issue of bonds. After pricing, he noted that they would fill in all of the blanks listed in the form.

iii. Preliminary Official Statement (Exhibit C)

Mr. Harb then presented the Preliminary Offering Memorandum, which was the disclosure document related to the bonds, required under applicable law. He explained that it was just like an investment perspective, and that the document was provided to potential investors in the bond market prior to the sale, setting forth a detailed description of the District.

iv. Continuing Disclosure Agreement (Exhibit D)

Mr. Harb presented the Continuing Disclosure Agreement, a document required under Federal Securities Law. It required that the District provide certain ongoing information to the Municipal Securities Rule-Making Board.

v. Escrow Deposit Agreement (Exhibit E)

Mr. Harb also presented the Escrow Deposit Agreement, which was a document that provided the mechanisms for the redemption of the 2006 Bonds. He added that upon the closing of the 2020 bonds, the trustee would send notice to all the bond holders that their bonds would be called for redemption within 30 days, and they would then place the funds used to redeem those bonds in the Escrow Account. He explained that once the bonds were called for redemption and the money was put into the Escrow Account, they would then pay off the 2006 bonds, and these funds would come from proceeds of the new bonds as described. He added that there was money leftover and currently on deposit in the trust account that secured the 2006 bonds.

He then presented the Insurance Commitments, which set forth the requirements that the District would need to follow in order for the Bond insurer to insure payment of principle and interest on the bonds in case of a default, and also for them to provide a surety bond to be deposited into a debt service reserve account in partial satisfaction of that requirement. He asked if the Board had any questions.

Mr. Ritchie asked where the documents were attached, and Mr. Torres replied that they were probably emailed to him because they were very lengthy. Mr. Harb added that they were on the electronic version of the agenda, but that he did not have the hard copy that was sent around. Mr. Nazario stated he still could not see it, and Mr. Torres pointed out that it was in Tab E on page 47 on the digital version, and asked if everybody got the digital version. The Board responded that they did and that everybody else noted that they could see all of the Exhibits. Mr. Torres asked if there were any other questions.

Mr. Arp asked Mr. Harb if all of the exhibits and presentations looked standard across the Board. Mr. Harb replied that they were indeed standard documents that would be seen in any refinancing of this type. He added that the entire team of attorneys and professionals had

reviewed the package as well. Mr. Harb concluded that he would require a motion for the Resolution.

On MOTION by Mr. Biagetti, seconded by Mr. Arp, with all in favor, Resolution 2020-11 the Delegation Resolution, was approved.

FOURTH ORDER OF BUSINESS

Authorization to Publish RFQ for Architectural Services

Mr. Torres stated that it was a standard RFQ and that they also included the criteria. The next step would be to publish the request for qualification and solicit architect firms to provide their services qualifications to the Board for consideration as they move to the next phase in which the funds are available. He asked Mr. Arp (Is the correct person? Seems odd that bond counsel would have input on this.) if he had anything to add, to which he replied that he thought it made sense to start the process, adding that it did not obligate the District to do anything, but that they started just to see if they could find a firm that was a suitable fit.

Mr. Torres added that it allowed the project to keep moving so that they could take advantage of the time that they have. He asked for a motion to approve.

On MOTION by Mr. Biagetti, seconded by Mr. Arp, with all in favor, Authorization to Publish the RFQ for Architectural Services, was approved.

FIFTH ORDER OF BUSINESS

Consideration of Proposals from Down to Earth for Entry Median

Mr. Torres stated that this was sent out in a separate email because it was received after the packet was sent to the Board, adding that Mr. Szozda would be presenting the item.

Mr. Szozda explained that this would finish out the project, including the Amenity Center Area, new irrigation, finishing the median, removing plants by signage. He noted that there were approximately 600 plants to be added to the project, but that it should be the end of the project itself. He explained that the additional irrigation that would be put in would be based partly on maturity as well as new sod that was installed.

Mr. Torres asked if there were any questions, to which Mr. Biagetti asked if any of this would interfere with the construction that was proposed to be done in the near future, to which Mr. Szozda answered that it should have limited impact, and that it would be addressed right

away. He noted that he also had residents that were concerned that only one side was done on the amenity center side, but that this would address that issue.

Mr. Arp asked if the main plants that were going in would accentuate the main sign, to which Mr. Szozda responded that they would be enhancing it correctly.

Mr. Biagetti noted that they neglected to include all areas to make it uniform, but depending on discussion from the Board, he believed that it would tie it in, and the materials being used would fit the needs of the area as discussed in previous meetings. Mr. Szozda added that the plants they would be adding would be of a larger variety as well.

Mr. Torres asked if there were any more questions from the Board, and Mr. Arp asked for confirmation that they were trying to match what they just did with the project on the one side, and Mr. Szozda replied that there would be no sod on the other side, but that they would be taking out a substantial amount of plants, and putting in a larger variety of plants, including areas by the clubhouse as well. He added, for example, that part of the project would be raising the irrigation to the level of maturity of the roses, etcetera.

Mr. Arp asked what the total amount for the project would be, and Mr. Szozda answered that the total was approximately \$13,500 and that included the irrigation costs. Mr. Arp asked what they would cap the costs at due to there being the possibility of extra costs being added. Mr. Torres replied that the total they were currently looking at was \$13,454, but they could cap it at \$15,000 in case that something unforeseen occurred. Mr. Szozda noted that when he did the walkthrough, he thought that the price was mostly firm, and that if anything was to be added, it would be minor and that \$15,000 was a good not-to-exceed amount. Mr. Arp argued that they should keep the amount at \$13,500 due to them going back and forth with landscaping. Mr. Szozda replied that this would put an end to the majority of the landscaping issues, and that any additional costs would be minor. He added that he went through a thorough walkthrough, and that this cost should cover everything, and therefore he agreed with keeping the cap at \$13,500.

On MOTION by Mr. Arp, seconded by Mr. Biagetti, the Consideration of Proposals from Down to Earth for Entry Median, with a not-to-exceed amount of \$13,500, was approved.
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Ms. Cranford interjected that she apologized that this item was not added to the agenda, but she wanted to announce that the Oak Leaf Youth Sports was requesting to use the field for

practicing. She explained that she had been discussing it with the president of the program, who provided her with their liability insurance and a schedule. She also added that a handful of the members were also Pine Ridge Residents, and that they were asking to use the field 2 days a week from now until October 23, 2020. She noted they were not asking to use any of the facilities, and that it would strictly be use of practice space. Ms. Cranford asked how the Board felt about it and asked if they had any additional concerns. Mr. Torres pointed out he responded to the email, and replied that she should bring a proposal for consideration to the Board. He added that due the COVID-19 restrictions that were in their current agreements, they would require a new agreement and also waivers that would need to be signed.

Mr. Walters added that they have had experience with this group before, and that they could have those discussions with the group and follow up with the Board at the regular meeting in the next month.

Mr. Nazario asked when Ms. Cranford would need a decision back, and she replied that they were looking for an answer as soon as possible, but that if it was something that required further discussion, that would be fine.

Mr. Biagetti added that in his experience, it did lead down a path of possible issues, and was a small amount of concern for him. He pointed out that the Board could discuss it during the meeting, or that the group could submit a proposal to the Board.

Mr. Nazario asked that, hypothetically, something did happen, they could stop the agreement, to which Mr. Walters replied yes. Mr. Torres added that he liked to have these types of things out in the public and on the agenda that way the residents that would be opposed or in favor would have the opportunity to speak to the supervisors about it. Mr. Torres asked if the Board had any other questions, and hearing none, asked Ms. Cranford if she had anything else to present. Ms. Crabtree asked how the Board would feel about opening up the facility to normal operating hours during the week due to school starting back up, while still keeping the signups for the weekend since that would be the only time that they had the water slide open.

Mr. Biagetti stated he agreed and asked if they should keep the signups on the weekend, to which Ms. Crabtree responded that she recommended they keep it through Labor Day. The rest of the Board agreed as well.

SIXTH ORDER OF BUSINESS

Audience Comments / Supervisor's Requests

Mr. Torres stated that this was the second part of the audience comments that he mentioned at the very beginning of the meeting and concluded that this would be an opportunity for any residents to discuss any item that was not discussed, adding for them to state their name and address for the record and limit their comments to 3 minutes.

Audience Comments:

Hearing none, the next item was followed.

Supervisor Requests:

Mr. Lewis, Mr. Nazario, Mr. Arp, Mr. Ritchie, and Mr. Biagetti all stated they had nothing further they wished to discuss.

SEVENTH ORDER OF BUSINESS

Next Scheduled Meeting – 9/15/20 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Mr. Torres stated the next scheduled meeting is September 15, 2020 at 6:00 p.m. He asked for a motion to adjourn.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Biagetti seconded by Mr. Arp, with all in favor the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

MINUTES OF MEETING
PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT

A Regular meeting of the Board of Supervisors of the Pine Ridge Plantation Community Development District was held on Tuesday, September 15, 2020 at 6:00 p.m. via Zoom Teleconference.

Present and constituting a quorum were:

Matt Biagetti	Chairman
Jeff Arp	Vice Chairman
Jerry Ritchie	Supervisor
Jeff Lewis	Supervisor
Nelson Nazario	Supervisor

Also present were:

Ernesto Torres	District Manager
Jason Walters	District Counsel
Maria Cranford	Amenity Manager
Pat Szozda	Operations Manager
Sete Zare	MBS Capital Markets

FIRST ORDER OF BUSINESS

Roll Call

Mr. Torres called the meeting to order at 6:00 p.m., and a quorum was present.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Torres asked for any public comments on agenda items from anyone attending via Zoom. Hearing no audience comments, the next item followed.

THIRD ORDER OF BUSINESS**Approval of the Minutes of the July 21, 2020 Meeting**

Mr. Torres presented the minutes from the July 21, 2020 Board of Supervisor meeting. Mr. Torres asked for any comments, corrections, or changes to the minutes. The Board had no changes to the meeting minutes.

On MOTION by Mr. Arp, seconded by Mr. Nazario with all in favor, the Minutes of the July 21, 2020 Board of Supervisor Meeting, were approved.

FOURTH ORDER OF BUSINESS**Consideration of Resolution 2020-12, Supplemental Assessment Resolution**

Mr. Walters presented the Supplemental Assessment Resolution 2021-12. He noted that this resolution is what they bring back once they receive the final pricing and they know the absolute final numbers. Ms. Zare provided a summary of the pricing of the bonds. They issued \$12.435 million generating \$1.865 million in construction proceeds. The average coupon was 2.79%. The Board had no questions on the resolution or bond pricing. Mr. Walters noted that they expect the closing to occur the following day.

Mr. Walters reviewed the exhibits to the resolution. The Board had no questions on the exhibits.

On MOTION by Mr. Arp, seconded by Mr. Biagetti, with all in favor, Resolution 2021-12 Supplemental Assessment Resolution, was approved.

FIFTH ORDER OF BUSINESS**Consideration of Invoice from Down to Earth for Median Project**

Mr. Torres reviewed the invoice and timeline of the Down to Earth Median Project. In March of 2020 the Board approved a proposal in the amount of \$16,404.50 for the median improvements. In July the Board received an invoice and it has been paid in the amount of \$11,565. There is a balance due of \$5,439.50 which was \$600 over the estimated amount given in March. The Board had no questions on the Down to Earth invoice.

On MOTION by Mr. Biagetti, seconded by Mr. Lewis, with all in favor, Paying the Remaining Balance of \$5,439.50 to Down to Earth, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Walters noted that he had no additional information for the Board.

B. District Manager

Mr. Torres noted that they have been collecting RFQ's for architectural services, and those will brought to the Board at the next meeting.

On MOTION by Mr. Biagetti seconded by Mr. Arp with all in favor, the Proposal Fiscal Year 2021 Meeting Schedule, was approved.

C. Engineer

There being none, the next item followed.

D. Operations Manager – Report

Mr. Szozda noted that they removed the dead trees on the common ground. They removed table tops from the pool that had busted. To replace them, the 5 small tables are \$43.63 and for the larger tables it is \$188.39. It's going to run about \$1,000 to get them all replaced according to Mr. Szozda. He noted that the lift chair is nonfunctional and needs to be replaced to be ADA compliant. He has researched estimates and expects the quotes for the lift chair to be around \$9,000. Mr. Torres asked Mr. Szozda to bring back proposals.

E. Amenity Manager

Ms. Cranford noted that they are continuing to do two to three food trucks per week. There are a few small events coming up, and they are planning for Halloween and Christmas.

SEVENTH ORDER OF BUSINESS**Audience Comments / Supervisor's
Requests****Audience Comments:**

An audience comment from an employee Duval Landscape Maintenance noted that they put together a proposal for the Board last September. COVID has made it hard for them to reach out to CDD's so he attending the Zoom meeting to reach out to the Board. He noted that Duval was not hired last year but if the opportunity presents itself they would love to provide another proposal to the Board.

Supervisor Requests:

Mr. Ritchie asked when the Zoom requirement will end and when they will go back to regular meetings. Mr. Torres noted that the executive order expires October 1, 2020 and he did not anticipate it being extended. Mr. Ritchie stated that it was imperative as they start going into the architectural planning stage of using money for the improvements, that they have in person meetings.

EIGHTH ORDER OF BUSINESS**Financial Statements****A. Balance Sheet and Statement of Revenues & Expenditures for the Period
Ending August 31, 2020**

Mr. Torres stated included in your agenda package is the general fund. On page 3, the prorated amount is \$530,000 total expenditures as of August 31st. The actual amount is \$450,000. Right now we have \$80,307 variance in the right direction.

The month to month expenditures are listed as well. Page 6 gives the Capital Reserve Funds and the balance is \$328,438.

B. Assessment Receipts Schedule

Mr. Torres noted that the Assessment Receipts Schedule shows that they are 100% collected.

C. Approval of Check Register

Mr. Torres stated the check register was \$69,823.88.

On MOTION by Mr. Biagetti seconded by Mr. Arp, with all in favor the Check Register, was approved.

NINTH ORDER OF BUSINESS

Next Scheduled Meeting – 11/17/20 @ 6:00 p.m. at the Pine Ridge Plantation Amenity Center

Mr. Torres stated the next scheduled meeting is November 17, 2020 at 6:00 p.m.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Biagetti seconded by Mr. Arp, with all in favor the Meeting was adjourned.

Secretary / Assistant Secretary

Chairman / Vice Chairman

FIFTH ORDER OF BUSINESS

RESOLUTION 2021-02

WHEREAS, the Board of Supervisors, hereinafter referred to as the "Board", of the Pine Ridge Plantation Community Development District, hereinafter referred to as "District", adopted a Reserve Fund Budget for fiscal year 2020, and

WHEREAS, the Board desires to reallocate funds budgeted to re-appropriate Revenues and Expenses approved during the Fiscal Year.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT TO THE FOLLOWING:

1. The Reserve Fund Budget is hereby amended in accordance with Exhibit "A" attached.
2. This resolution shall become effective this 17th day of November 2020 and be reflected in the monthly and fiscal Year End 9/30/20 Financial Statements and Audit Report of the District

*Pine Ridge Plantation
Community Development District*

by: _____
Chairman

Attest:

by: _____
Secretary

RESOLUTION 2021-02

EXHIBIT A

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL RESERVE FUND

Budget Amendment

For the Period Ended September 30, 2020

	ADOPTED BUDGET	INCREASE (DECREASE)	AMENDED BUDGET	ACTUAL BUDGET
REVENUES:				
Capital Reserve Funding - Transfer In	\$35,000	\$0	\$35,000	\$35,000
Interest	\$0	\$287	\$287	\$287
TOTAL REVENUES	\$35,000	\$287	\$35,287	\$35,287
EXPENDITURES:				
Capital Outlay	\$20,000	(\$8,445)	\$11,555	\$11,555
Culture/Recreation	\$0	\$1,475	\$1,475	\$1,475
Physical Environment	\$0	\$11,565	\$11,565	\$11,565
TOTAL EXPENDITURES	\$20,000	\$4,595	\$24,595	\$24,595
EXCESS REVENUES (EXPENDITURES)	\$15,000	(\$4,307)	\$10,693	\$10,693
FUND BALANCE - Beginning	\$316,589	\$0	\$316,589	\$316,589
FUND BALANCE - Ending	\$331,589	(\$4,307)	\$327,282	\$327,282

SIXTH ORDER OF BUSINESS

RESOLUTION 2021-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE PINE RIDGE PLANTATION COMMUNITY
DEVELOPMENT DISTRICT AUTHORIZING AND
APPROVING THE CHANGE OF DESIGNATED
REGISTERED AGENT AND AFFIRMING THE
REGISTERED OFFICE OF THE PINE RIDGE
PLANTATION COMMUNITY DEVELOPMENT DISTRICT.**

WHEREAS, the Pine Ridge Plantation Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Clay County, Florida; and

WHEREAS, the District is statutorily required to designate a registered agent and a registered office location for the purposes of records keeping and accepting any process, notice, or demand required or permitting by law to be served upon the District in accordance with Section 189.416(1), Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT:**

SECTION 1. Wesley S. Haber of Hopping Green & Sams P.A. is hereby designated as Registered Agent for the Pine Ridge Plantation Community Development District.

SECTION 2. The District’s Registered Office shall remain located at the office of Hopping Green & Sams, P.A., 119 South Monroe Street, Suite 300, Tallahassee, Florida 32301.

SECTION 3. In accordance with Section 189.014, Florida Statutes, the District’s Secretary is hereby directed to file certified copies of this resolution with Duval County and the Florida Department of Economic Opportunity.

SECTION 4. This Resolution shall become effective immediately upon its adoption and any provisions of any previous resolutions in conflict with the provisions hereof are hereby superseded.

PASSED AND ADOPTED this 17th day of November, 2020.

ATTEST:

**PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

SEVENTH ORDER OF BUSINESS

RFQ for Architectural – Pine Ridge Plantation CDD

Qualifications Evaluation	Basham & Lucas Design Group, Inc.	Borrelli & Partners
Ability and Adequacy of Professional Personnel (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.		
Consultant's Past Performance (25 Points) Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.		
Geographic Location (20 Points) Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.		
Willingness to Meet Time and Budget Requirements (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.		
Certified Minority Business Enterprise (5 Points) Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.		
Recent, Current and Projected Workloads (5 Points) Consider the recent, current and projected workloads of the firm.		
Volume of Work Previously Awarded to Consultant by District (5 Points) Consider the desire to diversify the firms that receive work from the District; etc.		
RANKING		



RECREATION DESIGN

Presented by

Basham & Lucas Design Group, Inc.



Qualifications For:

To:

We are honored to have the opportunity to offer our creative design talent and complete architectural & engineering design services for your project.

Basham & Lucas Design Group was established in October 1998 and offers architecture, land planning, landscape and signage design. We specialize in the architectural theme development of resorts, master planned communities, town centers, golf clubs, sporting facilities, themed restaurants, specialty commercial, active adult communities, multi-family and corporate offices. Because we have a tremendous understanding of the big picture, we can help you decide what to build and how it should be designed not only to provide beautiful aesthetics, but also to enable you to realize the maximum potential of your investment.

We feel that our strongest talent is our imagination and the strong desire to create something new and exciting for every project. We constantly push the envelope of excitement while respecting budget parameters. Our architectural department has a tremendous reputation of understanding economical sound quality design while incorporating maintenance free durable materials throughout the project. We pride ourselves in working with Duval County governmental agencies and expediting the building permit process. Our current workload would permit for us to provide your requested scope of services.

We look forward to working with you and your team. Please call if you have any questions or comments.

Sincerely,

Paul M. Basham, President

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

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

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

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	SUBCON-TRACTOR			
a.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
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		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ *(Attached)*

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

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

[illegible]

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

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

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

33. NAME AND TITLE

<p>ARCHITECT-ENGINEER QUALIFICATIONS</p>	<p>1. SOLICITATION NUMBER <i>(If any)</i></p>
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<p>ARCHITECT-ENGINEER QUALIFICATIONS</p>	<p>1. SOLICITATION NUMBER <i>(If any)</i></p>
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PART II - GENERAL QUALIFICATIONS
(If a firm has branch offices, complete for each specific branch office seeking work.)

PART II - GENERAL QUALIFICATIONS
(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME			3. YEAR ESTABLISHED		4. DUNS NUMBER	
2b. STREET			5. OWNERSHIP			
2c. CITY		2d. STATE	2e. ZIP CODE		a. TYPE	
			b. SMALL BUSINESS STATUS			
6a. POINT OF CONTACT NAME AND TITLE			7. NAME OF FIRM <i>(If block 2a is a branch office)</i>			
6b. TELEPHONE NUMBER		6c. E-MAIL ADDRESS				
8a. FORMER FIRM NAME(S) <i>(If any)</i>			8b. YR. ESTABLISHED		8c. DUNS NUMBER	

9. EMPLOYEES BY DISCIPLINE

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

[illegible]

<p>11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i></p>	
a. Federal Work	
b. Non-Federal Work	
c. Total Work	


<p>11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i></p>	
a. Federal Work	
b. Non-Federal Work	
c. Total Work	

PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
1. Less than \$100,000	6. \$2 million to less than \$5 million
2. \$100,00 to less than \$250,000	7. \$5 million to less than \$10 million
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

- | PROFESSIONAL SERVICES REVENUE INDEX NUMBER | |
|--|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,00 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 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.

12. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE
c. NAME AND TITLE	



Firm Profile

Our firm was established in October 1998 and specializes in **land planning, architecture, landscape and signage design**. Specifically our expertise is in the architectural theme development of resorts, master planned communities, retail entertainment complexes, family fun centers, golf clubs, sporting facilities, themed restaurants and specialty commercial. Our unique creative talent provides the benefit of site planning the proposed project in conjunction with natural features, proposed landscape enhancement and ultimately architectural building design. This cohesion of design reflects a unified project incorporating the major elements of development, i.e., designs that complement each discipline; designs that can be constructed within your projected budget; and a final project that provides a profitable bottom line. We have assembled a tremendous team of talented design professionals with a combined 70 years of experience in this field.

Our vast experience in themed multi-use development is the prominent reason we feel optimistic about our abilities to provide a dynamic creative design for your project. We have a thorough understanding of recreation facilities, food and beverage, aquatics, tennis and fitness services. Our firm employs only eight people and we focus 100% of our efforts on our client's needs. Our repeat work with existing clients accounts for 90% of our workload. This guarantees the firms' principals are always involved with each project. Our diversity in project design is evident in our past and current projects and the following list outlines our past and current similar projects.

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o t o t t ally t at ou o loa ll ont nu a oun t a total a o t n an
n o t n t o ally ul ou o t o t at o l t on ul a t
an ta at n t ual ty o ou o a not o o t n
lantat on Co un ty lo nt t t n t a t



ADDITIONAL APPLICANT INFORMATION

Adequacy of the Applicant's professional personnel;

Our company employs the highest quality of design talent with multiple licensed design professionals who have been in this industry and specific recreational market for many years. Their abilities are unparalleled and we have a specific protocol for checks & balances as well as quality assurance.

Certified minority business enterprise;

Basham & Lucas Design Group and our primary consulting engineering firms are all small emerging and efficient companies with less than 12 employees. Our commitment to diversity is evident in that our firm employs nearly 50% women and financially supports their respective design professions to achieve their professional credentials. In the past we have hired 12 minority employees including African Americans, Asians, Irish American, Albanian, German, Moslem and Hispanic. We have always supported minority-consulting firms in our belief for diversification and used these firms when their fees are competitive. Micamy Design is our interior Design firm and is a minority owned business with predominately women staffed company.

Time and budget requirements;

Our success has solely been attributed to creative efficient design within budget. Our goal with any project is to design a project with the utmost creative talent, expanding our diversity in architectural style and focusing holistically on the quality, durability, maintenance and operational expense of the project. Every project we have worked on has a budget and therefore our entire mindset is to evaluate the validity of the proposed budget and determine how realistic the desired goals of the project are as well as if they are achievable. Our experience with these types of projects has proven that there are short term and long term decisions that need to be made by the City to determine the cost of the project. As an example, we can look at something as simple as toilets and sinks. Flush valve toilets and automatic motion faucets are much more expensive although they offer cost savings benefits in the operational expense of saving water. Water consumption is one of the biggest operational expenses in aquatic facilities. Another example might be the use of a central chiller system that can be used to heat & cool the building but also can be used to heat and chill the water and thus control the water temperature for perfect desired swimming conditions. Central chillers are significantly more expensive than conventional systems although they afford the benefit. Understanding these variables and evaluating their associated cost is vital to understanding the reality of the proposed budget.



ADDITIONAL APPLICANT INFORMATION

Past experience and performance;

Basham & Lucas design Group has tremendous experience in working with CDD's totaling approximately 22 Districts overseeing various projects. We also have an abundance of projects in Clay County and extensive experienced working with local building officials and the fire marshal. Please see additional projects below.

Geographic location;

Basham & Lucas is located at 7645 Gate Parkway, Jacksonville FL or 20 miles from Clay County

Current and projected workloads and volume of work previously awarded to the Applicant by the District;

As Principal in charge of the project, Paul Basham and Mike Lucas will be dedicated to assuring time schedules are met. With our past experience in public work, we understand the trials and tribulations of public meetings and the hierarchy of government approvals. We recognize that the most important thing is to always be prepared; have documents ready, properly inform the public and always look ahead to potential problems. We have a stringent format we follow for every project and frequent organizational meetings for coordination between the design professionals and the Owner. Each design professional is responsible for assuring their time schedule are met, although Basham & Lucas will maintain a thorough and updated schedule throughout the length of the project. We take pride in scheduling our project both in terms of schedule and manpower. Time commitments are extremely important to us and we typically run on schedule without delay. Our format is set up in such a way that both principals are involved in all projects throughout its duration depending on the complexity of the project. Paul Basham and his support team are the lead designers and carry the project through design development. Mike Lucas and his team carry the project from design development through its completion of construction documents as well as handling construction administration and close-out. Our collective 66 years of experience affords an incredible understanding of the design and construction process, which allows us to foresee any potential problems. Since we are a family owned company in Jacksonville, we do not experience the corporate oversight that many larger national firms have and therefore have the ability to prosecute multiple concurrent projects, control our scheduling, manpower and quality of our work product. The applicant currently has no projects with the District.



RECREATIONAL CLUB EXPERIENCE SINCE 1998

FLORIDA

Amelia View, Jacksonville
Amelia Walk, Jacksonville
Bartram Springs, Jacksonville
Coastal Oaks, Jacksonville
Connerton, Tampa
Cypress Trace, Jacksonville
Durbin Crossing, Jacksonville
Eagle Harbor, Fleming Isl. (CDD Clay County)
Eagle Landing, Orange Park (CDD Clay County)
Hampton Park, Jacksonville
Harbour Isles, Tampa
Julington Creek, Jacksonville
Kernan Forest, Jacksonville
Lake Ridge, Fleming Isl. (CDD Clay County)
Long Point Country Club, Amelia Is.
Madeira, St. Augustine
Marsh Harbour, Jacksonville
MiraBay, Tampa
Mira Vista, Jacksonville
Murabella, St. Augustine
North Hampton, Fernandina
Oakmont, Gainesville
Pablo Bay, Jacksonville
Rivercrest, Tampa
Riverwood at Nocatee, Jacksonville
Rolling Hills, Lake Asbury (CDD Clay County)
Royal Amelia Golf Club, Amelia Is.
Sawmill, Palm Coast
Stonehurst, Jacksonville
Summer Glen, Ocala
Sweetwater, Jacksonville
Triple Creek, Tampa
Tuscany Beach Club, Palm Coast
Villages of Westport, Jacksonville
Vista Lakes, Orlando
Watermill, Jacksonville
West Park Village, Tampa
Winston Family YMCA, Ponte Vedra Beach FL
World Golf Village, St. Augustine

GEORGIA

Osprey Cove, St. Mary's
Savannah Quarters, Savannah
Tributary, Atlanta
Winding River, St. Mary's
Currahee Club, Toccoa

LOUISIANA

Maison du Lac, Mandeville
Nor Du Lac, Covington

NORTH CAROLINA

Amberly, Raleigh
Kinnakeet Shores, Avon
South Mountain, Asheville
Stonegate, Raleigh
TPC @ Wakefield Plantation, Raleigh
Chapel Cove, Charolette

SOUTH CAROLINA

Barefoot Resort & Golf, Myrtle Beach
Myrtle Beach National, Myrtle Beach
Tanner Plantation, Hanahan

TENNESSEE

Westhaven, Nashville

VIRGINIA

Eagle Harbor, Norfolk
Founders Pointe, Norfolk
Liberty Ridge, Williamsburg
Patriots Landing, Richmond
Riverfront, Hampton Roads

WEST VIRGINIA


New River Gorge, Fayetteville

UNITED ARAB EMIRATES

Victory Heights, Dubai

US VIRGIN ISLANDS

Seven Hills Resort & Beach Club .St. Croix

 Denotes CDD



**Paul M. Basham, President
Basham & Lucas Design Group, Inc.**

Mr. Basham will be primary point of contact, Principal in charge, Project Designer and will oversee the project throughout completion. After attending the University of Florida College of Architecture in 1983, Paul began as an apprentice at a leading architectural firm in Jacksonville. He started the company in 1998 after 16 years of service as Senior Vice President of this previous firm. As one of the lead designers and project managers, he worked on all types of architectural projects ranging from mid-rise condominiums, commercial retail, office, car dealerships, with a major emphasis on amenity areas and sporting facilities. He has accrued a vast knowledge of construction assemblies, cost efficient design and creative talent to produce unique design. He is active member in Urban Land Institute, A.I.A. and the NAHB 50+ Housing council

- Eagle Harbor Waterfront Aquatics Complex, Orange Park, FL; East West Partners
- Windsong Recreation Complex and Community Theme Development - Winter Park, FL; East West Partners of Jacksonville
- Vista Lakes Recreation Complex and Community Theme Development, Orlando FL; Terrabrook
- Eagle Landing Recreation Complex, Orange Park, FL East West Partners
- Sweetwater Main Entrance & Amenity Complex, Jacksonville, FL, Pulte Homes
- Julington Creek Aquatic Facility , St. Johns County, FL; Julington Creek CDD
- Madeira (The Ponce Resort), Main Entrance, Recreation Complex, St. Augustine, FL; Stokes & Company
- Amberly Recreation Complex, Raleigh, NC; GS Carolina/Sandler at Amberly
- Patriot's Landing Recreation Complex & Community Theme Development- Richmond, Virginia; East West Partners of Virginia



**Michael T. Lucas, AIA Executive Vice President
Basham & Lucas Design Group, Inc.**

Mr. Lucas will be the Architect of record for the project, Principal to supervise all construction documents, Project Manager and will oversee project throughout completion. Michael graduated from the University of Kentucky in 1983 with a Bachelors Degree in Architecture. Michael joined the firm as a partner in 1999 with over 16 years experience in retail, restaurant and commercial construction. He currently holds licenses in Florida, Kentucky, Georgia, North and South Carolina and Virginia. He is a member in good standing of NCARB and the local, state and national chapters of American Institute of Architects. With the firm specializing in the development of themed architectural resorts, master planned communities, and entertainment complexes Michael's responsibilities with the firm include overseeing construction document production, construction administration, project closeout, as well as client meetings to discuss design parameters vs. building code restrictions.

- World Golf Village Recreation Complex Design - St. Augustine, Florida; Davidson Development
- Family Fun Center Entertainment Complex, St. Augustine, FL
- TPC Wakefield Golf Club & Amenity Design - Raleigh, North Carolina; PGA Tour Construction
- Vista Lakes Recreation Complex and Community Theme Development, Orlando FL; Terrabrook
- Hampton Park Recreation Complex & Community Theme Development - Jacksonville, FL; The Landmar Group
- Bartram Springs Recreation Complex, Entry Feature & Community Theme, Jacksonville, FL; Southstar Development
- MiraBay Recreation Complex and Community Theme Development-Terrabrook, Tampa
- Harbour Isles, Entrance & Recreation Complex Design, Tampa, FL; Southstar
- Julington Creek Aquatic Facility , St. Johns County, FL; Julington Creek CDD

Shaffer Engineering Group, LLC

J. BRYAN SHAFFER, P.E. , LEED AP

PRESIDENT, ELECTRICAL ENGINEER

EDUCATION AND PROFESSIONAL REGISTRATION

University of North Florida, Bachelor of Science,
Electrical Engineering, 1997

Professional registrations: Florida, Georgia, North Carolina, Maryland, Wyoming

PROJECT ROLE

Principal Electrical Engineer

EXPERIENCE

Electrical Design Engineer: designing electrical systems for Amenity Facilities, Sports Facilities, Health Care Facilities, Nursing Homes, Schools Projects, Distribution Facilities, Cold Storage Facilities, Restaurants, Retail and Office Buildings. Experience includes primary and secondary wiring, lighting systems, communication systems, security systems, refrigeration power design, and emergency power generating systems.

Responsibilities include field studies, electrical systems design, specification writing, and construction supervision for electrical work. Utilization of various computer software to conduct lighting level analysis for indoor and outdoor lighting, short circuit analysis, voltage drop calculation and electrical circuit protection coordination studies. The following partial project list demonstrates the experience and knowledge needed to ensure the successful completion of many types of projects:

Representative Projects

Curahee Amenity Center	Atlanta, GA
Glen St. John Amenity Center	St. Johns, FL
St. Johns Golf and Country Club Fitness Addition	St. Johns, FL
Rivertown Development Amenity/Sports	St. Johns, FL
Tuscarora Creek Amenity Center	Fredrick, MD
Renovation of Cypress Village Nursing Home	Jacksonville, FL
Cecil Field Aquatic/Equestrian Center	Jacksonville, FL
The Bolles School – Exterior Campus Lighting	Jacksonville, FL
Long Point Golf Clubhouse Renovation	Amelia Island, FL

Shaffer Engineering Group, LLC

PROFESSIONAL AFFILIATIONS

- Institute of Electrical and Electronic Engineers
- Illuminating Engineering Society



RESUME

J. Matthew Lowe, P. E.

- Qualifications:** Experienced in the design of commercial, industrial, educational, religious, residential, and environmental structures. Experienced in the design of structural systems of structural steel, reinforced concrete, prestressed and post-tensioned concrete, aluminum, masonry, and wood.
- Education :** BS in Civil Engineering, University of Memphis
- Registration :** Registered Professional Engineer in the States of Florida, Tennessee, Georgia, Mississippi, Alabama, Kentucky, Arkansas, North Carolina, Virginia, Ohio, Washington, and California.
- Societies :** North Florida Structural Engineers Association, American Institute of Steel Construction, and ACE Mentor Program.
- Employer :** Lowe Structures, Inc.
President - Structural Engineer

REPRESENTATIVE PROJECTS:

Water/Wastewater:

- Franklin Wastewater Treatment Facility; Franklin, TN
- Bartlett Water Treatment Facility; Bartlett, TN
- Blytheville Wastewater Treatment Facility; Blytheville, AR
- Fleming Island Wastewater Treatment Facility; Clay County, FL
- Alcoa Water Treatment Facility; Alcoa, TN
- Ridaught Pump Station; Clay County, FL
- Spencer Wastewater Treatment Plan; Clay County, FL
- Spencer Water Treatment Plant; Clay County, FL
- MLG&W Odor Control Improvements; Memphis, TN
- Pigeon Forge Water Treatment Facility; Pigeon Forge, TN
- Cross City Water Treatment Plant Improvements; Cross City, FL
- Beach Haven WWTF; Flagler County, FL
- Crystal River Wastewater Treatment Plant Expansion; Crystal River, FL
- Ridgecrest Water Treatment Plant; Orange Park, FL

14603 Beach Blvd., Suite 2100
Jacksonville, Florida 32250
Ph: 904. 992. 0377
mail@lowestructures.com

- Keystone Heights WWTF; Keystone Heights, FL
- Old Jennings Reuse Pump Station; Clay County, FL
- Oakleaf Plantation WTP; Clay County, FL
- Meadowbrook WTP & Reclaimed Pump Station; Clay County, FL

Commercial/Retail:

- Office Buildings: various office buildings from single to multi-storied.
- Churches: Various churches, including classroom and activity centers
- Retail Centers: various shopping centers in the South and Northeast, with tenants and clients that include The Sports Authority, Office Max, Linens & Things, Old Navy, Barnes & Noble, and many others.

Warehouse/Distribution Centers:

- NAPA Distribution Center; Memphis, TN
- USPS Bulkmail Center; Memphis, TN
- Mac Papers Facility; Memphis, TN
- Cain & Bultman Warehouse Addition; Jacksonville, FL
- Nike Distribution Center; Memphis, TN
- Magic Transport Warehouse; Jacksonville, FL

Renovations:

- Tampa General Hospital Renovation; Tampa, FL
- VA Hospital Renovations; Nashville, TN & Memphis, TN
- St. Jude Children's Research Hospital Renovations; Memphis, TN
- University Center; Jacksonville, FL
- Florida Cosmetology College; Jacksonville, FL

Medical/Laboratory:

- Shands Eastside Clinic; Jacksonville, FL
- Harris Surgical Center; Ponte Vedra Beach, FL
- Azari Dental Facility; Jacksonville, FL
- Translational Trials Unit; St. Jude Children's Research Hospital; Memphis, TN
- Telerhythmics Medical Office; Collierville, TN
- Kennerly Medical Office Building; Jacksonville, FL

Industrial/Utility:

- Ideal Chemical ; Memphis, TN
- Con Agra Foods; Memphis, TN
- Great Dane Trailers; Memphis, TN
- Block Drug Company; Memphis, TN & Puerto Rico
- Birmingham Steel; Memphis, TN
- Nucor Steel; Blytheville, AR
- The Crompton Corporation; Memphis, TN
- Sherman Williams Tank Farm; Olive Branch, MS
- Dupuy Silo Facility; Jacksonville, FL

Themed Retail:

- Northwest Passage Exhibit, Memphis Zoo; Memphis, TN
- Panda Exhibit, Memphis Zoo; Memphis, TN
- Tupelo Commons; Tupelo, MS
- The Spa at Ritz Carlton; Amelia Island, FL

Government:

- FCCJ Campus at Cecil Field
- Jacksonville Fire Stations 57, 31, 21, 35, 5, 32, & 59
- St. Johns County Fire Stations 9, 16, & 50
- Palm Coast Fire Stations 25, 21, & 24
- St. Johns County Emergency Operations Center
- Naval S-9 Vehicle Maintenance Facility; Millington, TN
- Tennessee Bureau of Investigations Building; Memphis, TN
- Various US Postal Service offices; Shelby & Tipton County, TN

Aquatics:

- Adventure Island at Adventureland Park; Altoona, Iowa
- Nocatee Aquatics Center; Nocatee, FL
- Splash Island at Wild Adventures; Valdosta, GA
- Splash Island at Cypress Gardens; Winter Haven, FL
- Sam's Fun City; Pensacola, FL
- H2Oasis Indoor Waterpark; Anchorage, AK
- Disney's Tree House; Orlando, FL
- Marriott Vacation Club; Orange County, FL
- Plantation Oaks Pool Expansion; Clay County, FL
- Hannah Park Water Feature; Atlantic Beach, FL
- Diver's Supply Pool; Jacksonville, FL
- Beach Bend Slide; Bowling Green, KY
- Oakleaf Fitness Center; Clay County, FL
- Disney's Saratoga Springs Pool; Orlando, FL



Gregory Engineering, Inc.
Innovative design solutions for
engineered building systems

☎ : (904) 714-5188
✉ : gregorydesign@bellsouth.net

4567 Deep River Place
Jacksonville, FL 32224



W. Michael Gregory, PE

Qualifications: I am experienced in the design of a variety of mechanical, plumbing and fire protection systems for multi-family residential, commercial, institutional, industrial and governmental projects. I have been recognized by the Association of Energy Engineers as a Certified Indoor Air Quality Professional.

Education: Bachelor of Science in Mechanical Engineering
College of Engineering, University of Florida, Gainesville, FL

Registration: Registered Professional Engineer in FL, GA, AL, CA, IL, KY, LA, MD, NC, PA, SC, TN, TX, VA.
Florida PE No. 46607

REPRESENTATIVE RESIDENTIAL/AMENITY PROJECTS:

- Triple Creek Clubhouse & Amenity Center, Tampa, FL
- Glen St. Johns Clubhouse & Amenity Center, St. Johns County, FL
- Tuscarora Clubhouse & Amenity Center, Frederick, MD
- Hacienda Phase II Apartments and Clubhouse, Jacksonville, FL
- Evander Square Apartments and Clubhouse, Jacksonville, FL
- Curahee Clubhouse & Amenity Center, Toccoa, GA
- Cabana Club Apartments and Clubhouse, Jacksonville, FL
- Johns Creek Amenity Center, Phase II, St. Johns County, FL
- Long Point Golf Clubhouse Renovation & Addition, Amelia Island, FL
- Long Point Pro Shop Renovation & Addition, Amelia Island, FL
- St. Johns Golf & Country Club Fitness Center Addition, St. Johns County, FL
- Hunter's Ridge Clubhouse Renovation, Jacksonville, FL
- Woodhollow Clubhouse Renovation, Jacksonville, FL
- Greenleaf Park @ Nocatee Clubhouse & Amenity Center, St. Johns County, FL
- Westminster Woods Clubhouse, Jacksonville, FL
- Ocean Club Clubhouse Renovations, Amelia Island, FL
- Ocean 14 Condominium Amenity Center Renovation, Jacksonville Beach, FL
- Villages of Westport Residents Club & Amenity Center, Jacksonville, FL
- Old San Jose on the River, Jacksonville, FL
- Dunes Club Villas, Amelia Island, FL
- Reserve @ Pointe Meadows, Jacksonville, FL
- Reserve @ James Island, Jacksonville, FL
- Sea Chase at Summer Beach, Amelia Island, FL
- Piper Dunes, Amelia Island, FL
- Seaside Retreat, Amelia Island, FL
- Residences @ Edgewater, Hilton Head, SC

Years of Experience

17 Total

6 With Firm

Professional Experience

North Beach

Engineering, Inc.

Jacksonville, Florida

Project Manager

(1997 – 2005)

**Dyer, Riddle, Mills &
Precourt, Inc.**

Jacksonville, Florida

Senior Project Manager

(2005 – 2008)

WET Engineering Inc.

Jacksonville, Florida

Principal, Co-Owner

(2009 – Present)

Education

Master's in Engineering in
Environmental
Engineering, University of
Florida, 1997

Bachelor's of Science in
Environmental
Engineering, University of
Florida, 1995

Bachelor's of Science in
Ornamental Horticulture,
University of Florida, 1990

Professional Affiliations

Florida Swimming Pool
Association

United Pool and Spa
Association

World Waterpark
Association

Int'l Association of
Amusement Parks and
Attractions

Water Environment
Federation

State of Florida Public
Swimming & Bathing
Facilities Advisory Review
Board

James E. LePetrie, P.E. is a principal for WET Engineering, which is headquartered in Jacksonville, Florida. He is responsible for management of a wide variety of projects in the aquatics engineering discipline. In addition to project oversight, he is involved with the design, permitting, and construction administration phases as well as with quality assurance/quality control and business development for the firm.

Mr. LePetrie's experience with aquatics engineering includes small commercial pool and fountain projects through larger competition pools and aquatic amenity centers to management of comprehensive waterpark projects including site civil design, hydraulic and water treatment system design, permitting, and construction administration.

Project Experience

Nocatee Splash Waterpark Phase 2, Ponte Vedra, Florida: The second phase of this waterpark at one of the fastest-growing communities in the U.S. consisted of a 4,200 sf multipurpose Family Pool, 1,400 sf Sprayground, and 4,500 sf Jr. Olympic-sized Competition Pool. The Family Pool included a zero-entry, crossing activity, basketball goal and volleyball game. The Sprayground included a series of water features with a slide and two sprayers constructed to look like giant plumbing fixtures. The Competition Pool included a stainless steel perimeter overflow gutter system with wave-absorbing design to promote faster times. All treatment systems employed vertical sand filtration with liquid hypochlorite for filtration. The recirculation and feature pumps were driven by variable frequency drives to enhance energy savings. Mr. LePetrie coordinated with the landscape architects, park management, vendors, and the Department of Health during the design and construction phases of the project.

Adventure Bay at Adventureland Park, Altoona, Iowa: Design engineer responsible for design and permitting for new waterpark constructed at an established amusement park. Waterpark components included 25,000 sf wave pool, 7,000 sf kids pool with various water features, 1,500 ft. slow river, 6,000 sf pool with swim-up bar, splash pools for two ProSlide slide complexes, 8,100 sf zero-depth sprypad with Whitewater West Rain Fortress play structure and separate 1,900 sf interactive water feature. Coordinated structural, electrical, and architectural design for the buildings associated with the project including swim-up bar, restrooms, and mechanical and concession buildings. Provided site design including geometry, grading and drainage, and utilities and oversaw state and local permitting.

The Beach Waterpark, Mason, Ohio: Provided design and permitting services for the new ownership of this existing waterpark. Many of the components of the park were modified and refurbished for the reopening of the park. The floors of two activity pools were raised, with one converted to a shallow zero-entry wading pool with new water features and the second to a multipurpose pool with slides and water basketball. Another existing kiddie pool was demolished and replaced with a new 3,200 sf wet deck with new 1,300 gpm water play structure. Other improvements included renovation and re-routing of existing concrete and fiberglass waterslides. Mr. LePetrie handled redesign of mechanical systems, coordination of structural engineering, and permitting with the local Department of Health.

Florida School for the Deaf & Blind, St. Augustine, FL: Assisted with a major modification to the existing natatorium for FSDB. The pool was a 6-lane, 25-yard competition pool also used for other programs including water aerobics and swim lessons. The facility was plagued with an outdated HVAC system that caused difficulty in controlling temperature and humidity levels in the natatorium as well as buildup of chloramines and subsequent poor water quality. New equipment consisted of high rate sand filtration, electrolytic chlorine generation ('salt system'), and supplemental UV for disinfection and chloramine control. Worked closely with the project architect and HVAC engineers throughout the design process.

Estancia at Wiregrass Amenity Center, Wesley Chapel, Florida: Provided design and permitting for a 7,300 sf high-end amenity center pool. The pool included a zero entry with water features, large fiberglass waterslide, and Jr. Olympic-sized Competition Pool connected to the main pool. Worked with the project landscape architects on development of the pool's concept design. Handled mechanical and lighting design for the pool and coordinated structural design. Equipment consisted of vertical sand filtration and liquid hypochlorite for disinfection. Also provided design for a large roundabout fountain associated with the development. The fountain measured over 120 feet in diameter with a large grassed island in the center. Equipment was housed in a subterranean fiberglass vault located adjacent to the fountain.

Virginia Graeme Baker Act Compliance, City of Jacksonville, Florida: Assisted the City of Jacksonville with compliance with the Virginia Graeme Baker Pool and Spa Safety Act for all of its 33 swimming pools and sprayparks. A certification was provided in conjunction with replacement of the main drain outlet covers for each pool. Assisted the City's contractor with design solutions specific to each pool. Design was based on field data collected by the contractor that included main drain sump dimensions and pipe sizes and locations. A file review was performed at the Duval County Health Department for each pool where original construction data was collected from archived design drawings.

Palencia Fitness Center Competition Pool, St. Augustine, Florida: Project consisted of a 4,600 sf Jr. Olympic-sized competition pool with six lap lanes. Coordinated with the project team in design of the deck area as well as assisting the project architects with design of the associated mechanical building. Put together a complete set of construction plans that included site plan, piping plans, treatment system schematics, equipment specifications, and notes and other information required for permitting. Provided permitting package including plans, application forms, calculations set and other associated materials for permitting through FDOH.

Girl Scouts of Gateway Council North Fork Ranch Pool, Middleburg, Florida: Project consisted of a 5,000 sf multipurpose swimming pool comprised of a Jr. Olympic-sized competition pool with six lap lanes; 1,000 sf plunge pool area for a future poolside slide; and a 720 sf zero entry area with handicapped ramp into the pool. Coordinated with aquatics equipment manufacturer and pool contractor during the design process. The treatment system was designed to be environmentally friendly and included an electrolytic generation system ("salt system"), variable frequency drive on the recirculation pump motor, and a vacuum sand filter housed in a stainless steel collector tank that will use less backwash water than conventional filtration systems.

Cliff's Amusement Park WaterMania!, Albuquerque, New Mexico: Responsible for mechanical design of two new water features at this existing amusement park. Mega Water Monkeys is a huge water play structure featuring 4,400 gpm of water flow over a 8,000 sf wet deck. Li'l Squirts is a smaller interactive feature designed for younger children. Design services included complete piping and water treatment system design for both attractions and assistance with the design team for site civil engineering and architectural design for the associated treatment equipment building.

Sam's Surf City at Sam's Fun City, Pensacola, Florida: Designed pools and treatment systems for new waterpark at this existing family entertainment center. Waterpark elements included a 600 foot slow river, two kiddy activity pools 1,300 and 3,900 square feet in area, and 1,900 square foot splash pool for new slide complex. Additional phases included a 10,000 square foot junior activity pool with multiple play features and play structure and family raft slide and splash pool.

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.)

A. EXAMPLE PROJECT KEY NUMBER: 1

B. TITLE AND LOCATION (*City and State*) : Eagle Landing, Orange Park, FL

C. YEAR COMPLETED - PROFESSIONAL SERVICES: 2006

D. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2007

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: South Village Community Development District

23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Roger Arrowsmith

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: 904-269-4000

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*):
BLDG's role included master planning and architecture, landscape and sign design of this CDD project. As project Architect our scope of services included Welcome Center, Resident's Club, Golf Club House, tree house, play grounds, miniature golf course, boat house and docks, bridge, Olympic pool, fun pool with a slide tower and zero entry, wading pool, multi-purpose play field, athletic club house with indoor basket ball courts, outdoor tennis courts, party pavilion, restrooms, maintenance and storage building. Project size: 7 acres. Project Budget: \$23,000,000.

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
Basham & Lucas Design Group, inc	Jacksonville, FL	Architect and Landscape Architect
McVeigh & Mangum Engineering	Jacksonville, FL	Structural Engineer
North American Aquatic Design	Jacksonville, FL	Pool Engineer
Hadden & Land Engineering	Orange Park, FL	Civil Engineer



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.)*

A. EXAMPLE PROJECT KEY NUMBER: **2**

B. TITLE AND LOCATION (*City and State*): **Rolling Hills Recreation Complex, Orange Park, FL**

C. YEAR COMPLETED - PROFESSIONAL SERVICES: **2008**

D. YEAR COMPLETED - CONSTRUCTION (*If applicable*): **2009**

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: **Rolling Hills Community Development District**

23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: **Roger Arrowsmith**

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: **904-269-4000**

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

Scope of services for this CDD project included construction documents for the Resident's club, Super pool with Jr Olympic swim lanes, zero entry and a water slide as well as Interactive water feature pool. Also provided landscape design and planting plans. Construction administration was provided for architecture and landscape installation. Project size: 7.5 acres. Project Budget: \$5,000,000

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
Basham & Lucas Design Group, Inc	Jacksonville, FL	Architect & Landscape Architect
McVeigh & Mangum Engineering	Jacksonville, FL	Structural Engineer
North American Aquatic Design	Jacksonville, FL	Pool Engineer



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.)*

- A. EXAMPLE PROJECT KEY NUMBER: 3
- B. TITLE AND LOCATION (*City and State*) : Candler Hills, Ocala, FL
- C. YEAR COMPLETED - PROFESSIONAL SERVICES: 2015
- D. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2016
- 23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: On Top of the World
- 23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Ken Colen
- 23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: 352-854-0805
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*):
BLDG's role included master planning and architecture, landscape and sign design of this CDD project. As project Architect our scope of services included Welcome Center, Resident's Club, Golf Club House, tree house, play grounds, miniature golf course, boat house and docks, bridge, Olympic pool, fun pool with a slide tower and zero entry, wading pool, multi-purpose play field, athletic club house with indoor basket ball courts, outdoor tennis courts, party pavilion, restrooms, maintenance and storage building.
Project size: 7 acres. Project Budget: \$23,000,000.
25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
Basham & Lucas Design Group, inc	Jacksonville, FL	Architect and Landscape Architect
Lowe Structures, Inc.	Jacksonville, FL	Structural Engineer
Shaffer Engineering Group, LLC	Jacksonville, FL	Electrical Engineer
Gregory Engineering, Inc.	Jacksonville, FL	Mechanical Engineer



**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.)*

A. EXAMPLE PROJECT KEY NUMBER: 4

B. TITLE AND LOCATION (*City and State*): Long Point Country Club, Amelia Island, FL

C. YEAR COMPLETED - PROFESSIONAL SERVICES: 2011

D. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2012

23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: Amelia Island Equity Club

23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Ron Kolar

23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: 904-607-4323

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

As Architects & Planners our scope of work included the renovation and addition to an existing club facility for a total enclosed area of 7,200 s.f.

25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
Basham & Lucas Design Group Inc.	Jacksonville, FL	Architect, Landscape Architect
Lowe Structures	Jacksonville, FL	Structural Engineer
Gregory Engineering	Jacksonville, FL	Mech'l Engineer
Shaffer Engineering Group	Jacksonville, FL	Elect'l Engineering



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.)*

- A. EXAMPLE PROJECT KEY NUMBER: 5
- B. TITLE AND LOCATION (*City and State*) : Artisan Lakes, Nocatee, FL
- C. YEAR COMPLETED - PROFESSIONAL SERVICES: 2015
- D. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2016
- 23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: Standard Pacific Homes
- 23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Maurice 'Mo' Rudolph
- 23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: 904-825-3040
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*):
BLDG's role included master planning and architecture, landscape and sign design of this project. As project Architect our scope of services included the main and secondary entry features, Resident's Club, swimming pool, splash park, model home park design, community park design and community signage.
Project Budget: \$4,500,000.
25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
Basham & Lucas Design Group, inc	Jacksonville, FL	Architect and Landscape Architect
Lowe Structures, Inc.	Jacksonville, FL	Structural Engineer
Shaffer Engineering Group, LLC	Jacksonville, FL	Electrical Engineer
Gregory Engineering, Inc.	Jacksonville, FL	Mechanical Engineer
WET Engineering, Inc.	Jacksonville, FL	Aquatic Engineer



**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.)*

- A. EXAMPLE PROJECT KEY NUMBER: 6
- B. TITLE AND LOCATION (*City and State*) : Naples Reserve, Naples, FL
- C. YEAR COMPLETED - PROFESSIONAL SERVICES: 2015
- D. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2016
- 23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: iStar Financial
- 23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Jim Moyle
- 23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: 239-732-1119
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*):
BLDG's role included master planning and architecture, landscape and sign design of this project. As project Architect our scope of services included the Main Entry Monument, Gatehouse, Welcome Center and Boat House, Fitness Club, Admiral's Club, Resort Pool and community signage.
Project Budget: \$4,800,000
25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
Basham & Lucas Design Group, inc	Jacksonville, FL	Architect and Landscape Architect
Lowe Structures, Inc.	Jacksonville, FL	Structural Engineer
Shaffer Engineering Group, LLC	Jacksonville, FL	Electrical Engineer
Gregory Engineering, Inc.	Jacksonville, FL	Mechanical Engineer
WET Engineering, Inc.	Jacksonville, FL	Aquatic Engineer



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.)*

- A. EXAMPLE PROJECT KEY NUMBER: 7
- B. TITLE AND LOCATION (*City and State*) : Asturia, Odessa, FL
- C. YEAR COMPLETED - PROFESSIONAL SERVICES: 2015
- D. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2016
- 23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: Hines / SR 54 Land Associates
- 23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Sean Manson
- 23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: 904-599-9037
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*):
BLDG's role included architectural design of this project. As project Architect our scope of services included the Resident's Club.
Project Budget: \$2,100,000
25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
Basham & Lucas Design Group, inc	Jacksonville, FL	Architect and Landscape Architect
Lowe Structures, Inc.	Jacksonville, FL	Structural Engineer
Shaffer Engineering Group, LLC	Jacksonville, FL	Electrical Engineer
Gregory Engineering, Inc.	Jacksonville, FL	Mechanical Engineer



**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.)*

- A. EXAMPLE PROJECT KEY NUMBER: 8
- B. TITLE AND LOCATION (*City and State*) : Beacon Lake, St. Johns, FL
- C. YEAR COMPLETED - PROFESSIONAL SERVICES: 2017
- D. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2018
- 23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: BBX Capital Real Estate
- 23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Bruce Parker
- 23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: 954-940-4941
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*):
BLDG's role included master planning and architecture, landscape and sign design of this project. As project Architect our scope of services included the Main Entry Monument, Gatehouse, Resident's Club, Jr. Olympic swimming pool, Fun Pool and Splash Park, Community Park Designs, and community signage.
Project Budget: \$5,000,000.
25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
Basham & Lucas Design Group, inc	Jacksonville, FL	Architect and Landscape Architect
Lowe Structures, Inc.	Jacksonville, FL	Structural Engineer
Shaffer Engineering Group, LLC	Jacksonville, FL	Electrical Engineer
Gregory Engineering, Inc.	Jacksonville, FL	Mechanical Engineer
WET Engineering, Inc.	Jacksonville, FL	Aquatic Engineer



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.)

- A. EXAMPLE PROJECT KEY NUMBER: 9
- B. TITLE AND LOCATION (*City and State*) : Celestina, St. Johns, FL
- C. YEAR COMPLETED - PROFESSIONAL SERVICES: 2015
- D. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2016
- 23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: Standard Pacific Homes
- 23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Maurice 'Mo' Rudolph
- 23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: 904-825-3040
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*):
BLDG's role included master planning and architecture, landscape and sign design of this project. As project Architect our scope of services included the Main Entry Monument, Gatehouse, Resident's Club, swimming pool and splash park, multiple Community Park Designs, Waterfront Park Design, Model Home Park Design, Estate Home Entry Monument and community signage.
Project Budget: \$8,200,000.
25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
Basham & Lucas Design Group, inc	Jacksonville, FL	Architect and Landscape Architect
Lowe Structures, Inc.	Jacksonville, FL	Structural Engineer
Shaffer Engineering Group, LLC	Jacksonville, FL	Electrical Engineer
Gregory Engineering, Inc.	Jacksonville, FL	Mechanical Engineer
WET Engineering, Inc.	Jacksonville, FL	Aquatic Engineer



**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.)*

- A. EXAMPLE PROJECT KEY NUMBER: 10
- B. TITLE AND LOCATION (*City and State*) : Markland, St. Augustine, FL
- C. YEAR COMPLETED - PROFESSIONAL SERVICES: 2015
- D. YEAR COMPLETED - CONSTRUCTION (*If applicable*): 2016
- 23a. PROJECT OWNER'S INFORMATION - PROJECT OWNER: Hines / Southaven Land Associates
- 23b. PROJECT OWNER'S INFORMATION - POINT OF CONTACT NAME: Walt O'shey
- 23c. PROJECT OWNER'S INFORMATION - POINT OF CONTACT TELEPHONE NUMBER: 904-599-9002
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (*Include scope, size, and cost*):
BLDG's role consisted of the architectural design of this project. As project Architect our scope of services included the Resident's Club and Gatehouse.
Project Budget: \$1,300,000
25. FIRMS FROM SECTION INVOLVED WITH THIS PROJECT

(1) FIRM NAME	(2) FIRM LOCATION (<i>City and State</i>)	(3) ROLE
Basham & Lucas Design Group, inc	Jacksonville, FL	Architect
Lowe Structures, Inc.	Jacksonville, FL	Structural Engineer
Shaffer Engineering Group, LLC	Jacksonville, FL	Electrical Engineer
Gregory Engineering, Inc.	Jacksonville, FL	Mechanical Engineer



PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT

CONTINUING PROFESSIONAL ARCHITECTURAL SERVICES

REQUEST FOR QUALIFICATIONS | SEPTEMBER 21, 2020



BORRELLI + PARTNERS

ARCHITECTURE PLANNING LANDSCAPE INTERIORS

AAC 000711

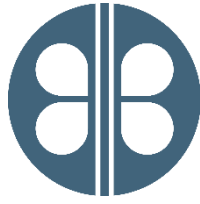


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September 21, 2020

Attn: Ernesto Torres, District Manager
Governmental Management Services North Florida, LLC
Pine Ridge Plantation Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092

RE: Request for Qualifications for Architectural Services

Dear Mr. Torres and Selection Committee Members:

Borrelli + Partners, Inc. (B+P) would like to express our sincere interest in providing professional architectural services for the **Pine Ridge Plantation Community Development District**.

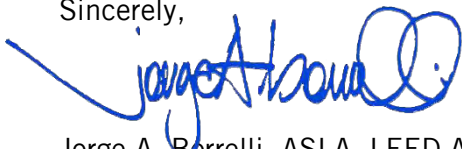
B+P is a professional Florida based corporation consisting of architects, planners, landscape architects, and interior designers. Established in 1968, B+P has earned an outstanding reputation for performance and client satisfaction. Since its formation, the firm has been responsible for the successful planning, design, and completion of new construction, renovations, additions, and preservation projects for various public and private entities throughout the State of Florida. In addition, B+P is a state certified SBE, MBE, and DBE corporation.

B+P offers successfully demonstrated and innovative programming, master planning, and design capabilities on municipal projects such as city buildings, public facilities, mixed-use buildings, urban design, water and wastewater treatment plant facilities, community centers, athletic and recreational facilities, and neighborhood parks. Our success can be attributed to the intense project involvement of all our principals and senior staff, who participate in the planning, design, and construction administration of our projects. By consistently meeting schedules and budgets, we have established a large network of satisfied repeat clients. As you review our enclosed credentials, please consider the following:

- B+P has held over **65 continuing contracts** for local governments, higher education clients, and school boards within the state of Florida.
- B+P has **proven experience** designing public works and municipal government facilities using **sustainable principles** for successful **LEED® or Green Globes** certification.
- We know how to **listen!** Our interactive process facilitates important **consensus building**, which we have **done successfully with many clients previously**.
- The projects will **reflect your goals**. The outcome will be one of which you will not only be a part of, but one you will take pride in, as demonstrated by our many repeat clients.
- We are **committed to building our relationship** on this important contract.

We understand the scope of services necessary for the project and have the resources to accomplish it, without compromise, to project design, budget, schedule, and technical excellence. We hope you will agree that the credentials of the project team, presented herein, make us the best choice for this project. We are ready to begin work and look forward to being of service to the Pine Ridge Plantation Community Development District.

Sincerely,



Jorge A. Borrelli, ASLA, LEED AP® BD+C, CPTED
President

BORRELLI + PARTNERS, INC.

Jaborrelli@borrelliarchitects.com

tel. 407.418.1338 :: fax 407.418.1342
720 Vassar Street, Orlando, Florida 32804
web borrelliarchitects.com

History

Borrelli + Partners, Inc. (B+P) is a professional small business corporation located in Orlando, Florida. Established in 1968, Borrelli + Partners, Inc. has garnered an exceptional reputation for performance and client satisfaction. Principal-in-Charge, **Jorge A. Borrelli, ALSA, CPTED, LEED AP® BD+C** currently operates and manages the firm to uphold its distinctively high standards. Mr. Borrelli prides himself in hiring architectural, landscape architectural, interior design, and planning professionals that share his goals of maintaining high standards and quality work for all clients.

Capabilities

Borrelli + Partners, Inc. is **MBE, DBE, and SBE** certified throughout the State with various entities. With the combined expertise and resources of principals, senior associates, associates, and technical staff, the firm provides comprehensive services in architecture, planning, landscaping, and interior design.

During our 52-year tenure, the firm's extensive track record in performing architectural design services for municipal and government clients has made up over 90 percent of our services. The firm has been responsible for the development of imaginative design solutions for various government agencies, school boards, universities, and other municipalities throughout the State of Florida. These include transportation, aviation, industrial facilities, convention and performing arts centers, correctional, law enforcement and judicial facilities, park and trail planning, educational, commercial buildings, hotels, housing, retail, aquatic and recreation facilities, and medical/health care offices.

B+P has time and again successfully demonstrated innovative programming and design capabilities on many facilities across the state of Florida, including both major and minor renovations, additions, and new construction projects. We attribute our success to the high level of intensive project involvement of all our principals and senior staff, who participate in the planning, design, and construction administration of our projects. By consistently meeting project schedules and budgets, B+P has proudly established a large network of satisfied repeat clients.

Management Plan

B+P consists of 15 architects, planners, landscape architects, and interior designers. B+P has always provided redundant project management support to every project. **Jorge A. Borrelli, ASLA, LEED AP® BD+C, CPTED** will be the initial point of contact and will be involved with the community outreach, program development, and master planning on this contract. Mr. Borrelli will assist the Project Manager and design team of qualified sub-consultants from the beginning stages of the project to completion. **Dan-Michael Trbovich, RA, NCARB, LEED AP® BD+C** will be the qualified Project Manager for our firm and will lead our team of project architects and sub-consultants. Mr. Trbovich brings over 23 years of experience in design techniques and is very familiar with the sustainability requirements that this project demands. He has managed multiple projects simultaneously and efficiently, while maintaining and developing strong client relations. **Christopher Rice, RLA, ASLA** will be our Landscape Architect and Park Planner. Mr. Rice brings extensive knowledge and experience providing landscape architecture design for commercial buildings, parks and recreation developments, universities, and residential communities.



Architecture & Planning



We realize the important role architecture and planning have on our environment and the importance of the execution of such projects. With our multi-talented staff of architects, we are able to provide an array of diversified services in the field of architecture, planning and landscape design. Our comprehensive services include the following:

Planning & Programming:

- Site Selection
- Site Analysis
- Feasibility Master Planning
- Physical Master Planning
- Recreational Planning
- Greenways & Trails Planning
- Facility Programming and Planning
- Zoning Analysis and Applications
- Urban Planning

Pre-Design Services:

- Project Programming
- Design Criteria Studies
- Existing Conditions Surveys
- Promotional Concepts
- ADA Compliance & Upgrade Surveys

Architectural Design:

- Architectural Analysis/Reports
- Architectural Concept
- Schematic Design
- Design Development
- Construction Documents
- Cost Control & Bid Analysis
- Construction Administration
- Historic Preservation
- Building Renovation
- Landscape Design
- Irrigation Design
- LEED® / Green Globes Certification
- Crime Prevention Through Environmental Design (CPTED)

Interior Design



The goal of our interior design staff is to define our client's needs to create environments that work efficiently and economically. We accomplish these goals by providing our clients a variety of services in the following areas:

Space Planning & Design:

Our interior design team works closely with key members of our design team to translate space requirements into imaginative cost-effective design solutions.

Procurement Programs:

We provide comprehensive services in furniture selection and specifications to clients who do not have their own purchasing group or who wish to supplement existing in-house purchasing capabilities.

Tenant Development Services:

Our services encompass work order analysis, design of model offices and public spaces, as well as pre-leasing services.

Graphics & Signage Programs:

From the initial planning stage through development coordination and installation, our project designers work with the client to create graphics and signage programs that communicate the desired message. We understand the importance of consistent corporate identity programs and their impact on marketing and growth objectives.

SCHEDULE & COST CONTROL

Project Schedule

B+P takes a project's schedule very seriously. An agreed upon schedule is just as important if not more so on a small project as it is on a large project. We pride ourselves on living up to our commitment of delivering projects on time and under budget.

Our office layout and culture are very collaborative, allowing project managers and staff to easily support each other to meet the production requirements of this project. We begin our work week with a review of all projects, their status, and due dates. At this meeting, we allocate manpower and resources to projects in order to meet the agreed upon due date.

We include all users in the overall project schedule to ensure the project stays on track and we avoid any delays to the design schedule. Projects usually have numerous stakeholders including users, Owner's Representatives, Design Committees, Building Officials, Permitting Authorities, Donors and Fundraisers, as well as other partners from local, state, and sometimes federal jurisdictions. We schedule all Committee and Special Interest Groups early on, to ensure the design is responsive to the comments we receive as it progresses.

Cost Control

Cost control is an inherent function of project management. The team is responsible for the final construction documents representing the desired building program, which can be achieved within the established construction budget and quality expectations. During preparation of the construction documents, client requirements may change. The project manager must be especially alert so that a series of seemingly minor changes do not eventually cause a major cost overrun.

Prior to proceeding with the design phases, we will review all documentation available to confirm the program and preliminary estimate of construction costs with our team's Cost Estimator **Montgomery Consulting Group, Inc. (MCG)** and the selected Contractor. This documentation will include a summary of the program, plan diagrams of representative spaces and a description of materials, systems and equipment included in the renovation. The next step is to make sure the budget is sufficient for not only the program elements, but also sufficient to meet the goals of the program. The estimating team will prepare construction cost estimates based upon the initial design and desired program. Subsequent estimates will be produced at each phase deliverable. The budget model established and confirmed in the Pre-design Phase is critical in setting the benchmark for the project's quality, complexity, construction schedule, area and quantity of materials and labor.

Close monitoring of the project scope assures adherence to the budget. The proposed design is continually evaluated using cost estimates and value selection exercises, at each phase, to assure that the final project satisfies both economic and program requirements, while meeting your priorities of excellent, functional spaces. We consistently maximize our clients' dollars in direct response to these needs.

CONTINUING CONTRACT EXPERIENCE

Borrelli + Partners, Inc. has been responsible for the development of imaginative design solutions for a multitude of complex programs and project types including new construction, renovation, remodeling, reroofing, and other building maintenance necessities. These include amenity clubs, library and media centers, offices and related functions, reception and waiting areas, lobbies/corridors, atriums, courtyards/plazas, modular and pre-engineered buildings, and athletic and recreational facilities. Our success in producing this varied volume of work is evidenced by the great percentage of our work coming from repeat clients. Our goal is to establish lasting relationships with our clients.

B+P has extensive experience with continuing services contracts of a diverse variety:

Valencia College Continuing Architectural Services (held three (3) times previously)	University of Central Florida Design/Build Minor Construction Continuing Contract
University of Central Florida Continuing Architectural Services (held two (2) times previously)	Orange County Public Schools Continuing Architectural Services (held three (3) times previously)
Orange County Continuing Architectural Services (held two (2) times previously)	City of Orlando Continuing Architectural Services
Greater Orlando Aviation Authority Continuing Architectural Services (held three (3) times previously)	City of Winter Park Continuing Architectural Services
Flagler County Airport Continuing Architectural Services	City of Altamonte Springs Continuing Architectural Services
City of Oviedo Continuing Architectural Services	City of Maitland Continuing Architectural Services (held two (2) times previously)

Our minor services experience is likewise extensive. Not only does the firm have experience with continuing architectural services contracts with various municipalities, we also have held many continuing contracts with universities, school boards, and aviation authorities as well. The following are our **most recent** continuing service projects:

- **UCF Continuing A/E Services Contract**
(held two (2) times previously)
 - Course Development Suite Renovation
 - Audio/Visual Lab Renovation
 - Dormitory Entry Renovation
 - Library Entry Renovation
- **UCF Continuing D/B Services Contract**
 - Ferrell Commons Renovation
 - Veterans Academic Resource Center
 - Health & Public Affairs II Administration Renovation
 - Math & Physics Building, Multi-Room Renovations
 - JT Washington Center Card Service Office Renovation
 - JT Washington Center Restroom Renovation
 - JT Washington Center GameStop & Candy Store Renovation
 - Library Knowledge Commons Repurposing
- **Valencia College Continuing Architectural Services Contract**
(held twice)
 - East Campus, Film, Sound & Music Technology Education Specification
 - East Campus, Building 1B Renovation
 - West Campus, Building 5 Renovation
 - Advanced Manufacturing Facility
 - Osceola Campus Building 14 and 14A Renovation



UCF Ferrell Commons Renovation

- **City of Altamonte Springs Continuing A/E Services Contract**
 - Keller Road SWRWRF Renovation
 - Keller Road ASRWRF Mechanical Maintenance Building Renovation
 - Keller Road SWRWRF Biosolids Building Renovation
 - Merrill Park Bridge Replacement and Batting Cage
 - Eastmont Park Press Box/Restroom Replacement
- **City of Oviedo Continuing A/E Services Contract**
 - Oviedo Community Center
- **Greater Orlando Aviation Authority Continuing A/E Services Contract (held twice)**
 - Automatic Sliding Glass Door Replacement (V-161)
 - Escalator Replacement (BP-323)
 - Moving Sidewalk Removal (V-777)
 - Aircraft Fire Fighting Facility (ARFF) Administration Building
 - Hyatt Regency Hotel Renovations
- **Orange County Continuing Architectural Services Contract (held twice)**
 - Caribbean Community Center Renovation
 - Co-Op Extension Agency Teaching Pavilion
 - Corrections Facility Renovations
 - East Orange Regional Park Recreation Center
 - Ecotourism Improvements at Magnolia Park
 - OCU Central Administration Building
 - Convention Center Exterior Lighting, Building Envelope Improvements, and Building Wall Damage Repair
 - Many other diverse project types were included in this contract.



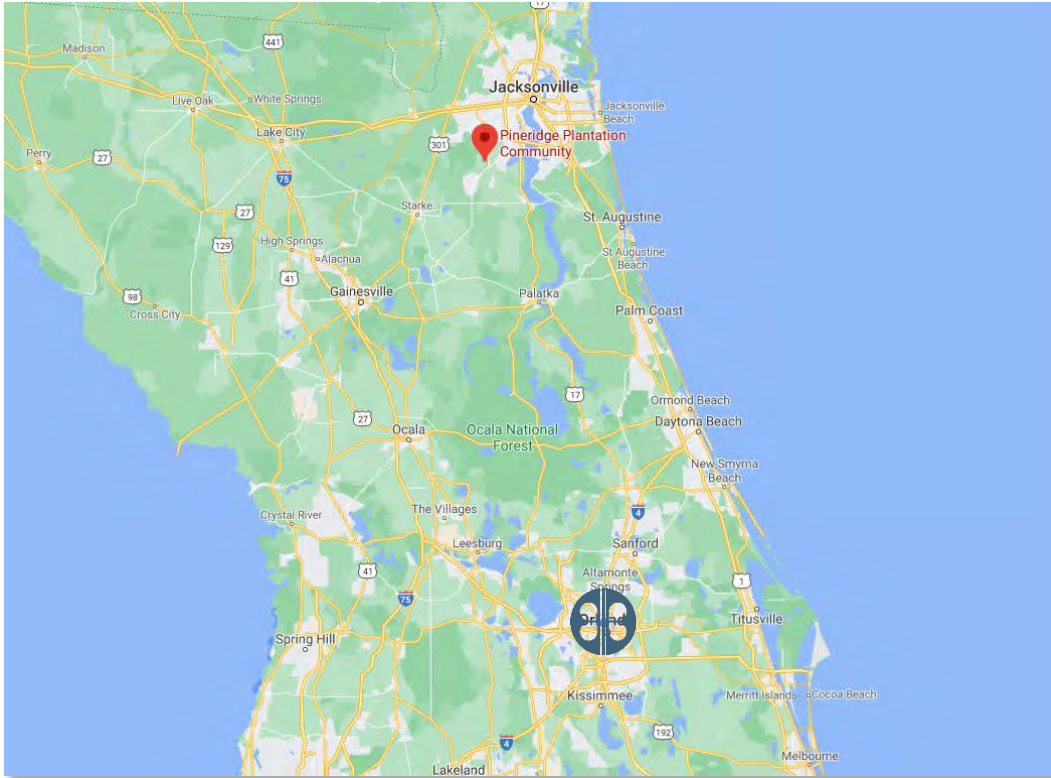
GOAA Moving Sidewalk Removal

Many of B+P's current and past projects are focused on the very same tasks requested for this contract. From this experience, we have developed a keen awareness for responsiveness and have cultivated a broad breadth of staff skills to address virtually any range of planning or project needs our clients may have. We have **held more than 65 continuing contracts** with higher education clients, school boards, and local governments throughout the State for Florida.



Orange County, Magnolia Park Eco-Tourism Feasibility Study & Improvements

Borrelli + Partners, Inc., **720 Vassar Street, Orlando, Florida 32804**, is located approximately two hours from the Pine Ridge Plantation Community Development District. We frequently work on projects throughout the state, providing excellent client service regardless of their location. Our projects range from Jacksonville to the Florida Keys, and our responsiveness and attendance will not be affected by our location.



Team Locations

Hanson Professional Services, Inc.

8075 Gate Parkway West, Suite 204, Jacksonville, FL 32216

TLC Engineering Solutions, Inc.

1650 Prudential Drive, Suite 200, Jacksonville, FL 32207

IBC Engineering Design Services, Inc.

1800 Pembroke Drive, Suite 250, Orlando, FL 32810

Montgomery Consulting Group, Inc.

976 Lake Baldwin Lane, Suite 201, Orlando, FL 32814

WORKLOAD

Currently, we are experiencing a normal workload, and our manpower availability will allow us to immediately provide the Pine Ridge Plantation Community Development District (District) with top level architects and technical support personnel from the firm's most experienced staff. Our key management and design staff are available for this project now and will be committed to providing the adequate staff and time to each task authorization, until the completion of the Continuing Contract.

PROJECT NAME	OWNER NAME	% COMPLETE	COMPLETION DATE
Vehicle Maintenance Facility at the Orlando International Airport	Virgin Trains USA	100% Design In Construction	Summer 2022
Rail Station at the Orlando International Airport	Virgin Trains USA	95% Design	Spring 2022
Grand Avenue Neighborhood Center	City of Orlando	100% Design In Construction	Summer 2021
Aquatic Facility & Competition Pool	University of North Florida	100% Design	April 2021
Wellness Center	Seminole State College	100% Design In Construction	January 2021
Orlando Tennis Center	City of Orlando	30% Design	January 2021
Gotha Middle School	OCPS	100% Design 99% Construction	September 2020
Olympia High School	OCPS	100% Design 98% Construction	October 2020
Altamonte Springs RWRP Maintenance & Operations Building	City of Altamonte Springs	100% Design	January 2021

VOLUME OF WORK AWARDED BY THE DISTRICT

We currently do not have any work previously awarded by the District. However, we look forward to further developing our relationship and being of service to the Pine Ridge Plantation Community Development District.



University of North Florida, Student Wellness Complex, Jacksonville, Florida

ARCHITECT – ENGINEER QUALIFICATIONS

PART I: CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

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

Architectural Services for the Pine Ridge Plantation Community Development District I Middleburg, FL

2. PUBLIC NOTICE DATE

September 21, 2020

3. SOLICITATION OR PROJECT NUMBER

N/A

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Jorge A. Borrelli, ASLA, LEED AP® BD+C, CPTED I Principal

5. NAME OF FIRM



6. TELEPHONE NUMBER

407.418.1338

7. FAX NUMBER

407.418.1342

8. E-MAIL ADDRESS

JABorrelli@borrelliarchitects.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.	<input checked="" type="checkbox"/>				Borrelli + Partners, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	720 Vassar Street Orlando, FL 32804	Architecture, Landscape Architecture
b.				<input checked="" type="checkbox"/>	Hanson Professional Services, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	8075 Gate Parkway West Suite 204 Jacksonville, FL 32216	Civil Engineering
c.				<input checked="" type="checkbox"/>	TLC Engineering Solutions, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	1650 Prudential Drive, Suite 200 Jacksonville, FL 32207	Mechanical, Electrical, Plumbing Engineering & Fire Protection
d.				<input checked="" type="checkbox"/>	IBC Engineering Design Services, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	1800 Pembroke Drive, Suite 250 Orlando, FL 32810	Structural Engineering
e.				<input checked="" type="checkbox"/>	Montgomery Consulting Group, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	976 Lake Baldwin Lane Suite 201 Orlando, FL 32814	Cost Management

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 JORGE A. BORRELLI, ASLA, LEED AP® BD+C, CPTED		13. ROLE IN THIS CONTRACT Principal-in-Charge		14. YEARS EXPERIENCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">a. TOTAL 33</td> <td style="width: 50%; text-align: center;">b. WITH CURRENT FIRM 31</td> </tr> </table>		a. TOTAL 33	b. WITH CURRENT FIRM 31
a. TOTAL 33	b. WITH CURRENT FIRM 31						
15. FIRM NAME AND LOCATION <i>(City and State)</i> Borrelli + Partners, Inc, I Orlando, FL							
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Bachelor of Landscape Architecture, University of Florida, 1987			17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Registration in Progress				
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> AIA Award of Merit, AIA-Orlando, University of North Florida Student Wellness Center, 2013; Central Florida Zoological Park Executive Board Member; LEED® AP BD+C, CPTED Certification							

19. RELEVANT PROJECTS			
	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	GRAND AVENUE NEIGHBORHOOD CENTER Orlando, FL	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> In Progress - 2021
a.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <i>Principal-in-Charge.</i> Borrelli + Partners (B+P), along with Gilbane Building Company and JCB Construction, was awarded the \$17 million contract to retrofit 29,844 SF of the original Grand Avenue building and complete 66,000 SF of new construction. The repurposing of Grand Avenue will provide an opportunity to relocate and expand on youth programming for the Holden Heights neighborhood. The site will include a full-sized gymnasium, yoga studio, pottery studio, classrooms, multi-use conference rooms, a multi-purpose cafeteria and kitchen, a grand courtyard, and landscaping.		
	EAST ORANGE REGIONAL PARK RECREATION CENTER Christmas, FL	PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(If applicable)</i> 2018
c.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <i>Principal-in-Charge.</i> As part of the Continuing Architectural Services contract with Orange County, B+P was selected to provide professional architectural services from conceptual design through construction administration for a brand new 4,500 square foot Recreation Building located in Christmas, Florida. The program consisted of an approximate 2,500 SF multi-purpose room, entry lobby, break room, office area for three (3) Orange County Parks & Recreation staff, three (3) unisex restrooms and ancillary supports spaces including a janitor's closet, mechanical room and electrical room.		
	BACK TO NATURE COMMUNITY & REHABILITATION CENTER Orlando, FL	PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(If applicable)</i> On-going
b.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <i>Principal-in-Charge.</i> As part of the Continuing Architectural Services contract with Orange County, B+P was responsible for the programming and master planning of 20 acres of land for improvements to the Back to Nature Wildlife Refuge complex, sought by the county to accommodate educational institutions and visitors. The design strategically locates five new buildings on the facility grounds. These buildings consist of an Education Center, Visitor Area, Animal Care Area, Food Prep. Building, and an Administration Building. The estimated construction cost is \$3.5 million. B+P is the prime architect for design and construction.		
	MAGNOLIA PARK ECO-TOURISM FEASIBILITY STUDY & IMPROVEMENTS Apopka, FL	PROFESSIONAL SERVICES 2016	CONSTRUCTION <i>(If applicable)</i> On-going
d.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <i>Principal-in-Charge.</i> As part of the Continuing Architectural Services contract with Orange County, B+P was responsible for creating a proposed site plan for park additions promoting Eco-Tourism at Magnolia Park. B+P was subsequently hired as the Architect of Record for the construction of project. The new site plan includes a new Eco-Center building, restroom building, covered pavilion, fishing pier, and additional docks. The site was designed so there would be as minimal disruption to the existing park's natural systems as possible. The estimated construction cost is \$3.9 million.		
	UNIVERSITY OF NORTH FLORIDA STUDENT WELLNESS COMPLEX Jacksonville, FL	PROFESSIONAL SERVICES 2008	CONSTRUCTION <i>(If applicable)</i> 2012
e.	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <i>Principal-in-Charge.</i> As the leading firm in the Joint Venture of Borrelli + Partners, Inc./PSA-Dewberry, the firm was selected to develop the long-range plan for the University of North Florida's Student Wellness Complex. The new facility consists of a total of approximately 76,500 gross square foot of new construction, including a three-court gymnasium, elevated jogging track, indoor climbing and bouldering wall, group exercise studios for spinning and yoga, group cardio space, group strength training, men's and women's locker facilities, physical education, recreation, fitness and health promotion departmental offices. The facility also includes educational, social, and administrative spaces for students, faculty, and staff. The complex is a multi-story building designed to be compatible with the existing campus architecture. This facility achieved LEED® Gold Certification.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person)

12. NAME DAN-MICHAEL TRBOVICH, RA, NCARB, LEED AP® BD+C		13. ROLE IN THIS CONTRACT Project Manager		14. YEARS EXPERIENCE	
				a. TOTAL 23	b. WITH CURRENT FIRM 12
15. FIRM NAME AND LOCATION (City and State) Borrelli + Partners, Inc. Orlando, FL					
16. EDUCATION (DEGREE AND SPECIALIZATION) University of Arizona, Bachelor of Architecture, 1997 Bachelor of Arts, Interior Design, 1997			17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Architecture: State of Florida, No. AR96020		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) AIA Award of Honor, AIA-Northern Virginia, McGhee Tyson Airport, (HNTB. Architecture), 2000; AIA Award of Honor, AIA East Tennessee, McGhee Tyson Airport, (HNTB. Architecture), 2000; AIA Award of Merit, AIA-Northern Virginia, Wilkes Barre/Scranton Airport, (HNTB. Architecture), 2000; AIA Award of Merit, AIA-Northern Virginia, Dallas/Fort Worth International Airport Terminal D (HNTB Architecture), 2001; AIA Award of Merit, AIA-Orlando, University of North Florida Student Wellness Center (Borrelli + Partners), 2013					
19. RELEVANT PROJECTS					
	(1) TITLE AND LOCATION (City and State) SEMINOLE STATE COLLEGE WELLNESS CENTER Sanford, FL		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) In Progress - 2020	
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <i>Project Manager.</i> As a part of a Design-Build team, Borrelli + Partners, Inc., in association with Gilbane Building Company, was selected to renovate portions of the existing Building H on the Sanford/Lake Mary Seminole State College Campus, a 40-year-old building with approximately 43,000 gross square feet. The building will be remodeled and re-configured in two phases to accommodate today's needs of the Athletic Department and the wellness/fitness needs of the College's students and staff. The project which will occupy a reconfigured 26,000 square foot space will be developed in multiple phases as part of an overall project design plan.		<input checked="" type="checkbox"/> Check if project performed with current firm		
	(1) TITLE AND LOCATION (City and State) INTERGENERATIONAL RECREATION CENTER AT SOUTH COUNTY REGIONAL PARK I Vero Beach, FL		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2015	CONSTRUCTION (If applicable) 2016	
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <i>Project Manager.</i> B+P was commissioned by Indian River County for the design and construction administration of their new \$9.4 million, 37,600 square foot Intergenerational Facility. The project was designed as a two-phase facility with two major programmed areas; the main intergenerational multi-activity, operations and multipurpose functions consisting of 7,450 square feet and a 15,814 square foot Multi-Activity Courts gym and spectator seating intended for recreational, sport and competition utilization, as well as large auditorium based special events and programs. Between the two building forms lays a public courtyard for social gatherings. The first phase included the intergenerational multipurpose program spaces and a two-court MAC Gym. The second phase included a second two-court MAC Gym with supporting fitness center, additional office spaces, a locker/shower facility and utility spaces.		<input checked="" type="checkbox"/> Check if project performed with current firm		
	(1) TITLE AND LOCATION (City and State) UNIVERSITY OF CENTRAL FLORIDA RECREATION & WELLNESS CENTER I Orlando, FL		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2008	CONSTRUCTION (If applicable) 2013	
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <i>Project Manager.</i> B+P was commissioned by the University of Central Florida (UCF) to design the expansion to the UCF Recreation and Wellness Center. The expansion provides enhanced program opportunities and much needed additional space for cardio and fitness activities. The project included master planning of 250,000 square foot in four phases for all recreation and wellness facilities for the entire campus. Also included in this project was the programming and design of a 62,000 square foot expansion to the existing Recreation and Wellness Center, which includes: includes spaces for cardio, fitness, in-door racquet ball courts, multi-purpose rooms, outdoor adventure center area, MAC gymnasium, offices, wet classrooms, new locker and rest rooms, a new 25 yard by 25 meter pool and associated pump room. The facility achieved LEED® Gold Certification.		<input checked="" type="checkbox"/> Check if project performed with current firm		
	(1) TITLE AND LOCATION (City and State) ORANGE COUNTY CONVENTION CENTER EXTERIOR LIGHTING Orlando, FL		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2016	CONSTRUCTION (If applicable) 2017	
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <i>Project Architect.</i> Awarded as part of our Continuing Architectural Services contract with Orange County, B+P was contracted to provide the lighting/electrical design for the exterior façade of the OCCC south concourse. This project included lighting the large five-tiered arched clerestory window features and upper columns on the exterior facade of the North and South Concourse levels. The design also provided window tint to be added to the arched skylight glazing which was to help reduce daylight transmission into the escalator cores.		<input checked="" type="checkbox"/> Check if project performed with current firm		
	(1) TITLE AND LOCATION (City and State) UNIVERSITY OF NORTH FLORIDA STUDENT WELLNESS COMPLEX Jacksonville, FL		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2008	CONSTRUCTION (If applicable) 2012	
e.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <i>Project Manager.</i> As the leading firm in the Joint Venture of Borrelli + Partners, Inc./PSA-Dewberry, the firm was selected to develop the long-range plan for the University of North Florida's Student Wellness Complex. The new facility consists of a total of approximately 76,500 gross square foot of new construction, including a three-court gymnasium, elevated jogging track, indoor climbing and bouldering wall, group exercise studios for spinning and yoga, group cardio space, group strength training, men's and women's locker facilities, physical education, recreation, fitness and health promotion departmental offices. The facility also includes educational, social, and administrative spaces for students, faculty, and staff. This facility achieved LEED® Gold Certification.		<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 CHRISTOPHER RICE, RLA, ASLA		13. ROLE IN THIS CONTRACT Project Landscape Architect		14. YEARS EXPERIENCE	
				a. TOTAL 26	b. WITH CURRENT FIRM 5
15. FIRM NAME AND LOCATION (City and State) Borrelli + Partners, Inc, I Orlando, FL					
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Landscape Architecture, Purdue University 1992			17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Landscape Architecture: State of Florida, LA6667122		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) American Society of Landscape Architects					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State) UNIVERSITY OF NORTH FLORIDA COMPETITION POOL Jacksonville, FL		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2020	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <i>Landscape Architect.</i> B+P was selected to provide professional architectural services for the design of a 50-meter exterior NCAA competition pool located adjacent to the UNF Student Wellness Complex. The pool complex will include public restrooms and locker rooms with showers, a controlled entrance, office, support services space and storage for the associated pool equipment plus mechanical space. Additionally, the project includes the relocation of three tennis courts and the existing underground utilities.		<input checked="" type="checkbox"/> Check if project performed with current firm		
b.	(1) TITLE AND LOCATION (City and State) GRAND AVENUE NEIGHBORHOOD CENTER Orlando, FL		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2021	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <i>Landscape Architect.</i> B+P, along with Gilbane Building Company and JCB Construction, was awarded the \$17 million contract to retrofit 29,844 SF of the original Grand Avenue building and complete 66,000 SF of new construction by the City of Orlando. The repurposing of Grand Avenue will provide an opportunity to relocate and expand on youth programming for the Holden Heights neighborhood. The site will include a full-sized gymnasium, yoga studio, pottery studio, classrooms, multi-use conference rooms, a multi-purpose cafeteria and kitchen, a grand courtyard, and landscaping.		<input checked="" type="checkbox"/> Check if project performed with current firm		
c.	(1) TITLE AND LOCATION (City and State) EAST ORANGE REGIONAL PARK RECREATION BUILDING Christmas, FL		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2018	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <i>Landscape Architect.</i> B+P was selected to provide professional architectural services from conceptual design through construction administration for a brand new 4,500 square foot Recreation Building located in Christmas, Florida (Orange County). The program consisted of an approximate 2,500 SF multi-purpose room, entry lobby, break room, office area for three (3) Orange County Parks & Recreation staff, three (3) unisex restrooms and ancillary supports spaces including a janitor's closet, mechanical room and electrical room Sustainable principles within the design consisted of low to no VOC paints for building occupants, low-E insulated glazing with tint to minimize solar heat gain and specified high levels of roof and wall insulation to reduce energy consumption.		<input checked="" type="checkbox"/> Check if project performed with current firm		
d.	(1) TITLE AND LOCATION (City and State) BACK TO NATURE COMMUNITY & REHABILITATION CENTER Orlando, FL		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) On-going	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <i>Landscape Architect.</i> As part of the Continuing Architectural Services contract with Orange County, B+P was responsible for the programming and master planning of 20 acres of land for improvements to the Back to Nature Wildlife Refuge complex, sought by the county to accommodate educational institutions and visitors. The design strategically locates five new buildings on the facility grounds. These buildings consist of an Education Center, Visitor Area, Animal Care Area, Food Prep. Building, and an Administration Building. The estimated construction cost is \$3.5 Million. B+P is the prime architect for design and construction.		<input checked="" type="checkbox"/> Check if project performed with current firm		
e.	(1) TITLE AND LOCATION (City and State) INTERGENERATIONAL CENTER AT SOUTH COUNTY REGIONAL PARK Vero Beach, FL		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2015	CONSTRUCTION (If applicable) 2016	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <i>Landscape Architect.</i> Borrelli + Partners was commissioned by Indian River County for the design and construction administration of their new \$9.4 million, 37,600 square foot Intergenerational Facility. The project was designed as a two-phase facility with two major programmed areas; the main intergenerational multi-activity, operations and multipurpose functions consisting of 7,450 square feet and a 15,814 square foot Multi-Activity Courts gym (MAC Gym) and spectator seating intended for recreational, sport and competition utilization, as well as large auditorium based special events and programs. Between the two building forms lays a public courtyard for social and contemplative gatherings. The first phase included the intergenerational multipurpose program spaces and a two-court MAC Gym. The second phase included a second two-court MAC Gym with supporting fitness center, additional office spaces, a locker/shower facility and utility spaces.		<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 G. Randy Downing, PE, LEED AP	13. ROLE IN THIS CONTRACT Site/Civil Engineer	14. YEARS EXPERIENCE <table border="1"> <tr> <td>a. TOTAL</td> <td>b. WITH CURRENT FIRM</td> </tr> <tr> <td align="center">35</td> <td align="center">25</td> </tr> </table>		a. TOTAL	b. WITH CURRENT FIRM	35	25
a. TOTAL	b. WITH CURRENT FIRM						
35	25						
15. FIRM NAME AND LOCATION (City and State) Hanson Professional Services Inc., Jacksonville, FL							
16. EDUCATION (DEGREE AND SPECIALIZATION) B.S. / Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) FL / Professional Civil Engineer Leadership in Energy and Environmental Design					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) National Society of Professional Engineers; Florida Engineering Society; American Society of Highway Engineers, Society of American Military Engineers							

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a.	The Crossings at Fleming Island (Eagle Harbor) Community Development District (CDD) Clay County, FL	PROFESSIONAL SERVICES 2008	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <i>Project Manager.</i> Served as district engineer for CDD from 2000 to 2008. Responsibilities included preparing annual report, processing CDD pay requests, preparing engineers reports for bond issue, attending CDD board meetings, annual utility inspections with findings issued to bond holders, reviewing plans for new projects, reviewing and approving utility easements, and assisting with proper legal documents for utility easements. Consulting services were provided to solve several issues, which required reinterpreting the master plan for The Crossings at Fleming Island.		
b.	Eagle Harbor at The Crossings at Fleming Island Development Duval County Public Schools, Jacksonville, FL	PROFESSIONAL SERVICES 1994	CONSTRUCTION (If Applicable) 1994
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <i>Senior Engineer.</i> Responsible for preliminary and final layout, paving, grading and drainage for of an 18-hole golf course, collector roads, subdivisions and recreational areas within a planned golf course community. Included roadway horizontal and vertical alignment, stormwater system design, under drain design, floodplain analyses, revisions to FEMA flood maps, design of a major channel for stormwater conveyance, interconnected stormwater management pond permitting and design, coordination with utility design, lot grading, pavement marking, coordination of wetland mitigation, coordination with irrigation and treated effluent system design, pollution control permitting and design, quantity take offs, detailed cost estimate, and specifications.		
c.	Aquatic Center Civil Engineering Design University of North Florida, Jacksonville, FL	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <i>Senior Engineer.</i> Engineering services to prepare site, drainage, and utility plans and permitting for adding new aquatic center on University of North Florida (UNF) campus as an expansion to the UNF Wellness Facility. Pool complex will include public restrooms and locker rooms with showers, a controlled entrance, offices, support services space, storage for the associated pool equipment, and mechanical space.		
d.	Legends Center Site Development Jacksonville, FL	PROFESSIONAL SERVICES 2011	CONSTRUCTION (If Applicable) 2011
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <i>Project Manager.</i> Provided the civil site design for a 38,000-square-foot gymnasium and community center in northwest Jacksonville. The location was a former incinerator ash dump and required special considerations in excavation and grading. Amenities include a 200-car parking lot, stormwater management facility modification and sanitary lift station. Designated as a hurricane shelter and Emergency Preparedness Shelter, the lift station wet well was oversized to accommodate the maximum capacity of evacuees for several days.		
e.	Orange Park Library Renovation St. Johns River State College, Orange Park, FL	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <i>Senior Engineer.</i> Hanson is providing site civil engineering as required for a proposed project to renovate and/or expand St. Johns River State College's existing 14,702-square-foot library facility on its Orange Park Campus. The consultant team is determining and developing optimal use for space and for any reclaimed space vacated by previous renovation projects. The priorities will be to maximize classroom, lab, and faculty offices for optimal use and circulation, decrease wasted space, and improve the functional design of existing buildings. Hanson's services include preparing site plans, drainage plans, utility plans, and permitting.		

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

12. NAME Chantal Bowen, PE	13. ROLE IN THIS CONTRACT Site/Civil Engineer	14. YEARS EXPERIENCE <table border="1"> <tr> <td>a. TOTAL</td> <td>b. WITH CURRENT FIRM</td> </tr> <tr> <td align="center">35</td> <td align="center">25</td> </tr> </table>		a. TOTAL	b. WITH CURRENT FIRM	35	25
a. TOTAL	b. WITH CURRENT FIRM						
35	25						
15. FIRM NAME AND LOCATION (City and State) Hanson Professional Services Inc., Jacksonville, FL							
16. EDUCATION (DEGREE AND SPECIALIZATION) B.S. / Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) FL / Professional Civil Engineer					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) National Society of Professional Engineers; Florida Engineering Society; Society of American Military Engineers							

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Eagle Harbor at The Crossings at Fleming Island Development Duval County Public Schools, Jacksonville, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 1994	CONSTRUCTION (If Applicable) 1994	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <i>Project Manager.</i> Responsible for preliminary and final layout, paving, grading and drainage for of an 18-hole golf course, collector roads, subdivisions and recreational areas within a planned golf course community. Included roadway horizontal and vertical alignment, stormwater system design, under drain design, floodplain analyses, revisions to FEMA flood maps, design of a major channel for stormwater conveyance, interconnected stormwater management pond permitting and design, coordination with utility design, lot grading, pavement marking, coordination of wetland mitigation, coordination with irrigation and treated effluent system design, pollution control permitting and design, quantity take offs, detailed cost estimate, and specifications.		
b.	(1) TITLE AND LOCATION (City and State) UNF Student Wellness and Sports Education Center University of North Florida, Jacksonville, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2012	CONSTRUCTION (If Applicable) 2015	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <i>Project Manager.</i> Hanson provided site civil design services associated with a 100,000-square-foot, multi-level, state-of-the-art athletic facility. The site design accommodated two phases of demolition and construction. Site improvements included modifying a parking lot to accommodate ADA parking and service truck deliveries, modifying site utilities (water, sewer, and fire) to accommodate the new building, site grading, and stormwater management design and permitting.		
c.	(1) TITLE AND LOCATION (City and State) Aquatic Center Civil Engineering Design University of North Florida, Jacksonville, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <i>Project Manager.</i> Engineering services to prepare site, drainage, and utility plans and permitting for adding new aquatic center on University of North Florida (UNF) campus as an expansion to the UNF Wellness Facility. Pool complex will include public restrooms and locker rooms with showers, a controlled entrance, offices, support services space, storage for the associated pool equipment, and mechanical space.		
d.	(1) TITLE AND LOCATION (City and State) Cecil Field Community Center and Aquatics Center Jacksonville, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2007	CONSTRUCTION (If Applicable) 2007	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <i>Project Principal.</i> Hanson provided site civil design and permitting services associated with this facility at the former Cecil Field Naval Air Station between the Cecil Field Equestrian Center and a fast-pitch softball quadplex. The Community Center includes an indoor 26,000-square-foot, air-conditioned Aquatics Center, which the first of its kind for the City of Jacksonville Recreation & Community Services Department. The Aquatics Center includes an Olympic-size pool and a smaller family/exercise pool. Services included design and permitting services for driveways, a parking lot, stormwater collection system, and utilities.		
e.	(1) TITLE AND LOCATION (City and State) Orange Park Library Renovation St. Johns River State College, Orange Park, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [X] Check if project performed with current firm <i>Project Manager.</i> Hanson is providing site civil engineering as required for a proposed project to renovate and/or expand St. Johns River State College's existing 14,702-square-foot library facility on its Orange Park Campus. The consultant team is determining and developing optimal use for space and for any reclaimed space vacated by previous renovation projects. The priorities will be to maximize classroom, lab, and faculty offices for optimal use and circulation, decrease wasted space, and improve the functional design of existing buildings. Hanson's services include preparing site plans, drainage plans, utility plans, and permitting.		

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	
Juan Cajas, PE	Mechanical Engineer	a. TOTAL 20	b. WITH CURRENT FIRM 2

15. FIRM NAME AND LOCATION (City and State)
TLC Engineering Solutions, Jacksonville, Florida

16. EDUCATION (Degree and Specialization)
Master of Science, Industrial Engineering
Bachelor of Science, Mechanical Engineering

17. CURRENT PROFESSIONAL REGISTRATION (State & Discipline)
Mechanical Engineering: FL

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

As a mechanical engineer, Juan is experienced in HVAC design, energy analysis modeling, equipment selection and materials submittal review for numerous projects, including amenity centers, clubhouse, multi-family, and other similar projects.

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Watercolor Beach Club Santa Rosa Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018	CONSTRUCTION 2018
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mechanical Engineer. Clubhouse consists of an existing parking space along with expansion area consisting of a new foyer bathrooms kitchen and storage spaces. \$750,000 / 10,000 sf		
b.	(1) TITLE AND LOCATION (City and State) Meridian Park Club Orlando, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION 2019
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mechanical Engineer. New 4,990 sf welcome center, 5,912 sf clubhouse, and site amenities. \$2 million (est.)		
c.	(1) TITLE AND LOCATION (City and State) Silverleaf Entry and Amenity St. Johns, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION 2019
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mechanical Engineer. New clubhouse with two octagon pavilions and maintenance building. \$1.5 million (est.) / 7,000 sf		
d.	(1) TITLE AND LOCATION (City and State) Air Force Enlisted Village 6 Shalimar, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020	CONSTRUCTION 2020
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mechanical Engineer. Three-story apartment building composed of 63 IL apartments and attached clubhouse. Site work includes new parking walkway and courtyard lighting. Infrastructure for future phase II IL apartments and parking. \$21 million / 97,826 sf		
e.	(1) TITLE AND LOCATION (City and State) Westminster Woods Master Plan Study & Site Infrastructure Jacksonville, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020	CONSTRUCTION 2020
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mechanical Engineer. Master planning study efforts for the proposed future expansion of the senior living community campus. TLC provided the basis for planning of the phased demolition and new construction for the Mechanical, Electrical, Technology, and Plumbing/Fire infrastructures, which will support the new buildings. TLC went on to assist Westminster Woods with the design and construction of the expansion. \$2,655,742 (est.)		

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	
Ryan Fryman, PE, LEED AP, BD+C, CxA	Senior Electrical Engineer	a. TOTAL	b. WITH CURRENT FIRM
		26	18

15. FIRM NAME AND LOCATION (City and State)

TLC Engineering Solutions, Jacksonville, Florida

16. EDUCATION (Degree and Specialization)

Bachelor of Science, Electrical Engineering

17. CURRENT PROFESSIONAL REGISTRATION (State & Discipline)

Electrical Engineering:
FL, AL, AR, IL, OH, TX

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

Ryan has over 26 years of electrical engineering experience and is an ACG-Certified Commissioning Authority. Ryan's focus is on commercial projects, including several neighborhood clubhouses and amenity centers. He has also managed a broad range of projects under continuing services contracts, including several projects for Clay County Schools.

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Beachwalk Club - Phase I St. Johns, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION
		2018	2018
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager / Electrical Engineer. Additions to a new lagoon attraction include Spinnaker's Restaurant and Beach Bar, Lagoon restrooms and the Beachwalk machine room. \$4 million / 11,000 sf		
b.	(1) TITLE AND LOCATION (City and State) Meridian Park Club Orlando, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION
		2019	2019
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager / Electrical Engineer. New 4,990 sf welcome center, 5,912 sf clubhouse, and site amenities. \$2 million (est.)		
c.	(1) TITLE AND LOCATION (City and State) Silverleaf Entry and Amenity St. Johns, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION
		2019	2019
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager / Electrical Engineer. New clubhouse with two octagon pavilions and maintenance building. \$1.5 million (est.) / 7,000 sf		
d.	(1) TITLE AND LOCATION (City and State) Watercolor Beach Club Santa Rosa Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION
		2018	2018
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager / Electrical Engineer. Clubhouse consists of an existing parking space along with expansion area consisting of a new foyer bathrooms kitchen and storage spaces. \$750,000 / 10,000 sf		
e.	(1) TITLE AND LOCATION (City and State) School Board of Clay County Orange Park Junior High School Site Lighting, Orange Park, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION
		2017	2017
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager / Electrical Engineer. Electrical engineering design for the replacement of site lighting. Completed under our continuing services contract. \$138,000		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person)

12. NAME Chad Schock	13. ROLE IN THIS CONTRACT Plumbing/Fire Protection Designer	14. YEARS EXPERIENCE <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">a. TOTAL 28</td> <td style="width: 50%; text-align: center;">b. WITH CURRENT FIRM 16</td> </tr> </table>		a. TOTAL 28	b. WITH CURRENT FIRM 16
a. TOTAL 28	b. WITH CURRENT FIRM 16				
15. FIRM NAME AND LOCATION <i>(City and State)</i> TLC Engineering Solutions, Jacksonville, Florida					
16. EDUCATION <i>(Degree and Specialization)</i> N/A		17. CURRENT PROFESSIONAL REGISTRATION <i>(State & Discipline)</i> N/A			

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

With over 28 years of experience as a plumbing/fire protection designer, Chad has worked on numerous clubhouse and amenity center projects. He has solid engineering analysis, design, and on-site construction administration experience. Recently, Chad completed plumbing design for several schools in Clay County.

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Watercolor Beach Club Santa Rosa Beach, Florida	PROFESSIONAL SERVICES 2018	CONSTRUCTION 2018
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Plumbing Designer. Clubhouse consists of an existing parking space along with expansion area consisting of a new foyer bathrooms kitchen and storage spaces. \$750,000 / 10,000 sf		
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Meridian Park Club Orlando, Florida	PROFESSIONAL SERVICES 2019	CONSTRUCTION 2019
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Plumbing Designer. New 4,990 sf welcome center, 5,912 sf clubhouse, and site amenities. \$2 million (est.)		
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Silverleaf Entry and Amenity St. Johns, Florida	PROFESSIONAL SERVICES 2019	CONSTRUCTION 2019
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Plumbing Designer. New clubhouse with two octagon pavilions and maintenance building. \$1.5 million (est.) / 7,000 sf		
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Embrey Mill House North Stafford, Virginia	PROFESSIONAL SERVICES 2014	CONSTRUCTION 2014
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Plumbing Designer. New addition includes a kitchen/cafe, plus a porch and pool deck with lighting for the Newland Amenity building in Stafford County, Virginia. \$500,000 / 4,000 sf		
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Air Force Enlisted Village 6 Shalimar, Florida	PROFESSIONAL SERVICES 2020	CONSTRUCTION 2020
	(3) BRIEF DESCRIPTION (Brief Scope, Size, Cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Plumbing Designer. Three-story apartment building composed of 63 apartments and attached clubhouse. Site work includes new parking walkway and courtyard lighting. Infrastructure for future phase II apartments and parking. \$21 million / 97,826 sf		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Hasan S. Arouri	13. ROLE IN THIS CONTRACT Structural Engineer of Record	14. YEARS EXPERIENCE	
		a. TOTAL 36	b. WITH CURRENT FIRM 5

15. FIRM NAME AND LOCATION (City and State)

IBC Engineering Design Services, Inc. - 1800 Pembroke Drive, Suite 250, Orlando, FL 32810

16. EDUCATION (DEGREE AND SPECIALIZATION)

M.Sc. 1983-University of Rhode Island (URI), Civil & Environmental Engineering with Concentration on Structural Design & Analysis.

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

**Registered Structural Professional Engineer
Florida P.E. License #: 53319**

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

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		
City of Altamonte Spring RWRf Maintenance & Operations Building. Altamonte Springs, Florida.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES 2018</td><td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable) 2020</td></tr> </table>	PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) 2020
PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) 2020		
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="text-align: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</div> <p>The project is to consist of structural engineering design and construction administration services for the 19,938 GSF RWRf Maintenance and Operations Building located in Altamonte Springs, Florida. The Building is composed of two levels of office space approximately 13,938 GSF and two one level Warehouse and Maintenance bays approximately 3,000 SF each. Role: Structural Engineer of Record</p>			
(1) TITLE AND LOCATION (City and State) City of Altamonte Springs Regional Water Reclamation Facility Biosolids Systems Bldg. No.3410 Altamonte Springs, Florida	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES 2017</td><td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable) 2021 Estimated</td></tr> </table>	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2021 Estimated
PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2021 Estimated		
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="text-align: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</div> <p>The existing ASRWRF Bio-Solids Handling System Building structure design was completed around the middle of 1989 in accordance to the South Florida Building Code (SBC) design criteria specifications as referenced within the context of construction documents prepared by HNTB dated August 01, 1985. The building is an 80-ft wide x 105-ft long x 15'-4" high pre-engineered metal building (PEMB) supported on reinforced concrete stem walls. The ground floor is composed of 8-inches to 12-inches thick reinforced concrete slab on grade with variable elevations and trenches to meet buildings operational needs. IBC scope of work consist of assessing existing conditions to identify deficiencies and issue construction documents for repairing observed deficiencies, raise part of the roof framing and replace existing metal panel siding with new exterior reinforced concrete infill block wall. Role: Structural Engineer of Record</p>			
(1) TITLE AND LOCATION (City and State) Valencia College Building 1B Renovation Orlando, Florida	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES 2017</td><td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable) 2017</td></tr> </table>	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2017
PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2017		
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="text-align: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</div> <p>2,000 SF space addition for UCF's base operations Role: Structural Engineer of Record</p>			
(1) TITLE AND LOCATION (City and State) Valencia College Building 14 and Building 14A Renovations Orlando, Florida	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES 2020</td><td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable) TBD</td></tr> </table>	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) TBD
PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) TBD		
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="text-align: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</div> <p>Remodeling within the exist. +/-5,200 SF Plant Operations Building-14 and within the exist. +/-6,724 Plant Operation Storage Building-14A Role: Structural Engineer of Record</p>			
(1) TITLE AND LOCATION (City and State) Valencia College Park Place at Metro West Renovations Orlando, Florida	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES 2012</td><td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable) 2014</td></tr> </table>	PROFESSIONAL SERVICES 2012	CONSTRUCTION (If applicable) 2014
PROFESSIONAL SERVICES 2012	CONSTRUCTION (If applicable) 2014		
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="text-align: right;"><input type="checkbox"/> Check if project performed with current firm</div> <p>The project to perform Structural Design and issue structural documents as required for the renovation and rehabilitation of the 5-Stories, 15 years, 60,000 S.F. old office building. This building is housing the office of Valencia College Foundation and President Role: Structural Engineer of Record</p>			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME <div style="text-align: center; font-size: 1.2em;">William "Gabe" Luger</div>	13. ROLE IN THIS CONTRACT <div style="text-align: center; font-size: 1.2em;">Structural Project Engineer</div>	14. YEARS EXPERIENCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">a. TOTAL 5</td> <td style="width: 50%; text-align: center;">b. WITH CURRENT FIRM 5</td> </tr> </table>		a. TOTAL 5	b. WITH CURRENT FIRM 5
a. TOTAL 5	b. WITH CURRENT FIRM 5				
15. FIRM NAME AND LOCATION (City and State) <div style="text-align: center; font-size: 1.2em;">IBC Engineering Design Services, Inc. - 1800 Pembroke Drive, Suite 250, Orlando, FL 32810</div>					
16. EDUCATION (DEGREE AND SPECIALIZATION) B.Sc. 2016-University of Central Florida (UCF), Civil & Environmental Engineering with Concentration on Structural Design & Analysis.		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Engineer in Training (EIT) Awarded April 2016			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Teen Challenge Administration Building, Counselling Building, Dorm Building-A and Dorm Building B. The project is located in Sanford, Florida.	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2018
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="text-align: right; margin-right: 20px;"><input checked="" type="checkbox"/> Check if project performed with current firm</div> <p>The project is to perform Structural engineering design and furnish a BIM (REVIT) Model and issue complete construction documents needed for bidding and permitting for three (3) new Type V-B Construction separate buildings located in Sanford, Florida. The project consists of the following:</p> <ul style="list-style-type: none"> 4600 SF - 1 story dormitory bldg. 3200 SF - 1 story Administration bldg. 2190 SF - 1 story Counseling bldg. <p>Role: Structural Project Engineer</p>		
	Islamic Center of Daytona Beach – Daytona – Florida Role: Structural Engineer of Record	PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) 2019-2020
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="text-align: right; margin-right: 20px;"><input checked="" type="checkbox"/> Check if project performed with current firm</div> <p>The project scope is to design and detail a new, two levels 17,400 S.F. Fitness Building consisting of a 9,460 S.F. Ground Level and a 7,940 S.F. Second Level with an open area above the Entrance Lobby located at the east side of the building.</p> <p>Role: Structural Project Engineer</p>		
	Torcaso Park Field House Community Recreational Center – City of Winter Springs – Florida.	PROFESSIONAL SERVICES Currently In Schematics	CONSTRUCTION (If applicable) TBD
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="text-align: right; margin-right: 20px;"><input checked="" type="checkbox"/> Check if project performed with current firm</div> <p>The project is to consist of structural engineering design of a new recreation center composed of an approximately 7,840 S.F. Multi-Purpose, one level building attached to an approximately 14,770 S.F. Gymnasium.</p> <p>Role: Structural Project Engineer</p>		
	Flagler Auditorium Offices & Toilet Rooms, Additions & Rehabilitations, Flagler County, Florida	PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) 2019
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="text-align: right; margin-right: 20px;"><input checked="" type="checkbox"/> Check if project performed with current firm</div> <p>The project consists of a new exterior single-story offices and toilet rooms addition, approximately 10,000 S.F. at the north east corner of the existing Flagler Auditorium. The building structural system is composed of reinforced masonry CMU bearing walls on a stem wall footing. The roof framing is composed of open web steel joists and the exterior canopies are composed of trussed boxed framing supported along outside face of the new CMU wall.</p> <p>Role: Structural Project Engineer</p>		

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	
		a. TOTAL	b. WITH CURRENT FIRM
Frank Tavenner	Senior Cost Estimator	36	4

15. FIRM NAME AND LOCATION (City and State)

Montgomery Consulting Group, Inc., Orlando, FL

16. EDUCATION (DEGREE AND SPECIALIZATION)

Bachelor of Science in Business Administration
Associate of Applied Science in Drafting & Design
Virginia Commonwealth University, VA

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

N/A

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

Mr. Tavenner has over 36 years of experience as a Senior Cost Estimator. His background includes experience in construction management and pre-construction services. His cost consulting expertise includes civil, architectural, structural and general systems knowledge of mechanical, electrical and plumbing trades. He has provided cost estimating at the pre-design level through hard bidding and construction change order pricing. He has significant experience in the following industries: education, municipal, commercial development, airports, multi-family residential and hospitality.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Public Works Renovations City of Mount Dora, Mount Dora, FL	2019	Estimated 2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provided cost estimating for a new exterior NCAA competition pool with associated deck, administrative offices, locker rooms, bathrooms, and site related development. Estimated Cost of Program: \$ 8 million.		
b.	Competition Pool University of North Florida Jacksonville, FL	2020	Estimated 2021
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provided cost estimating for renovation of existing mechanical systems for three buildings, approximately 17,500 SF total, with removal and replacement of air handling units, piping and insulation, and fans, cleaning of existing components, and adjustments to electrical systems. Estimated Cost of Construction: \$550,000.		
c.	Heritage Park Assessment Orange County Orlando, FL	2018	Estimated 2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provided cost estimating for Renovation of existing site, with new plaza, theatrical lighting and equipment, kitchen space, storm water bioswales, decorative lighting, parking; landscaping and signage modifications; removal and replacement of water feature, bus stop, street lamp fixtures; and relocation of sculptures. Estimated Cost of Construction: \$3.61 million.		
d.	District 5 - I-95 Brevard Rest Area Buildings Florida Department of Transportation Brevard County, FL	2018	Estimated 2021
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provided cost estimating for the construction of two LEED certified, 14,773 square foot buildings, which are single story rest area buildings to replace the existing structures on both the northbound and southbound at SR 1-95 MP 23.57 & MP 25.508. In addition to the new rest room building, each site will also have a 533 square foot maintenance building with an attached, walled dumpster enclosure. Mr. Tavenner provided structural, plumbing and mechanical estimating at the 30% design level. Estimated Cost of Construction: \$10.1 million.		
e.	5th Floor Renovation Orlando Downtown Library, Orange County Library System Orlando, FL	2018	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mr. Tavenner was lead estimator providing cost consulting for renovation of the 5th floor of the Downtown Branch, which included a renovation and change of uses. Construction Cost: \$ 1.3 million.		

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 *(City and State)*

East Orange Regional Park Recreation Building
Orlando, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2016

CONSTRUCTION *(If applicable)*

2018

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Orange County Government

b. POINT OF CONTACT NAME

Sara Flynn-Kramer
Manager of Capital Projects

c. POINT OF CONTACT TELEPHONE NUMBER

407.836.0048
Sara.flynn-kramer@oclf.net

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

Borrelli + Partners, Inc. was selected to provide professional architectural services from conceptual design through construction administration for a brand new 4,500 square foot Recreation Building located in Christmas, Florida (Orange County). This project was awarded to B+P under our Continuing Architectural Contract with Orange County.

The program consisted of an approximate 2,500 SF multi-purpose room, entry lobby, break room, office area for three (3) Orange County Parks & Recreation staff, three (3) unisex restrooms and ancillary supports spaces including a janitor's closet, mechanical room and electrical room.

The construction method consisted of 12" CMU around the multi-purpose room and 8" CMU around the remainder of the building with hardi-board siding/trim and a standing seam metal roof over metal deck on steel bar joists. Sustainable principles within the design consisted of low to no VOC paints for building occupants, low-E insulated glazing with tint to minimize solar heat gain and specified high levels of roof and wall insulation to reduce energy consumption.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	Borrelli + Partners, Inc.	Orlando, FL	Architecture, Landscape Architecture

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)

Back to Nature Community and Rehabilitation Master Plan
Orlando, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2017

CONSTRUCTION (If applicable)

2019

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Orange County Government

b. POINT OF CONTACT NAME

Roan Waterbury, LEED AP
Project Manager

c. POINT OF CONTACT TELEPHONE NUMBER

407.836.0034
Roan.waterbury@oclf.net

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

As part of the Continuing Architectural Services contract with Orange County, Borrelli + Partners, Inc. was responsible for the programming and master planning of 20 acres of land for improvements to the Back to Nature Wildlife Refuge complex, sought by the county to accommodate educational institutions and visitors. The design strategically locates five new buildings on the facility grounds. These buildings consist of an Education Center, Visitor Area, Animal Care Area, Food Prep. Building, and an Administration Building.

The buildings have been sited accordingly in order to keep the appropriate fire separation distances between each of the buildings since the structures do not contain fire sprinklers, based on the allowable building square footage limitations within the code. The master site plan would incorporate modifications to the existing fencing/gates in order to separate the "public" areas and the "non-public" areas as well as remove the existing pole barn to accommodate the proposed layout of the facilities.

B+P was subsequently hired as the Architect of Record for the construction of the project.

Estimated Construction Cost: \$3.5 Million



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Borrelli + Partners, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Architecture, Landscape Architecture
b.	(1) FIRM NAME Montgomery Consulting Group, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Cost Estimating

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)

Magnolia Park Eco-Tourism Feasibility Study & Improvements
Apopka, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2016

CONSTRUCTION (If applicable)

Est. 2022

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Orange County Government

b. POINT OF CONTACT NAME

Roan Waterbury, LEED AP
Project Manager

c. POINT OF CONTACT TELEPHONE NUMBER

407.836.0034
Roan.waterbury@oclf.net

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

As part of the Continuing Architectural Services contract with Orange County, Borrelli + Partners was responsible for creating a proposed site plan for park additions promoting Eco-Tourism at Magnolia Park, which is located on the south-eastern shoreline of Lake Apopka. B+P was subsequently hired as the Architect of Record for the construction of the project.

The new site plan includes: a new Eco-Center building to consist of a rental bike/storage shop, staff office, restrooms and reception area; a new, centrally located restroom building; improvements to access drive and parking to accommodate for bus ingress/egress; a covered pavilion for customers to wait out rain events and/or watch children at playground; a new dock system extending into Lake Apopka to be used for sea plane rides, airboat rides, a fishing pier and as an overlook; additional docks for law enforcement; and improvements/expansion to the existing boat ramp facility. The site was designed so there would be as minimal disruption to the existing park's natural systems as possible.

Estimated Construction Cost: \$3.9 Million



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Borrelli + Partners, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Architecture, Landscape Architecture
b.	(1) FIRM NAME Montgomery Consulting Group, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Cost Estimating

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)

Orange County Convention Center (OCCC) Exterior Lighting
Orlando, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2016

CONSTRUCTION (If applicable)

2017

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Orange County Government

b. POINT OF CONTACT NAME

Terry Devitt
Acting Deputy Director

c. POINT OF CONTACT TELEPHONE NUMBER

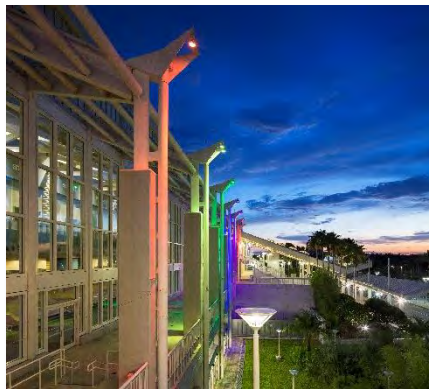
407.685.9867
Terry.Devitt@occc.net

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

Awarded as part of our Continuing Services contract with Orange County, B+P was contracted to provide the lighting/electrical design for the exterior façade of the OCCC south concourse located at 9899 International Drive and the north concourse located at 9400 Universal Boulevard in Orlando, Florida.

This project included lighting the large five-tiered arched clerestory window features and upper columns on the exterior facade of the North and South Concourse levels. In addition, the design also provided window tint to be added to the arched skylight glazing which was to help reduce daylight transmission into the escalator cores.

Project Budget: \$1.2 Million



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Borrelli + Partners, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Architecture, Landscape Architecture
b.	(1) FIRM NAME IBC Engineering Design Services, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Structural Engineering

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

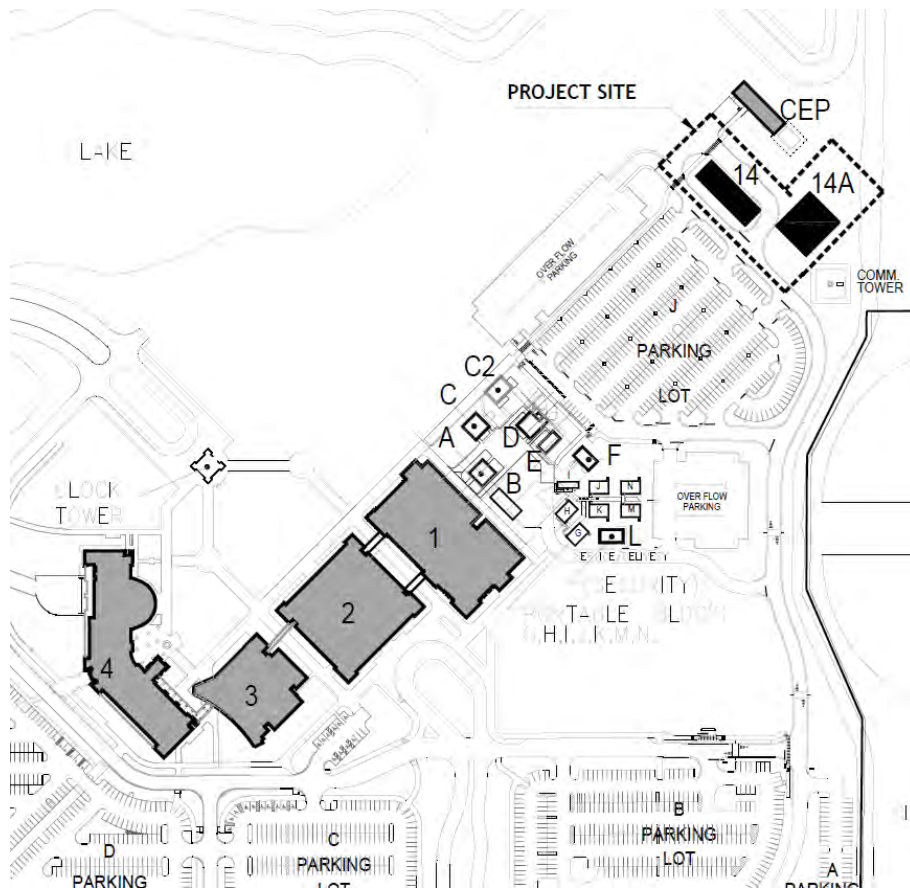
(Present as many projects as requested by the agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

5

21. TITLE AND LOCATION <i>(City and State)</i>		22. YEAR COMPLETED	
Osceola Campus, Buildings 14 and 14A Modification Kissimmee, FL		PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i> On-going
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER Valencia College	b. POINT OF CONTACT NAME Mark Hose Facility Planner / College Architect	c. POINT OF CONTACT TELEPHONE NUMBER 407.582.1709 mhose@valenciacollege.edu	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>			

Awarded as part of our Continuing Architectural Services contract with Valencia College, B+P was selected to provide architectural services for the Buildings 14 and 14 A Modification for Valencia College's Osceola Campus. The project involves the complete renovation and modification to Building 14 and 14A floor plans. The program includes the creation of new spaces for offices, a plan storage room, a meeting room, and restrooms. The project's estimated completion is the of Summer 2021.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Borrelli + Partners, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Architecture
b.	(1) FIRM NAME IBC Engineering Design Services, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Structural Engineering
c.	(1) FIRM NAME Montgomery Consulting Group, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Cost Estimating

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)

East Campus, Building 1B Renovation
Orlando, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2017

CONSTRUCTION (If applicable)

2018

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Valencia College

b. POINT OF CONTACT NAME

Bareaa Darkhabani
Director of Facilities

c. POINT OF CONTACT TELEPHONE NUMBER

407.582.1499
bdrakhabani@valenciacollege.edu

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

Awarded as part of our Continuing Architectural Services contract with Valencia College, B+P was selected to provide architectural services for the Building 1B Renovation for Valencia College's East Campus. The \$2.3 million project involved the complete renovation of the entire second floor of Building 1B and the re-design of interior spaces, totally approximately 2,000 SF. The project included: three enclosed offices for student success coaches for student counseling; a reception area that accommodates two positions; an open workspace that accommodates a minimum of three faculty or visiting staff; workstations that provide connectivity, phones, and a computer location; one storage room; and a conference room that is shared use with Valencia College. The program also includes a Physics Interactive Lab/Seminar space which utilizes interactive technology to enhance student hands-on learning. The space accommodates 26 to 30 students. The project also included a gender-neutral restroom, a small nursing mother's room with a small refrigerator as well as renovated Word Processing space for better space utilization and conversion of the Midi Lab to a general classroom or computer lab. The project was able to accommodate additional general classroom space (30 student lecture hall) and additional faculty space, introducing an open nomadic, collaborative space with some common open areas. The existing large lecture hall underwent minor finish renovations only. The Campus Copy Center also underwent some minor renovation to better utilize the space. All spaces were tied together with the enclosing of the existing breezeway on second floor.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Borrelli + Partners, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Architecture
b.	(1) FIRM NAME IBC Engineering Design Services, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Structural Engineering
c.	(1) FIRM NAME Montgomery Consulting Group, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Cost Estimating

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)

Advanced Manufacturing Facility Renovation
Orlando, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2015

CONSTRUCTION (If applicable)

2015

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Valencia College

b. POINT OF CONTACT NAME

Bareaa Darkhabani
Director of Facilities

c. POINT OF CONTACT TELEPHONE NUMBER

407.582.1499
bdrakhabani@valenciacollege.edu

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

Awarded as part of our Continuing Architectural Services contract with Valencia College, this project consisted of the design and performing construction administration services for the renovation of the existing 17,700 SF Colt Manufacturing Plant. The existing building was converted into a training and educational facility and features four labs, two smart-technology classrooms, a conference room, a study lounge, and exterior additions such as covered storage and recycling units.

The design provides for life safety code adjustments and ADA requirements, as well as modifying existing electrical and mechanical systems to accommodate the proposed floor plan. Per SREF standards, the facility also required the design team to incorporate a fire-retardant coating to protect structural wood members for educational use and achieve the appropriate fire ratings for combustible materials. This new center will train students for high-tech manufacturing jobs.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Borrelli + Partners, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Architecture, Landscape Architecture
b.	(1) FIRM NAME IBC Engineering Design Services, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Structural Engineering
c.	(1) FIRM NAME Montgomery Consulting Group, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Cost Estimating

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)

University of North Florida Student Wellness Complex
Jacksonville, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2010

CONSTRUCTION (If applicable)

2012

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

University of North Florida

b. POINT OF CONTACT NAME

Jim Baur,
Associate Director Student Wellness

c. POINT OF CONTACT TELEPHONE NUMBER

904.620.1551
jbaur@unf.edu

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

As the leading firm in the Joint Venture of Borrelli + Partners, Inc./Dewberry, the firm was selected to develop the long-range plan for the University of North Florida's Student Wellness Complex. The new facility consists of a total of approximately 76,500 gross square foot of new construction, including a three-court gymnasium, elevated jogging track, indoor climbing and bouldering wall, group exercise studios for spinning and yoga, group cardio space, group strength training, men's and women's locker facilities, physical education, recreation, fitness and health promotion departmental offices. The facility also includes educational, social, and administrative spaces for students, faculty, and staff. The complex is a multi-story building designed to be compatible with the existing campus architecture.



Also, part of the project was the conceptual development of a main campus pedestrian promenade connecting the new Student Union and the new Student Wellness Complex to remote campus parking. The project included the demolition of the existing 9,000 square foot fitness Center to accommodate this new facility. Due to economic constraints, the project was designed and was built in two phases while maintaining a unified appearance and operation throughout its duration on this growing campus. The complex achieved LEED® Gold certification.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Borrelli + Partners, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Architecture, Landscape Architecture
b.	(1) FIRM NAME Hanson Professional Services, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Civil Engineering
c.	(1) FIRM NAME TLC Engineering, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE MEP Engineering

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)

University of North Florida Aquatic Complex
Jacksonville, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2019

CONSTRUCTION (If applicable)

On-going

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

University of North Florida

b. POINT OF CONTACT NAME

Paul Stewart, Campus Planning,
Design, & Construction Director

c. POINT OF CONTACT TELEPHONE NUMBER

904.620.2016
p.stewart@unf.edu

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

Borrelli + Partners, Inc. was selected to develop the University of North Florida's new Aquatic Complex. The new facility will feature a new 50-Meter swimming pool for competition swimming. The project also includes new facilities for locker rooms, athletic offices, and support facilities for the pool, totaling approximately 7,600 square feet. The pool and facilities will be designed sustainably and will include Natural Gas heating and low water usage backwash.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Borrelli + Partners, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Architecture, Landscape Architecture
b.	(1) FIRM NAME Hanson Professional Services, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Civil Engineering
c.	(1) FIRM NAME TLC Engineering, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE MEP Engineering
d.	(1) FIRM NAME Montgomery Consulting Group, Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE Cost Estimating

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)*

District Engineer Services, Eagle Harbor (The Crossings at Fleming Island Community Development District)
Orange Park, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES
2008

CONSTRUCTION *(if Applicable)*
2008

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

East-West Communities

b. POINT OF CONTACT NAME

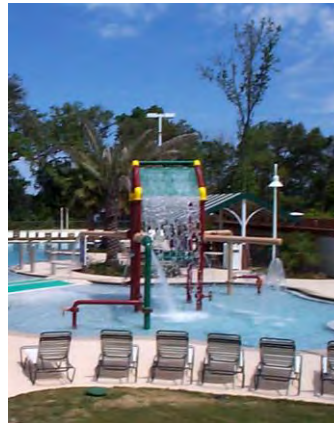
Roger Arrowsmith

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 291-7200

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

Eagle Harbor (The Crossings at Fleming Island) is a planned unit development in northeast Clay County. Eagle Harbor – an approved Development of Regional Impact – consists of a complementary mix of commercial, office, light industrial, residential, preservation, and conservation areas. Hanson Professional Services Inc. provided engineering and permitting services on this project from 1989-1998. A Community Development District (CDD) was formed for the project and assumed responsibility for certain drainage, road, water, and sewer system improvements serving the Crossings. The District includes approximately 2,915 acres.



The CDD selected as its District Engineer from 2000 to 2008. Responsibilities included consulting services to interpret the master plan for East-West Communities at The Crossings. Services included coordinating with other consultants and the construction manager, overseeing modifications to existing agency permits and development plans, and providing construction administration. Hanson staff also prepared the annual report, processed pay requests for Special Assessment and Utility Bonds, prepared engineers reports for bond issue, attended CDD board meetings, conducted annual utility inspections and reported findings to bond holders, reviewed plans for new projects, approved utility easements, and assisted with preparing proper legal documents for utility easements. Hanson also reviewed construction management processes and provided cost estimating, investigations and studies, peer review, value engineering, and constructability reviews. Specific design projects included:

Master Stormwater System

Hanson developed master plans for the wetland management program and the drainage systems. Part of the wetland management included design and permitting of 78 acres of impacted wetlands, 60 acres of new wetlands, and 710 acres of wetland conservation under guidelines of the St. Johns River Water Management District, Florida Department of Environmental Protection, and U.S. Army Corps of Engineers. Master drainage systems were designed for three major communities within the development. Stormwater management systems, including more than 30 ponds, were designed, permitted, and inspected for compliance by staff members to serve the community's roadways, subdivisions, golf course, commercial parcels, and recreation areas.



Eagle Harbor Development

Hanson staff members were responsible for the preliminary and final layout, paving, grading, and drainage for of an 18-hole golf course, collector roads, subdivisions, and recreational areas within the Eagle Harbor planned golf course community. This included roadway horizontal and vertical alignment, stormwater system design, underdrain design, floodplain analyses, revisions to FEMA flood maps, design of a major channel for stormwater conveyance, interconnected stormwater management pond permitting and design, coordination with utility design, lot grading, pavement marking, coordination of wetland mitigation, coordination with irrigation and treated effluent system design, pollution control permitting and design, quantity take offs, detailed cost estimate, and specifications. Management of the project consisted of providing construction assistance, producing a comprehensive annual report, coordinating a report for bonding purposes, and processing the contractors' payment vouchers.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Hanson Professional Services Inc.	Jacksonville, FL	District Engineer; Site Engineering Design and Review; Stormwater Analysis and Design; Permitting; Meeting Attendance; Annual Reports

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

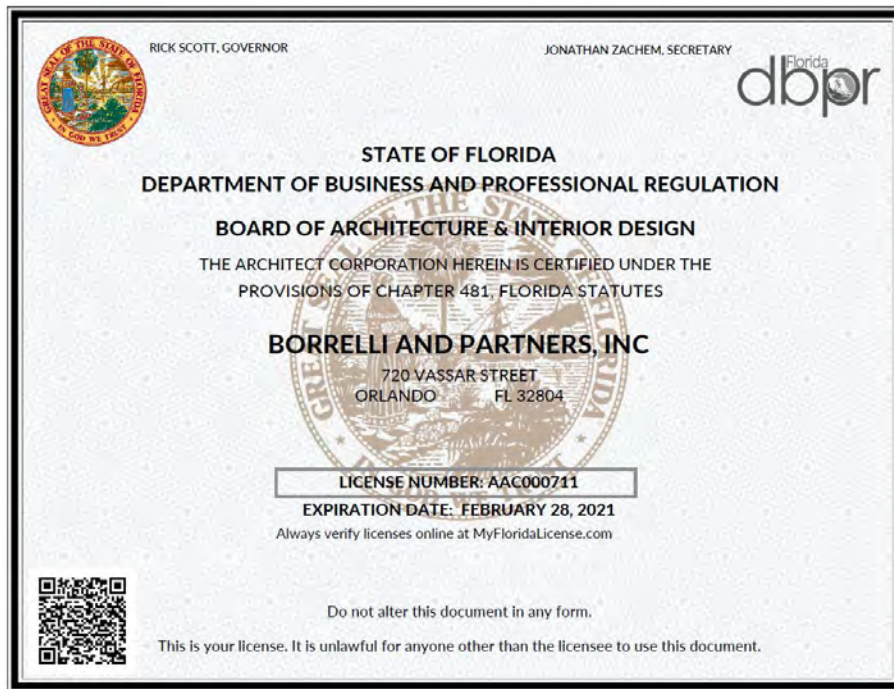
26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jorge A. Borrelli, ASLA, LEED AP® BD+C, CPTED	Principal-in-Charge	X	X	X	X	X	X	X	X	X	
Dan-Michael Trbovich, RA, NCARB, LEED AP® BD+C,	Project Manager				X	X	X		X	X	
Christopher Rice, RLA, ASLA	Landscape Architect		X	X				X	X	X	
G. Randy Downing, PE, LEED AP®	Civil Engineer								X	X	X
Chantal Bowen, PE	Civil Engineer								X	X	X
Juan Cajas, PE	Mechanical Engineer									X	
Ryan Fryman, PE, LEED AP® BD+C, CxA	Senior Electrical Engineer								X	X	
Chad Schock	Plumbing/Fire Protection Designer									X	
Hassan S. Arouri, PE	Principal Structural Engineer				X	X	X	X	X		
William "Gabe" Luger, EIT	Structural Engineer					X	X				
Frank Tavenner	Senior Cost Estimator		X	X						X	

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1.	OC East Orange Recreational Building	6.	VC Building 1B Renovation
2.	OC Back to Nature	7.	VC Advanced Manufacturing Facility Renovation
3.	OC Magnolia Park Eco-Tourism Improvements	8.	UNF Student Wellness Center
4.	OCCC Exterior Lighting	9.	UNF Aquatic Complex
5.	VC Buildings 14 & 14A Modification	10.	Engineer Services for the Crossings at Fleming Island Community Development District

H. ADDITIONAL INFORMATION

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



I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

9/18//2020

33. NAME AND TITLE

Jorge A. Borrelli, ASLA, LEED AP® BD+C, CPTED I Principal

ARCHITECT ENGINEER QUALIFICATIONS

3. 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 Borrelli + Partners, Inc.			3. YEAR ESTABLISHED 1989		4. DUNS NUMBER 010-994-760	
2b. STREET 720 Vassar Street			5. OWNERSHIP			
2c. CITY Orlando		2d. STATE Florida	2e. ZIP CODE 32804		a. TYPE Corporation	
6a. POINT OF CONTACT NAME AND TITLE Jorge A. Borrelli, ASLA, LEED AP® BD+C, CPTED I President			b. SMALL BUSINESS STATUS SDB, MBE, DBE			
6b. TELEPHONE NUMBER 407.418.1338		6c. E-MAIL ADDRESS JABorrelli@borrelliarchitects.com		7. NAME OF FIRM (If block 2a is a branch office)		
8a. FORMER FIRM NAME(S) (If any) Borrelli & Associates Architects Planners, P.A.; Pancoast Borrelli Albaisa Architects; Bouterse Borrelli Albaisa Architects Planners			8b. YR. ESTABLISHED 1978, 1976, 1968		8c. DUNS NUMBER 049-092-679	

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		A06	Airports; Terminals & Hangars	1
06	Architects	4		A08	Animal Facilities	1
08	CADD Technicians	4		C11	Community Facilities	3
39	Landscape Architects	1		D04	Design-Build	2
48	Project Managers	4		E02	Educational Facilities	4
				G01	Garages	2
				I05	Interior Design; Space Planning	1
				I03	Industrial Waste Treatment	2
				L03	Landscape Architecture	1
				R04	Recreation Facilities	1
				R06	Rehabilitation	1
				S07	Solid Wastes; Incineration; Landfill	1
				S11	Sustainable Design	4
				U02	Urban Renewals	1
				W01	Warehouses; Depots	1
				W03	Water Supply	1
	Other Employees	0				
	Total	15				

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	1	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	5	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	5	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 9/16/2020
c. NAME AND TITLE Jorge A. Borrelli, ASLA, LEED AP® BD+C, CPTED I President		

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.)

Hanson Professional Services Inc.			3. YEAR ESTABLISHED 2013	4. UNIQUE ENTITY IDENTIFIER 07-883-2397
2b. STREET 8075 Gate Pkwy W Ste 204			5. OWNERSHIP	
2c. CITY Jacksonville			a. TYPE Corporation	
2d. STATE FL		2e. ZIP CODE 32216-3685	b. SMALL BUSINESS STATUS No	
6a. POINT OF CONTACT NAME AND TITLE David K. Kemp, Vice President			7. NAME OF FIRM (If block 2a is a branch office) Hanson Professional Services Inc.	
6b. TELEPHONE NUMBER (904) 737-0090		6c. E-MAIL ADDRESS dkemp@hanson-inc.com		
8a. FORMER FIRM NAME(S) (If any)			8b. YR. ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

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 (1) FIRM (2) BRANCH		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
12	Civil Engineers	85	9	P06	Planning (Site, Installation and Project)	1
48	Project Managers	57	6	H07	Highways; Streets; Airfield Paving; Parking	6
60	Transportation Engineers	15	4	S13	Stormwater Handling & Facilities	3
	Special Consultants	23	5	T03	Traffic & Transportation Engineering	3
62	Water Resources Engineers	12	1	R04	Recreational Facilities (Parks; Marinas; ect.)	2
	Airport Engineers / Planners	10	1	A06	Airports; Terminals; Hangars; Freight	1
38	Land Surveyors	7	1	E09	Environmental Impact Studies, Assessments	1
29	GIS Specialists	3	1	R11	Rivers Canals; Waterways; Flood Control	1
58	Technicians / Analysts	58	5	I06	Irrigation; Drainage	1
02	Administrative	78	4	E02	Educational Facilities; Classrooms	1
				I02	Industrial Processes; Quality Control	1
				S04	Sewage Collection, Treatment & Disposal	1
				O01	Office Building; Industrial Parks	1
				W02	Water Resources; Hydrology; Ground Water	1
				R03	Railroad and Rapid Transit	1
				H06	Highrise; Air-Rights-Type Buildings	1
				S10	Surveying; Platting; Mapping; Flood Plain	1
				B02	Bridges	1
				W03	Water Supply; Treatment and Distribution	1
				P05	Planning (Community; Regional; Areawide &	1
				D08	Dredging Studies and Design	1
				A05	Airports; Navais; Airport Lighting; Aircraft	1
	Other Employees	145	1			
	Total	496	38			

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	1	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	7	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	7	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 9/16/2020
c. NAME AND TITLE Jeffery L. Bowen, PE, Senior Vice President	

1. SOLICITATION NUMBER *(If any)*

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

**11. ANNUAL AVERAGE PROFESSIONAL
SERVICES REVENUES OF FIRM
FOR LAST 3 YEARS**
*(Insert revenue index number shown at
right)*

1. Less than \$100,000.	6. \$2 million to less than \$5 million
2. \$100,00 to less than \$250,000	7. \$5 million to less than \$10 million
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

Monty Gettys, President – Montgomery Consulting Group, Inc.

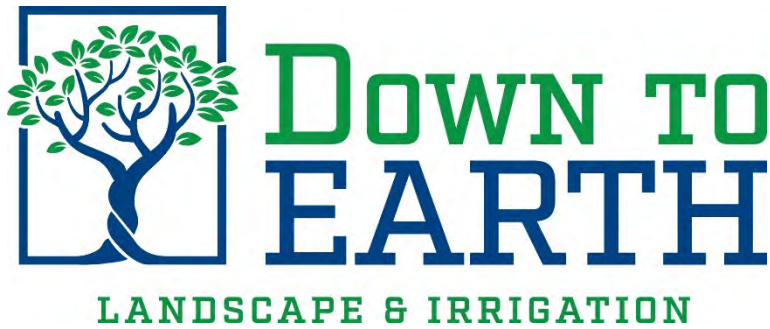


BORRELLI + PARTNERS

ARCHITECTURE PLANNING LANDSCAPE INTERIORS

AAC 000711

EIGHTH ORDER OF BUSINESS



Landscape Maintenance Proposal

Attn: Pine Ridge Plantation CDD
4200 Pine Ridge Pkwy
Middleburg, FL 32068

Submitted By: Down To Earth- Jacksonville

Director of Ops.: Jason West

PINE RIDGE PLANTATION CDD

Landscape Maintenance Summary

Basic Maintenance (Plus weekly pond cleanup)
Irrigation Inspection (12x/yr.)
Fertilization/Pest Control
Annuals (14 trays - 4x per year) (56 trays total per year)
Mulch (46-yards - 1x per year)
Pinestraw (1,361 bales – 1x per year)

Total Monthly Cost: \$7,720.00
Total Annual Cost: \$92,640.00

Additional Items

Mulch	\$45.00 per yard
4" Seasonal Annuals	\$24.00 per tray
Palm Trimming	\$30.00 per palm
Pinestraw	\$ 6.50 per bale

Landscape Maintenance Agreement

THIS LANDSCAPE MAINTENANCE AGREEMENT ("Agreement") dated this ____ day of _____ 2020, and between, **PINE RIDGE PLANTATION CDD** hereinafter referred to as, "Customer" or "Association"), and **Down To Earth- Jacksonville** (hereinafter referred to as "Contractor").

1. **Scope of Work:** Contractor shall furnish all labor, materials, and necessary equipment to maintain the grounds at **PINE RIDGE PLANTATION CDD** for a one (1) year period commencing Date of Approval and ending After One (1) Year. The contract shall automatically renew for additional one (1) year periods. The contract amount shall increase by 1% for each year of the contract. In fulfillment its obligation, Contractor shall use its best efforts to perform the Grounds Maintenance specifications attached as Exhibit "A" and specifically incorporated herein. In the event that the performance by Contractor shall be interrupted or delayed by any occurrences not occasioned by Contractor, such as acts of God, the Contractor shall be excused from such performance for such a period of time as is reasonably necessary after such occurrence to remedy the effects thereof.
2. **Indemnification:** Contractor shall indemnify and hold harmless the Customer from any and all injuries, damages, causes of action or claims to the extent they are caused by acts, omissions or negligence on the part of Contractor, its agents, subcontractor, employees, or others acting on behalf of Contractor, in the performance of its obligations under this Agreement.
3. **Liability Insurance:** Contractor, for itself, its subcontractors, agents and employees, shall carry liability and personal insurance with a responsible insurance company qualified to do business in the state of Florida. The limits of such insurance coverage shall be at least two million dollars (\$2,000,000) per occurrence for liability due to injury to or death of a person or persons and at least five million dollars (\$5,000,000) for public liability due to property damage and at least two million dollars (\$2,000,000) per occurrence in Contractor pollution liability. Contractor shall additionally provide Workers' Compensation Insurance on behalf of each of its employees or laborers working on the property in accordance with all applicable laws. Such insurance shall remain in effect during the entire term of this Agreement. Contractor shall deliver to the Customer an insurance certificate evidencing such insurance prior to the signing of this contract.
4. **Standard of Performance:** Contractor shall use due care, skill and diligence in the performance of its obligations under this Agreement and shall perform all of its obligations in its best workmanlike manner and in accordance with the accepted standards for professional landscape contractors in the Jacksonville area. All materials used in performing any obligation under this Agreement shall be of first quality and shall be used strictly in accordance with manufacturer's specifications.

5. **Time:** Time is of the essence in performing the obligations under this Agreement.
6. **Independent Contractor Relationship:** All work performed by Contractor under this Agreement shall be as an independent contractor, and in no way shall Contractor be considered to be an employee of this associations.
7. **Price and Payment Terms:** Contractor shall be paid on a monthly basis. The Contractor shall tender to the Customer a bill or invoice for those services rendered during the current month, which shall be paid by the Customer by the first day of the following month. Both parties hereby acknowledge that if all the grounds maintenance services are performed in accordance with the Grounds Maintenance Specifications attached hereto as "Exhibit A," customer shall remit Contractor a monthly fee of **\$7,720.00.**
8. **Termination:** Given the nature of the work contemplated by this Agreement, the parties acknowledge that conditions change due to the natural growing cycle, weather patterns, wear and tear of the grounds, and other causes, both foreseen and unforeseen. As a result, should Customer believe that conditions exist that would give it cause to terminate this Agreement, Customer shall promptly (within 24 hours) notify Contractor and give Contractor an opportunity to inspect such condition. Customer acknowledges that it shall have an affirmative obligation to photograph any condition that it believes would give it cause to terminate this Agreement within 24 hours of discovery of that condition and that the failure to do so shall constitute spoliation of evidence. The Customer and Contractor may terminate this agreement with or without cause upon thirty (30) days written notice to the other party.
9. **Notices:** Any notice required to be sent to Customer or Contractor under this Agreement shall be sent to the parties at the following address unless otherwise specified:

Customer: Pine Ridge Plantation CDD
4200 Pine Ridge Pkwy
Middleburg, FL 32068

Contractor: Down To Earth- Jacksonville
8850 Corporate Square Ct.
Jacksonville, Florida 32216
Phone: (904)-737-9733
Fax: (904)-737-2240

10. **Governing Law and Binding Effect; Venue.** This Agreement and the interpretation and enforcement of the same will be governed by and construed in accordance with the laws of the State of Florida and will be binding upon, inure to the benefit of, and be enforceable by the parties hereto as well as their respective heirs, personal representatives, successors and assigns. Venue for all actions arising from this Agreement shall lie in Duval County, Florida.
11. **Integrated Agreement, Waiver and Modification.** This Agreement represents the complete and entire understanding and agreement between the parties hereto with regard to all matters involved in this transaction and supersedes any and all prior or contemporaneous agreements,

whether written or oral. No agreements or provisions, unless incorporated herein, will be binding on either party hereto. This Agreement may not be modified or amended nor may any covenant, agreement, condition, requirement, provision, warranty or obligation contained herein be waived, except in writing signed by both parties or, in the event that such modification, amendment or waiver is for the benefit of one of the parties hereto and to the detriment of the other, then the same must be in writing signed by the party to whose detriment the modification, amendment or waiver inures.

- 12. Litigation and Attorneys' Fees.** In the event it will be necessary for either party to this Agreement to bring suit to enforce any provision hereof or for damages on account of any breach of this Agreement or of any warranty, covenant, condition, requirement or obligation contained herein, the prevailing party in any such litigation, including appeals, will be entitled to recover from the other party, in addition to any damages or other relief granted as a result of such litigation, all costs and expenses of such litigation and reasonable attorneys' fees.
- 13. Late Payment Charges.** Any unpaid installment of Contractor's fee or any expense reimbursement to Contractor due and payable under this Agreement will bear interest at the rate of eighteen percent (18%) per annum from its due date until paid in full. So long as any payment remains past due for a period in excess of ten (10) days, Contractor's obligations under this Agreement will be suspended until paid in full.
- 14. Severability.** Each provision of this Agreement is severable from any and all other provisions of this Agreement. Should any provision of this Agreement be for any reason unenforceable, the balance shall nonetheless remain in full force and effect, but without giving effect to such provision.
- 15. No Third-Party Beneficiaries.** The parties hereto intend that this Agreement shall not benefit or create any right or cause of action in or on behalf of any person other than the parties hereto. No future or present employee or customer of either of the parties nor their affiliates, successors or assigns or other person shall be treated as a third-party beneficiary in or under this Agreement.

**Pine Ridge Plantation CDD
Riverside Management Services**

BY: _____
ITS: _____

Owner's Signature

Down To Earth- Jacksonville

**BY: Jason West
ITS: Branch Manager**

Down To Earth- Jacksonville

Exhibit "A"
Service Agreement Specifications

Between **Down To Earth- Jacksonville** (herein "Contractor" or "DTE") and **PINE RIDGE PLANTATION CDD** the services to be performed hereunder for the Basic Monthly Fee are set forth below. Any work performed in addition to these services will be separately invoiced as provided in this Agreement.

LANDSCAPE MAINTENANCE PROGRAM

I. TURF GRASS SPECIFICATIONS

i. Mowing

Mowing shall be performed as frequently as is required to maintain a height level as outlined below with power lawn mowers of sufficient horsepower to leave a neat, clean appearance. (40 cuts/yr., minimum)

Mower blades will be kept sharp to prevent the tearing of grass blades.

Various mowing patterns will be employed to insure the even distribution of clippings and to prevent ruts in the turf caused by mowers.

St. Augustine and Bahia turf should be maintained at a mowing height of 3 1/2" to 4 1/2" in height, with no more than 1/2 of leaf blade removed during mowing.

Cleanup of pond shall be performed once per week.

ii. Edging

DTE shall neatly edge and trim around all plant beds, curbs, streets, trees, and buildings, etc. **DTE** shall maintain the shape and configuration of all planting beds.

All walks shall be blown or vacuumed after edging to maintain a clean, well-groomed appearance.

All grass runners to be removed after edging to maintain mulch areas free of weeds or encroaching grass.

Frequency of edging shall correspond to frequency of turf mowing.

iii. Trimming

Areas agreed to be inaccessible to mowing machinery will be maintained with string trimmers, or as environmental conditions permit.

Frequency of string trimming will correspond to frequency of turf maintenance with the exception of lake banks, roadside drainage ditches, and Bahia turf areas.

iv. Debris Removal

Each area prior to mowing will be patrolled for trash and other debris to clean area and reduce risk of flying debris during mowing. DTE shall not be obligated to clear areas of excessive trash around dumpsters and dock areas (i.e. Styrofoam peanuts).

All areas littered in the landscape maintenance process will be swept by hand, power blower, vacuum, as conditions permit, and transported to a dumping facility on site.

Removal of all landscape debris generated on the Property during landscape maintenance is the sole responsibility of **DTE**, at no additional expense to client.

v. Fertilization

A preliminary turf fertilization specification and schedule is as follows: Turf shall be fertilized six (6) times per year using a premium turf fertilizer with minor elements. Each application shall consist of 1.0 lb. of nitrogen per 1,000 sq. ft. of turf. Additionally, DTE shall apply a weed & feed in the spring and in the fall.

All sidewalks, roads, curbs, and patios will be swept clean of any granular fertilizer after application to minimize staining.

vi. Insect & Disease Control

Treatment of turf areas for infestation or disease shall be the responsibility of **DTE**.

DTE will implement an integrated Pest Management Program to minimize excessive use of pesticide and will rely heavily on continual monitoring of insect levels.

All products will be applied as directed by the manufacturer. DTE shall strictly comply with all state and federal regulations.

DTE employs an active certified Pest Control License issued through the Florida Department of Agriculture and Consumer Services.

II. IRRIGATION

DTE shall be responsible for the operation of the irrigation systems within the designated areas. The irrigation systems shall be operated to provide watering frequencies sufficient to replace soil moisture below the root zone of all planted areas, including lawns, and taking into account the amount of rainfall that has occurred.

DTE shall fully inspect and operate all the irrigation zones on a quarterly basis and immediately report any and all problems. Damages incurred through Landscape operations shall be the responsibility of **DTE** and shall be repaired by **DTE** within twenty-four hours

at no charge.

Irrigation components damaged by other than **DTE** due to construction, vandalism, or other causes shall be reported to the Customer. DTE, if authorized by the Customer, shall repair the damage at a fair market price or cost plus 15% basis.

III. PLANTING BEDS, SHRUBBERY, WOODY ORNAMENTAL, GROUNDCOVERS, ALL PALM TREES AND ALL OTHER TREE CARE SPECIFICATION

i. Pruning

All pruning and thinning will have the distinct objective of retaining the plant's natural shape and the original design specifications, unless Customer requests otherwise.

Plants, hedges, shrubbery and trees obstructing pedestrian or automobile traffic and damaged plants, shall be pruned as needed. All areas are to be left free of clippings following pruning.

ii. Tree Pruning

Trees shall be maintained with clear trunks with lower branch elevations to 10 feet.

Tree interior sucker branches and dead wood shall be removed up to a height not exceeding 14' from ground. Moss removal and tree spraying may be performed at an additional charge.

iii. Palm Pruning

The pruning of palm trees can be proposed for an extra cost of \$30 per palm.

iv. Crape Myrtle Pruning

Crape Myrtles up to a maximum height of 15' overall must be pruned and shaped each February to promote vigorous blooming and maintain desired size and shape. Branches are to be individually trimmed back to wood no larger than 1/2" in diameter. All sucker branching, seedpods, and ball moss must also be removed.

v. Edging and Trimming

Groundcovers will be confined to plant bed areas by manual or chemical means, as environmental condition permits. "Weed eating" type edging will not be used around trees.

vi. Insect and Disease control

Plants will be treated chemically as required to effectively control insect infestation and disease as environmental, horticultural and weather conditions permit.

Customer shall provide **DTE** access to a water source on the Customer's property for insect and disease control purposes.

vii. Weed Control

Open ground between plants shall be maintained in a condition of acceptable weed density by manual or chemical means, as environmental, horticultural and weather conditions permit.

All mulch areas or plant beds shall be maintained in a condition of acceptable weed density.

viii. Fertilization

All preliminary shrubs, trees and plantings fertilization specification are as follows:

Plant beds, shrubs, woody ornamental and ground covers shall be fertilized two (2) times per year as to maintain good appearance and color.

Preliminary Schedule: March & September.

All ornamentals will be fertilized utilizing a product with a balanced analysis (example 8-10-10) with a good minor nutrient content. Nitrogen source should consist of a minimum of 50% slow release product.

ix. Mulching

Mulch is provided under this Agreement at the specified amount on page 1. In the event Customer chooses to purchase additional mulching services, **DTE** shall provide all labor and materials necessary to perform this work, at the following price:

Pine Straw	\$ 6.50 bale
Cypress Mulch	\$45.00 yd
Pine Bark	\$45.00 yd

Mulch material shall consist of a premium grade of Pine Straw, Pine Bark Nuggets or Cypress Mulch. Owner must first approve all mulch operations.

IV. ANNUAL FLOWERS MAINTENANCE PROGRAM

(14) trays of Annual flowers will be installed on a rotation basis four (4) times per year, for a total of 56 trays per year.

Minimum Replacement Schedule

"Seasonal Color" - Four-inch pots, planted in the following schedule and spacing, to correspond with the installation period unless directed differently by Owner.

January – March = 14 trays
April – June = 14 trays
July – September = 14 trays
October – December = 14 trays

Proper annual spacing is as follows:

Annual Bedding Plants	8-10" spacing
Perennial Color	12-14" spacing

DTE will not be held responsible for any acts of God (i.e. wind damage, freeze damage).

The practice of covering plant material during a freeze to prevent damaged is an extra charge to this contract and does not guarantee plant survival.

V. CONSTANT COLOR MAINTENANCE

DTE shall be responsible for the full and complete care of all **"Seasonal Color"** plantings; including watering, mulching, spraying, fertilization, pruning, etc., such that the Owner is guaranteed that every annual/perennial planting mass shall maintain a healthy, vigorous appearance and shall at all times provide the finest quality color planting possible.

VI. ADDITIONAL SERVICES

DTE shall provide services over and above the Contract Specifications with written authorization from the Owner. Rates for labor and materials shall be as follows:

Supervisor/Technician	\$55.00 per hour
Laborers	\$35.00 per hour
Materials	Cost + 15%

VII. REQUIRED ADDENDUMS / LANDSCAPE ALTERATIONS

DTE shall not be responsible for damage caused to decorative concrete curbing unless an addendum to the contract is approved for this additional service request. Damage found to be caused by operator negligence, outside of the maintenance strip, will be repaired to the same condition prior to damage.

DTE shall not be responsible for damage caused to stucco on homes if a maintenance strip is not installed unless an addendum to the contract is approved for this additional service request.

DTE shall not be responsible for maintenance of additional landscape installed by the homeowner unless an addendum to the contract is approved for this additional service request.

DTE shall not be responsible for maintenance of backyards if a privacy fence is installed unless an addendum to the contract is approved for this additional labor service request which requires smaller push mowers and string trimming to entire perimeter fence.

NINTH ORDER OF BUSINESS



The Lake Doctors, Inc.
Aquatic Management Services®

Corporate Offices
3543 State Road 419
Winter Springs, FL 32708
1-800-666-5253
lakes@lakedoctors.com
www.lakedoctors.com

Water Management Agreement

MAS/719342 AO

This Agreement, made this _____ day of _____ 20____ is between The Lake Doctors, Inc., a Florida Corporation, hereinafter called "THE LAKE DOCTORS" and

PROPERTY NAME (Community/Business/Individual) _____

MANAGEMENT COMPANY _____

INVOICING ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____ **PHONE ()** _____

EMAIL ADDRESS _____ **EMAIL INVOICE: YES OR NO**

THIRD PARTY COMPLIANCE/REGISTRATION: YES OR NO **THIRD PARTY INVOICING PORTAL: YES OR NO**

***If a Third Party Compliance/Registration or an Invoice Portal is required; it is the customer's responsibility to provide the information.*

Hereinafter called "CUSTOMER"

REQUESTED START DATE: _____

PURCHASE ORDER #: _____

The parties hereto agree to follows:

- A. THE LAKE DOCTORS agrees to manage certain lakes and/or waterways for a period of twelve (12) months from the date of execution of this Agreement in accordance with the terms and conditions of this Agreement in the following location(s):

Eleven (11) ponds associated with Pine Ridge Plantation CDD, Middleburg, Florida.

Includes twelve (12) inspections and/or treatments, as necessary, for control and prevention of noxious aquatic weeds and algae. **Your current Agreement will remain in effect until we receive the new signed Agreement.**

Customer agrees to purchase, as needed and upon approval, two hundred (200) triploid grass carp for biological control of certain aquatic weeds.

CUSTOMER agrees to pay THE LAKE DOCTORS, its agents or assigns, the following sum for specified aquatic management services:

1.	Underwater and Floating Vegetation Control Program	\$	770.00 Monthly
2.	Shoreline Grass and Brush Control Program	\$	INCLUDED
3.	Detailed Monthly Written Service Reports	\$	INCLUDED
4.	Free Callback Service	\$	INCLUDED
5.	Additional Treatments, as required.	\$	INCLUDED
6.	Stocking of 200 triploid grass carp, as needed upon FWC Approval	\$	8.00 each
	Total of Services Accepted	\$	770.00 Monthly

\$770.00 of the above sum-total shall be due and payable upon execution of this Agreement. the balance shall be payable in advance in monthly installments of **\$770.00** including any additional costs such as sales taxes, permitting fees, monitoring, reporting, water testing and related costs mandated by any governmental or regulatory body related to service under this Agreement.

- B. THE LAKE DOCTORS uses products which, in its sole discretion, will provide effective and safe results.
- C. THE LAKE DOCTORS agrees to commence treatment within **fifteen (15)** business days, weather permitting, from the date of receipt of this executed Agreement plus initial deposit and/or required government permits.
- D. The offer contained herein is withdrawn and this Agreement shall have no further force and effect unless executed and returned by CUSTOMER to THE LAKE DOCTORS on or before **November 30, 2020.**
- E. The terms and conditions appearing on the reverse side form an integral part of this Agreement, and CUSTOMER hereby acknowledges that he has read and is familiar with the contents thereof. Agreement must be returned in its entirety to be considered valid.

THE LAKE DOCTORS, INC.

CUSTOMER

Signed

MARK A. SEYMOUR, SALES MANAGER

Signed _____

Name _____

Dated _____

TERMS AND CONDITIONS

- 1) The Underwater and Floating Vegetation Control Program will be conducted in a manner consistent with good water management practice using the following methods and techniques when applicable.
 - a) Periodic treatments to maintain control of noxious submersed, floating and emersed aquatic vegetation and algae. CUSTOMER understands that some beneficial vegetation may be required in a body of water to maintain a balanced aquatic ecological system.
 - b) Determination of dissolved oxygen levels prior to treatment, as deemed necessary, to ensure that oxygen level is high enough to allow safe treatment. Additional routine water analysis and/or bacteriological analysis may be performed if required for success of the water management program.
 - c) Where applicable, treatment of only one-half or less of the entire body of water at any one time to ensure safety to fish and other aquatic life. However, THE LAKE DOCTORS shall not be liable for loss of any exotic or non-native fish or vegetation. Customer must also notify THE LAKE DOCTORS if any exotic fish exist in lake or pond prior to treatment.
 - d) CUSTOMER understands and agrees that for the best effectiveness and environmental safety, materials used by THE LAKE DOCTORS may be used at rates equal to or lower than maximum label recommendations.
 - e) Triploid grass carp stocking, if included, will be performed at stocking rates determined the Florida Fish and Wildlife Conservation Commission permit guidelines.
 - f) CUSTOMER agrees to provide adequate access. Failure to provide adequate access may require re-negotiation or termination of this Agreement.
 - g) Control of some weeds may take 30-90 days depending upon species, materials used and environmental factors.
 - h) When deemed necessary by THE LAKE DOCTORS and approved by CUSTOMER, the planting and/or nurturing of certain varieties of plants, which for various reasons, help to maintain ecological balance.
- 2) Under the Shoreline Grass and Brush Control Program, THE LAKE DOCTORS will treat border vegetation to the water's edge including, but not limited to torpedograss, cattails, and other emergent vegetation such as woody brush and broadleaf weeds. Many of these species take several months or longer to fully decompose. CUSTOMER is responsible for any desired physical cutting and removal.
- 3) CUSTOMER agrees to inform THE LAKE DOCTORS in writing if any lake or pond areas have been or are scheduled to be mitigated (planted with required or beneficial aquatic vegetation). THE LAKE DOCTORS assumes no responsibility for damage to aquatic plants if CUSTOMER fails to provide such information in a timely manner. Emergent weed control may not be performed within mitigated areas, new or existing, unless specifically stated by separate contract or modification of this Agreement. CUSTOMER also agrees to notify THE LAKE DOCTORS, in writing, of any conditions which may affect the scope of work and CUSTOMER agrees to pay any resultant higher direct cost incurred.
- 4) If at any time during the term of this Agreement, CUSTOMER feels THE LAKE DOCTORS is not performing in a satisfactory manner, or in accordance with the terms of this Agreement, CUSTOMER shall inform THE LAKE DOCTORS, in writing, stating with particularity the reasons for CUSTOMER'S dissatisfaction. THE LAKE DOCTORS shall investigate and attempt to cure the defect. If, after 30 days from the giving of the original notice, CUSTOMER continues to feel THE LAKE DOCTORS performance is unsatisfactory, CUSTOMER may terminate this Agreement by giving 30 day written notice to THE LAKE DOCTORS and paying all monies owing to the effective date of termination. In this event, the effective date of termination shall be the last day of the month in which said second notice is received by THE LAKE DOCTORS.
- 5) Federal and State regulations require that various water time-use restrictions be observed during and following some treatments. THE LAKE DOCTORS will notify CUSTOMER of such restrictions. It shall be CUSTOMER responsibility to observe the restrictions throughout the required period. CUSTOMER understands and agrees that, notwithstanding any other provision of the Agreement, THE LAKE DOCTORS does not assume any liability for failure by any party to be notified of, or to observe, the above regulations.
- 6) THE LAKE DOCTORS shall maintain the following insurance coverage and limits: (a) Workman's Compensation with statutory limits; (b) Automobile Liability; (c) Comprehensive General Liability, including Pollution Liability, Property Damage, Completed Operations and Product Liability. A Certificate of Insurance will be provided upon request. A Certificate of Insurance naming CUSTOMER as "Additional Insured" may be provided at CUSTOMER'S request. CUSTOMER agrees to pay for any additional costs of insurance requirements over and above that is provided by THE LAKE DOCTORS.
- 7) Neither party shall be responsible for damages, penalties or otherwise for any failure or delay in performance of any of its obligations hereunder caused by strikes, riots, war, acts of God, accidents, governmental orders and regulations, curtailment or failure to obtain sufficient material, or other force majeure condition (whether or not of the same class or kind as those set forth above) beyond its reasonable control and which, by the exercise of due diligence, it is unable to overcome. Should THE LAKE DOCTORS be prohibited, restricted or otherwise prevented or impaired from rendering specified services by any condition, THE LAKE DOCTORS shall notify CUSTOMER of said condition and of the excess direct costs arising there from. CUSTOMER shall have thirty (30) days after receipt of said notice to notify THE LAKE DOCTORS in writing of any inability to comply with excess direct costs as requested by THE LAKE DOCTORS.
- 8) CUSTOMER warrants that he or she is authorized to execute the Water Management Agreement on behalf of the riparian owner and to hold THE LAKE DOCTORS harmless for consequences of such service not arising out of the sole negligence of THE LAKE DOCTORS.
- 9) CUSTOMER understands that, for convenience, the annual investment amount has been spread over a twelve-month period and that individual monthly billings do not reflect the fluctuating seasonal costs of service. If CUSTOMER places their account on hold, an additional start-up charge may be required due to aquatic re-growth.
- 10) THE LAKE DOCTORS agrees to hold CUSTOMER harmless from any loss, damage or claims arising out of the sole negligence of THE LAKE DOCTORS. However, THE LAKE DOCTORS shall in no event be liable to CUSTOMER or others for indirect, special or consequential damages resulting from any cause whatsoever.
- 11) Upon completion of the term of this Agreement, or any extension thereof, this Agreement shall be automatically extended for a period equal to its original term unless terminated by either party. If required, THE LAKE DOCTORS may adjust the monthly investment amount after the original term. THE LAKE DOCTORS will submit written notification to CUSTOMER 30 days prior to effective date of adjustment. If CUSTOMER is unable to comply with the adjustment, THE LAKE DOCTORS shall be notified immediately in order to seek a resolution.
- 12) THE LAKE DOCTORS may cancel this agreement with or without cause by 30-day written notice to customer.
- 13) Should CUSTOMER become delinquent, THE LAKE DOCTORS may place the account on hold for non-payment and CUSTOMER will continue to be responsible for the monthly investment amount even if the account is placed on hold. Service may be reinstated once the entire past due balance has been received in full. Should it become necessary for THE LAKE DOCTORS to bring action for collection of monies due and owing under this Agreement, CUSTOMER agrees to pay collection costs, including, but not limited to, reasonable attorneys fee (including those on appeal) and court costs, and all other expenses incurred by THE LAKE DOCTORS resulting from such collection action.
- 14) This Agreement is assignable by CUSTOMER upon written consent by THE LAKE DOCTORS.
- 15) This Agreement constitutes the entire agreement of the parties hereto and shall be valid upon acceptance by THE LAKE DOCTORS Corporate Office. No oral or written alterations or modifications of the terms contained herein shall be valid unless made in writing and accepted by an authorized representative of both THE LAKE DOCTORS and CUSTOMER.
- 16) If Agreement includes trash/debris removal, THE LAKE DOCTORS will perform the following: removal of casual trash such as cups, plastic bags and other man-made materials up to 20 lbs. during regularly scheduled service visits. Large or dangerous items such as biohazards and landscape debris will not be included.
- 17) CUSTOMER agrees to reimburse THE LAKE DOCTORS for all processing fees for registering with third party companies for compliance monitoring services and/or invoicing portal fees.

TENTH ORDER OF BUSINESS



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

August 19, 2020

Ernesto Torres, District Manager
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the financial statements of Pine Ridge Plantation Community Development District (the "District"), which comprise governmental activities and each major fund for the General Fund as of and for the year ended September 30, 2020 which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter for the year ending September 30, 2020 and thereafter if mutually agreed upon by both parties.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

The Responsibilities of the Auditor

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and "Government Auditing Standards" issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Fort Pierce / Stuart

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Pine Ridge Plantation Community Development District
August 19, 2020
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Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with generally accepted auditing standards. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements.

In making our risk assessments, we consider internal control relevant to Pine Ridge Plantation Community Development District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Board any fraud involving senior management and fraud that causes a material misstatement of the financial statements that becomes known to us during the audit, and any instances of noncompliance with laws and regulations that we become aware of during the audit.

The funds that you have told us are maintained by Pine Ridge Plantation Community Development District and that are to be included as part of our audit are listed below:

1. General Fund
2. Debt Service Fund
3. Capital Projects Fund



Pine Ridge Plantation Community Development District
August 19, 2020
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The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management acknowledges and understands that it has responsibility:

1. For the preparation and fair presentations of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
4. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.



Pine Ridge Plantation Community Development District
August 19, 2020
Page 4

Management is responsible for identifying and ensuring that Pine Ridge Plantation Community Development District complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.

The Board is responsible for informing us of its views about the risks of fraud within the entity, and its knowledge of any fraud or suspected fraud affecting the entity.

Records and Assistance

If circumstances arise relating to the condition of the Pine Ridge Plantation Community Development District's records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion, issuing a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Pine Ridge Plantation Community Development District books and records. The District will determine that all such data, if necessary, will be so reflected.

The assistance to be supplied, including the preparation of schedules and analyses of accounts, has been discussed and coordinated with Ernesto Torres. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report. The audit should be completed and filed with the Auditor General within nine (9) months after the end of the fiscal year. If the information is timely provided, the District shall receive a draft by May 15, 2021, and if the draft is timely reviewed by management, the District shall receive the final audit by June 15, 2021.

Other Relevant Information

In accordance with Government Auditing Standards, a copy of our most recent peer review report has been provided to you, for your information.



Pine Ridge Plantation Community Development District
August 19, 2020
Page 5

Either party may unilaterally terminate this agreement, with or without cause, upon thirty (30) days written notice subject to the condition that the District will pay all invoices for services rendered prior to the date of termination.

Fees, Costs and Access to Workpapers

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of this engagement. Billings are due upon submission. Our fee for the services described in this letter for the year ending September 30, 2020 will not exceed \$3,100 unless the scope of the engagement is changed, the assistance which Pine Ridge Plantation Community Development District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment. The two annual renewals must be mutually agreed and approved by the Board of Supervisors.

In the event we are requested or authorized by Pine Ridge Plantation Community Development District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for Pine Ridge Plantation Community Development District, Pine Ridge Plantation Community Development District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The audit documentation for this engagement is the property of Berger, Toombs, Elam, Gaines, & Frank and constitutes confidential information, except as provided in the public records addendum hereto. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Additionally, see attached addendum regarding public records.

Access to requested documentation will be provided under the supervision of Berger, Toombs, Elam, Gaines, & Frank audit personnel and at a location designated by our Firm.



Pine Ridge Plantation Community Development District
August 19, 2020
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Information Security – Miscellaneous Terms

Berger, Toombs, Elam, Gaines & Frank is committed to the safe and confidential treatment of Pine Ridge Plantation Community Development District's proprietary information. Berger, Toombs, Elam, Gaines & Frank is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. Pine Ridge Plantation Community Development District agrees that it will not provide Berger, Toombs, Elam, Gaines & Frank with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Pine Ridge Plantation Community Development District's information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of Pine Ridge Plantation Community Development District's financial statements. Our report will be addressed to the Board of Pine Ridge Plantation Community Development District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Pine Ridge Plantation Community Development District's financial statements, we will also issue the following types of reports:

- Reports on internal control and compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any internal control findings and/or noncompliance which could have a material effect on the financial statements;
- Management letter required by the Auditor General, State of Florida; and
- Attestation reports required by the Auditor General, State of Florida.

This letter and any addendums hereto constitute the complete and exclusive statement of agreement between Berger, Toombs, Elam, Gaines, & Frank and Pine Ridge Plantation Community Development District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants P.L.

Pine Ridge Plantation Community Development District
August 19, 2020
Page 7

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

Sincerely,

*Berger Toombs Elam
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK
J. W. Gaines, CPA

Confirmed on behalf of the addressee:



Judson B. Baggett
MBA, CPA, CVA, Partner
Marci Reutimann
CPA, Partner

6815 Dairy Road
Zephyrhills, FL 33542
(813) 788-2155
(813) 782-8606

Report on the Firm's System of Quality Control

To the Partners

October 30, 2019

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

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

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

Firm's Responsibility

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

Peer Reviewer's Responsibility

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

Required Selections and Considerations

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

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

Opinion

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

Baggett, Reutimann & Associates, CPAs, PA
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA
Signed Electronically by Baggett, Reutimann & Associates, CPAs, PA. E-mail: jbaggett@brap.com

**ADDENDUM TO ENGAGEMENT LETTER BETWEEN BERGER, TOOMBS,
ELAM, GAINES AND FRANK AND POINCIANA COMMUNITY
DEVELOPMENT DISTRICT
(DATED AUGUST 19, 2020)**

Public Records. Auditor shall, pursuant to and in accordance with Section 119.0701, Florida Statutes, comply with the public records laws of the State of Florida, and specifically shall:

- a. Keep and maintain public records required by the District to perform the services or work set forth in this Agreement; and
- b. Upon the request of the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Auditor does not transfer the records to the District; and
- d. Upon completion of the Agreement, transfer, at no cost to the District, all public records in possession of the Auditor or keep and maintain public records required by the District to perform the service or work provided for in this Agreement. If the Auditor transfers all public records to the District upon completion of the Agreement, the Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public disclosure requirements. If the Auditor keeps and maintains public records upon completion of the Agreement, the Auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Auditor acknowledges that any requests to inspect or copy public records relating to this Agreement must be made directly to the District pursuant to Section 119.0701(3), Florida Statutes. If notified by the District of a public records request for records not in the possession of the District but in possession of the Auditor, the Auditor shall provide such records to the District or allow the records to be inspected or copied within a reasonable time. Auditor acknowledges that should Auditor fail to provide the public records to the District within a reasonable time, Auditor may be subject to penalties pursuant to Section 119.10, Florida Statutes.

IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT/CONTRACT, THE AUDITOR MAY CONTACT THE CUSTODIAN OF PUBLIC RECORDS FOR THE DISTRICT AT:

**GMS-SF, LLC
135 WEST CENTRAL BLVD., SUITE 320
ORLANDO, FL 32801
TELEPHONE: 407-841-5524
EMAIL: GFLINT@GMSCFL.COM**

Auditor: J.W. Gaines

**District: Pine Ridge Plantation
CDD**

By: _____



By: _____

Title: Director

Title: _____

Date: August 19, 2020

Date: _____

ELEVENTH ORDER OF BUSINESS

D.

1.

Pine Ridge Plantation Community Development District

4200 Pine Ridge Parkway, Middleburg, Florida 32068

904-509-6445

Date: November 17, 2020
To: Pine Ridge Plantation CDD, Board of Supervisors
From: Maria Cranford, Amenity Manager &
Pat Szozda, Operations Manager
Re: Monthly Facility Memorandum

Completed Items:

- Installed pool signs
- Adjusted doors on fitness room
- Repaired playground equipment
- Painted picnic table
- Installed pool hooks for skimmer
- Installed pole for life preserver
- Cleaned windows at the amenity center
- Installed escutcheons on pool ladder
- Removed wasp nest from entry way

Landscaping & Lakes:

- Down to Earth continues to maintain the grounds throughout.
- Lake Doctor's continues to maintain the lakes.
- RMS continues to inspect and clean all the lakes and outfall structures.

Amenity Manager:

- Total number of clubhouse rentals for September, October, November = 10

- Sidewalk art contest was held September 25th – 27th. Gift cards were given to the top 3 favorites
- Brochachos Fusion Taco cart was at the amenity center on October 8th from 5 p.m. to 8 p.m.
- El Agave Azul was at the amenity center on October 13th from 4 p.m. to 8 p.m. and is scheduled to return on November 19th
- Latina's Krazy Kitchen was at the amenity center on October 27th for taco Tuesday
- Mike's Yum Yum Come Get Ya Some truck was at the amenity center on October 12th and 29th from 5 p.m. to 8 p.m.
- Mike's Yum Yum Come Get Ya Some truck is also booked for November 9th and 30th from 5 p.m. to 8 p.m.
- Abstrakt Filipino Essence was at the amenity center on November 5th from 5 p.m. to 8 p.m.
- Frozen Sweets truck was at the amenity center on November 8th from 2 p.m. to 5 p.m.
- San Marco Chz Fry Co is scheduled to be at the amenity center on November 11th from 5 to 8 p.m.
- Hapa Li will be at the amenity center from 5 p.m. to 7:30 p.m. on November 23rd and again on December 16th
- Twisting Roots is scheduled to be at the amenity center on December 2nd from 5 to 8 p.m.
- Cornhole tournaments that were originally being planned for October were postponed for later in November and December
- Community Halloween Event was held on October 31st starting at 5 p.m. and ending at 10 p.m. Event featured a haunted house and treat bags for the kids. The Frozen Sweets truck was also in attendance
- Community Christmas Event will be held on December 19th from 6 p.m. to 8:30 p.m. featuring Santa and horse drawn hayrides

2.

Customer Support



Search Keyword or Part #



Shop Departments ▾

FREE SHIPPING ON ALL ORDERS OVER \$50



FREE SHIPPING has been activated!

Your Shopping Cart



Splash! Pool Lift - 400 Pound Capacity - No Anchor

Item #: 300-0000N

Ships after November 16th

Remove Item

Price

Qty.

Total

\$5,642.33



1



\$5,642.33

REDEEM A COUPON CODE

🔒 SECURE GUARANTEE



Poolweb uses *industry leading encryption* to protect our customers. That's why each transaction is [100% secure guaranteed!](#)

4.5 ★★★★★
Google
Customer Reviews



What are you looking for?


[Products](#) / [Backyard & Spa](#) / [Pool Lifts](#) / [S.R. Smith](#) / [Splash! Lift](#)


S.R. Smith - Splash! 300 Pool Lift

Item No. 322900

Manufacturer SKU: 300-3000

[Write a review](#)

The Splash! 300 by S.R. Smith is an ADA compliant pool lift meant to help individuals with disabilities in and out of the pool safely and comfortably. [More Details](#) v

Quantity

1

\$6,745.99

Add to Cart

Availability:

In Stock



Description

The Splash! 300 by S.R. Smith is an ADA compliant pool lift meant to help individuals with disabilities in and out of the pool safely and comfortably.

Details

The S.R. Smith Splash! 300 ADA compliant pool or spa lift brings users a safe and comfortable way to enter and exit a swimming pool. This aquatic lift includes a 24V battery, charger, battery console cover, waterproof control, footrest, and seat belt assembly. The Splash! 300 is semi-portable, has a lifting capacity of 300lbs, rotates 359 degrees, and can be controlled from the control box or handset. The Splash! 300 is available for pools only, spas only, or for facilities with in ground pools and above ground spas.

The Splash! 300 comes with all the durability and capabilities as the standard version but is installed by core drilled and no footings on a 4" deck for easier installation purposes. The lifting motion is provided by a screw driven electronic actuator and electronic gear motor provides the turning motion. The Splash! 300 pool lift is also available in standard pool, Hi/Lo, Spa, and Extended Reach.

Enter keyword or part number...



POOL

SPA

SWIM



S.R. Smith Splash Pool Lift

☆☆☆☆☆ No reviews

Item #: 300-0000

\$6,164.90

Starting at \$543/mo with [affirm](#). [Learn more](#)

 This item is **IN STOCK**

 **Special Order Item - Usually Ships Within 1 to 2 Weeks**

Expedited Shipping NOT Available Not Available Outside Contiguous US

Quantity
1

ADD TO CART

 **Add to Wishlist**

Leave us a message

4.1 ★★★★★
Google
Customer Reviews

THIRTEENTH ORDER OF BUSINESS

A.

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
9/30/2020

	<u>Governmental Fund Types</u>				
	<u>General</u>	<u>Capital Reserve</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Totals 2020</u>
<u>ASSETS:</u>					
CASH	\$52,881	\$128,204	---	---	\$181,086
INVESTMENTS					
Reserve A-1	---	---	\$173,593	---	\$173,593
Reserve A-2	---	---	\$115,100	---	\$115,100
Revenue A	---	---	\$10	---	\$10
Interest A-1	---	---	\$28,866	---	\$28,866
Interest A-2	---	---	\$11,688	---	\$11,688
Construction	---	---	---	\$1,865,861	\$1,865,861
Cost of Issuance	---	---	---	\$17,723	\$17,723
State Board	\$690,377	\$200,287	---	---	\$890,664
US Bank Custody	\$1,527	---	---	---	\$1,527
PREPAID EXPENSES	\$18,403	---	---	---	\$18,403
TOTAL ASSETS	<u>\$763,188</u>	<u>\$328,492</u>	<u>\$329,257</u>	<u>\$1,883,584</u>	<u>\$3,304,520</u>
<u>LIABILITIES:</u>					
ACCOUNTS PAYABLE	\$14,346	\$1,210	---	---	\$15,556
ACCRUED EXPENSES	\$3,787	---	---	---	\$3,787
FUND BALANCES:					
ASSIGNED	\$38,580	---	---	---	\$38,580
UNASSIGNED	\$688,073	---	---	---	\$688,073
RESTRICTED FOR DEBT SERVICE	---	---	\$329,257	---	\$329,257
RESTRICTED FOR CAPITAL PROJECTS	---	\$327,282	---	\$1,883,584	\$2,210,865
TOTAL LIABILITIES & FUND EQUITY & OTHER CREDITS	<u>\$763,188</u>	<u>\$328,492</u>	<u>\$329,257</u>	<u>\$1,883,584</u>	<u>\$3,304,520</u>

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance
For the Period Ended September 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
<u>REVENUES:</u>				
Assessments - Tax Collector	\$537,569	\$537,569	\$543,085	\$5,516
Misc./Facility Rental Income	\$3,000	\$3,000	\$4,007	\$1,007
Interest Income	\$1,500	\$1,500	\$9,439	\$7,939
TOTAL REVENUES	\$542,069	\$542,069	\$556,531	\$14,462
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Supervisors Fees/FICA Taxes	\$10,334	\$10,334	\$8,212	\$2,122
Engineering	\$7,000	\$7,000	\$4,807	\$2,193
Attorney	\$20,000	\$20,000	\$21,048	(\$1,048)
Annual Audit	\$3,750	\$3,750	\$3,100	\$650
Assessment Roll	\$5,260	\$5,260	\$5,260	\$0
Arbitrage	\$1,200	\$1,200	\$1,200	\$0
Trustee	\$6,000	\$6,000	\$0	\$6,000
Dissemination	\$5,000	\$5,000	\$5,000	(\$0)
Management Fees	\$44,290	\$44,290	\$44,290	\$0
Computer Time	\$1,000	\$1,000	\$1,000	\$0
Telephone	\$350	\$350	\$104	\$246
Postage	\$1,000	\$1,000	\$1,358	(\$358)
Printing & Binding	\$1,200	\$1,200	\$1,412	(\$212)
Insurance	\$7,893	\$7,893	\$7,627	\$266
Legal Advertising	\$1,500	\$1,500	\$4,984	(\$3,484)
Other Current Charges	\$600	\$600	\$375	\$225
Website Domain	\$2,400	\$2,400	\$1,200	\$1,200
Website Compliance	\$0	\$0	\$2,675	(\$2,675)
Office Supplies	\$300	\$300	\$89	\$211
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
ADMINISTRATIVE EXPENDITURES	\$119,252	\$119,252	\$113,915	\$5,337
<u>GROUNDS MAINTENANCE:</u>				
Landscape Maintenance	\$100,000	\$100,000	\$100,418	(\$418)
Lake Maintenance	\$9,300	\$9,300	\$8,040	\$1,260
Electric	\$2,500	\$2,500	\$1,577	\$923
Water	\$39,000	\$39,000	\$21,983	\$17,017
Repairs And Maintenance	\$20,000	\$20,000	\$10,915	\$9,085
Contingencies	\$4,451	\$4,451	\$4,474	(\$23)
GROUNDS MAINTENANCE EXPENDITURES	\$175,251	\$175,251	\$147,407	\$27,844

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND

Statement of Revenues & Expenditures and Changes in Fund Balance
For the Period Ended September 30, 2020

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
<u>EXPENDITURES:</u>				
<u>AMENITY CENTER</u>				
Insurance	\$9,000	\$9,000	\$8,970	\$30
General Facility Maintenance	\$15,000	\$15,000	\$12,059	\$2,941
Repairs & Replacements	\$15,000	\$15,000	\$11,608	\$3,392
Recreational Passes	\$500	\$500	\$0	\$500
Postage	\$100	\$100	\$0	\$100
Printing & Email Marketing	\$125	\$125	\$0	\$125
Office Supplies	\$700	\$700	\$350	\$350
Other Current Charges	\$250	\$250	\$0	\$250
Permit Fees	\$250	\$250	\$250	\$0
Contingency	\$5,000	\$5,000	\$1,476	\$3,524
Amenity Management	\$52,451	\$52,451	\$52,451	(\$0)
Facility Assistant	\$24,561	\$24,561	\$7,665	\$16,897
Special Events	\$12,000	\$12,000	\$11,189	\$811
<u>Utilities</u>				
Water & Sewer	\$3,500	\$3,500	\$3,506	(\$6)
Electric	\$23,000	\$23,000	\$20,842	\$2,158
Cable/Phone/Internet	\$3,000	\$3,000	\$3,292	(\$292)
<u>Management Contracts</u>				
Field Management Services	\$20,700	\$20,700	\$20,700	\$0
Lifeguards	\$16,500	\$16,500	\$10,582	\$5,918
Pool Maintenance	\$12,500	\$12,500	\$12,500	(\$0)
Pool Chemicals	\$11,968	\$11,968	\$12,250	(\$282)
Janitorial	\$7,740	\$7,740	\$7,095	\$645
Janitorial Supplies	\$1,200	\$1,200	\$3,165	(\$1,965)
Refuse Service	\$6,100	\$6,100	\$6,636	(\$536)
Security	\$10,000	\$10,000	\$9,319	\$681
Capital Projects - Transfer Out	\$35,000	\$35,000	\$35,000	\$0
AMENITY CENTER EXPENDITURES	\$286,145	\$286,145	\$250,904	\$35,241
<u>OTHER FINANCIAL SOURCES/(USES)</u>				
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$580,649	\$580,649	\$512,226	\$68,422
EXCESS REVENUES (EXPENDITURES)	(\$38,580)		\$44,304	
FUND BALANCE - Beginning	\$38,580		\$700,751	
FUND BALANCE - Ending	<u>(\$0)</u>		<u>\$745,055</u>	

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Month-to-Month
Fiscal Year 2020

REVENUES:

	ADOPTED BUDGET	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
Assessments - Tax Collector	\$537,569	\$0	\$156,875	\$358,464	\$13,553	\$3,648	\$3,055	\$1,219	\$3,154	\$3,117	\$0	\$0	\$0	\$543,085
Interest Income	\$1,500	\$1,060	\$908	\$1,207	\$1,490	\$1,358	\$1,123	\$663	\$556	\$378	\$281	\$228	\$186	\$9,439
Misc./Facility Rental Income	\$3,000	\$275	\$0	\$200	\$975	\$300	(\$75)	\$532	\$0	\$0	\$1,575	\$225	\$0	\$4,007
TOTAL REVENUES	\$542,069	\$1,335	\$157,782	\$359,871	\$16,019	\$5,306	\$4,103	\$2,413	\$3,710	\$3,494	\$1,856	\$453	\$186	\$556,531

EXPENDITURES:

ADMINISTRATIVE:

Supervisors Fees/FICA Taxes	\$10,334	\$0	\$0	\$677	\$1,077	\$0	\$0	\$0	\$2,153	\$1,077	\$1,077	\$0	\$2,153	\$8,212
Engineering	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$490	\$0	\$490	\$2,083	\$738	\$1,007	\$4,807
Arbitrage	\$1,200	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$600	\$1,200
Dissemination	\$5,000	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$5,000
Assessment Roll	\$5,260	\$5,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,260
Attorney	\$20,000	\$249	\$1,634	\$460	\$2,620	\$1,291	\$1,324	\$1,724	\$2,886	\$1,570	\$3,562	\$2,248	\$1,482	\$21,048
Annual Audit	\$3,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,100	\$0	\$0	\$0	\$0	\$3,100
Trustee	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$44,290	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$3,691	\$44,290
Computer Time	\$1,000	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$1,000
Telephone	\$350	\$0	\$34	\$0	\$69	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$104
Postage	\$1,000	\$15	\$111	\$10	\$121	\$48	\$124	\$3	\$134	\$16	\$474	\$151	\$153	\$1,358
Printing & Binding	\$1,200	\$147	\$9	\$177	\$24	\$151	\$13	\$63	\$6	\$175	\$407	\$137	\$103	\$1,412
Insurance	\$7,893	\$7,627	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,627
Legal Advertising	\$1,500	\$309	\$0	\$61	\$0	\$0	\$62	\$0	\$653	\$256	\$566	\$2,939	\$138	\$4,984
Other Current Charges	\$600	\$38	\$15	\$28	\$250	\$0	\$0	\$15	\$0	\$15	\$15	\$0	\$0	\$375
Website Domain	\$2,400	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$1,200
Website Compliance	\$0	\$2,675												\$2,675
Office Supplies	\$300	\$17	\$0	\$11	\$0	\$11	\$1	\$10	\$0	\$10	\$7	\$11	\$10	\$89
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175

ADMINISTRATIVE EXPENDITURES

	\$119,252	\$20,802	\$6,694	\$5,713	\$8,452	\$5,791	\$5,815	\$6,595	\$13,224	\$7,899	\$12,480	\$10,514	\$9,936	\$113,915
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GROUNDS MAINTENANCE:

Landscape Maintenance	\$100,000	\$12,165	\$7,160	\$7,160	\$7,160	\$7,160	\$7,160	\$7,160	\$7,160	\$7,160	\$7,640	\$12,600	\$10,734	\$100,418
Lake Maintenance	\$9,300	\$670	\$670	\$670	\$670	\$670	\$670	\$670	\$670	\$670	\$670	\$670	\$670	\$8,040
Electric	\$2,500	\$140	\$141	\$146	\$149	\$143	\$117	\$117	\$109	\$114	\$135	\$131	\$135	\$1,577
Water	\$39,000	\$2,360	\$2,371	\$2,440	\$1,991	\$1,971	\$1,849	\$1,849	\$1,433	\$1,480	\$1,537	\$1,412	\$1,291	\$21,983
Repairs And Maintenance	\$20,000	\$1,236	\$882	\$808	\$812	\$0	\$2,553	\$440	\$975	\$690	\$680	\$405	\$1,434	\$10,915
Contingencies	\$4,451	\$0	\$500	\$0	\$0	\$0	\$865	\$2,458	\$0	\$0	\$0	\$651	\$0	\$4,474

GROUNDS MAINTENANCE EXPENDITURES

	\$175,251	\$16,371	\$11,724	\$11,224	\$10,782	\$9,944	\$13,214	\$12,694	\$10,347	\$10,114	\$10,662	\$15,868	\$14,264	\$147,407
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AMENITY CENTER

Insurance	\$9,000	\$8,820	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,970
General Facility Maintenance	\$15,000	\$1,250	\$1,237	\$1,150	\$1,069	\$950	\$1,250	\$1,250	\$1,194	\$606	\$1,285	\$212	\$606	\$12,059
Repairs & Replacements	\$15,000	\$1,525	\$787	\$1,178	\$2,983	\$935	\$1,185	\$0	\$94	\$0	\$488	\$1,813	\$621	\$11,608
Recreational Passes	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Printing & Email Marketing	\$125	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$700	\$0	\$0	\$161	\$49	\$44	\$0	\$96	\$0	\$0	\$0	\$0	\$0	\$350
Other Current Charges	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Permit Fees	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$0	\$0	\$0	\$0	\$250
Contingency	\$5,000	\$0	\$0	\$0	\$0	\$0	\$1,476	\$0	\$0	\$0	\$0	\$0	\$0	\$1,476
Amenity Management	\$52,451	\$4,371	\$4,371	\$4,371	\$4,371	\$4,371	\$4,371	\$4,371	\$4,371	\$4,371	\$4,371	\$4,371	\$4,371	\$52,451
Facility Assistant	\$24,561	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,213	\$1,800	\$1,644	\$2,008	\$0	\$7,665
Special Events	\$12,000	\$1,975	\$341	\$1,743	\$337	\$541	\$0	\$1,548	\$0	\$0	\$0	\$4,393	\$311	\$11,189

PINE RIDGE PLANTATION
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Month-to-Month
Fiscal Year 2020

ADOPTED													
BUDGET	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
<u>Utilities</u>													
Water & Sewer	\$3,500	\$298	\$292	\$292	\$292	\$299	\$279	\$286	\$292	\$299	\$292	\$292	\$3,506
Electric	\$23,000	\$1,875	\$1,725	\$1,915	\$2,028	\$1,891	\$1,615	\$1,449	\$988	\$1,571	\$1,858	\$1,757	\$20,842
Cable/Phone/Internet	\$3,000	\$311	\$262	\$262	\$273	\$273	\$273	\$272	\$272	\$272	\$274	\$274	\$3,292
<u>Management Contracts</u>													
Field Management Services	\$20,700	\$1,725	\$1,725	\$1,725	\$1,725	\$1,725	\$1,725	\$1,725	\$1,725	\$1,725	\$1,725	\$1,725	\$20,700
Lifeguards	\$16,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,664	\$4,147	\$3,776	\$10,582
Pool Maintenance	\$12,500	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$1,042	\$12,500
Pool Chemicals	\$11,968	\$997	\$997	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$1,026	\$12,250
Janitorial	\$7,740	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$645	\$0	\$645	\$645	\$7,095
Janitorial Supplies	\$1,200	\$214	\$198	\$130	\$80	\$254	\$30	\$213	\$699	\$841	\$169	\$35	\$3,165
Refuse Service	\$6,100	\$534	\$533	\$535	\$568	\$568	\$567	\$567	\$563	\$551	\$551	\$549	\$6,636
Security	\$10,000	\$2,456	\$719	\$644	\$1,649	\$894	\$324	\$564	\$324	\$444	\$454	\$459	\$9,319
Capital Projects - Transfer Out	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
AMENITY CENTER EXPENDITURES	\$286,145	\$28,037	\$14,874	\$16,818	\$18,285	\$15,449	\$15,827	\$50,046	\$15,690	\$16,204	\$19,976	\$24,377	\$250,904
TOTAL EXPENDITURES	\$580,649	\$65,410	\$33,292	\$33,756	\$37,518	\$31,184	\$34,855	\$69,335	\$39,261	\$34,217	\$43,118	\$50,759	\$512,226
<u>OTHER SOURCES/(USES):</u>													
Interfund Transfer In/(Out)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	(\$38,580)	(\$64,075)	\$124,490	\$326,115	(\$21,500)	(\$25,878)	(\$30,752)	(\$66,922)	(\$35,551)	(\$30,722)	(\$41,262)	(\$50,306)	\$44,304

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

CAPITAL RESERVE FUND

Statement of Revenues & Expenditures and Changes in Fund Balance
For the Period Ended September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
REVENUES:				
Capital Reserve Funding - Transfer In	\$35,000	\$35,000	\$35,000	\$0
Interest	\$0	\$0	\$287	\$287
TOTAL REVENUES	\$35,000	\$35,000	\$35,287	\$287
EXPENDITURES:				
Capital Outlay	\$20,000	\$20,000	\$11,555	\$8,445
Culture/Recreation	\$0	\$0	\$1,475	(\$1,475)
Physical Environment	\$0	\$0	\$11,565	(\$11,565)
TOTAL EXPENDITURES	\$20,000	\$20,000	\$24,595	(\$4,595)
EXCESS REVENUES (EXPENDITURES)	\$15,000		\$10,693	
FUND BALANCE - Beginning	\$316,589		\$316,589	
FUND BALANCE - Ending	<u>\$331,589</u>		<u>\$327,282</u>	

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT DEBT SERVICE FUND 2006A/2020A1 and A2

Statement of Revenues & Expenditures and Changes in Fund Balance
For the Period Ended September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
REVENUES:				
Assessments - Tax Roll	\$935,455	\$935,455	\$945,004	\$9,549
Interest Income	\$3,000	\$3,000	\$13,327	\$10,327
TOTAL REVENUES	\$938,455	\$938,455	\$958,331	\$19,876
EXPENDITURES:				
Interest Expense - 11/1	\$287,820	\$287,820	\$287,820	\$0
Special Call - 11/1	\$0	\$0	\$35,000	(\$35,000)
Principal Expense - 5/1	\$360,000	\$360,000	\$360,000	\$0
Interest Expense - 5/1	\$287,820	\$287,820	\$286,875	\$945
Principal Prepayment - 5/1	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$935,640	\$935,640	\$969,695	(\$34,055)
OTHER FINANCIAL SOURCES/(USES)				
Bond Proceeds	\$0	\$0	\$10,017,579	\$10,017,579
Transfer out to Escrow	\$0	\$0	(\$10,523,678)	(\$10,523,678)
Other Bond Service Costs	\$0	\$0	(\$371,113)	(\$371,113)
Interfund Transfer In/(Out)	\$0	\$0	\$4,493	\$4,493
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	(\$872,719)	(\$872,719)
EXCESS REVENUES (EXPENDITURES)	\$2,815		(\$884,083)	
FUND BALANCE - Beginning	\$466,287		\$1,213,340	
FUND BALANCE - Ending	<u>\$469,101</u>		<u>\$329,257</u>	

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT CAPITAL PROJECTS FUND 2006A/B/2020

Statement of Revenues & Expenditures and Changes in Fund Balance
For the Period Ended September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
REVENUES:				
Interest Income	\$0	\$0	\$41	\$41
TOTAL REVENUES	\$0	\$0	\$41	\$41
EXPENDITURES:				
Capital Outlay	\$0	\$0	\$0	\$0
Cost of Issuance	\$0	\$0	\$630,546	(\$630,546)
TOTAL EXPENDITURES	\$0	\$0	\$630,546	(\$630,546)
OTHER FINANCIAL SOURCES/(USES)				
Bonds Proceeds	\$0	\$0	\$2,417,421	\$2,417,421
Net Premium on Bond	\$0	\$0	\$96,709	\$96,709
Interfund Transfer In/(Out)	\$0	\$0	(\$4,493)	(\$4,493)
TOTAL OTHER FINANCIAL SOURCES/(USES)	\$0	\$0	\$2,509,637	\$2,509,637
EXCESS REVENUES (EXPENDITURES)	\$0		\$1,879,132	
FUND BALANCE - Beginning	\$0		\$4,452	
FUND BALANCE - Ending	<u>\$0</u>		<u>\$1,883,584</u>	

PINE RIDGE PLANTATION

COMMUNITY DEVELOPMENT DISTRICT

Long-term Debt Report

Series 2020A1 Capital Improvement Revenue Refunding Bonds	
Original Issue Amount:	\$9,545,000
Interest Rate:	2.00% - 3.00%
Maturity Date:	May 1, 2037
Reserve Fund Requirement:	25% of Max Annual Debt Service
Bonds outstanding - 9/30/20	\$9,545,000
Current Bonds Outstanding:	\$9,545,000

Series 2020A2 Capital Improvement Revenue Refunding Bonds	
Original Issue Amount:	\$2,890,000
Interest Rate:	2.75% - 3.75%
Maturity Date:	May 1, 2037
Reserve Fund Requirement:	50% of Max Annual Debt Service
Bonds outstanding - 9/30/20	\$2,890,000
Current Bonds Outstanding:	\$2,890,000

B.

**PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020 SUMMARY OF ASSESSMENTS**

ASSESSED	# UNITS ASSESSED	SERIES 2006 DEBT ASSESSED	FY20 O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL	742	943,002.68	541,934.99	1,484,937.66
TOTAL ASSESSED NET	742	943,002.68	541,934.99	1,484,937.66

RECEIVED	BALANCE DUE	SERIES 2006 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL	(3,151.32)	945,003.89	543,085.09	1,488,088.98
TOTAL RECEIPTS	(3,151.32)	945,003.89	543,085.09	1,488,088.98

SUMMARY OF TAX ROLL RECEIPTS				
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2006 DEBT RECEIVED	O&M RECEIVED	TOTAL
1	11/3/2019	15,167.78	8,716.79	23,884.57
2	11/21/2019	257,804.43	148,157.84	405,962.27
3	12/11/2019	623,750.54	358,463.71	982,214.25
4	12/18/2019	17,619.17	10,125.58	27,744.75
5	1/22/2020	5,964.24	3,427.60	9,391.84
6	2/21/2020	6,348.57	3,648.47	9,997.04
7	3/17/2020	5,316.21	3,055.17	8,371.38
8	4/17/2020	2,121.27	1,219.08	3,340.35
9	5/14/2020	5,488.38	3,154.12	8,642.50
10	6/12/2020	2,765.50	1,589.31	4,354.81
TAX CERTIFICATES	6/25/2020	2,657.80	1,527.42	4,185.22
		-	-	
		-	-	
		-	-	
TOTAL FY18 TAX ROLL RECEIPTS		945,003.89	543,085.09	1,488,088.98

% TAX ROLL COLLECTED	100.21%	100.21%	100.21%
TOTAL COLLECTED	100.21%	100.21%	100.21%

C.

PINE RIDGE PLANTATION

Community Development District

Check Run Summary - General Fund

9/1/2020 - 9/30/2020

Date	Check Numbers	Amount
<u>General Fund</u>		
September 3, 2020	2678-2680	\$ 2,032.36
September 11, 2020	2681-2691	\$ 46,083.83
September 18, 2020	2692-2701	\$ 9,558.89
September 25, 2020	2702-2703	\$ 736.84
		<hr/>
		\$ 58,411.92
<u>Utilities and Autopayments</u>		
September 8, 2020	Advanced Disposal	\$ 550.11
September 15, 2020	SafeTouch	\$ 83.88
September 25, 2020	Comcast	\$ 274.05
September 25, 2020	Clay County Utilities	\$ 1,583.35
		<hr/>
TOTAL UTILITIES PAID ONLINE OR AUTOPAY		\$ 2,491.39
		<hr/>
		\$ 60,903.31

*Fedex invoices available upon request.

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
9/03/20	00001	8/25/20 71031828	202008 310-51300-42000	AUG FEDEX POSTAGE	*	136.84	
			FEDEX				136.84 002678
9/03/20	00039	8/15/20 23080	202008 330-57200-46100	REPLACED GEN/CROSSBAR	*	870.00	
			FITNESS PRO				870.00 002679
9/03/20	00054	9/01/20 13129559	202009 330-57200-46500	SEP POOL CHEMICALS	*	1,025.52	
			POOLSURE				1,025.52 002680
9/11/20	00134	8/26/20 74037	202008 320-53800-49000	IRRIGATION REPAIRS	*	191.20	
			DOWN TO EARTH FKA R&D LNDSP & IRRG				191.20 002681
9/11/20	00134	9/01/20 74768	202009 320-53800-46200	SEP LANDSCAPE MAINTENANCE	*	7,160.00	
			DOWN TO EARTH FKA R&D LNDSP & IRRG				7,160.00 002682
9/11/20	00035	9/01/20 11616	202009 300-15500-10000	FY21 INSUARANCE POLICY	*	17,920.00	
			EGIS INSURANCE ADVISORS, LLC				17,920.00 002683
9/11/20	00008	7/31/20 195036	202007 310-51300-31100	JUL PROFESSIONAL SERVICES	*	2,082.50	
			ENGLAND-THIMS & MILLER, INC.				2,082.50 002684
9/11/20	00008	8/31/20 195375	202008 310-51300-31100	SUG PROFESSIONAL SERVICES	*	737.50	
			ENGLAND-THIMS & MILLER, INC.				737.50 002685
9/11/20	00003	9/01/20 205	202009 310-51300-34000	SEP MANAGEMENT FEES	*	3,690.83	
		9/01/20 205	202009 310-51300-49100	SEP WEBSITE ADMIN	*	100.00	
		9/01/20 205	202009 310-51300-35100	SEP INFORM TECHNOLOGY	*	83.33	
		9/01/20 205	202009 310-51300-31300	SEP DISSEMINATION SERVICE	*	416.67	
		9/01/20 205	202009 310-51300-51000	OFFICE SUPPLIES	*	10.42	
		9/01/20 205	202009 310-51300-42000	POSTAGE	*	15.95	
		9/01/20 205	202009 310-51300-42500	COPIES	*	102.60	
			GOVERNMENTAL MANAGEMENT SERVICES				4,419.80 002686

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN 11/10/20	PAGE 2
*** CHECK DATES 09/01/2020 - 09/30/2020 ***												
PINE RIDGE PLANTATION - GF												
BANK A PINE RIDGE PLANTATIO												

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
9/11/20	00005	8/31/20 116996	202007 310-51300-31500	JUL GEN COUNSEL/MEETINGS	*	3,562.00	
							HOPPING GREEN & SAMS
							3,562.00 002687

9/11/20	00073	8/31/20 335	202008 330-57200-34200	LIFEGUARD THRU 8/27/20	*	861.92	
							RIVERSIDE MANAGEMENT SERVICES INC
							861.92 002688

9/11/20	00073	8/31/20 336	202008 330-57200-34200	GATE MONITOR THRU 8/27/20	*	696.32	
							RIVERSIDE MANAGEMENT SERVICES INC
							696.32 002689

9/11/20	00073	9/01/20 332	202009 330-57200-46200	SEP JANITORIAL SERVICES	*	645.00	
		9/01/20 332	202009 330-57200-46400	SEP POOL MAINTENANCE	*	1,041.67	
		9/01/20 332	202009 330-57200-34000	SEP CONTRACT ADMIN	*	1,725.00	
		9/01/20 332	202009 330-57200-34100	SEP FACILITY MANAGEMENT	*	4,370.92	
							RIVERSIDE MANAGEMENT SERVICES INC
							7,782.59 002690

9/11/20	00076	9/01/20 526781	202009 320-53800-46400	SEP LAKE MAINTENANCE	*	670.00	
							THE LAKE DOCTORS INC
							670.00 002691

9/18/20	00107	9/10/20 SSI09743	202008 330-57200-34500	AUG EMPLOYMENT FEE	*	50.00	
		9/10/20 SSI09743	202008 330-57200-34500	AUG SCHEDULING FEE	*	25.00	
							CLAY COUNTY SHERIFF'S OFFICE
							75.00 002692

9/18/20	00069	8/26/20 315471	202008 310-51300-48000	NOTICE OF MEETING 9/15/20	*	109.00	
							CLAY TODAY
							109.00 002693

9/18/20	00069	9/01/20 315602	202009 310-51300-48000	REQUEST QUALIF ARCHITECT	*	138.00	
							CLAY TODAY
							138.00 002694

9/18/20	00134	6/15/20 74334	202008 320-53800-46200	INSTALLED SOD	*	5,439.50	
							DOWN TO EARTH FKA R&D LNDSP & IRRG
							5,439.50 002695

9/18/20	00073	9/11/20 340	202008 330-57200-34100	AUG FACILITY ASSISTANT	*	2,008.25	
							RIVERSIDE MANAGEMENT SERVICES INC
							2,008.25 002696

PRP --PINERIDGE-- BPEREGRINO

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
9/18/20	00073	9/09/20 337	202009 300-15500-10000	CORN HOLE 10/17/20	*	241.39	
				RIVERSIDE MANAGEMENT SERVICES INC			241.39 002697
9/18/20	00073	9/09/20 338	202009 300-15500-10000	CORN HOLE PART 2 10/24/20	*	241.39	
				RIVERSIDE MANAGEMENT SERVICES INC			241.39 002698
9/18/20	00073	9/09/20 339	202009 330-57200-60100	SIDEWALK ART CONTEST	*	311.48	
				RIVERSIDE MANAGEMENT SERVICES INC			311.48 002699
9/18/20	00073	9/11/20 341	202009 330-57200-34200	LIFEGUARD THRU 9/10/20	*	649.76	
				RIVERSIDE MANAGEMENT SERVICES INC			649.76 002700
9/18/20	00073	9/11/20 342	202009 330-57200-34200	GATE MONITOR THRU 9/10/20	*	345.12	
				RIVERSIDE MANAGEMENT SERVICES INC			345.12 002701
9/25/20	00001	9/15/20 71225951	202009 310-51300-42000	SEP FEDEX POSTAGE	*	136.84	
				FEDEX			136.84 002702
9/25/20	00016	9/16/20 20176	202009 310-51300-31200	ARBTR SE2006 FYE 8/31/20	*	600.00	
				GRAU AND ASSOCIATES			600.00 002703
TOTAL FOR BANK A						58,411.92	
TOTAL FOR REGISTER						58,411.92	

1400 Village Square Blvd #3-293
Tallahassee, FL 32312
(850) 523-8882
tracy@wearefitnesspro.com
www.wearefitnesspro.com

INVOICE



1400 Village Square #3-293
Tallahassee, FL 32312
850-523-8882

Pine Ridge Plantation Amenity Center

Pine Ridge Plantation Amenity Center

INVOICE #	DATE	TOTAL DUE	PAID DATE	TERMS	PAID AMOUNT
23080	08/15/2020	\$870.00	08/30/2020	Net 15	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

RECEIVED

AUG 30 2020

DATE	DESCRIPTION	QTY	AMOUNT
07/10/2020	Shipping/ Handling Jul 10, 2020: Shipping and Handling Estimate:	1	60.00
07/10/2020	PARTS Jul 10, 2020: Parts for Repair: Brake Gen (flywheel) K500004	1	280.00
07/10/2020	PARTS Jul 10, 2020: Parts for Repair: Cross bar RBB040025-Q2	1	30.00
07/10/2020	PARTS Jul 10, 2020: Parts for Repair: Brake Generator (flywheel) K500004	1	280.00
08/13/2020	CS1 Aug 13, 2020: Commercial Labor: Replace Brake Gen in elliptical tests good	1	110.00
08/13/2020	CS1 Aug 13, 2020: Commercial Labor: Replace brake gen and crossbar tests good SERVICE REQUEST 27586 - SPIRIT ELLIPTICALS NEED REPAIRS Service Request Details/Notes: ORD # 537443-1	1	110.00

BALANCE DUE

\$870.00

[Signature] 8/26/2020
1-330-57200-46100 39 @
Repairs & Replacement - Amenity



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date

9/1/2020

Invoice #

131295594833

Terms	Net 20
Due Date	9/21/2020
PO #	
Customer #	13GMS100

Bill To GMS, LLC - Pine Ridge Plantation 475 W. Town Place, Suite 114 St. Augustine FL 32092	Ship To GMS, LLC - Pine Ridge Plantation 4200 Pine Ridge Pkwy. Middleburg FL 32068
--	--

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	966.47
WM-SHED RENTAL	Monthly rental fee for storage shed	1	ea	10.00
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	49.05

RECEIVED
AUG 30 2020

Total 1,025.52
Amount Due **\$1,025.52**

[Handwritten Signature] 8/26/2020
1-330-57200-46500 54(A)
Pool Chemicals

Remittance Slip

Customer
13GMS100
Invoice #
131295594833

Amount Due \$1,025.52

Amount Paid _____

Make Checks Payable To
Poolsure
PO Box 55372
Houston, TX 77255-5372



131295594833

Down to Earth
Landscape & Irrigation
2701 Maitland Center Pkwy.
Suite 200
Maitland FL 32751
(321) 263-2700 Ext 2724



LANDSCAPE & IRRIGATION

August 2020
Invoice #74037

Shipping Address
PINE RIDGE CDD
C/O GMS
4200 PINE RIDGE PLANTATION
MIDDLEBURG FL 32068

RECEIVED
SEP 03 2020

Shipping Address
PINE RIDGE CDD
C/O GMS
4200 PINE RIDGE PLANTATION
MIDDLEBURG FL 32068

Project/Job	Invoice Date	Due Date	Terms	PO #
IRRIGATION AD HOC	8/26/2020	9/25/2020	Net 30	

Item	Qty	Rate	Amount
SCOPE OF WORK REPAIRS DUE TO AT&T LOCATED BY BACK POND ON PINE RIDGE PKWY AT AT&T CABLE BOX / REPLACED NOZZLES AND HEAD DUE TO DIRT FILLING THE LINE NEEDED FILL DIRT DUE TO WASHOUT			
HEAD BROKEN - 6" SPRAY	1	\$14.95	\$14.95
RAINBIRD MPR NOZZLE	5	\$2.25	\$11.25
LATERAL LINE FITTING 1"	1	\$3.00	\$3.00
REPAIR COUPLING 1"	1	\$20.00	\$20.00
FILL DIRT (BAG)	5	\$5.00	\$25.00
IRRIGATION LABOR	2	\$58.50	\$117.00

Cal Rife 9/3/2020
~~1,320.538.490~~
Landscape Maintenance

Subtotal	\$191.20
Payments/Credits	\$0.00
Balance Due	\$191.20

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.

1,320.538.490
134 ①



Down to Earth
Landscape & Irrigation
2701 Maitland Center Pkwy.
Suite 200
Maitland FL 32751
(321) 263-2700 Ext 2724



September 2020
Invoice #74768

Billing Address
PINE RIDGE CDD
C/O GMS
4200 PINE RIDGE PLANTATION
MIDDLEBURG FL 32068

RECEIVED
SEP 10 2020

Billing Address
PINE RIDGE CDD
C/O GMS
4200 PINE RIDGE PLANTATION
MIDDLEBURG FL 32068

Invoice Date	Due Date	Terms
9/1/2020	10/1/2020	Net 30

Item	Qty	Rate	Amount
Monthly Maintenance Description: Current month landscape maintenance	1	\$7,160.00	\$7,160.00

Subtotal	\$7,160.00
Tax	\$0.00
Total Due	\$7,160.00

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.



[Signature] 9/9/2020
1-320-53800-40200
landscape maintenance
134 (A)



Insurance & Risk Advisors

RECEIVED

SEP 03 2020

Pine Ridge Plantation Community Development District
c/o Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

INVOICE

Customer	Pine Ridge Plantation Community Development District
Acct #	290
Date	09/01/2020
Customer Service	Kristina Rudez
Page	1 of 1

Payment Information	
Invoice Summary	\$ 17,920.00
Payment Amount	
Payment for:	Invoice#11616
100120550	

Thank You

Please detach and return with payment



Customer: Pine Ridge Plantation Community Development District

Invoice	Effective	Transaction	Description	Amount
11616	10/01/2020	Renew policy	Policy #100120550 10/01/2020-10/01/2021 Florida Insurance Alliance Package - Renew policy Due Date: 9/1/2020 85 A 1,800, 155, 1000	17,920.00

Total

\$ 17,920.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:

Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC

(321)233-9939

Date

Lockbox 234021 PO Box 84021
Chicago, IL 60689-4002

sclimer@egisadvisors.com

09/01/2020



RECEIVED

SEP 08 2020

Pine Ridge CDD
GMS-SF, LLC
5385 N Nob Hill Road
Sunrise, FL 33351

July 31, 2020
Project No: 03136.08000
Invoice No: 0195036

Project 03136.08000 Pine Ridge Cdd - Completion Report

Work Description: Review Lot Size with Tax Roll

Professional Services rendered through July 31, 2020

Professional Personnel

		Hours	Rate	Amount
Principal - Vice President				
Ma, Ka Tai	7/4/2020	2.00	245.00	490.00
Ma, Ka Tai	7/11/2020	3.00	245.00	735.00
Ma, Ka Tai	7/18/2020	2.00	245.00	490.00
Ma, Ka Tai	7/25/2020	1.50	245.00	367.50
Totals		8.50		2,082.50
Total Labor				2,082.50

Invoice Total this Period

\$2,082.50

Outstanding Invoices

Number	Date	Balance
0194165	5/5/2020	490.00
0194746	7/2/2020	490.00
Total		980.00

Total Now Due \$3,062.50

8 ①

1,310,513.311

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St Augustine Road • Jacksonville, Florida 32258 • tel 904-642-6993 • fax 904-645-9435
CA-50002681 LC-0000316



RECEIVED

SEP 08 2020

Pine Ridge CDD
GMS-SF, LLC
5385 N Nob Hill Road
Sunrise, FL 33351

August 31, 2020
Project No: 03136.08000
Invoice No: 0195375

Project 03136.08000 Pine Ridge Cdd - Completion Report
Work Description: Review Lot Size with Tax Roll

Professional Services rendered through August 31, 2020

Professional Personnel

		Hours	Rate	Amount
Principal - Vice President				
Ma, Ka Tai	8/1/2020	1.50	245.00	367.50
Landscape Architect				
White, Gerald	8/1/2020	2.50	148.00	370.00
Totals		4.00		737.50
Total Labor				737.50

Invoice Total this Period

\$737.50

Outstanding Invoices

Number	Date	Balance
0195036	7/31/2020	2,082.50
Total		2,082.50

Total Now Due \$2,820.00

8 (A)
1,810.513.311

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St. Augustine Road • Jacksonville, Florida 32226 • Tel 904-642-8990 • Fax 904-646-9485
CA-00002584 LC-0000316

Governmental Management Services, LLC1001 Bradford Way
Kingston, TN 37763**Invoice**

RECEIVED

Bill To:Pine Ridge Plantation CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

SEP 02 2020

Invoice #: 205

Invoice Date: 9/1/20

Due Date: 9/1/20

Case:

P.O. Number:

Description	Hours/Qty	Rate	Amount
Management Fees - September 2020 1,810.573.540		3,690.83	3,690.83
Website Administration - September 2020 491		100.00	100.00
Information Technology - September 2020 351		83.33	83.33
Dissemination Agent Services - September 2020 313		416.67	416.67
Office Supplies 570		10.42	10.42
Postage 420		15.95	15.95
Copies 425		102.60	102.60
3 ①			
Total			\$4,419.80
Payments/Credits			\$0.00
Balance Due			\$4,419.80

RECEIVED

SEP 08 2020

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

August 31, 2020

Pine Ridge Community Development District
Governmental Management Services
5385 North Nob Hill Road
Sunrise, FL 33351

Bill Number 116996
Billed through 07/31/2020

5 (A) 1,810.573.215

General Counsel/Monthly Meeting**PRIDGE 00001 JMW****FOR PROFESSIONAL SERVICES RENDERED**

07/01/20	JMW	Review assessment receipt status; review updated methodology for budget; confer with staff.	0.80 hrs
07/02/20	JMW	Follow-up with working group regarding deferred cost agreement; review acquisition and completion agreements; revise agreement.	0.60 hrs
07/02/20	AHJ	Confer with Sweeting regarding adopted budget approval resolution.	0.20 hrs
07/07/20	JMW	Confer with Sweeting; review renewal proposal; confer with staff regarding same; confer with Haber regarding stormwater improvements and Two Creeks runoff issues.	1.20 hrs
07/07/20	AHJ	Prepare budget assessment and budget appropriation resolutions; prepare agreement for amenity management services.	0.70 hrs
07/08/20	JMW	Review draft agenda items; confer with staff.	0.40 hrs
07/08/20	AHJ	Finalize budget assessment and budget appropriation resolutions; prepare agreement for amenity management services.	0.50 hrs
07/09/20	JMW	Review updated financing documents; confer with Ritter regarding deferred costs; confer with working group.	2.40 hrs
07/09/20	AHJ	Finalize budget assessment and budget appropriation resolutions; transmit same to Sweeting; prepare 170 assessment resolutions.	0.50 hrs
07/10/20	AHJ	Finalize agreement for amenity management services; transmit same to Sweeting.	0.10 hrs
07/13/20	AHJ	Finalize agenda items; transmit same.	0.50 hrs
07/15/20	AHJ	Prepare mailed and published notices of assessment hearings.	0.60 hrs
07/16/20	AHJ	Prepare mailed and published notices of public hearing on special assessments.	0.90 hrs
07/20/20	JMW	Meeting preparation; review agenda package materials; conference with staff.	1.60 hrs
07/20/20	SSW	Conduct ongoing research regarding compliance with public meeting requirements for district meetings held remotely using communications media technology; review executive orders issued by Executive Office of the Governor regarding conducting local government public meetings; correspond with representatives of Attorney General's Office and research questions regarding	0.40 hrs

=====			
		potential extension of waiver of physical quorum requirement for district meetings, manner of conducting district meetings in the event of expiration of same, and meeting and public hearing notice requirements related to same.	
07/21/20	JMW	Meeting preparation; attend regular board meeting by telephone.	2.90 hrs
07/23/20	JMW	Prepare updated assessment documents; confer with working group; review prior indenture and methodology; prepare notices.	2.80 hrs
07/30/20	JMW	Review executive order.	0.20 hrs
07/31/20	LMG	Analyze requirements for waivers regarding Coronavirus; research risks regarding temperature checks at district facility; research Zoom meeting best practices.	0.10 hrs
Total fees for this matter			\$3,562.00

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	4.00 hrs	125 /hr	\$500.00
Walters, Jason M.	12.90 hrs	230 /hr	\$2,967.00
Gentry, Lauren M.	0.10 hrs	190 /hr	\$19.00
Warren, Sarah S.	0.40 hrs	190 /hr	\$76.00

TOTAL FEES \$3,562.00

TOTAL CHARGES FOR THIS MATTER \$3,562.00

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	4.00 hrs	125 /hr	\$500.00
Walters, Jason M.	12.90 hrs	230 /hr	\$2,967.00
Gentry, Lauren M.	0.10 hrs	190 /hr	\$19.00
Warren, Sarah S.	0.40 hrs	190 /hr	\$76.00

TOTAL FEES \$3,562.00

TOTAL CHARGES FOR THIS BILL \$3,562.00

Please include the bill number with your payment.

Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

RECEIVED

SEP 03 2020

Bill To:

Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice #: 335
Invoice Date: 8/31/2020
Due Date: 8/31/2020
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Lifeguard Services through August 27, 2020	53.87	16.00	861.92
330, 572, 3420 73 (A)			

Total \$861.92

Payments/Credits \$0.00

Balance Due \$861.92

RW
9, 2, 20

PINE RIDGE CDD

LIFEGUARDS

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
53.87	Lifeguards	\$ 16.00	\$ 861.92

Covers Pay Period Ending August 27, 2020

GL # 330.572.3420

TOTAL DUE:

\$ 861.92

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS PAY PERIOD ENDING 8/27/20

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/14/20	4.58	J.S.	Lifeguard
8/14/20	5.3	J.T.	Lifeguard
8/14/20	4.8	T.M.	Lifeguard
8/15/20	4.12	S.B.	Lifeguard
8/15/20	5.35	J.T.	Lifeguard
8/15/20	5.6	T.M.	Lifeguard
8/16/20	5.98	S.B.	Lifeguard
8/16/20	5.18	J.S.	Lifeguard
8/16/20	5.49	J.T.	Lifeguard
8/22/20	3.72	J.S.	Lifeguard
8/22/20	3.75	T.M.	Lifeguard
GRAND TOTAL	<u>53.87</u>		

Additional Attendant/Lifeguards
GL Code: 330-572-3420

Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

RECEIVED

Bill To:
Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

SEP 03 2020

Invoice #: 336
Invoice Date: 8/31/2020
Due Date: 8/31/2020
Case:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Gate Monitor Services through August 27, 2020	43.52	16.00	696.32
330,572,3420 73 0			

Total \$696.32

Payments/Credits \$0.00

Balance Due \$696.32

Row

9, 2, 20

PINE RIDGE CDD

GATE MONITORS

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
43.52	Gate Monitors	\$ 16.00	\$ 696.32

Covers Pay Period Ending August 27, 2020

GL # 330.572.3420

TOTAL DUE:

\$ 696.32

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
GATE MONITOR BILLABLE HOURS PAY PERIOD ENDING 8/27/20

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/14/20	7.2	E.M.	Gate Monitor
8/15/20	3.42	J.T.	Gate Monitor
8/16/20	1.68	J.T.	Gate Monitor
8/19/20	7.13	E.M.	Gate Monitor
8/20/20	7.5	E.M.	Gate Monitor
8/21/20	7.52	E.M.	Gate Monitor
8/22/20	5.25	E.M.	Gate Monitor
8/23/20	3.82	E.M.	Gate Monitor
GRAND TOTAL	<u>43.52</u>		

Additional Attendant/Lifeguards
GL Code: 330-572-3420

Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 332
Invoice Date: 9/1/2020
Due Date: 9/1/2020
Case:
P.O. Number:

RECEIVED

Bill To:

Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

SEP 03 2020

Description	Hours/Qty	Rate	Amount
Janitorial Services - September 2020 330,572,4620		645.00	645.00
Pool Maintenance Services - September 2020 330,572,4640		1,041.67	1,041.67
Contract Administration - September 2020 330,572,3400		1,725.00	1,725.00
Facility Management - Pine Ridge Plantation - September 2020 330,572,3410		4,370.92	4,370.92

7310

Total \$7,782.59

Payments/Credits \$0.00

Balance Due \$7,782.59

RHW

9,1,20



3543 State Road 419, Winter Springs, FL 32708
PH: 800-666-5253

INVOICE

Invoice #	526781
Account #	719342
Invoice Date	9/1/2020
Due Date	9/11/2020
Rep	ERW

Bill To PINE RIDGE PLANTATION CDD GOVERNMENTAL MANAGEMENT SERVICES 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092
--

RECEIVED

SEP 03 2020

Invoice Questions:
Lakes@lakedoctors.com
Payment Questions:
Payments@lakedoctors.com

Purchase Order Number	Terms	Invoice Date Reflects Month of Service Provided
	NET 10 DAYS	
Item	Description	Amount
	Monthly Water Mgmt Serv-R	670.00
Customer Total Balance \$670.00		
Please confirm your bank bill payer amount matches your invoice amount if you use a bank bill payer service. Thank you!		Total Invoice \$670.00

To help ensure prompt and accurate credit to your account, please include your account number and invoice number on your check and always include your remittance stub with your payment.

Please visit www.lakedoctors.com for your local office contact information.

PLEASE DETACH & RETURN THIS PORTION WITH PAYMENT

Bill To PINE RIDGE PLANTATION CDD GOVERNMENTAL MANAGEMENT SERVICES 475 WEST TOWN PLACE SUITE 114 ST AUGUSTINE, FLORIDA 32092
--

Amount Enclosed

Invoice #	526781
Account #	719342
Date	9/1/2020

Handwritten: 9/3/2020
1-320-538000 - 46400
lake management 760

Go Green! Contact us at Payments@lakedoctors.com to have your invoices emailed.

For address and contact updates, please email us at Frontdesk@lakedoctors.com.

The Lake Doctors, Inc.
3543 State Road 419
Winter Springs, FL 32708



IF PAYING BY CREDIT CARD, FILL OUT BELOW		
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
Card #		
Card Verification #		
Exp. Date #		
Print Name		
Billing Address:	<input type="checkbox"/> Check box if same as above	
Signature		



Remit To: Clay County Sheriff's Office
PO Box 548/901 N. Orange Ave
GREEN COVE SPRINGS, FL 32043

(904) 284-7575

Invoice Number: SSI09743
Invoice Date: 9/10/2020

Page: 1

Attn: Fiscal - Accounts Receivable

Bill
To: PINE RIDGE PLANTATION CDD
475 W. TOWN PLACE SUITE 114
ST AUGUSTINE, FL 32258
BENADETLE PEREGRINO

Ship
To: PINE RIDGE PLANTATION CDD
475 W. TOWN PLACE SUITE 114
ST AUGUSTINE, FL 32258
BENADETLE PEREGRINO

SEP 17 2020

Due Date 9/25/2020
Terms Net 15 Days

Customer ID C0000507
P.O. Number
P.O. Date 9/10/2020
Our Order No
SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee- AUGUST 2020		10	10	5.00	50.00
Fees-2nd Employment Scheduling		1	1	25.00	25.00

104-10
1. 330.572.345

Amount Subject to Sales Tax US0
Amount Exempt from Sales Tax 75.00

Subtotal: 75.00
Invoice Discount: 0.00
Tax: 0.00

Total USD: 75.00

507	PINE RIDGE PLANTATION CDD	8/1/2020	6531	EDMONSON, MATTHEW W	2.00
507	PINE RIDGE PLANTATION CDD	8/14/2020	6531	EDMONSON, MATTHEW W	4.00
507	PINE RIDGE PLANTATION CDD	8/28/2020	6531	EDMONSON, MATTHEW W	4.00
				TOTAL	10.00

**CLAY
TODAY**3513 U.S. Hwy. 17 • Fleming Island, FL 32003
Phone: (904) 264-3200**Ponte Vedra**
Recorder
Not your average newspaper, not your average reader.1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

PINE RIDGE PLANTATION C.D.D.
475 W TOWN PL # 114
SAINT AUGUSTINE, FL 32092Cust#:502790
Ad#:315471
Phone#:904-001-0001
Date:08/26/2020

Salesperson: Clay Legals

Classification: Legal Notice

Ad Size: 1.0 x 10.90

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	09/03/2020	09/03/2020	1	109.00	109.00

Payment Information:

Date:	Order#	Type
08/26/2020	315471	BILLED ACCOUNT

Total Amount: 109.00

Tax: 0.00

Amount Due: 109.00

Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

Ad Copy

69 (A)
1.810, 573, 480

SEP 11 2020

PUBLISHER AFFIDAVIT
CLAY TODAY
 Published Weekly
 Orange Park, Florida

STATE OF FLORIDA
COUNTY OF CLAY:

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

NOTICE OF MEETING

in the matter of

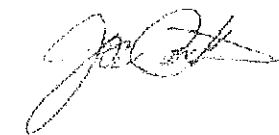
SEPT MEETING

LEGAL: 46596 ORDER: 315471

was published in said newspaper in the issues:

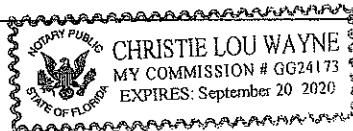
09/03/2020

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 09/03/2020.

Christie Lou Wayne
 NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003
 Telephone (904) 264-3200 - FAX (904) 264-3285
 E-Mail: Christie@opocfla.com

**NOTICE OF
 REGULAR MEETING
 OF THE BOARD OF SUPERVISORS
 PINE RIDGE PLANTATION
 COMMUNITY DEVELOPMENT
 DISTRICT**

Notice is hereby given that the Pine Ridge Plantation Community Development District ("District") will meet on Tuesday, September 15, 2020 at 6:00 p.m. at the Pine Ridge Plantation Amenity Center, 4200 Pine Ridge Parkway, Middleburg, Florida 32068 to hold a regular meeting of the Board of Supervisors ("Board") where the Board may consider any business that may properly come before it.

In light of the COVID-19 public health emergency, it is anticipated that the meeting may be conducted remotely, pursuant to Zoom communications media technology and/or by telephone pursuant to Executive Orders 20-52, 20-69 and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020 and April 29, 2020 ("Executive Orders") respectively, including any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2, Florida Statutes. If such Executive Orders are not extended and the Board is required to meet in person, or otherwise conditions allow the meeting to occur in person, the meeting may be held at the location stated above. Anyone wishing to participate in the meeting and obtain information about how the meeting will occur should refer to the District's website, www.PineRidgePlantationCDD.com or contact the office of the District Manager, c/o Governmental Management Services, LLC, at (904) 940-5850 or etorres@gmsnf.com to obtain access information.

The District fully encourages public participation in a safe and efficient manner. Toward that end, participants are strongly encouraged to submit questions and comments to the District Manager by calling (904) 940-5850 or emailing etorres@gmsnf.com by 5:00 p.m. on Monday, May 18, 2020 in advance of the meeting to facilitate the Board's consideration of such questions and comments during the meeting.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. A copy of the agenda for the meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, Florida 32092 or by calling (904) 940-5850, and is expected to also be available on the District's website at www.PineRidgePlantationCDD.com. The meeting may be continued to a date, time, and place to be specified on the record at such meeting. There may be occasions when one or more Supervisors will participate by

telephone.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meetings. 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 Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of 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.

If you are unable to participate by telephone or by ZOOM, please contact the District Manager's office at (904) 940-5850 or etorres@gmsnf.com for further accommodations.

Ernesto Torres
 District Manager

Legal 46596

9/25/2020, 11:47 AM

**CLAY
TODAY**

3513 U.S. Hwy. 17 • Fleming Island, FL 32003
Phone: (904) 264-3200

Recorder

Not your average newspaper, not your average reader.

1102 A1A North, Unit 108 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8831

Advertising Invoice

PINE RIDGE PLANTATION C.D.D.
475 W TOWN PL # 114
SAINT AUGUSTINE, FL 32092

Cust#:502790
Ad#:315602
Phone#:904-001-0001
Date:09/01/2020

Salesperson: Clay Legals

Classification: Bid Notices

Ad Size: 1.0 x 13.80

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	09/03/2020	09/03/2020	1	138.00	138.00

Payment Information:

Date: 08/31/2020 Order#: 315602 Type: BILLED ACCOUNT

Total Amount: 138.00

Tax: 0.00

Amount Due: 138.00

Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

Ad Copy

69 @
1,810,573,480

SEP 11 2020

**PUBLISHER AFFIDAVIT
CLAY TODAY**
Published Weekly
Orange Park, Florida

**STATE OF FLORIDA
COUNTY OF CLAY:**

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

REQUEST FOR QUALIFICATIONS

in the matter of

ARCHITECTURAL SERVICES

LEGAL: 46603 ORDER: 315602

was published in said newspaper in the issues:

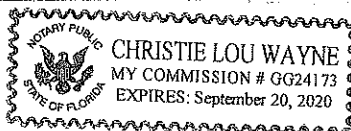
09/03/2020

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Sworn to me and subscribed before me 09/03/2020.

Christie Lou Wayne
NOTARY PUBLIC, STATE OF FLORIDA



3515 US HWY 17 Suite A, Fleming Island FL 32003
Telephone (904) 264-3200 - FAX (904) 264-3285
E-Mail: Christie@opcfla.com

**REQUEST FOR
QUALIFICATIONS FOR
ARCHITECTURAL
SERVICES**

**Pine Ridge Plantation
Community Development
District
Clay County, Florida**

The Pine Ridge Plantation Community Development District ("District"), pursuant to Section 287.055, Florida Statutes (the Consultant's Competitive Negotiation Act ("CCNA")), seeks qualification statements from architectural firms or individuals ("Applicant(s)") for continuing professional architectural services in connection with various projects, including but not limited to site planning, landscape architectural professional design services, and construction of amenities or related improvements within the District's boundary. Such improvements may include, but are not limited to, recreation, hardscape, landscape and amenity club design with construction documents (the "Improvements"). The District reserves the right to select multiple architectural firms to perform services related to the Improvements.

Any 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 for any community development districts, past experience with Clay County and past experience performing the type of work desired by the District; 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, as needed, design services, construction services, and landscape architecture tasks.

The District will review all Applicants and will comply with Florida law, including the CCNA. All applicants interested must submit five (5) copies and one (1) electronic PDF copy on compact disc or USB flash drive of Standard Form No. 330 and Qualification Statement by 12:00 p.m. on September 21, 2020 to the attention of Ernesto Torres, District Manager, Pine Ridge Plantation Community Development District, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, etorres@gmsnf.com ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the highest ranked Applicant(s) 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 One Thousand Dollars (\$1,000.00).

Ernesto Torres
District Manager
Legal 46603 published Sept 3, 2020 in
Clay County's Clay Today newspaper

Down to Earth
Landscape & Irrigation
2701 Maitland Center Pkwy.
Suite 200
Maitland FL 32751
(321) 263-2700 Ext 2724



August 2020
Invoice #74334

Billing Address
PINE RIDGE CDD
C/O GMS
4200 PINE RIDGE PLANTATION
MIDDLEBURG FL 32068

RECEIVED

SEP 15 2020

Installation Address
PINE RIDGE CDD
C/O GMS
4200 PINE RIDGE PLANTATION
MIDDLEBURG FL 32068

Project/Job	Invoice Date	Due Date	Terms	PO #
#L28921 rev.	6/15/2020	9/27/2020	Net 30	

Item	Qty	Rate	Amount
FROM TYNES BLVD.			
MEDIAN #2			
ST. AUGUSTINE SOD PER SQ FT Description: (1,155 sq. ft. total)	1,155	\$0.55	\$635.25
MEDIAN #3			
ST. AUGUSTINE SOD PER SQ FT Description: (530 sq. ft. total)	530	\$0.55	\$291.50
MEDIAN #4			
ST. AUGUSTINE SOD PER SQ FT Description: (1,240 sq. ft. total)	1,240	\$0.55	\$682.00
MEDIAN #5			
ST. AUGUSTINE SOD PER SQ FT Description: (1,280 sq. ft. total)	1,280	\$0.55	\$704.00
MEDIAN #6			
ST. AUGUSTINE SOD PER SQ FT Description: (1,255 sq. ft. total)	1,255	\$0.55	\$690.25
MEDIAN #7			
ST. AUGUSTINE SOD PER SQ FT Description: (1,200 sq. ft. total)	1,200	\$0.55	\$660.00
MEDIAN #8			
ST. AUGUSTINE SOD PER SQ FT Description: (1,100 sq. ft. total)	1,100	\$0.55	\$605.00
MEDIAN #9			
ST. AUGUSTINE SOD PER SQ FT Description: (1,300 sq. ft. total)	1,300	\$0.55	\$715.00

134 (A)
1,320,538.462

Down to Earth
Landscape & Irrigation
2701 Maitland Center Pkwy.
Suite 200
Maitland FL 32751
(321) 263-2700 Ext 2724



August 2020
Invoice #74334

Item	Qty	Rate	Amount
MEDIAN #10			
ST. AUGUSTINE SOD PER SQ FT Description: (830 sq. ft. total)	830	\$0.55	\$456.50
**NOTE: BECAUSE OF THE ADVANCED AGE OF THE ROOT SYSTEMS, ANY DAMAGED IRRIGATION PIPE WILL BE BILLED SEPARATELY. SEPARATE BILLING IS TO KEEP COSTS DOWN AS WE DO OUR BEST TO NOT DAMAGE ANY IRRIGATION DURING CONSTRUCTION			

Subtotal	\$5,439.50
Payments/Credits	\$0.00
Balance Due	\$5,439.50

Payment terms are net 30 days, with late payments subject to a 18% per annum interest rate applied daily on the overdue balance. A processing fee of 2.75% will be added to all credit card payments.



Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
9/11/2020	340

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092

RECEIVED

SEP 16 2020

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
80.33	Facility Assistant - August 2020 330,572,34110 73A	25.00	2,008.25
Total			\$2,008.25

2010
9/14/20

~~PINE RIDGE CDD~~

FACILITY ASSISTANT

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
80.33	Facility Assistant	\$ 25.00	\$ 2,008.25

Covers Period: AUGUST 2020

GL # 330.572.3411

TOTAL DUE:

\$ 2,008.25

RMS

PINE RIDGE COMMUNITY DEVELOPMENT DISTRICT
ASSISTANT MANAGER BILLABLE HOURS
FOR THE MONTH OF AUGUST 2020

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/2/20	8.33	R.W.	Completed daily checklist, returned calls and emails
8/3/20	8	R.W.	Completed daily checklist, returned calls and emails
8/8/20	8	R.W.	Completed daily checklist, returned calls and emails
8/9/20	8	R.W.	Completed daily checklist, returned calls and emails
8/15/20	8	R.W.	Completed daily checklist, returned calls and emails
8/16/20	8	R.W.	Completed daily checklist, returned calls and emails
8/22/20	8	R.W.	Completed daily checklist, returned calls and emails
8/23/20	8	R.W.	Completed daily checklist, returned calls and emails
8/29/20	8	R.W.	Completed daily checklist, returned calls and emails
8/30/20	8	R.W.	Completed daily checklist, returned calls and emails
	<u>80.33</u>		

AUGUST 2020

Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

RECEIVED

SEP 16 2020

Invoice

Invoice #: 337
Invoice Date: 9/9/2020
Due Date: 9/9/2020
Case:
P.O. Number:

Bill To:
Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Corn Hole - 10/17/20 1,800,155,100 330,572,6010 73A		241.39	241.39

Total \$241.39

Payments/Credits \$0.00

Balance Due \$241.39

RHW

9/9/20

Pine Ridge Plantation

Cornhole

10/17/20

GL#330-572-601

Actual

Total Expenses	\$241.39
District Check	\$0.00
TOTAL EXPENSES DUE	\$241.39

Actual

Site	
Set up and Site Management	
Site Staff	
Mileage	
Totals	\$0.00

Actual

Food/Beverages/Supplies	
Totals	\$0.00

Actual

Entertainment/Arts & Crafts	
2x \$100 visa gift cards	\$241.39
Totals	\$241.39

DISTRICT CHECK

AMOUNT

____ YES	____ NO	
Payable To:		
Totals		\$0.00

2mm
9/10/2

Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

RECEIVED

SEP 16 2020

Invoice #: 338
Invoice Date: 9/9/2020
Due Date: 9/9/2020
Case:
P.O. Number:

Bill To:
Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Corn Hole Part 2 - 10/24/20 1,300.155.1000 330,572.6010 78A		241.39	241.39

Total	\$241.39
Payments/Credits	\$0.00
Balance Due	\$241.39

RMW
9/9/20

Pine Ridge Plantation

Cornhole part 2

10/24/20

GL#330-572-601

	Actual
Total Expense	\$241.39
District Checks	\$0.00
TOTAL EXPENSES DUE	\$241.39

	Actual
Site	
Set up and Site Management	
Site Staff	
Mileage	
Totals	\$0.00

	Actual
Food/Beverages/Supplies	
Totals	\$0.00

	Actual
Entertainment/Arts & Crafts	
2x \$100 visa gift cards	\$241.39
Totals	\$241.39

DISTRICT CHECK	AMOUNT
____ YES ____ NO	
Payable To:	
Totals	\$0.00

Done
9/16/20

Riverside Management Services, Inc
9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Invoice #: 339
Invoice Date: 9/9/2020
Due Date: 9/9/2020
Case:
P.O. Number:

RECEIVED

SEP 16 2020

Bill To:
Pine Ridge Plantation
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Sidewalk Art Contest - 9/25/20		311.48	311.48
330,572,6010			
73A			

Total \$311.48

Payments/Credits \$0.00

Balance Due \$311.48

RMW
9/9/20

Sidewalk Art Contest

Pine Ridge Plantation

GL#330-572-601

9/25/20

Actual	
\$311.48	
\$0.00	
\$311.48	

Actual	
Set up and Site Management	
Site Staff	
Mileage	
Totals	\$0.00

Actual	
Set up and Site Management	
Site Staff	
Mileage	
Totals	\$0.00

Actual	
\$311.48	
\$0.00	
\$311.48	

Actual	
Set up and Site Management	
Site Staff	
Mileage	
Totals	\$0.00

Actual	
\$311.48	
\$0.00	
\$311.48	

2362 9/25/20

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
9/11/2020	341

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092

RECEIVED

SEP 16 2020

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
40.61	Lifeguard Services - Through 9/10/2020 330,572.3420 JS A	16.00	649.76
		Total	\$649.76

RAW

9/14/20

~~PINE RIDGE CDD~~

LIFEGUARDS

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
40.61	Lifeguards	\$ 16.00	\$ 649.76

Covers Pay Period Ending September 10, 2020

GL # 330.572.3420

TOTAL DUE:

\$ 649.76

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
LIFEGUARD BILLABLE HOURS PAY PERIOD ENDING 9/10/20

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/29/20	3.28	J.T.	Lifeguard
9/5/20	5.97	J.T.	Lifeguard
9/5/20	5.47	T.M.	Lifeguard
9/5/20	5.28	J.S.	Lifeguard
9/6/20	5.25	T.M.	Lifeguard
9/6/20	4.28	J.S.	Lifeguard
9/7/20	5.6	T.M.	Lifeguard
9/7/20	5.48	J.S.	Lifeguard

GRAND TOTAL 40.61

Additional Attendant/Lifeguards
GL Code: 330-572-3420

Riverside Management Services, Inc

9655 Florida Mining Blvd. W.
Building 300, Suite 305
Jacksonville, FL 32257

Invoice

Date	Invoice #
9/11/2020	342

Bill To
Pine Ridge Plantation 475 West Town Place Suite 114 St. Augustine, FL 32092

RECEIVED

SEP 16 2020

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
21.57	Gate Monitors - Through 9/10/2020 330,572, 3420 78A	16.00	345.12
		Total	\$345.12

Raw

9,14,20

PINE RIDGE CDD

GATE MONITORS

<u>Qty./Hours</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
21.57	Gate Monitors	\$ 16.00	\$ 345.12

Covers Pay Period Ending September 10, 2020

GL # 330.572.3420

TOTAL DUE:

\$ 345.12

PINE RIDGE PLANTATION COMMUNITY DEVELOPMENT DISTRICT
GATE MONITOR BILLABLE HOURS PAY PERIOD ENDING 9/10/20

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
8/29/20	5.27	E.M.	Gate Monitor
8/30/20	4.5	T.M.	Gate Monitor
9/5/20	5.62	E.M.	Gate Monitor
9/6/20	1.75	T.M.	Gate Monitor
9/7/20	4.43	E.M.	Gate Monitor
GRAND TOTAL	<u>21.57</u>		

Additional Attendant/Lifeguards
GL Code: 330-572-3420

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

Pine Ridge Plantation Community Development District
1408 Hamlin Avenue, Unit E
Saint Cloud, FL 34771

RECEIVED

SEP 21 2020

Invoice No. 20176
Date 09/16/2020

SERVICE

AMOUNT

Arbitrage Series 2006 FYE 08/31/2020

\$ 600.00

Current Amount Due

\$ 600.00

16 A

1,810,573.312

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
600.00	0.00	0.00	0.00	0.00	600.00

Payment due upon receipt.