

St. Augustine Lakes
Community Development District

FEBRUARY 2, 2022

AGENDA

St. Augustine Lakes
Community Development District
475 West Town Place
Suite 114
St. Augustine, Florida 32092

January 26, 2022

Board of Supervisors
St. Augustine Lakes Community Development District

Dear Board Members:

The Meeting of the Board of Supervisors of the St. Augustine Lakes Community Development District will be held Wednesday, February 2, 2022 at 11:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, Florida 32092.

- I. Roll Call
- II. Audience Comments (*regarding agenda items listed below*)
- III. Organizational Matters
 - A. Oath of Office for Newly Elected Supervisors
 - B. Consideration of Resolution 2022-31, Canvassing and Certifying the Results of the Landowners Election
 - C. Consideration of Resolution 2022-32, Electing and Designating the Officers of the District
- IV. Consideration of Minutes of the December 22, 2021 Organizational Meeting
- V. Consideration of Resolution 2022-33, Ratifying the Change Date of the Landowners Meeting
- VI. Public Hearings
 - A. Adopting the Uniform Method of Collection, Resolution 2022-34
 - B. Imposing and Levying Master Special Assessments, Resolution 2022-35
 - C. Adopting the Rules of Procedure, Resolution 2022-36

- VII. Consideration of RFQ for Engineering Services
- VIII. Appointment of Audit Committee
- IX. Discussion of Fiscal Year 2022 Approved Budget
- X. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
- XI. Supervisors Requests
- XII. Audience Comments
- XIII. Financial Statements as of December 31, 2021
- XIV. Consideration of Funding Request No. 2
- XV. Next Scheduled Meeting – March 2, 2022 at 11:00 a.m.

THIRD ORDER OF BUSINESS

B.

RESOLUTION 2021-29

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the St. Augustine Lakes Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within St. Johns County, Florida; and

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held within 90 days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, such landowners meeting was held on January 26, 2022, the minutes of which are attached hereto as Exhibit A, and at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

WHEREAS, the Board of Supervisors of the District, by means of this Resolution, desire to canvas the votes and declare and certify the results of said election.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The following individuals are found, certified, and declared to have been duly elected as Supervisor of and for the District, having been elected by the votes cast in their favor as shown:

_____	Votes _____
_____	Votes _____
_____	Votes _____
_____	Votes _____
_____	Votes _____

Section 2. In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the Supervisor, the above-named individuals are declared to have been elected for the following term of office:

_____	4 Year Term (Seat 2)
_____	4 Year Term (Seat 4)
_____	2 Year Term (Seat 1)
_____	2 Year Term (Seat 3)
_____	2 Year Term (Seat 5)

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 2ND DAY OF FEBRUARY, 2022.

**ST. AUGUSTINE LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Attest:

Secretary/Assistant Secretary

Chairman/Vice Chairman

Exhibit A: Minutes of Landowner Election Meeting

C.

RESOLUTION 2022-32

**A RESOLUTION DESIGNATING OFFICERS OF THE ST.
AUGUSTINE LAKES COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the St. Augustine Lakes Community Development District at a regular business meeting held on February 2, 2022 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE ST. AUGUSTINE LAKES
COMMUNITY DEVELOPMENT DISTRICT:**

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

_____	Chairman
_____	Vice-Chairperson
<u>James Oliver</u>	Secretary
<u>James Oliver</u>	Treasurer
<u>Marilee Giles</u>	Assistant Treasurer(s)
<u>Ernesto Torres</u>	
<u>Daniel Lauglin</u>	
<u>Marilee Giles</u>	Assistant Secretary(s)
<u>Ernesto Torres</u>	
<u>Daniel Laughlin</u>	

PASSED AND ADOPTED THIS 2ND DAY OF FEBRUARY, 2022.

Chairman / Vice Chairman

Secretary / Assistant Secretary

FOURTH ORDER OF BUSINESS

MINUTES OF MEETING
ST. AUGUSTINE LAKES
COMMUNITY DEVELOPMENT DISTRICT

The Organizational meeting of the Board of Supervisors of the St. Augustine Lakes Community Development District was held on Wednesday, December 22, 2021 at 1:30 p.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

Zenzi Rogers	Supervisor
Mike Della Penta	Supervisor
Chris Mayo	Supervisor
Tiffany Czalovski	Supervisor

Also, present were:

Jim Oliver	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel, Kutak Rock
Bill Schaefer	Dominion Engineering
Stephen Sanford <i>by phone</i>	Greenberg Trauig

The following is a summary of the actions taken at the December 22, 2021 St. Augustine Lakes Community Development District's Organizational Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Introduction

A. Call to Order

Mr. Oliver called the meeting to order at 1:30 p.m. Four Supervisors were in attendance at the meeting constituting a quorum.

B. Public Comment Period

Mr. Oliver explained the comment protocol for audience comments and opened the floor to audience members. There were no public comments.

C. Oath of Office

Mr. Oliver conducted the oath of office to the new Supervisors. He noted there were documents to be signed and given to him when they leave.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Information on Community Development Districts and Public Official Responsibilities

Mr. Oliver explained the duties and responsibilities of the officers. He reviewed the forms to be completed by new Supervisors, and reviewed additional legal statutes including Sunshine law, records keeping, etc.

B. Election of Officers

1. Resolution 2022-01 Appointing Officers

Mr. Oliver stated that officers need to be appointed. Ms. Zenzie Rogers will be Chair and Mr. Chris Mayo will be Vice Chair, Mr. Della Penta, Ms. Czalovski will serve as Assistant Secretaries, and Mr. Oliver, Ms. Giles, and Mr. Torres and Mr. Laughlin will also be Assistant Secretaries. He noted these names will be inserted into the resolution.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta with all in favor, Resolution 2022-01 Appointing Officers as Ms. Rogers as Chair, Mr. Mayo as Vice Chair, Mr. Della Penta, Ms. Czalovski and GMS staff of Mr. Oliver, Ms. Giles, Mr. Torres, and Mr. Laughlin will be Assistant Secretaries, was approved.

2. Resolution 2022-02 Appointing Treasurer and Assistant Treasurer

Mr. Oliver suggested that he be named Treasure, and Mr. Torres, Ms. Giles, Mr. Laughlin be named as Assistant Treasurers.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-02 Appointing Treasurer as Mr. Oliver and Mr. Torres, and Ms. Giles, and Mr. Laughlin as Assistant Treasurers, was approved.

THIRD ORDER OF BUSINESS

Retention of District Staff

A. Consideration of Agreement for District Management Services

Mr. Oliver noted that the District Manager will be GMS.

1. Resolution 2022-03 Appointing District Manager

Mr. Oliver notes the agreement form is included with fees for GMS.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-03 Appointing District Manager as GMS, was approved.

B. Consideration of Agreement for District Counsel Services

Mr. Oliver noted that Wes Haber with Kutak Rock will be the District Counsel

2. Resolution 2022-04 Appointing District Counsel

Mr. Haber noted fees were included in the packet. Mr. Haber provided an overview of E-Verify Memorandum.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-04 Appointing District Counsel as Wes Haber with Kutak Rock, was approved.

C. Resolution 2022-05 Selection of Registered Agent and Office

Mr. Oliver stated that Mr. Haber with Kutak Rock's office will fill this position. Mr. Haber noted that currently a PO Box address is being used until they are moved to the new office. He suggested the motion be in substantial form giving the Chair the right to execute until the move.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-05 Selection of Registered Agent and Office, was approved in substantial form giving the Chair ability to execute upon moving into the permanent space.

D. Resolution 2022-06 Appointing Interim District Engineer

Mr. Oliver noted the interim engineer would be Dominion Engineering. Mr. Schaefer was present representing the company.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-06 Appointing Interim District Engineer as Dominion, was approved.

E. Consideration of Interim District Engineering Agreement and Work Authorization No. 1

Mr. Oliver noted the agreement was in the packet.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, The Interim District Engineering Agreement and Work Authorization No. 1, was approved.

F. Request Authorization to Issue RFQ for Engineering Services

Mr. Oliver stated he needed a motion to issue the RFQ for engineer services.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, The Authorization to Issue RFQ for Engineering Services, was approved.

FOURTH ORDER OF BUSINESS

Designation of Meetings and Hearing Dates

A. Consideration of Resolution 2022-07 Designation of Regular Monthly Meeting Date, Time and Location for Fiscal Year 2022

Mr. Oliver suggested the 1st Wednesday of the month at 11:00 a.m. The meeting will be at GMS offices.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-07 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2022 as the 1st Wednesday of the Month at 11:00 a.m. at GMS offices, was approved.

B. Consideration of Resolution 2022-08 Designation of Landowner's Meeting Date, Time and Location

Mr. Oliver suggested January 19, 2022 at 11:00 a.m. Ms. Rogers would need to be attending that meeting.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-08 Designation of Landowner's Meeting Date, Time, and Location for January 19, 2022 at 11:00 a.m., was approved.

C. Designation of Date of Public Hearing to Adopt Rules of Procedure in accordance with Section 120.54, Florida Statutes

1. Consideration of Resolution 2022-09 Setting a Public Hearing to Consider the Proposed Rules of the District

A. Rules of Procedure

Mr. Oliver suggested this in conjunction with the February meeting which will be February 2, 2022.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-09 Setting a Public Hearing to Consider the Proposed Rules of the District for February 2, 2022 at 11:00 a.m., at the GMS offices, was approved.

D. Designation of Dates of Public Hearing on the Budget for Fiscal Year 2022

1. Consideration of Resolution 2022-10 Setting the Public Hearing and Approving the Proposed Fiscal Year 2021/2022 Budget

Mr. Oliver proposed they approve the budget today and set the date for March 2, 2022

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-10 Setting the Public Hearing and Approving the Proposed Fiscal Year 2021/2022 Budget for March 2, 2022, was approved.

2. Approval of the Fiscal Year 2021/2022 Budget Funding Agreement

Mr. Oliver noted this will fund this year's budget. (Lennar)

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, The Fiscal Year 2021/2022 Budget Funding Agreement, was approved.

3. Consideration of Funding Request No. 1

Mr. Oliver stated this request is for expenses for operating expenses and will be sent to Lennar.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Funding Agreement Request No. 1, was approved.

E. Resolution 2022-11 Setting Date of Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non Ad Valorem Assessments in Accordance with Section 197.3632, Florida Statutes

Mr. Oliver suggested February 2, 2022 for this meeting.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-11 Setting Date of Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non Ad Valorem Assessment in Accordance with Section 197.3632, Florida Statutes for February 2, 2022, was approved.

FIFTH ORDER OF BUSINESS

Other Organizational Matters

A. Resolution 2022-12 Designating a Qualified Public Depository

Mr. Oliver proposed using Wells Fargo as the District's qualified public depository.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-12 Designating a Qualified Public Depository as Wells Fargo, was approved.

B. Resolution 2022-13 Authorization of Bank Account Signatories

Mr. Oliver noted the approved signatories would be the Treasurer and Assistant Treasurer elected today.

On MOTION by Mr. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-13 Authorization of Bank Account Signatories as the Treasurer and Assistant Treasurer, was approved.

C. Consideration of Resolution 2022-14 Relating to Defense of Board Members

Mr. Haber explained the resolution. He noted this sets forth a process if there is a lawsuit filed against a Board member. He noted as long as the Board member was working within the scope of their responsibilities, they would be covered legally.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-14 Relating to Defense of Board Members, was approved.

D. Consideration of Resolution 2022-15 Adopting Internal Controls Policy

Mr. Oliver noted this is the policy in place for all Districts.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-15 Adopting Internal Controls Policy, was approved.

E. Resolution 2022-16 Ratifying District Counsel Recording the “Notice of Establishment” in the Property Records of St. Johns County in accordance with Chapter 190.0485, Florida Statutes

1. Notice of Establishment

Mr. Oliver noted this is to ratify the action already noticed.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-16 Ratifying District Counsel Recording the “Notice of Establishment” in the Property Records of St. Johns County in Accordance with Chapter 190.0486, Florida Statutes, was ratified.

F. Consideration of Resolution 2022-17 Adopting Investment Guidelines

Mr. Oliver this would be in accordance with the guidelines established by the state of Florida.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-17 Adopting Investment Guidelines, was approved.

G. Consideration of Resolution 2022-18 Authorizing Execution of Public Depositor Report

Mr. Oliver noted this was done on an annual basis.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-18 Authorizing Execution of Public Depositor Report, was approved.

H. Consideration of Resolution 2022-19 Designating a Policy for Public Comment

Mr. Oliver stated that this establishes the policy for comments in a meeting.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-19 Designating a Policy for Public Comment, was approved.

I. Consideration of Resolution 2022-20 Adopting a Travel and Reimbursement Policy

Mr. Oliver noted this is for travel reimbursement for Supervisors on District business and is in-line with Florida statutes.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-20 Adopting a Travel and Reimbursement Policy, was approved.

J. Consideration of Resolution 2022-21 Adopting a Prompt Payment Policy

Mr. Oliver this is in accordance with Florida statutes.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-21 Adopting a Prompt Payment Policy, was approved.

K. Consideration of Resolution 2022-22 Adopting a Records Retention Policy

Mr. Oliver noted this policy is in accordance with Florida statutes.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-22 Adopting a Records Retention Policy, was approved.

L. Consideration of Compensation to Board Members

Mr. Oliver stated this is for Board members attending CDD meetings to be compensated at \$200 a meeting for a maximum of 24 meetings per year. All Board members agree to compensation. This is accordance with Florida statute and no vote was needed.

M. Resolution 2022-23 Designating the Primary Administrative Office and Principal Headquarters of the District

Mr. Oliver proposed this be the GMS offices.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-23 Designating the Primary Administrative Office and Principal Headquarters of the District as the GMS offices, was approved.

N. Consideration of Website Services Agreement

Mr. Oliver stated the agreement is in the package and is required by statute. The set-up fee will be \$1,750.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, The Website Services Agreement, was approved.

O. Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1st for St. Johns County

Mr. Oliver noted this is filed on an annual basis.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Authorization to Prepare Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1st for St. Johns County, was approved.

P. Consideration of Resolution 2022-24 Authorizing Chairperson to Execute Plats, Permits, and Conveyances

Mr. Oliver this will allow the Chair and the Vice Chair to execute.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-24 Authorizing Chairperson and Vice Chairperson to Execute Plats, Permits, and Conveyances, was approved.

Q. Consideration of Resolution 2022-25, Authorizing the Disbursement of Funds

Mr. Oliver this establishes limits and protocol for payment of non-recurring invoices.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-25 Authorizing the Disbursement of Funds, was approved.

SIXTH ORDER OF BUSINESS

Capital Improvements

A. Appointment of Financing Team

Mr. Oliver noted this appoints a financing team.

1. Bond Counsel

Mr. Oliver noted this appoints a financing team.

a. Consideration of Resolution 2022-26, Appointing Bond Counsel

Mr. Oliver noted this would be for Greenberg Trauig as Bond Counsel and the agreement is in the packet. Mr. Sandford was present via phone.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-26, Appointing Bond Counsel as Greenberg Trauig, was approved.

2. Investment Banker

Mr. Oliver noted that this will be with FMS Bond Specialists.

a. Consideration of Resolution 2022-27, Appointing an Investment Banker

Mr. Oliver FMS Bond Specialist

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-27, Appointing an Investment Banker as FMS Bond Specialist, was approved.

3. Assessment Administrator

Mr. Oliver noted this would be with GMS.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Assessment Administrator as GMS, was approved.

4. Trustee

Mr. Oliver noted this is with BNY Mellon.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Trustee as BNY Mellon, was approved.

B. Approval of Financing Team Funding Agreement

Mr. Haber explained that much of what the approved parties will be paid with proceeds that are payable from the bonds. Some work will need to be done prior to bonds being issued and this agreement between the Developer and District and the Developer agrees to pay. District will then repay.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, The Financing Team Funding Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Financing Matters

A. Consideration of Master Engineer's Report

The District Engineer gave an overview of this report including general improvements including infrastructure necessary to support the development of the District. It includes off-site utilities, transportation, storm water facilities, utility infrastructure, etc. All of the 63 acres are outlined for residential lots. Capital improvement plans are outlined in this report. This is broken down by Phase 1, 2, and 3 for a total of \$22,541,200.

B. Consideration of Master Assessment Methodology Report

Mr. Oliver reviewed the Master Assessment Methodology report. There will be supplemental reports after bonds are issued. He explained this is based on the Engineer's report. He then explained the tables attached to the report:

Table 1 – shows land use of 412 total lots

Table 2 – infrastructure costs estimated at \$22,541,200

Table 3 – preliminary bond sizing at \$28,000,000

Table 4 - \$28,000,000 in debt over 413 lots.

C. Consideration of Resolution 2022-28, Declaring Special Assessments

Mr. Haber reviewed the resolution including the Engineer's Report and Assessment Methodology Report. This is an initial resolution and is required for the CDD to secure bonds. He noted these reports are in the best interest of the District and the desire to fund. The public hearing will levy the assessment and then bonds will be issued and the final assessment methodology will be completed.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-28 Declaring Special Assessments, was approved.

D. Consideration of Resolution 2022-29, Setting a Public Hearing

Mr. Oliver suggested February 2, 2022 at 11:00a.m.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-29 Setting a Public Hearing for February 2, 2022 at 11:00 a.m., was approved.

E. Consideration of Resolution 2022-30, Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings

Mr. Sanford stated that the notices needed to be sent out immediately to meet the deadlines. He reviewed the resolution and noted the issuance of bonds with term for longer than 5 years in circuit courts with the principal amount of up to \$28 million of special assessment bonds and can be issued in one or more series. Allows approval of documents which will be exhibits in the validation proceedings. The Supplemental Indenture will be part of the validation proceedings for

all series of bonds issued. This resolution appoints the Trustee and authorizes the validation of the bonds. He recommended adoption of the resolution.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, Resolution 2022-30, Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings, was approved.

F. Consideration of Acquisition Agreement

Mr. Haber reviewed the agreement between the CDD and the Developer where the Developer has constructed and completed improvements in the reports. He noted this allows for the CDD to pay when the bonds are issued.

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, The Acquisition Agreement, was approved.

EIGHTH ORDER OF BUSINESS

Other Business

A. Staff Reports

1. Attorney

Mr. Haber reviewed the memorandum.

a. Presentation of E-Verify Memorandum

Mr. Haber noted this is a requirement under Florida law requiring any businesses working with the CDD to confirm that their employees are in E-Verify which ensures all employees are compliant with US regulations. It is required to be filed by all governments.

2. Manager

Mr. Oliver noted the next meeting would be on February 2, 2022 at 11:00 a.m. at GMS offices.

B. Supervisors Requests

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Rogers, seconded by Mr. Della Penta, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTH ORDER OF BUSINESS

RESOLUTION 2022-33

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT RATIFYING THE ACTIONS OF THE DISTRICT MANAGER IN RE-SCHEDULING AND NOTICING THE LANDOWNERS' MEETING; AMENDING RESOLUTION 2022-08 TO SET THE PUBLIC HEARING THEREON FOR JANUARY 26, 2022, AT 11:00 A.M. AT 475 WEST TOWN PLACE, SUITE 114, ST. AUGUSTINE, FLORIDA.

WHEREAS, the St. Augustine Lakes Community Development District ("District") was established by an Ordinance of St. Johns County, Florida, pursuant to Chapter 190, Florida Statutes; and

WHEREAS, the District held its organizational meeting on December 22, 2021, and adopted Resolution 2022-08 regarding the initial landowners' meeting for the purpose of electing five supervisors and set the landowners' meeting thereon for January 19, 2022, and

WHEREAS, due to circumstances outside the District's control, the District was unable to timely notice the election in accordance with Section 190.006, Florida Statutes; and

WHEREAS, the District Manager, at the direction of the Chairman of the Board of Supervisors, rescheduled the date of the landowners' meeting to January 26, 2022, at the same time and location as provided in Resolution 2022-08, and caused notice thereof to be provided pursuant to Florida law.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT;

SECTION 1. Resolution 2022-08 is hereby amended to reflect the changed date of the landowners' meeting from January 19, 2022 to January 26, 2022.

SECTION 2. The action of the District Manager in re-scheduling and noticing the landowners' meeting is hereby ratified and approved.

Adopted this 2nd day of February, 2022.

ATTEST:

**ST. AUGUSTINE LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary

By: _____
Its: _____

SIXTH ORDER OF BUSINESS

A.

RESOLUTION 2022-34

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT:

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

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

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

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

PASSED AND ADOPTED this 2nd day of February, 2022.

ATTEST:

**ST. AUGUSTINE LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Exhibit A: Legal Description

Exhibit A

A PORTION OF THE FRANCIS P. SANCHEZ GRANT, SECTION 40, AND A PORTION OF SECTION 15, TOWNSHIP 7 SOUTH, RANGE 29 EAST, ST. JOHNS COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION 15, TOWNSHIP 7 SOUTH, RANGE 29 EAST; THENCE NORTH 00° 08' 50" WEST ALONG THE WEST LINE OF SAID SECTION 15, A DISTANCE OF 60.00 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF CARTER ROAD (A 60' FOOT RIGHT-OF-WAY) AND THE POINT OF BEGINNING.

FROM THE POINT OF BEGINNING THUS DESCRIBED THENCE CONTINUE NORTH 00° 08' 50" WEST ALONG SAID WEST LINE OF SECTION 15, A DISTANCE OF 2,210.21 FEET TO THE NORTHWEST CORNER OF LANDS DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS 2297, PAGE 1487, PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 89° 38' 39" EAST ALONG THE NORTH LINE OF SAID DEED, A DISTANCE OF 516.14 FEET TO THE NORTHWEST CORNER OF LANDS DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS 1902, PAGE 1009, SAID PUBLIC RECORDS; THENCE THE FOLLOWING THREE COURSES ALONG THE WESTERLY, SOUTHERLY, AND EASTERLY LINE OF SAID OFFICIAL RECORDS 1902, PAGE 1009, FIRST COURSE: SOUTH 13° 47' 24" EAST, A DISTANCE OF 387.38 FEET; SECOND COURSE: NORTH 89° 25' 18" EAST, A DISTANCE OF 214.00 FEET; THIRD COURSE: NORTH 10° 35' 17" WEST, A DISTANCE OF 255.32 FEET; THENCE NORTH 34° 32' 04" EAST, A DISTANCE OF 42.43 FEET, THENCE NORTH 10° 35' 17" WEST, A DISTANCE OF 71.59 FEET TO A POINT ON THE NORTH LINE OF OFFICIAL RECORDS 2297, PAGE 1487; THENCE NORTH 89° 38' 39" EAST ALONG PREVIOUSLY MENTIONED NORTH LINE, A DISTANCE OF 1,167.12 FEET TO THE NORTHEAST CORNER THEREOF; THENCE NORTH 00° 07' 38" WEST, A DISTANCE OF 109.57 FEET TO THE SOUTHWEST CORNER OF THE FRANCIS P. SANCHEZ GRANT, SECTION 40; THENCE SOUTH 89° 52' 01" EAST ALONG THE SOUTH LINE OF SAID SECTION 40, A DISTANCE OF 215.81 FEET TO THE SOUTHWEST CORNER OF LANDS DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS 1380, PAGE 925; THENCE THE FOLLOWING FIVE COURSES ALONG THE WESTERLY BOUNDARY OF SAID OFFICIAL RECORDS 1380, PAGE 925; FIRST COURSE: NORTH 15° 06' 26" WEST, A DISTANCE OF 170.00 FEET; SECOND COURSE: NORTH 71° 24' 19" EAST ALONG THE SOUTHERLY TERMINUS OF NEAL ROAD (A 60 FOOT RIGHT OF WAY), A DISTANCE OF 60.12 FEET; THIRD COURSE: NORTH 15° 06' 26" WEST ALONG THE EASTERLY RIGHT OF WAY LINE OF SAID NEAL ROAD, A DISTANCE OF 392.87 FEET; FOURTH COURSE: NORTH 71° 24' 19" EAST, A DISTANCE OF 208.71 FEET; FIFTH COURSE: NORTH 15° 06' 26" WEST, A DISTANCE OF 704.06 FEET, THENCE NORTH 71° 21' 18" EAST, A DISTANCE OF 316.34 FEET TO THE SOUTHWEST CORNER OF LANDS DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS 2048, PAGE 1229; THENCE NORTH 71° 21' 18" EAST ALONG THE SOUTHERLY LINE OF LAST MENTIONED DEED, A DISTANCE OF 279.37 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE SOUTH 18° 32' 50" EAST ALONG THE EASTERLY LINE OF LANDS DESCRIBED IN DEED RECORDED IN PARCEL "A" OF OFFICIAL RECORDS 1416, PAGE 1901, SAID PUBLIC RECORDS, A DISTANCE OF 318.85 FEET TO THE NORTHWEST CORNER OF LANDS DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS 1416, PAGE 1894, SAID PUBLIC RECORDS; THENCE NORTH 71° 23' 03" EAST ALONG THE NORTHERLY LINE OF LAST MENTIONED DEED, A DISTANCE OF 628.93 FEET TO THE SOUTHWEST CORNER OF DEED RECORDED IN OFFICIAL RECORDS 774, PAGE 1746; THENCE NORTH 18° 37' 39" WEST ALONG THE WESTERLY LINE OF LAST MENTIONED DEED, A DISTANCE OF 660.00 FEET TO THE NORTHWEST CORNER THEREOF AND A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF THOMPSON BAILEY ROAD (A 60 FOOT RIGHT OF WAY); THENCE NORTH 71° 21' 18" EAST ALONG SAID SOUTHERLY RIGHT OF WAY LINE, A DISTANCE OF 674.71 FEET TO A POINT ON A NON-TANGENT CURVE CONCAVE EASTERLY AND HAVING A RADIUS OF 2,991.37 FEET, A CENTRAL ANGLE OF 7°00'28" AND BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 08° 24' 47" EAST, 365.64 FEET; THENCE SOUTHERLY ALONG THE ARC OF SAID CURVE AN ARC LENGTH OF 365.87 FEET TO THE NORTH LINE OF DEED RECORDED IN OFFICIAL RECORDS 1429, PAGE 1273; THENCE THE FOLLOWING THREE COURSES ALONG THE NORTHERLY, WESTERLY AND SOUTHERLY LINE OF SAID OFFICIAL RECORDS 1429, PAGE 1273; FIRST COURSE: SOUTH 71° 21' 18" WEST, A DISTANCE OF 67.87 FEET; SECOND COURSE: SOUTH 18° 37' 39" EAST, A DISTANCE OF 300.45 FEET; THIRD COURSE: NORTH 71° 23' 03" EAST, A DISTANCE OF 47.78 FEET TO A POINT ON A CURVE CONCAVE EASTERLY AND HAVING A RADIUS OF 2,990.00 FEET, A CENTRAL ANGLE OF 2°15'10" AND BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 18° 48' 31" EAST, 118.42 FEET; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE AN ARC LENGTH OF 118.42 FEET; THENCE SOUTH 19° 57' 38" EAST, A DISTANCE OF 113.47 FEET TO A POINT ON A NON-TANGENT CURVE CONCAVE EASTERLY AND HAVING A RADIUS OF 62.00 FEET, A CENTRAL ANGLE OF 109°31'14" AND BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 03° 59' 43" EAST, 101.28 FEET; THENCE SOUTHERLY ALONG THE ARC OF SAID CURVE AN ARC LENGTH OF 118.51 FEET TO A POINT ON THE SOUTH LINE OF LANDS RECORDED IN OFFICIAL RECORDS 1416, PAGE 1894; THENCE SOUTH 71°22'44" WEST ALONG LAST SAID SOUTH LINE, A DISTANCE OF 1,511.90 FEET TO THE NORTHEAST CORNER OF PARCEL "B", SAID OFFICIAL RECORDS 1416, PAGE 1901; THENCE SOUTH 14° 52' 41" EAST ALONG THE EASTERLY LINE OF SAID PARCEL "B", OFFICIAL RECORDS 1416, PAGE 1901, A DISTANCE OF 330.56 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE SOUTH 15° 36' 08" EAST ALONG THE WESTERLY LINE OF LANDS DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS 1416, PAGE 1903, A DISTANCE OF 492.59 FEET TO THE SOUTHWESTERLY CORNER OF SAID OFFICIAL RECORDS 1416, PAGE 1903 AND A POINT ON THE SOUTHERLY LINE OF SAID SECTION 40; THENCE SOUTH 89° 52' 01" EAST ALONG SAID SOUTHERLY LINE OF SECTION 40, A DISTANCE OF 809.05 FEET TO THE NORTHEAST CORNER OF LANDS RECORDED IN OFFICIAL RECORDS BOOK 563, PAGE 447; THENCE SOUTH 00° 07' 38" EAST ALONG THE EAST LINE OF OFFICIAL RECORDS 563, PAGE 447, A DISTANCE OF 2,365.56 FEET TO A POINT ON THE SOUTH LINE OF SAID SECTION 15, TOWNSHIP 7 SOUTH, RANGE 29 EAST; THENCE SOUTH 89° 38' 39" WEST ALONG SOUTH LINE OF SAID SECTION 15, A DISTANCE OF 3,553.84 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF PREVIOUSLY MENTIONED CARTER ROAD; THENCE NORTH 00° 08' 50" WEST ALONG SAID EASTERLY RIGHT-OF-WAY LINE, A DISTANCE OF 60.00 FEET, THENCE SOUTH 89° 38' 39" WEST ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF SAID CARTER ROAD, A DISTANCE OF 60.00 FEET TO THE POINT OF BEGINNING.

LANDS THUS DESCRIBED CONTAIN 226.92 ACRES, MORE OR LESS.

B.

RESOLUTION 2022-35

A RESOLUTION OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT MAKING CERTAIN FINDINGS; ADOPTING A CAPITAL IMPROVEMENT PLAN; PROVIDING AN ESTIMATED COST OF IMPROVEMENTS; ADOPTING AN ASSESSMENT REPORT; EQUALIZING, APPROVING, CONFIRMING AND LEVYING DEBT ASSESSMENTS ON PROPERTY SPECIALLY BENEFITED BY SUCH PROJECTS TO PAY THE COST THEREOF; ADDRESSING THE FINALIZATION OF SPECIAL ASSESSMENTS; ADDRESSING THE PAYMENT OF DEBT ASSESSMENTS AND THE METHOD OF COLLECTION; PROVIDING FOR THE ALLOCATION OF DEBT ASSESSMENTS AND TRUE-UP PAYMENTS; ADDRESSING GOVERNMENT PROPERTY AND TRANSFERS OF PROPERTY TO UNITS OF LOCAL, STATE AND FEDERAL GOVERNMENT; AUTHORIZING AN ASSESSMENT NOTICE; AND PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, the St. Augustine Lakes Community Development District (“**District**”) is a local unit of special-purpose government established by ordinance of the Board of County Commissioners of St. Johns County, Florida, and existing under and pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended (“**Act**”); and

WHEREAS, the District has previously indicated its intention to construct certain types of improvements and to finance such improvements through the issuance of bonds, notes, or other specific financing mechanisms, which bonds, notes or other specific financing mechanisms would be repaid by the imposition of special assessments on benefited property within the District; and

WHEREAS, the District’s Board of Supervisors (“**Board**”) has noticed and conducted a public hearing pursuant to Chapters 170, 190 and 197, *Florida Statutes*, relating to the imposition, levy, collection, and enforcement of such assessments, and now desires to adopt a resolution imposing and levying such assessments as set forth herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT AS FOLLOWS:

1. **AUTHORITY.** This Resolution is adopted pursuant to Chapters 170, 190 and 197, *Florida Statutes*, including without limitation, Section 170.08, *Florida Statutes*. The recitals stated above are incorporated herein; are adopted by the Board as true and correct statements; and are further declared to be findings made and determined by the Board.

2. **FINDINGS.** The Board further finds and determines as follows:

The Capital Improvement Plan

- a. The District is authorized by Chapter 190, *Florida Statutes*, to finance, fund, plan, establish, acquire, install, equip, operate, extend, construct, or reconstruct roadway improvements, stormwater management systems, water and sewer improvements, entry

features, landscaping and irrigation improvements, and parks and amenities improvements, and other infrastructure projects and services necessitated by the development of, and serving lands within, the District; and

- b. On December 22, 2021, and pursuant to Section 170.03, *Florida Statutes*, among other laws, the Board adopted Resolutions 2022-28 and 2022-29 (collectively the “**Declaring Resolution**”), and in doing so determined to undertake, install, plan, establish, construct or reconstruct, enlarge or extend, equip, acquire, operate, and/or maintain the infrastructure improvements described in the *Master Engineer’s Report for St. Augustine Lakes Community Development District*, dated December 21, 2021, attached hereto as **Exhibit A** and incorporated herein by reference (“**Capital Improvement Plan**,” and the project described therein, the “**Project**”); and
- c. The plans and specifications for the Project are on file in the offices of the District Manager at c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (“**District Records Office**”); and

The Debt Assessment Process

- d. Also, as part of the Declaring Resolution, the Board expressed an intention to issue bonds, notes, or other specific financing mechanisms to provide all or a portion of the funds needed for the Project, and further declared its intention to defray the whole or any part of the expense of the Project by levying special assessments (“**Debt Assessments**”) on specially benefited property within the District; and
- e. The Declaring Resolution was adopted in compliance with the requirements of Section 170.03, *Florida Statutes*, and prior to the time it was adopted, the requirements of Section 170.04, *Florida Statutes*, had been met; and
- f. As directed by the Declaring Resolution, said Declaring Resolution was published as required by Section 170.05, *Florida Statutes*, and a copy of the publisher’s affidavit of publication is on file with the Secretary of the District; and
- g. As directed by the Declaring Resolution, the Board caused to be made a preliminary assessment roll as required by Section 170.06, *Florida Statutes*; and
- h. As required by Section 170.07, *Florida Statutes*, and as part of the Declaring Resolution, the Board fixed the time and place of a public hearing at which owners of the property to be assessed and other persons interested therein could appear before the Board and be heard as to (i) the propriety and advisability of making the improvements, (ii) the cost thereof, (iii) the manner of payment therefore, and (iv) the amount thereof to be assessed against each specially benefited property or parcel, and the Board further authorized publication of notice of such public hearing and individual mailed notice of such public hearing in accordance with Chapters 170, 190, and 197, *Florida Statutes*; and
- i. Notice of the scheduled public hearing was given by publication and also by mail as required by Sections 170.07 and 197.3632, *Florida Statutes*, and affidavits as to such publication and mailings are on file in the office of the Secretary of the District; and
- j. On February 2, 2022, and at the time specified in the Declaring Resolution, the Board conducted such public hearing and heard and considered all complaints and testimony as

to the matters described above; the Board further met as an “Equalization Board;” and the Board has made such modifications in the preliminary assessment roll as it deems necessary, just, and right in the making of the final assessment roll; and

Equalization Board Additional Findings

- k. Having considered the estimated costs of the Project, the estimated financing costs and all comments and evidence presented at such public hearing, the Board further finds and determines that:
 - i. It is necessary to the public health, safety, and welfare and in the best interests of the District that: (1) the District provide the Project as set forth in the Capital Improvement Plan; (2) the cost of such Project be assessed against the lands specially benefited by such Project; and (3) the District issue bonds, notes or other specific financing mechanisms to provide funds for such purposes pending the receipt of such Debt Assessments; and
 - ii. The provision of said Project, the levying of the Debt Assessments, and the sale and issuance of such bonds, notes, or other specific financing mechanisms serve a proper, essential, and valid public purpose and are in the best interests of the District, its landowners, and residents; and
 - iii. The estimated costs of the Project are as specified in the Capital Improvement Plan and Assessment Report (defined below), and the amount of such costs is reasonable and proper; and
 - iv. It is reasonable, proper, just, and right to assess the cost of such Project against the properties specially benefited thereby, using the method determined by the Board and set forth in the *Master Special Assessment Methodology Report*, dated December 22, 2021 (“**Assessment Report**,” attached hereto as **Exhibit B** and incorporated herein by this reference), which results in the Debt Assessments set forth on the final assessment roll; and
 - v. The Project benefits all developable property within the District; and
 - vi. Accordingly, the Debt Assessments as set forth in the Assessment Report constitute a special benefit to all parcels of real property listed on said final assessment roll, and the benefit, in the case of each such parcel, will be equal to or in excess of the Debt Assessments imposed thereon, as set forth in **Exhibit B**; and
 - vii. All developable property within the District is deemed to be benefited by the Project, and the Debt Assessments will be allocated in accordance with the Assessment Report at **Exhibit B**; and
 - viii. The Debt Assessments are fairly and reasonably allocated across the benefitted property, as set forth in **Exhibit B**; and
 - ix. It is in the best interests of the District that the Debt Assessments be paid and collected as herein provided; and

- x. In order to provide funds with which to pay the costs of the Project which are to be assessed against the benefited properties, pending the collection of the Debt Assessments, it is necessary for the District to issue revenue bonds, notes, or other specific financing mechanisms, including refunding bonds (together, “**Bonds**”).

3. **AUTHORIZATION FOR PROJECT; ADOPTION OF CAPITAL IMPROVEMENT PLAN.** The Capital Improvement Plan identifies and describes the infrastructure improvements to be financed with the Bonds and sets forth the costs of the Project. The District hereby confirms that the Project serves a proper, essential, and valid public purpose. The use of the Capital Improvement Plan in connection with the sale of the Bonds is hereby authorized, approved, and ratified, and the proper officers, employees and/or agents of the District are hereby authorized and directed to take such further action as may be necessary or desirable to cause the same to be made.

4. **ESTIMATED COST OF IMPROVEMENTS.** The total estimated costs of the Project and the costs to be paid by the Debt Assessments on all specially benefited property are set forth in **Exhibits A and B**, respectively, hereto.

5. **ADOPTION OF ASSESSMENT REPORT.** The Assessment Report setting forth the allocation of Debt Assessments to the benefitted lands within the District is hereby approved, adopted, and confirmed. The District authorizes its use in connection with the sale of the Bonds.

6. **EQUALIZATION, APPROVAL, CONFIRMATION AND LEVY OF DEBT ASSESSMENTS.** The Debt Assessments imposed on the parcels specially benefited by the Project, all as specified in the final assessment roll set forth in **Exhibit B**, attached hereto, are hereby equalized, approved, confirmed, and levied. Immediately following the adoption of this Resolution, the lien of Debt Assessments as reflected in **Exhibit B**, attached hereto, shall be recorded by the Secretary of the District in the District’s “**Improvement Lien Book**.” The Debt Assessments against each respective parcel shown on such final assessment roll and interest, costs, and penalties thereon, as hereafter provided, shall be and shall remain a legal, valid, and binding first lien on such parcel, coequal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims.

- a. ***Supplemental Assessment Resolutions for Bonds.*** The lien for the Debt Assessments established hereunder shall be inchoate until the District issues Bonds. In connection with the issuance of any particular series of the Bonds, the District may adopt, without the need for further public hearing, a supplemental assessment resolution establishing specific Debt Assessments, in one or more separately enforceable Debt Assessment liens, securing such Bonds. Such subsequent resolutions shall be adopted at a noticed meeting of the District, and shall set forth the actual amounts financed, costs of issuance, expected costs of collection, and the total amount of the assessments pledged to that issue, which amount shall be consistent with the lien imposed by this Resolution. Among other things, the supplemental assessment resolutions may provide for the issuance of multiple series of Bonds each secured by one or more different assessment areas within the District.
- b. ***Adjustments to Debt Assessments.*** The District may, by subsequent resolution, adjust the acreage assigned to particular parcel identification numbers listed on the final assessment roll to reflect accurate apportionment of acreage amongst individual parcel identification numbers. The District may make any other such acreage and boundary adjustments to parcels listed on the final assessment roll as may be necessary and in the best interests of the District, as determined by the Board by subsequent resolution. Any such adjustment in the assessment roll shall be consistent with the requirements of law.

7. **FINALIZATION OF DEBT ASSESSMENTS.** When a project has been constructed or otherwise provided to the satisfaction of the Board, the Board shall adopt a resolution accepting the same and determining the actual costs (including financing costs) thereof, as required by Sections 170.08 and 170.09, *Florida Statutes*. Pursuant to Section 170.08, *Florida Statutes*, the District shall credit to each Debt Assessment the difference, if any, between the Debt Assessment as hereby made, approved, and confirmed and the actual costs incurred in completing the applicable project. In making such credits, no credit shall be given for bond, note or other specific financing mechanism costs, capitalized interest, funded reserves or bond or other discounts. Such credits, if any, shall be entered in the Improvement Lien Book.

8. **PAYMENT OF DEBT ASSESSMENTS AND METHOD OF COLLECTION.**

- a. **Payment.** The Debt Assessments, as further set forth in each supplemental assessment resolution, and securing the issuance of each series of the Bonds, may be paid in not more than thirty (30) yearly installments of principal and interest – beginning upon the issuance of the particular series of the Bonds (and after taking into account any capitalized interest periods), provided, however, that the Board shall at any time make such adjustments by resolution, and at a noticed meeting of the Board, to that payment schedule as may be necessary and in the best interests of the District to account for changes in long and short term debt as actually issued by the District.
- b. **Prepayment.** Subject to the provisions of any supplemental assessment resolution, any owner of property subject to the Debt Assessments may, at its option, pre-pay the entire amount of the Debt Assessment any time, or a portion of the amount of the Debt Assessment up to two times, plus accrued interest to the next succeeding interest payment date (or the second succeeding interest payment date if such prepayment is made within forty-five (45) calendar days before an interest payment date (or such other time as set forth in the supplemental indenture for the applicable series of bonds secured by the Debt Assessments in question), attributable to the property subject to Debt Assessments owned by such owner. Prepayment of Debt Assessments does not entitle the property owner to any discounts for early payment. If authorized by a supplemental assessment resolution, the District may grant a discount equal to all or a part of the payee's proportionate share of the cost of the Project consisting of bond financing costs, such as capitalized interest, funded reserves, and bond discount included in the estimated cost of the Project, upon payment in full of any Debt Assessment during such period prior to the time such financing costs are incurred as may be specified by the District.
- c. **Uniform Method; Alternatives.** The District may elect to use the method of collecting Debt Assessments authorized by Sections 197.3632 and 197.3635, *Florida Statutes* (“**Uniform Method**”). The District has heretofore taken, or will take prior to collection, all required actions to comply with Sections 197.3632 and 197.3635, *Florida Statutes*. Such Debt Assessments may be subject to all of the collection provisions of Chapter 197, *Florida Statutes*. Notwithstanding the above, in the event the Uniform Method of collecting its Debt Assessments is not available to the District in any year, or if determined by the District to be in its best interests, and subject to the terms of any applicable trust indenture, the Debt Assessments may be collected as is otherwise permitted by law. In particular, the District may, in its sole discretion, collect Debt Assessments by directly billing landowners and enforcing said collection in any manner authorized by law. Any prejudgment interest on delinquent assessments that are directly billed shall accrue at the applicable rate of any bonds or other debt instruments secured by the Debt Assessments. The decision to collect Debt Assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect Debt Assessments in future years, and

the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

- d. ***Uniform Method Agreements Authorized.*** For each year the District uses the Uniform Method, the District shall enter into an agreement with the County Tax Collector who may notify each owner of a lot or parcel within the District of the amount of the special assessment, including interest thereon, in the manner provided in Section 197.3635, *Florida Statutes*.
- e. ***Re-amortization.*** Any particular lien of the Debt Assessments shall be subject to re-amortization where the applicable series of Bonds is subject to re-amortization pursuant to the applicable trust indenture and where the context allows.

9. **ALLOCATION OF DEBT ASSESSMENTS; APPLICATION OF TRUE-UP PAYMENTS.**

- a. At such time as parcels of land, or portions thereof, are included in a plat or site plan, it shall be an express condition of the lien established by this Resolution that, prior to County approval, any and all plats or site plans for any portion of the lands within the District, as the District's boundaries may be amended from time to time, shall be presented to the District Manager for review. As parcels of land, or portions thereof, are included in a plat or site plan, the District Manager shall review the plat or site plan and cause the Debt Assessments securing each series of Bonds to be reallocated to the units being included in the plat or site plan and the remaining property in accordance with **Exhibit B**, and cause such reallocation to be recorded in the District's Improvement Lien Book.
- b. Pursuant to the Assessment Report, attached hereto as **Exhibit B**, and which terms are incorporated herein, there may be required from time to time certain true-up payments. When a plat or site plan is presented to the District, the District Manager shall review the plat or site plan to determine whether, taking into account the plat or site plan, there is a net shortfall in the overall principal amount of assessments reasonably able to be assigned to benefitted lands within the District. Such determination shall be made based on the language in this Resolution and/or the tests or other methods set forth in **Exhibit B** (if any), or any tests or methods set forth in a supplemental assessment resolution and corresponding assessment report. If the overall principal amount of assessments reasonably cannot be assigned, or is not reasonably expected to be assigned, as set forth in more detail in and subject to the terms of **Exhibit B** (or any supplemental resolution and report, as applicable), to the platted and site planned lands as well as the undeveloped lands, then a debt reduction payment ("**True-Up Payment**") in the amount of such shortfall shall become due and payable that tax year by the landowner(s) of record of the land subject to the proposed plat or site plan and of the remaining undeveloped lands, in addition to any regular assessment installment. The District's review shall be limited solely to this function and the enforcement of the lien established by this Resolution. In the event a True-Up Payment is due and unpaid, the lien established herein for the True-Up Payment amount shall remain in place until such time as the True-Up Payment is made. The District shall record all True-Up Payments in its Improvement Lien Book.
- c. In connection with any true-up determination, affected landowner(s) may request that such true-up determination be deferred because the remaining undeveloped lands are able to support the development of all of the originally planned units within the District. To support the request, the affected landowner(s) shall provide the following evidence for the

District's consideration: a) proof of the amount of entitlements remaining on the undeveloped lands within the District, b) a revised overall development plan showing the number and type of units reasonably planned for the remainder of the development, c) evidence of allowable zoning conditions that would enable those entitlements to be placed in accordance with the revised development plan, and d) documentation prepared by a licensed engineer that shows the feasibility of implementing the proposed development plan. Any deferment shall be in the District's reasonable discretion.

- d. The foregoing is based on the District's understanding that the community would be developed with the type and number of units set forth in **Exhibit B**, on the developable acres. However, more than the stated number of units may be developed. In no event shall the District collect Debt Assessments pursuant to this Resolution in excess of the total debt service related to the Project, including all costs of financing and interest. The District recognizes that such things as regulatory requirements and market conditions may affect the timing and scope of the development in the District. If the strict application of the true-up methodology to any assessment reallocation pursuant to this paragraph would result in Debt Assessments collected in excess of the District's total debt service obligations for the Project, the Board shall by resolution take appropriate action to equitably reallocate the Debt Assessments.
- e. As set forth in any supplemental assessment resolution and/or supplemental assessment report for a specific series of Bonds, the District may assign a specific debt service assessment lien comprising a portion of the Debt Assessments to an assessment area comprised of specific unplatted lands which are less than all of the unplatted lands in the District, and, accordingly, any related true-up determinations may be limited to determining whether the planned units for such specified lands in the assessment area have been and/or will be developed.

10. **GOVERNMENT PROPERTY; TRANSFERS OF PROPERTY TO UNITS OF LOCAL, STATE, AND FEDERAL GOVERNMENT.** Real property owned by units of local, state, and federal governments, or similarly exempt entities, shall not be subject to the Debt Assessments without specific consent thereto. If at any time, any real property on which Debt Assessments are imposed by this Resolution is sold or otherwise transferred to a unit of local, state, or federal government (without consent of such governmental unit to the imposition of Debt Assessments thereon), or similarly exempt entity, all future unpaid Debt Assessments for such tax parcel shall become due and payable immediately prior to such transfer without any further action of the District.

11. **ASSESSMENT NOTICE.** The District's Secretary is hereby directed to record a general Notice of Assessments in the Official Records of St. Johns County, Florida, which shall be updated from time to time in a manner consistent with changes in the boundaries of the District.

12. **SEVERABILITY.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

13. **CONFLICTS.** All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

14. **EFFECTIVE DATE.** This Resolution shall become effective upon its adoption.

APPROVED AND ADOPTED THIS 2nd DAY OF FEBRUARY, 2022.

ATTEST:

**ST. AUGUSTINE LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: *Engineer's Report*, dated December 21, 2021

Exhibit B: *Master Special Assessment Methodology Report*, dated December 22, 2021

Exhibit A
Engineer's Report

**MASTER ENGINEER'S REPORT
FOR
ST AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT**

Prepared for:

**BOARD OF SUPERVISORS
ST AUGUSTINE LAKES CDD**

DECEMBER 21, 2021

DOMINION ENGINEERING GROUP, INC
4348 Southpoint Boulevard, Suite 201
Jacksonville, Florida 32216
www.dom-eng.com

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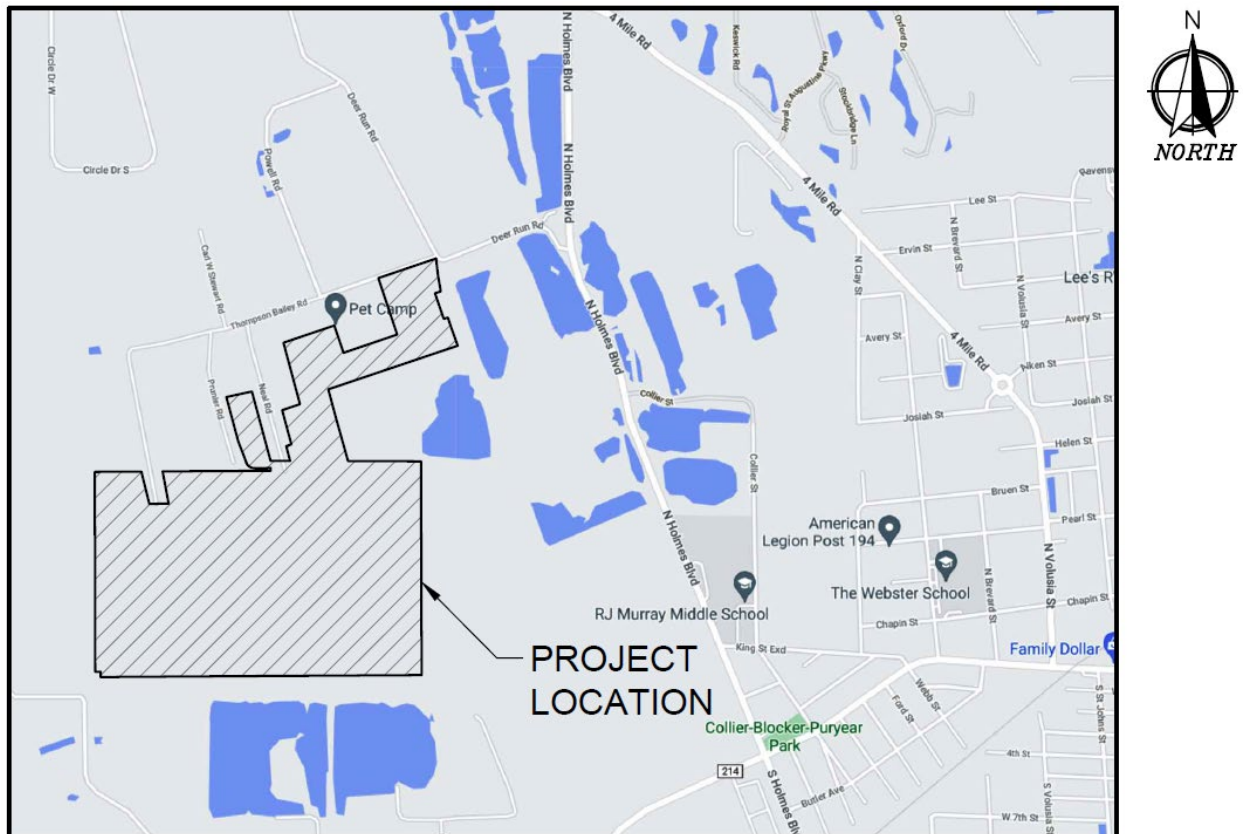
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Section 1 INTRODUCTION

1.0 INTRODUCTION

The St Augustine Lakes Community Development District (“CDD”) was established by St. Johns County Ordinance No. 21-81 enacted on November 2, 2021 and effective on November 4, 2021 pursuant to the provisions of Chapter 190, Florida Statutes. The CDD consists of approximately 226.92 acres and was established for the purpose of providing an efficient mechanism for financing, operating, and maintaining the public infrastructure associated with and necessary to support development within the CDD. A location map of the CDD is shown on Figure 1.

FIGURE 1 LOCATION MAP



This Master Engineer’s Report for the St Augustine Lakes Community Development District (“Master Engineer’s Report”) has been prepared to identify the public infrastructure necessary to support the Development. In order to serve the Development, the CDD plans to design, permit, finance, acquire and/or construct, install, operate, and maintain all of part of certain public infrastructure improvements, including, but not limited to, certain offsite utility and transportation improvements; stormwater management facilities; utility infrastructure; recreation facilities; entry features; and landscaping (the “Capital Improvement Plan”). A portion of the Capital Improvement Plan is anticipated to be funded by the CDD through the issuance of bonds. A project of this type generally requires many permits through federal, state and local agencies. Identification of the various permits and respective status has been included in Section 3.

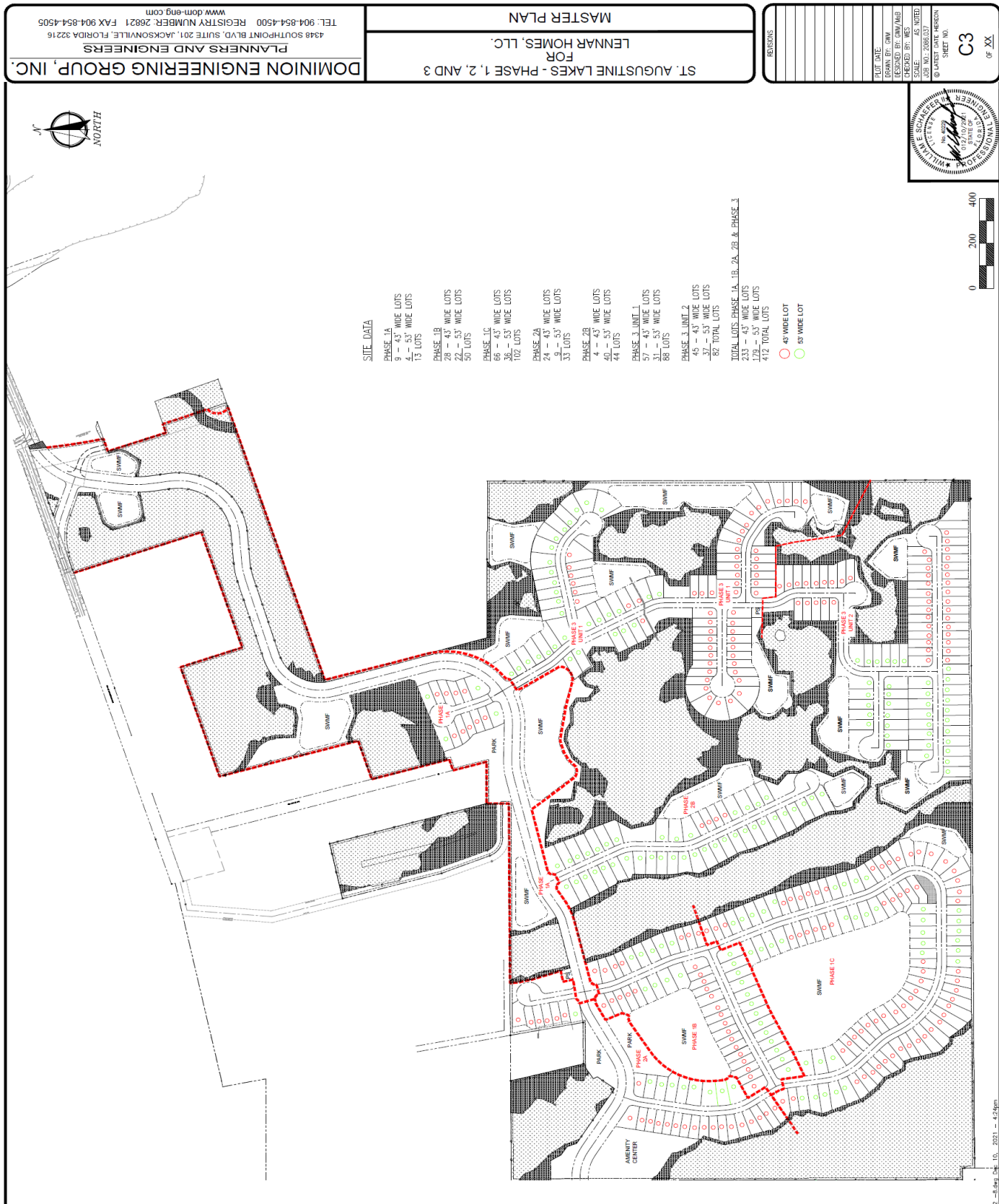
The current development plan (“Master Plan”) for the lands within the CDD is shown on Figure 2.

1.1 PROPOSED LAND USES

As described above, the CDD includes approximately 226.92 acres located entirely within St Johns County, Florida and comprising a part of the St Augustine Lakes PUD. The proposed land uses within the CDD are tabled below.

	Land Use	Acres	Residential Units
1.	Single Family	63	412
2.	Wetland (exclusive of lakes)	70.92	
3.	Upland buffers	21	
4.	Lakes	26	
5.	Right of Way	27	
6.	Recreation and Open Space	19	
	TOTAL	226.92	412

FIGURE 2 ST AUGUSTINE LAKES MASTER PLAN



Section 2 St AUGUSTINE LAKES CDD PROPOSED IMPORVEMENTS

2.0 GENERAL

The public infrastructure improvements currently comprising the Capital Improvement Plan and proposed to be provided by the CDD include, but may not necessarily be limited to, the following:

2.1 DESCRIPTION OF IMPROVEMENTS

2.1.1 Infrastructure

The infrastructure improvements will benefit and provide environmental preservation, amenities, landscaping, signage, District roadways, stormwater and environmental management, and recreation for residents of the District. Infrastructure costs are based upon construction contracts, bids, construction drawing takeoffs, and other requirements contained in the approved Planned Unit Development (PUD). The infrastructure consists of the following categories as further described herein:

2.1.2 Stormwater Management Facilities

The CDD will construct and/or acquire drainage systems that collect and treat stormwater by temporarily holding in on-site retention/settlement basins before discharge to the regional drainage system. The stormwater collection system will consist of a stabilized subgrade, lime rock base, asphalt and curbs with inlets, piping system and ponds. These will all be constructed consistent with the specifications of St Johns County and the St. Johns River Water Management District.

The design of the roadway base and subgrade will be prepared in accordance with the current State of Florida Manual of Minimum Standards for Design, Construction and Maintenance of Streets and Highways, St Johns County Road Construction Specifications, and current AASHTO policies.

The project engineer has prepared a stormwater master plan for the project. The purpose of the St Augustine Lakes Stormwater Master Plan is to assure that adequate stormwater management facilities are available to provide stormwater management capacity for the final development and to meet the regulatory requirements, as listed below:

- a) St. Johns River Water Management District (SJRWMD)
- b) St Johns County

- c) Florida Department of Environmental Protection (FDEP)
- d) U.S. Army Corps of Engineers (ACOE)
- e) U.S. Environmental Protection Agency (EPA)

The Master Plan identifies peak discharge rates, water quality requirements, 100-year floodplain elevations, groundwater flows. More specifically, the plan includes:

- a) location and size of ponds and lakes required for stormwater management facilities;
- b) control elevations of ponds and lakes including required water quality treatment volumes;
- c) peak flow rates, flow volumes and stages for flood events determined within each basin and within major conveyance areas;
- d) compensating storage requirements to mitigate for encroachments into the 100-year floodplain in the basins which encroachments occur;
- e) wetland evaluations to show that hydroperiods and viability of wetlands are being maintained;
- f) groundwater impacts quantified as to the effects on flow rates and wetland impacts.

For each phase, final design of the proposed stormwater drainage system for the CDD will be reviewed and approved by SJRWMD and St. Johns County prior to construction. The drainage system will maintain existing drainage patterns to the greatest extent possible. The stormwater retention ponds will be wet detention biological treatment facilities designed to provide for the treatment of stormwater according to Chapter 40E-4, Florida Administrative Code. As part of the overall St Augustine Lakes SJRWMD stormwater permit, mitigation is required for wetland impacts. The Master Plan provides for the mitigation, which includes selective clearing, earthwork and wetland plantings for enhancement within the preservation areas.

The removal of surface drainage from the roadways will be accomplished by storm sewer systems, including curb and gutter, inlets and pipes along each side of the roadways that will collect and convey surface drainage to stormwater retention ponds located along the roadways. Protection of the road base material from undermining will be accomplished by underdrain systems as needed along each side of the roadways. The underdrain system will bleed off excess groundwater and discharge to the roadside storm sewer system.

In several areas, the removal of surface drainage from the roadways, and the protection of the road base material from undermining on those roadways, will be accomplished by grassed swales along each side of the roadways. This system will bleed off excess groundwater and convey surface drainage to stormwater retention ponds located along the roadways.

The costs of the stormwater management facilities include: clearing, earthwork operations to ensure a continuously functioning stormwater system, drainage structures, and wetland mitigation planting maintenance. The stormwater management system is included in the process of site grading and development for the PUD. The ponds are part of an integrated stormwater management and wetland mitigation system. The Capital Improvement Plan does not include the transportation to, or any grading on, the private lots.

2.1.3 Entrances and Entrance Landscaping

The CDD intends to construct monumentation and entry landscaping, including entrance and street tree plantings along the interior streets of the CDD. The streets will not be gated.

2.1.4 Wetland (environmental) Compliance and Mitigation

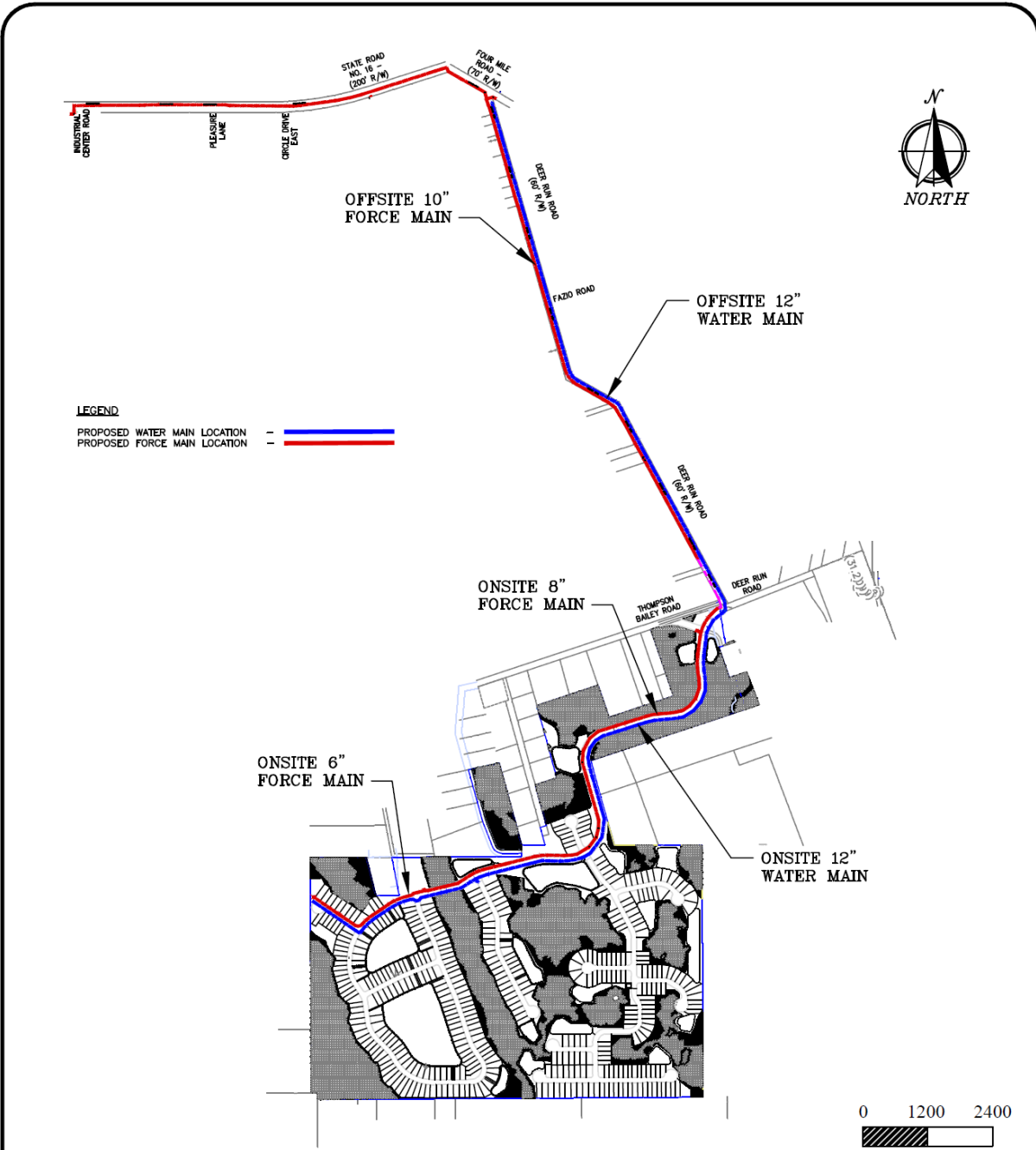
The CDD anticipates obtaining approximately 71 acres of wetlands preservation lands, purchasing offsite wetland mitigation, and maintaining or enhancing onsite wetlands to meet and ensure continued compliance with the requirements of the environmental permits.

2.1.5 Offsite Improvements

The District will make improvements outside the CDD boundary that will include intersection improvements in front of the project entrance along Holmes Blvd. The District will also construct water and sanitary force mains that connect into the regional system outside the CDD boundary. These are shown on Figure 3 below.

2.1.6 Water and Sewer

Water and Sewer are anticipated to be constructed onsite by the CDD and dedicated to St Johns County, a public utility company which will then provide service to the residents. The costs associated with the construction of the water distribution and wastewater collection infrastructure are included in the cost estimate in Table 2. This includes wastewater pumping stations and force mains. Water and sewer lines are currently available to the site along State Road 16 to provide service to the development. Any water or sewer pipes, lines or facilities placed on private property will not be publicly funded. The points of connection for the project are outside the CDD boundary and the CDD intends to install the lines necessary to serve the project. The offsite and onsite utility lines are shown on Figure 3 below.



Z:\General Civil\Lennar\St. Augustine Lakes\Cadd\working drawings\ST. AUGUSTINE LAKES UTILITY MAP.dwg (11X8.5) 11/18/2021 13:46



DOMINION ENGINEERING GROUP, INC.
4348 SOUTHPOINT BLVD., SUITE 201
JACKSONVILLE, FLORIDA 32216
904-854-4500 - FAX: 904-854-4505

ST. AUGUSTINE LAKES

UTILITY MAP

Figure:	3
Job Number:	2086.037
Scale:	AS NOTED
Date:	11/17/2021

2.1.7 Street Lights

Interior Street Lighting construction and equipment will be provided by Florida Power and Light. Street Light wiring, fixtures and all related equipment will be provided by, and will remain in the ownership and maintenance control of Florida Power and Light. The CDD may finance the incremental cost of undergrounding the electric utilities.

2.1.8 Engineering and Permitting

The CDD will pay permit fees, pay survey costs and engineering costs associated with the Capital Improvement Plan.

2.2. Ownership and Maintenance

All improvements funded by the CDD will be on land owned by, or on which a permanent easement is granted in favor of, the CDD or another governmental entity. The ownership and maintenance responsibilities for the infrastructure improvements within the CDD vary by the improvement as noted in the following table:

Improvement	Ownership	Maintenance Entity
Wetland (environmental) Compliance and Mitigation	CDD	CDD
Stormwater Management Facilities	CDD	CDD
Offsite Improvements	County	County
Internal Utilities	County	County
Recreation and Open Space	CDD	CDD
Open Space - Entrances and Entrance Landscaping	CDD	CDD

Section 3 CAPITAL IMPROVEMENT PLAN

3.0 GENERAL

3.1 Improvement Costs

The infrastructure improvements may be divided into several construction/acquisition packages. The total cost of the Capital Improvement Plan is estimated at **\$22,541,200**. The costs are based upon current unit costs for construction in Northeast Florida with a ten percent (10%) contingency.

Improvement Category	Phase 1 Costs	Phase 2 Costs	Phase 3 Costs	Total Costs
Engineering & Permitting (1)	425,000	147,500	319,500	892,000
Offsite Improvements (2)	2,984,000			2,984,000
Stormwater Management (3)	3,184,000	955,200	2,228,800	\$6,368,000
Utilities (4)	1,929,400	701,600	1,754,000	4,385,000
Roadways (5)	1,663,600	605,000	1,512,400	3,781,000
Entry Features	250,000			250,000
Environmental Mitigation	689,000			689,000
Parks and Amenities	1,033,000		110,000	1,143,000
Contingency at 10%	1,215,800	240,930	592,470	2,049,200
Total Cost (approx.)	\$13,375,800	\$2,650,230	\$6,517,170	\$22,541,200

Notes:

1. Engineering & Permitting consists of roadway engineering, stormwater management engineering, sanitary sewer engineering, and potable water engineering. Permits include St Johns County building permit
2. Offsite improvements consist of access road and intersection improvements to Holmes Blvd and Signal light.
3. Stormwater management consists of grading retention ponds, stormwater collection system and piping connectivity of ponds.
4. Utilities consists of onsite potable water and sewer.
5. Roadways consists of grading, paving, striping, erosion control, surveying, curbs and sidewalks
6. Entry feature consists of entry monuments, landscaping, and irrigation.
7. Environmental mitigation consists of COE and SJRWMD credits, tree planting
8. Parks and Amenities consists of main clubhouse, pool, courts, dog park, small parks **[Not discussed]**
9. Estimate is based on 2021 costs
10. Estimate is based on 412 lots

3.2 PERMIT STATUS

Permits are sufficient for the progress of work for Phase I. Outstanding permits to be obtained in the normal process of development include:

3.2.1 Federal Permits

Army Corps of Engineers issued a permit for the entire Development.

3.2.2 State Permits

Florida Department of Environmental Protection will issue a water and sewer permit following engineering approval by St Johns County of Phase 1. Phase 2 and 3 will be issued in the course of permitting.

3.2.3 St Johns County Permits

Phase 1 Site Construction permits have been issued by St Johns County. Phase 2 and 3 are currently in design and permitting phase with the County.

3.2.4 St Johns County Utility Permits

Phase 1 Utility permits have been issued by St Johns County. Phase 2 and 3 are currently in design and permitting phase with the County.

3.3 CONSTRUCTION STATUS

Construction of the spine road and common area improvements, roadway, earthwork and drainage to support Phase 1 is underway. Offsite utility and roadway improvements are also underway.

Section 4 ENGINEER'S CERTIFICATION

4.1 ENGINEER'S CERTIFICATION

In our opinion, the improvements cost estimates are fair and reasonable, and we have no reason to believe that the improvements described herein cannot be constructed and installed at such costs and in the construction time frames as described in this report. The estimated probable construction costs were determined utilizing comparable unit prices within North Florida with a ten percent (10%) contingency. We expect that all improvements to be constructed can be completed on schedule. Permits necessary to complete the improvements will be acquired in the normal course of business. We, therefore, believe that the CDD will be well served by the infrastructure improvements discussed in this report. The improvements, if constructed to the designs described herein, will be sufficient to support the Development as described in Section 2 of this Engineering Report. The benefit to the assessable lands within the CDD as a result of the Capital Improvement Plan shall at least be equal to cost thereof. The CDD shall pay the lesser of the actual cost or the fair market value of the public improvements comprising the Capital Improvement Plan.

I hereby certify that the foregoing is a true and correct copy of the Capital Improvement Plan.

William E. Schaefer II, P.E.

Florida Registration No. 40229

Dominion Engineering Group, Inc.

Place Seal Here

Date: _____

APPENDIX A
LEGAL DESCRIPTION

A PORTION OF THE FRANCIS P. SANCHEZ GRANT, SECTION 40, AND A PORTION OF SECTION 15, TOWNSHIP 7 SOUTH, RANGE 29 EAST, ST. JOHNS COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE COMMENCE AT THE SOUTHWEST CORNER OF SAID SECTION 15, TOWNSHIP 7 SOUTH, RANGE 29 EAST; THENCE NORTH 00° 08' 50" WEST ALONG THE WEST LINE OF SAID SECTION 15, A DISTANCE OF 60.00 FEET TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF CARTER ROAD (A 60' FOOT RIGHT-OF-WAY) AND THE POINT OF BEGINNING.

FROM THE POINT OF BEGINNING THUS DESCRIBED THENCE CONTINUE NORTH 00° 08' 50" WEST ALONG SAID WEST LINE OF SECTION 15, A DISTANCE OF 2,210.21 FEET TO THE NORTHWEST CORNER OF LANDS DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS 2297, PAGE 1487, PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 89° 38' 39" EAST ALONG THE NORTH LINE OF SAID DEED, A DISTANCE OF 516.14 FEET TO THE NORTHWEST CORNER OF LANDS DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS 1952, PAGE 1009, SAID PUBLIC RECORDS; THENCE THE FOLLOWING THREE COURSES ALONG THE WESTERLY, SOUTHERLY, AND EASTERLY LINE OF SAID OFFICIAL RECORDS 1952, PAGE 1009; FIRST COURSE: SOUTH 13° 47' 24" EAST, A DISTANCE OF 367.39 FEET; SECOND COURSE: NORTH 89° 25' 18" EAST, A DISTANCE OF 214.00 FEET; THIRD COURSE: NORTH 10° 35' 17" WEST, A DISTANCE OF 255.32 FEET; THENCE NORTH 34° 28' 33" EAST, A DISTANCE OF 42.39 FEET; THENCE NORTH 10° 35' 17" WEST, A DISTANCE OF 71.59 FEET TO A POINT ON THE NORTH LINE OF OFFICIAL RECORDS 2297, PAGE 1487; THENCE NORTH 89° 38' 39" EAST ALONG PREVIOUSLY MENTIONED NORTH LINE, A DISTANCE OF 1,167.12 FEET TO THE NORTHEAST CORNER THEREOF; THENCE NORTH 00° 07' 38" WEST, A DISTANCE OF 109.57 FEET TO THE SOUTHWEST CORNER OF THE FRANCIS P. SANCHEZ GRANT, SECTION 40; THENCE SOUTH 89° 52' 01" EAST ALONG THE SOUTH LINE OF SAID SECTION 40, A DISTANCE OF 215.81 FEET TO THE SOUTHWEST CORNER OF LANDS DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS 1380, PAGE 925; THENCE THE FOLLOWING FIVE COURSES ALONG THE WESTERLY BOUNDARY OF SAID OFFICIAL RECORDS 1380, PAGE 925; FIRST COURSE: NORTH 15° 06' 26" WEST, A DISTANCE OF 170.00 FEET; SECOND COURSE: NORTH 71° 24' 19" EAST ALONG THE SOUTHERLY TERMINUS OF NEAL ROAD (A 60 FOOT RIGHT OF WAY), A DISTANCE OF 60.12 FEET; THIRD COURSE: NORTH 15° 06' 26" WEST ALONG THE EASTERLY RIGHT OF WAY LINE OF SAID NEAL ROAD, A DISTANCE OF 392.87 FEET; FOURTH COURSE: NORTH 77° 24' 19" EAST, A DISTANCE OF 208.71 FEET; FIFTH COURSE: NORTH 15° 06' 26" WEST, A DISTANCE OF 704.06 FEET; THENCE NORTH 71° 21' 18" EAST, A DISTANCE OF 316.34 FEET TO THE SOUTHWEST CORNER OF LANDS DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS 2048, PAGE 1229; THENCE NORTH 77° 21' 18" EAST ALONG THE SOUTHERLY LINE OF LAST MENTIONED DEED, A DISTANCE OF 279.37 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE SOUTH 18° 32' 50" EAST ALONG THE EASTERLY LINE OF LANDS DESCRIBED IN DEED RECORDED IN PARCEL "A" OF OFFICIAL RECORDS 1416, PAGE 1901, SAID PUBLIC RECORDS, A DISTANCE OF 318.85 FEET TO THE NORTHWEST CORNER OF LANDS DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS 1416, PAGE 1894, SAID PUBLIC RECORDS; THENCE NORTH 71° 23' 03" EAST ALONG THE NORTHERLY LINE OF LAST MENTIONED DEED, A DISTANCE OF 628.93 FEET TO THE SOUTHWEST CORNER OF DEED RECORDED IN OFFICIAL RECORDS 774, PAGE 1746; THENCE NORTH 18° 37' 39" WEST ALONG THE WESTERLY LINE OF LAST MENTIONED DEED, A DISTANCE OF 660.01 FEET TO THE NORTHWEST CORNER THEREOF AND A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF THOMPSON BAILEY

ROAD (A 60 FOOT RIGHT OF WAY); THENCE NORTH 71° 21' 18" EAST ALONG SAID SOUTHERLY RIGHT OF WAY LINE, A DISTANCE OF 674.71 FEET TO A POINT ON A NON-TANGENT CURVE CONCAVE EASTERLY AND HAVING A RADIUS OF 2,991.37 FEET, A CENTRAL ANGLE OF 70° 02' 28" AND BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 08° 24' 47" EAST, 365.64 FEET; THENCE SOUTHERLY ALONG THE ARC OF SAID CURVE AN ARC LENGTH OF 365.87 FEET TO THE NORTH LINE OF DEED RECORDED IN OFFICIAL RECORDS 1429, PAGE 1273; THENCE THE FOLLOWING THREE COURSES ALONG THE NORTHERLY, WESTERLY AND SOUTHERLY LINE OF SAID OFFICIAL RECORDS 1429, PAGE 1273; FIRST COURSE: SOUTH 71° 21' 18" WEST, A DISTANCE OF 67.87 FEET; SECOND COURSE: SOUTH 18° 37' 39" EAST, A DISTANCE OF 300.45 FEET; THIRD COURSE: NORTH 71° 23' 03" EAST, A DISTANCE OF 47.78 FEET TO A POINT ON A CURVE CONCAVE EASTERLY AND HAVING A RADIUS OF 2,990.00 FEET, A CENTRAL ANGLE OF 2° 16' 10" AND BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 18° 49' 31" EAST, 118.42 FEET; THENCE SOUTHEASTERLY ALONG THE ARC OF SAID CURVE AN ARC LENGTH OF 118.42 FEET; THENCE SOUTH 19° 57' 36" EAST, A DISTANCE OF 113.47 FEET TO A POINT ON A NON-TANGENT CURVE CONCAVE EASTERLY AND HAVING A RADIUS OF 62.00 FEET, A CENTRAL ANGLE OF 109° 31' 14" AND BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 03° 59' 43" EAST, 101.28 FEET; THENCE SOUTHERLY ALONG THE ARC OF SAID CURVE AN ARC LENGTH OF 118.51 FEET TO A POINT ON THE SOUTH LINE OF LANDS RECORDED IN OFFICIAL RECORDS 1416, PAGE 1894; THENCE SOUTH 71° 22' 44" WEST ALONG LAST SAID SOUTH LINE, A DISTANCE OF 1,484.03 FEET TO THE NORTHEAST CORNER OF PARCEL "B", SAID OFFICIAL RECORDS 1416, PAGE 1901; THENCE SOUTH 14° 52' 41" EAST ALONG THE EASTERLY LINE OF SAID PARCEL "B", OFFICIAL RECORDS 1416, PAGE 1901, A DISTANCE OF 330.56 FEET TO THE SOUTHEAST CORNER THEREOF; THENCE SOUTH 15° 36' 08" EAST ALONG THE WESTERLY LINE OF LANDS DESCRIBED IN DEED RECORDED IN OFFICIAL RECORDS 1416, PAGE 1903, A DISTANCE OF 492.59 FEET TO THE SOUTHWESTERLY CORNER OF SAID OFFICIAL RECORDS 1416, PAGE 1903 AND A POINT ON THE SOUTHERLY LINE OF SAID SECTION 40; THENCE SOUTH 89° 52' 01" EAST ALONG SAID SOUTHERLY LINE OF SECTION 40, A DISTANCE OF 809.65 FEET TO THE NORTHEAST CORNER OF LANDS RECORDED IN OFFICIAL RECORDS BOOK 563, PAGE 447; THENCE SOUTH 00° 07' 38" EAST ALONG THE EAST LINE OF OFFICIAL RECORDS 563, PAGE 447, A DISTANCE OF 2,365.56 FEET TO A POINT ON THE SOUTH LINE OF SAID SECTION 15, TOWNSHIP 7 SOUTH, RANGE 29 EAST; THENCE SOUTH 89° 38' 39" WEST ALONG SOUTH LINE OF SAID SECTION 15, A DISTANCE OF 3,553.84 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF PREVIOUSLY MENTIONED CARTER ROAD; THENCE NORTH 00° 08' 50" WEST ALONG SAID EASTERLY RIGHT-OF-WAY LINE, A DISTANCE OF 60.00 FEET; THENCE SOUTH 89° 38' 39" WEST ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF SAID CARTER ROAD, A DISTANCE OF 60.00 FEET TO THE POINT OF BEGINNING.

LANDS THUS DESCRIBED CONTAIN 226.92 ACRES, MORE OR LESS.

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Exhibit B

Master Special Assessment Methodology Report

St. Augustine Lakes Community Development District

Master Special Assessment Methodology Report

December 22, 2021



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1.0 Introduction

1.1 Purpose

This Master Special Assessment Methodology Report (“Report”) provides a methodology for allocating the proposed debt to be incurred by the St. Augustine Lakes Community Development District (“District”) to properties in the District in order to fund the District’s proposed Capital Improvement Plan (“CIP”). The District’s debt will fund the CIP that will allow the development of the property in the District. The methodology allocates this debt to properties based upon the special benefits each receives from the CIP. In this case the property located within the District includes approximately 227 acres located in St. Johns County (the “County”), Florida. This report is designed to conform to the requirements of Chapters 190 and 170, Florida Statutes, with respect to special assessments and is consistent with our understanding of the case law on this subject.

1.2 Scope of the Report

This Special Assessment Report presents the projections for financing the District’s CIP, which includes the improvements necessary to provide the CIP described in the *Master Engineer’s Report for St. Augustine Lakes Community Development District* developed by Dominion Engineering Group, Inc. dated December 10, 2021 (“the Engineer’s Report”). This Report also describes the master apportionment of benefit and special assessments resulting from the provision of the CIP to the lands within the District.

1.3 Special Benefits and General Benefits

The CIP undertaken by the District creates special and peculiar benefits to property within the District, different and special in kind and degree than general benefits to the public at large.

However, as discussed within this Report, the general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits, which accrue to property within the District. The District’s CIP enables properties within its boundaries to be developed. Without the District’s CIP, there would be no infrastructure to support development of the land within the District. Without these improvements, state and local law would prohibit development of property within the District.

There is no doubt that the general public, including property owners, and property outside the District, will benefit from the provision of District infrastructure. However, these are incidental to the CIP, which is designed solely to provide special benefits peculiar to property within the District. Properties outside the District do not depend upon the CIP to obtain, or to maintain their development entitlements. This fact alone clearly distinguishes the special benefits which District properties receive compared to those lying outside of the District's boundaries. Even though the exact value of the benefits provided by the CIP is difficult to estimate at this point, it is nevertheless greater than the costs associated with providing same.

1.4 Organization of this Report

Section Two describes the development program as proposed by the Developer.

Section Three provides a summary of the CIP as determined by the District Engineer.

Section Four discusses the financing program for the District.

Section Five introduces the Assessment Methodology.

2.0 District Development Program

2.1 Overview

The St. Augustine Lakes development is designed as a planned residential community, located within St. Johns County, Florida. The proposed land use within the District is consistent with the County and State Land Use and Comprehensive Plans.

2.2 The Development Program

The Development will consist of approximately 412 single-family residential homes. The current development program is comprised of 233 -43' lots and 179 - 53' lots.

3.0 The District's Capital Improvement Plan

3.1 Engineer's Report

The CIP and the estimated cost to be funded by the District is determined by the District Engineer in the Engineer's Report. The CIP includes only improvements that may qualify for bond financing by the District under Chapter 190, Florida Statutes.

3.2 Capital Improvement Plan

The CIP consists the following: engineering and permitting, offsite improvements, stormwater management, roadways, entry features, environmental mitigation, parks and amenities, and an overall infrastructure provision for contingencies. The CIP will represent a system of improvements that irrespective of certain exceptions described further in Section 5.1 of this Report, will provide benefits to all of the assessable lands within the District.

At the time of this writing, the total costs of the CIP according to the Engineer's Report dated December 10, 2021, were projected at \$22,541,200.

4.0 Financing Program for Saint Augustine Lakes

4.1 Overview

As noted above, the District is embarking on the CIP, which will facilitate the development of lands within the District. Construction of the CIP may be funded by the Developer and acquired by the District under an agreement between the District and the Developer, or maybe funded directly by the District. The structure of financing presented below is preliminary and subject to change.

It is currently contemplated that the CIP will finance the CIP with Special Assessment Bonds. The preliminary financing plan for the District anticipates the issuance of Special Assessment Bonds in the principal amount not to exceed \$28,000,000 to fund all or a portion of the District's CIP, as shown in Table 3.

4.2 Types of Special Assessment Bonds Proposed

As projected in the current master financing plan, in order to finance all or a portion of the CIP, the District will need to potentially incur indebtedness in the total amount of **\$28,000,000.**

The difference between the Bond debt and the CIP is comprised of costs of issuance, including the underwriter's discount and professional fees associated with debt issuance, capitalized interest costs as the District will be borrowing funds with which it will pay the early interest payments, and funding a debt service reserve.

Preliminary sources and uses of funding are presented in Table 3 in the Appendix.

Please note that the structure of the Special Assessment Bonds is preliminary and may change due to changes in the development program, market conditions, timing of infrastructure installation as well as other reasons. The District maintains complete flexibility as to the structure of the Special Assessment Bonds.

5.0 Assessment Methodology

5.1 Overview

Special Assessment Bonds provide the District with funds to acquire and / or construct the CIP outlined in *Section 3.2* and the Engineer's Report. These improvements lead to special and general benefits, with special benefits accruing specifically to the properties within the boundaries of the District and general benefits generally accruing to areas outside the District and being only incidental in nature. The debt incurred in financing the CIP will be paid off by assessing properties that derive special and peculiar benefits from the proposed public infrastructure set forth in the CIP. All properties that receive special benefits from the District's CIP will be assessed.

5.2 Assigning Debt

The current development plan for the District projects approximately 412 single-family residential homes; however, the planned unit numbers and land use types may change.

The CIP to serve the development consists of engineering and permitting, offsite improvements, stormwater management, roadways, entry features, environmental mitigation, parks and amenities, and an overall infrastructure provision for contingencies. All residential development within the District will benefit from all the CIP categories, as the improvements provide basic infrastructure to all residential lands within the District and benefit all residential lands within the District as an integrated system of improvements. Benefited units will be treated on an equivalent residential unit ("ERU") basis for each single-family residential unit based upon the front footage of the lot. A 53' foot lot will be equal to 1 ERU while a 43' lot is .81 ERU.

As the provision of the CIP by the District will make the lands in the District developable, the land will become more valuable to property owners. The increase in the value of the land provides the logical benefit of improvements that accrues to the developable parcels within the District.

Initially, the assessments will be levied on all assessable lands within the District based on the approved site plan on an equal acreage basis, because at that juncture, every acre benefits equally from the CIP.

The debt incurred by the District to fund the CIP is allocated to the properties receiving special benefits on the basis of development intensity and density. The responsibility for the repayment of the District's debt through assessments will ultimately be distributed in proportion to the special benefit peculiar to the assessable land within the District, as it may be classified within each of the land use categories. For the purpose of determining the special benefit accruing to the lands within the District, the CIP estimated costs have been allocated to each acre on an equal basis.

5.3 Lienability Test: Special and Peculiar Benefit to the Property

As first discussed in Section 1.3, Special Benefits and General Benefits, the CIP creates special and peculiar benefits to the assessable properties within the District. The CIP benefits properties within the District and such benefits accrue to all assessable properties on an ERU basis.

The CIP can be shown to be creating special and peculiar benefits to the property. The special and peculiar benefits resulting from the CIP undertaken by the District include, but are not limited to:

- a. Roadway Improvements result in special and peculiar benefits such as the added use of the property for development, added enjoyment of the property, avoidance of stormwater management issues and increased marketability of the property.
- b. Utility Improvements result in special and peculiar benefits such as the added use of the property, and likely increased marketability and value of the property.
- c. Amenities, Entry Features and Landscaping result in special and peculiar benefits such as the added use of the property, and likely increased marketability and value of the property.
- d. Storm Water systems result in special and peculiar benefits such as the added use of the property, decreased insurance premiums, added enjoyment of the property, and likely increased marketability of the property.
- e. A contingency is necessary in the current economic environment with the likelihood of increased costs for materials and labor over the life of the construction of the project.

These special and peculiar benefits are real and ascertainable, but not yet capable of being calculated and assessed in terms of numerical value, however, each is more valuable than either the cost of, or the actual assessment levied for, the CIP or debt allocated to the benefitting land.

5.4 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay

A reasonable estimate of the proportion of special and peculiar benefits received from the CIP is delineated in Table 4 (expressed as Allocation of Total Par Debt).

The determination has been made that the duty to pay the non-ad valorem special assessments is fairly and reasonably apportioned because the special and peculiar benefits to the property derived from the acquisition and or construction of the CIP (and the concomitant responsibility for the payment of the resultant and allocated debt) have been apportioned to the property according to reasonable estimates of the special and peculiar benefits provided consistent with the land use.

Accordingly, no acre or parcel of property within the boundaries of the District will be liened for the payment of any non-ad valorem special assessment more than the determined special benefit peculiar to that property. Further, the debt allocation will not be affected.

In accordance with the benefit allocation in Table 4, a Total Par Debt per Unit has been calculated for each single-family unit. This amount

represents the preliminary anticipated per unit debt allocation assuming all anticipated units are built and sold in the planned development and the entire proposed CIP is developed or acquired and financed by the District.

5.5 True-Up Mechanism

In order to ensure that the District's debt will not build up on the unsold acres, and to ensure that the requirements that the non-ad valorem special assessments be constitutionally lienable on the property will continue to be met, the District shall determine the following:

To ensure that there will always be sufficient development potential remaining in the undivided property to assure payment of debt service after a plat or site plan approval, the following test will be applied. The test is that the debt per acre remaining on the unplatted land is never allowed to increase above its maximum debt per acre level. Initially, the maximum level of debt per acre is calculated as the total amount of debt for the District's improvement program divided by the number of gross acres in the District. In this case, it is \$28,000,000 divided by 227 acres equaling \$123,153 per acre. Once a site plan for the development is completed the acreage will be reduced by the number of platted units and the calculation of debt per acre will be adjusted accordingly. Thus, if the initial debt level is \$123,153 per acre, every time a plat or site plan approval is presented, the debt on the unplatted land remaining after the plat or site plan approval must remain at or below \$123,153 per acre. If not, then in order for the Developer to receive a plat or site plan approval from St Johns County, the Developer agrees that the District will require a density reduction payment so that the \$123,153 per acre debt level is not exceeded.

5.6 Additional Stipulations

Certain financing, development, and engineering data was provided by members of District staff and/or the Landowners. The allocation methodology described herein was based on information provided by those professionals. Governmental Management Services, LLC makes no representations regarding said information transactions beyond restatement of the factual information necessary for compilation of this report. For further information about the District's Bonds, please refer to the indentures relating to such bonds.

TABLE 1
St. Augustine Lakes CDD
Land Use

Land Use	Unit Count	ERU Per Unit	Total ERU's
Residential - 43' Lot	233	0.81	189.04
Residential - 53' Lot	179	1.00	179.00
Total	412		368.04

Information provided by Dominion Engineering Group, Inc.
Total Acres within the District is 227.

TABLE 2
St. Augustine Lakes CDD
Infrastructure Cost Estimates

Master Infrastructure Improvements	Total Cost Estimates
Engineering & Permitting	892,000
Offsite Improvements	2,984,000
Stormwater Management	6,368,000
Utilities	4,385,000
Roadways	3,781,000
Entry Features	250,000
Environmental Mitigation	689,000
Parks and Amenities	1,143,000
Contingency (10%)	2,049,200
Total Costs (approx.)	<u>22,541,200</u>

Information provided by Dominion Engineering Group, Inc.
Capital Improvement Plan Report Dated December 10, 2021

TABLE 3
St. Augustine Lakes CDD
Financing Estimates

	<u>Preliminary Bond Sizing</u>
Construction / Acquisition Requirments	22,541,200
Debt Service Reserve Fund (1)	1,821,440
Capitalized Interest	2,800,000
Cost of Issuance (2)	277,360
Underwriter's Discount	560,000
Rounding	
Total Par	<u><u>28,000,000</u></u>

Principal Amortization Installments	30
Estimated Average Coupon Rage	5.00%
Estimated Par Amount	28,000,000
Estimated Maximum Annual Debt Service	1,821,440
Capitalized Interest Through	05/01/23
Maturity	11/01/53

(1) DSRF is based on Maximum Annual Debt Service (MADS)

(2) Does not include Underwriter's Discount of 2%

Information provided by FMS Bonds, Inc.

TABLE 4
St. Augustine Lakes CDD
Benefit and Par Debt Allocations

Development Type	Number of Planned Units	Total ERU's	Allocation of Construction Costs	Allocation of Total Par Debt	Benefit per Unit	Allocation of Maximum Annual Debt Service Net	Debt Service Annual Assessment Per Unit Net
43' Lot	233	189.04	11,577,991	14,381,831	61,725	935,559	4,015
53' Lot	179	179.00	10,963,209	13,618,169	76,079	885,881	4,949
Total	412	368.04	22,541,200	28,000,000		1,821,440	

Discounts and collection cost from the County Tax Collector and Property Appraiser will be added to the net annual assessments when the uniform method of collection is utilized.

TABLE 5
St. Augustine Lakes CDD
Preliminary Assessment Roll

Property Owner	Parcel ID #	Acres	Par Debt Per Acre	Assigned Debt	Net Annual Assessment Per Acre	Assigned Net Annual Assessment
Lennar Homes, LLC	095415-0010	163.69	123,153	20,158,867	8,011	1,311,363
Ag Essential Housing Multi State 2, LLC	095415-0011	63.67	123,153	7,841,133	8,011	510,077
Total		227.36		28,000,000		1,821,440

C.

RESOLUTION 2022-36

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

WHEREAS, St. Augustine Lakes Community Development District ("**District**") is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT:

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

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

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

PASSED AND ADOPTED this 2nd day of February, 2022.

ATTEST:

**ST. AUGUSTINE LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairperson, Board of Supervisors

Exhibit A: Rules of Procedure

EXHIBIT A:
RULES OF PROCEDURE

RULES OF PROCEDURE
ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT
EFFECTIVE AS OF FEBRUARY 2, 2022

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Rule 1.0 General.

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

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

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

Rule 1.1 Board of Supervisors; Officers and Voting.

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

to attend a meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("District Manager") or District Counsel, in whole or in part.

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

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

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

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

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

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

Law Implemented: §§ 112.3143, 190.006, 190.007, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

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

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

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed

as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce

the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

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

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

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
 - (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 940-5850. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

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

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

- Call to order
- Roll call
- Public comment
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures
- Supervisor’s requests and comments
- Public comment
- Adjournment

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

published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.

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

litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

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

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

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

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

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

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

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a Rule, the District shall provide notice of the development of a proposed rule by publication of a Notice of Rule Development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by section (3) of this Rule. Consequently, the Notice of Rule Development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The Notice of Rule Development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and include a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.
 - (b) All rules as drafted shall be consistent with Sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action, a reference to the specific rulemaking authority pursuant to which the rule is adopted, and a reference to the section or subsection of the Florida Statutes being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. The notice shall additionally include a statement that any affected person may request a public hearing

by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference to both the date on which and the place where the Notice of Rule Development required by section (2) of this Rule appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
 - (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend, or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All Petitions to Initiate Rulemaking proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. Not later than sixty (60) calendar days following the date of filing a petition, the Board shall initiate rulemaking proceedings or deny the petition with a written statement of its reasons for the denial. If the petition is directed to an existing policy that the District has not formally adopted as a rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a rule. However, this section shall not be construed as requiring the District to adopt a rule to replace a policy.
- (6) Rulemaking Materials. After the publication of the notice referenced in section (3) of this Rule, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

- (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
 - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
 - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541 of the Florida Statutes; and
 - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing in a newspaper of general circulation within the District either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.
- (10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:

- (a) The texts of the proposed rule and the adopted rule;
- (b) All notices given for a proposed rule;
- (c) Any statement of estimated regulatory costs for the rule;
- (d) A written summary of hearings, if any, on the proposed rule;
- (e) All written comments received by the District and responses to those written comments; and
- (f) All notices and findings pertaining to an emergency rule.

(11) Petitions to Challenge Existing Rules.

- (a) Any person substantially affected by a rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.
- (c) The petition shall be filed with the District. Within 10 days after receiving the petition, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.
- (e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:
 - (i) Administer oaths and affirmations;

- (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
 - (f) The petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (12) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “waiver” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variances and waivers from District rules may be granted subject to the following:
- (a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions

raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner's written request, to process the petition.

- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District's statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.

- (13) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

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

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

Rule 3.0 Competitive Purchase.

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

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

that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) “Invitation to Bid” is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) “Invitation to Negotiate” means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) “Negotiate” means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) “Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- (m) “Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) “Purchase” means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.

- (o) “Request for Proposals” or “RFP” is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.
- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.

- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

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

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

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

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

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the

right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

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

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

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

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

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

(1) Definitions.

- (a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
- (b) "Committee" means the auditor selection committee appointed by the Board as described in section (2) of this Rule.

(2) Establishment of Auditor Selection Committee. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

- (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

- (i) Hold all required applicable state professional licenses in good standing;
- (ii) Hold all required applicable federal licenses in good standing, if any;
- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

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

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

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

- (4) **Public Announcement.** After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (5) **Request for Proposals.** The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee

determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.

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

- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.
- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
 - (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (9) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

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

Rule 3.3 Purchase of Insurance.

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

insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

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

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

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

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

responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

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

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

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.

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

(3) Suspension, Revocation, or Denial of Qualification

(a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor's pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:

- i. One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
- ii. Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
- iii. The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
- iv. The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
- v. The vendor's qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.
- vi. The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.

- vii. The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
 - viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
 - ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
 - x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
 - xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
 - xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

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

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

Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

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

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

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

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

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in

accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

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

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

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

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the

Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified

Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.

(5) Exceptions. This Rule is inapplicable when:

- (a) The project is undertaken as repair or maintenance of an existing public facility;
- (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
- (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

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

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

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

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

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

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

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

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

lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

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

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct

purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

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

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

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

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

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

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

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

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

Rule 3.10 Contractual Services.

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

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

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

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

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

(1) Filing.

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

3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

(d) Enter orders; and

(e) Make or receive offers of settlement, stipulation, and adjustment.

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

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

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

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective February 2, 2022, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

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

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

SEVENTH ORDER OF BUSINESS



January 21, 2022

James Oliver, Governmental Management Services
475 West Town Place, Suite 114
St. Augustine, Florida 32092 ("District Manager's Office")

Re: RFQ for St. Augustine Lakes CDD

Dear Mr. Oliver:

Dominion Engineering Group, Inc. ("DEG") is pleased to submit our qualifications package in support of your Request for Qualifications for the St. Augustine Lakes CDD. Dominion Engineering Group understands the challenges your CDD will face and the attached qualification will show that Dominion Engineering Group brings the appropriate skill set.

DEG knows CDDs and St. Johns County

- ❖ Every DEG team member has had successful project assignments in St. Johns County.
- ❖ The DEG Team has worked on CDD projects similar to St. Augustine Lakes Community Development District (CDD) in St Johns County and the North Florida MSA.
- ❖ DEG has successfully worked with all of the approving agencies for the **St. Augustine Lakes** Subdivision and has an excellent relationship with all of them.
- ❖ DEG has designed Phases 1 and 2 of **St. Augustine Lakes** and is currently designing phase 3.
- ❖ We have an outstanding history working with Lennar Homes and exceeding our client's expectations; we will again exceed your expectations with our collective experience.

Very truly yours,
Dominion Engineering Group, Inc.

William E. Schaefer, II, PE
Principal

Dominion Engineering Group, Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, Florida 32216
904-854-4500 ofc.
www.dom-eng.com

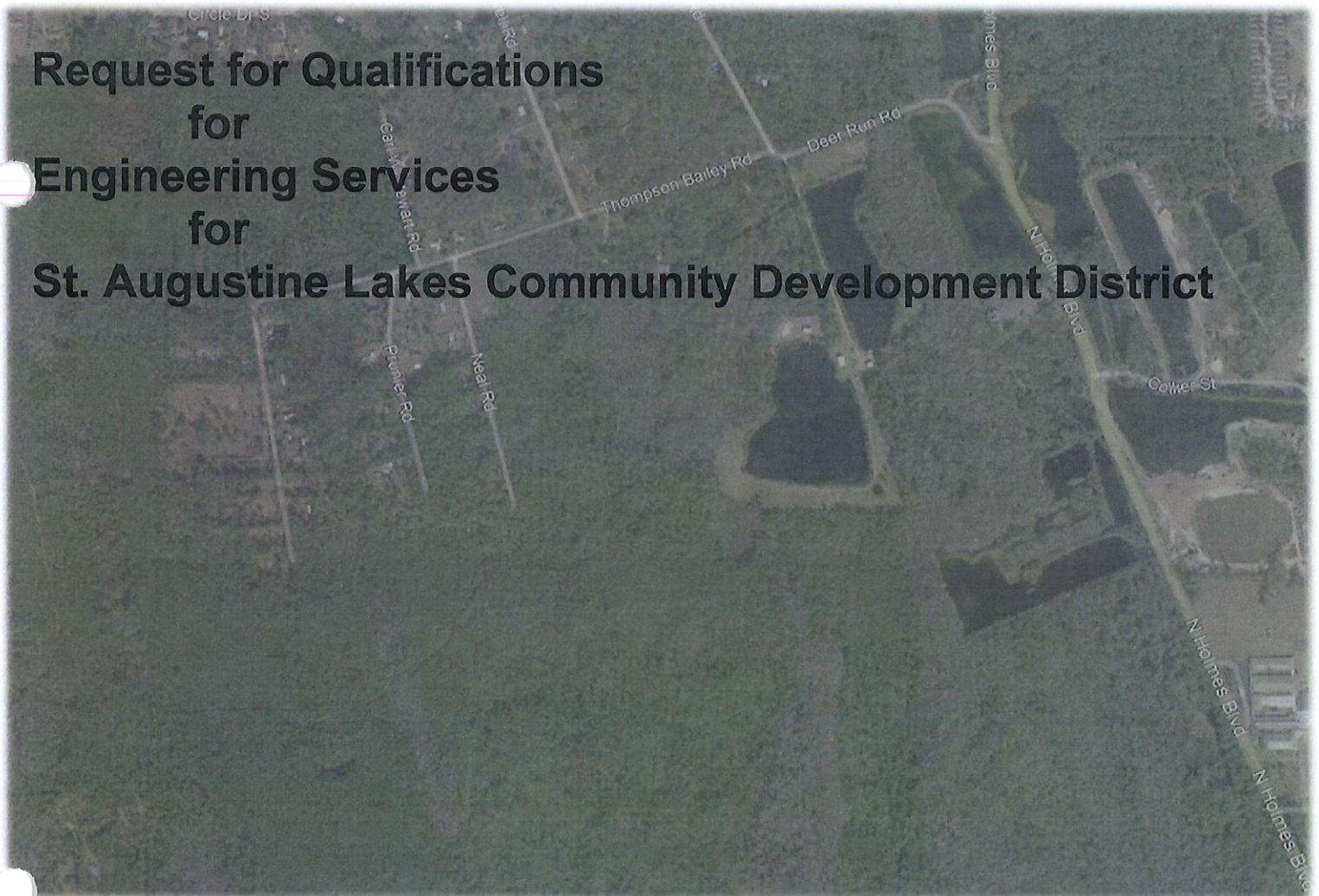
DEG Qualifications



- 4348 Southpoint Blvd.
- Suite 201
- Jacksonville, FL
32216
- Ph. 904.854-4500
- www.Dom-Eng.com

Request for Qualifications for Engineering Services for

St. Augustine Lakes Community Development District



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INTRODUCTION

Dominion Engineering Group specializes in **Engineering Services** in support of Land Development for private developers, Community Development Districts, city, state and federal projects. These services include utility engineering, water resources, site engineering, roadway design and transportation engineering, permitting, and construction services. We are recognized as being creative in our planning efforts and exacting and prudent in our engineering. We utilize proven project administration, management, and design tools the principals gleamed from our 20+ years with national engineering firms.



Dominion Engineering Group was founded in 2005 and we manage projects from our office located here in Jacksonville. We are a civil planning and engineering firm. The DEG Team lives in nearby communities, including St Johns County. Every member of our management team has a history of excellence in project planning and execution. The personal experience, corporate experience and professional qualifications of our team will ensure superior and innovative products and services for the St Augustine Lakes CDD. All team members are authorized and licensed under the State of Florida for their professional specialty. William E. Schaefer II (Principal) has been in leadership positions in his respected fields, firms, and for and Federal agencies. He knows the pressures facing the successful design, permitting and construction of the community infrastructure. The DEG Team knows how to get the job done efficiently and effectively.

Dominion Engineering Group provides an extremely high level of client service, administrative management and technical expertise typically found only in large National Engineering Companies. Our goal is to offer our clients the proficiency of large engineering firms in a "one-on-one", friendly office environment. A place where the principals actually engineer the projects, resulting in quality, on time deliverables that are managed by expert administrative and financial processes.

Dominion Engineering Group is a registered, Veteran Owned, Small Business with the Small Business Administration and the State of Florida. William Schaefer is a War Zone Veteran and because he is a 60% owner, Dominion Engineering is afforded special consideration by State Agencies including CDDs under section 295.187, Florida Veteran Business Enterprise Opportunity Act, and we are certified with the State of Florida as a Veteran Business. Certifications can be found in Section I.

Specialized Team will exceed your expectations

Dominion Engineering Group (DEG) understands CDD challenges and the importance of bringing a diversified skill set because most project assignments require more than the civil engineer. They require wetland biologists, landscape architects, geotechnical engineers, hydraulic engineers, structural engineers, and surveyors. We have garnered the experience working with such teams on



subdivision design efforts for CDDs. Our team of skilled professionals have worked together on CDD projects in St Johns County and the surrounding areas. Through our working relationship, we know the Dominion Engineering Group team will exceed your expectations.

The DEG Team knows CDDs and St. Johns County

- ❖ Every DEG employee has had successful project assignments in St. Johns County and the surrounding area. Many have worked on the design of Phases 1, 2 and 3 of St. Augustine Lakes.
- ❖ The DEG Team has worked on CDD projects similar to the St Augustine Lakes Subdivision.
- ❖ Bill Schaefer has been a CDD engineer for over ten (10) Community Development Districts.
- ❖ DEG has worked with all of the permitting agencies necessary for the successful development of the St Augustine Lakes Development and our team and has an excellent relationship with all of them.
- ❖ We have an outstanding history of exceeding our client's expectations and we will again exceed your expectations with our collective experience.

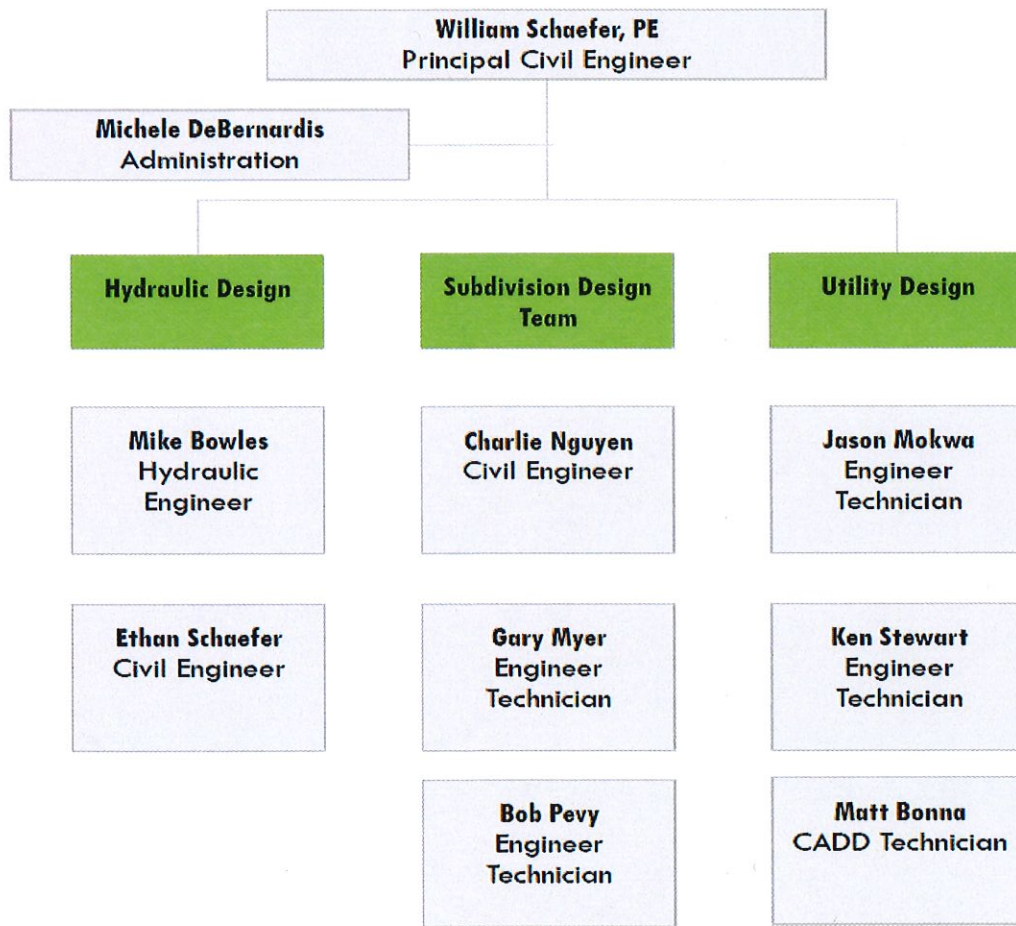


SECTION A ABILITY & ADEQUACY OF APPLICANT'S PROFESSIONAL PERSONNEL

Every member of our management team has a history of excellence in supporting the needs of a CDD. Whether it is site planning, site design, permitting, preparing contract bid documents, construction and supporting CDD Bond efforts. We have found that the fundamental requirement for successful management of any project is the assignment of key management personnel with the necessary skills and experience to steer the design team. The professional qualifications of our team will ensure superior and innovative products and services for the St Augustine Lakes CDD.

Below you will find our organizational of key members available for this contract. As you read this qualification package, you will find the DEG organized its staff to support Subdivision Design, Hydraulic Design and Utility Design efforts that we anticipate to see. DEG has adequate resources and skill set to be very successful as the District Engineering firm.

DEG TEAM ORGANIZATIONAL CHART



DEG has accumulated staff with significant design experience in residential subdivisions. Many of our design staff that will be working on Work Orders under the District Contract will have 20 or more years of experience with all aspects of residential subdivision designs. A large part of that experience is in St. Johns County. Below is a list of design experience necessary to be successful in designing future phases of the St. Augustine Lakes CDD project.

- Storm water modeling and collection system design.
- Pressure pipe modeling for water distribution, reuse distribution and sanitary force main sizing.
- Access road and residential subdivision roadway design.
- Lot grading and drainage design.
- Site designs for amenity centers and parks.
- Sewer collection design and sanitary pump station design.
- SJRWMD ERP permitting and SJC engineering permitting.
- Construction cost estimating.
- Construction inspections and SJC Closeout.

DEG staff has supported a number of Community Development Districts and they are available for assistance with the St. Augustine Lakes CDD. As a District Engineer, we will be called upon by the CDD Board of Directors to provide a number of things in addition to design, permitting and construction efforts. Each time a CDD issues bonds, a Supplemental Engineer's Report will need to be prepared for the specific assessment area. This report will need to describe and price the infrastructure components the CDD will pay for with the bonds. DEG has significant experience preparing Supplemental Engineering Reports and defending the costs. In addition to this DEG has provided a list of services to CDD Boards to include the below list.

- The District Engineering Firm will provide coordination of Owner Direct Purchasing to save the 7 percent sales tax as a credit to the construction contract. This effort typically requires the District Engineer (DE) to review and approve Purchase Orders with materials listed from the Contractor's Suppliers. Appropriate Tax forms will be executed by the DE and Contractor.
- Under the Purchase Order Number, the suppliers will submit invoices to the DE and they will be compared against the purchase orders. They will be approved and forwarded to the District Manager's Office to generate a Requisition for payment.
- Invoices from the contractors and other project professionals will be sent to the DE for approval. They will be forwarded to the District Manager's Office to generate a Requisition for payment.
- The DE will sign the Requisitions and forward to the appropriate CDD Board Member for their approval.

Below is a table with our team members from the project organizational chart with checks for experience relevant to this RFQ. These team members will be available and working on the St. Augustine Lakes CDD design, permitting and construction efforts. CDD construction and administrative support is also shown.



DEG Project Team Experience

Name of Key Personnel	Professional Registration and Certifications	Highest Degree	Years Experience	Relevant Experience									
				CDD – Admin, Requisitions and Construction	Stormwater modeling	Pressure Pipe Modeling	Roadway Design	Grading & Drainage Design	Civil Site Design	SJRWMD and County Permitting	Water and Sewer Utility Design	Cost Estimating	Construction Inspection
William Schaefer	PE, FDOT MOT & NPDES Designer	ME	30	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Charlie Nguyen	EIT, Hydraulic Modeling	BS	6	✓	✓	✓	✓	✓	✓	✓	✓		✓
Ethan Schaefer	Hydraulic Modeling	BS in 2022	1	✓	✓	✓	✓	✓	✓	✓	✓		✓
Michael S. Bowles	ACAD Sr Designer, ICPR Modeling, FL NPDES Inspector	*	26	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Robert Pevy	ACAD Sr. Designer.	*	32		✓		✓	✓	✓	✓	✓	✓	✓
Gary Myer	ACAD Sr. Designer		22		✓		✓	✓	✓	✓	✓	✓	✓
Ken Stewart	ACAD Sr. Designer		16		✓		✓	✓	✓	✓	✓		
Jason Mokwa	ACAD Sr. Designer	AA	25		✓		✓	✓	✓	✓	✓	✓	✓
Matt Bonna	ACAD Designer	AA	3		✓		✓	✓	✓		✓		
Michele DeBernardis	Administration	BS	30	✓			✓		✓	✓			✓

Design and Permitting

Our principals have managed and designed over a hundred assignments for CDDs, land developers and municipal clients. We have developed a thorough understanding of the regulatory permitting process including the tools necessary for effective design. We employ one or more of the following Design Software tools, with a preference for those that interface directly with ACAD or GIS-based digital sources of elevation and land cover data:

- AdICPR 4 with both 1 and 2 dimensional Hydraulic Analysis for stormwater design with 2 Dimension groundwater flow
- HEC-RAS, for hydraulic analysis
- TR-20, for hydrologic analysis using stream network, land use and soils data
- AutoCadd Civil 3D Ver. 2021



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- SUPRA 3 Hydraulic Analysis software
 - EPANet for modeling water & force main pressure pipe systems
 - AGTEK Earthworks 3D
 - POND5 for Hydrologic and Hydraulic Analysis
 - ModRET for percolation modeling

DEG routinely employs many of the above design tools on residential developments in St Johns County. We have developed design checklists to remind the designers of the important steps and to ensure they are completed timely. We coordinate the checklist with dates taken from the MS Project schedule developed for every project in design at DEG.

A Design Work Break Structure for a typical St Augustine Lakes phase would include:

- ❖ Project Scoping
- ❖ Project Schedule Development
- ❖ Executing the Predesign Efforts – prepare the survey and geotechnical proposal scopes
- ❖ Prepare Incremental MDP Updates for each new phase
- ❖ Design and preparation of Construction Plans and Specifications
- ❖ Client Coordination – Development of project timelines and conducting progress reviews
- ❖ Permitting with Appropriate Agencies – St Johns County, SJRWMD, FDEP and FDOT
- ❖ Preparation of Construction Bidding Documents and responding to bid RFIs
- ❖ Preparing Engineers Opinion of Probable Construction Costs
- ❖ Construction Engineering and Inspection Services
- ❖ Overseeing pressure testing of pipes, pump station start-up, reviewing as-builts and sewer video tapes
- ❖ Final Certification to the Permitting Agencies
- ❖ Final Certification to the CDD

Construction Cost Estimates

Our many years in business have brought a keen sensitivity to construction costs and the importance of managing design efforts, as well as understanding their impacts on the financial objectives of the project. **DEG** typically prepares construction cost estimates on preliminary engineering efforts and updates them as critical design decisions are made. We believe that decisions affecting the cost of a project should involve the owner, particularly if there are many different options. ***Our company prides ourselves at designing successful, efficient projects that are sensitive to the clients' budget.***

Typically, we use spreadsheets that are updated from the construction marketplace each time we send out construction sets for bidding. ***This allows us to understand changes in the marketplace with regards to asphalt, lime rock, pipe, concrete and earth moving.***

DEG recognizes that changes made during the planning phase have a large change on cost in the construction phase. With our experience and tracking software, we can recognize



what impact a change will have on both the final construction price and the schedule early in the project to maintain the project costs and direct the design effort accordingly. We are proud of our abilities to complete projects within the limits of cost controls, to meet established schedules, and to produce top quality work. Our systems enable us to ensure that the required services will be performed in a timely and cost-effective manner, consistent with the City of Jacksonville Beach's needs.

DEG staff members have experience with **MCACES Gold and Timberline** for cost estimating of large complex projects. We typically use MS Project for generating construction timelines and Gant Charts.

Construction Engineering and Inspection (CEI)

DEG typically provides construction management services for community infrastructure, water distribution and sewer collection, roads and stormwater collection systems, stormwater management facilities, and other site improvements. Below is a list of services we would typically offer to St. Johns County. Bill Schaefer is a State of Florida Certified Building Contractor and will be available along with his team to assist with CEI efforts needed by St. Johns County.

- **Construction Bid Package:** DEG will prepare a bid package and assist with bid evaluations for the selection of contractors, if requested.
- **Pre-Construction Conference:** DEG will attend a Pre-Construction Conference prior to commencement of Work.
- **Visits to Site and Observation of Construction:** DEG will provide on-site construction observation services during the construction phase of the subject project. Observations will vary depending on the type of work being performed by the contractors, the location, and the contractors' schedules. DEG's visits to the site enable us to better carry out the duties and responsibilities assigned to us during the construction phase by the owner. In addition, by the exercise of DEG's efforts, the owner will have a greater degree of confidence that the completed Work will conform to the Contract Documents and the integrity of the design concept of the completed Project as a functioning whole, as indicated by the Contractor. DEG shall not, during such visits, or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall DEG have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, DEG neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.
- **Clarifications and Interpretations:** We will issue necessary clarifications and interpretations of the Contract Documents to the owner as appropriate for the orderly completion of Contractor's work. Such clarifications and interpretations will be consistent with the intent of the Contract Documents. Field Orders authorizing variations from the requirements of the Contract Documents will be made by the owner.



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- **Change Orders:** *We will* recommend Change Orders to the owner, as appropriate as well as review and make recommendations related to Change Orders submitted or proposed by the Contractor.

Below are resumes of the principals and SF 330 resumes of the team members. We strongly recommend you review the resumes of the DEG Design team in the SF-330 Section H of this quals package.





William E . Schaefer II, PE., Principal

Project Manager/District Engineer/Civil and Storm Water Engineering

Overview

Since 1984, William E. Schaefer, P.E. has planned and engineered hundreds of civil engineering projects for private, municipal and federal clients throughout the United States. He is an expert in site engineering, utility engineering, and roadway engineering with a large concentration of his work appearing in Northeast Florida and Southeast Georgia.

When the Florida Everglades were in duress, Mr. Schaefer was asked by the South Florida Water Management District to design the world's largest natural wetland treatment system (6500 acres) to remove pollutants from storm water runoff from more than 200,000 community and agricultural acres. He designed unique residential developments, including the 1600-acre Queen's Harbour Yacht and Country Club with the only private freshwater recreational lock in the United States that allows vessels up to 120 feet to pass from a 150-acre fresh water lake to the Intracoastal Waterway near the mouth of the St. Johns River in Jacksonville, Florida.

He models stormwater facilities with pre and post attenuation with the use of ADICPR, Ponds, HEC, SWIM, and SUPRA3. He models water distribution and sanitary force mains with WaterCad and EPANet.

- Education**
- ☐ 1983 University of Florida, Gainesville, FL
 - ☐ B.S, Civil Engineering
 - ☐ Master Courses in Civil Engineering
 - ☐ 1987 – 2001 University of South Florida, Tampa, FL
 - ☐ Master Courses in Civil and Environmental Engineering

Relative Experience

Grand Oaks CDD, St Johns County, Florida

As the District Engineer for the CDD, he oversaw the master development plans for the 985 single family units prepared by DEG staff. Directed the preparation and submittal of the construction plans for the common infrastructure and the individual pods to St. Johns County. As the District Engineer, prepared the Engineer's Master Report, Supplemental Engineer's Report for the three assessment areas and bond issuances. Prepared the RFP/bid documents, managed the bidding process including responses to the bidding questions from the contractors. Bill personally contributed in providing construction engineering and inspection services (CEI) for the construction of the project. The initial phases consisting of 360 lots were designed and constructed. The remaining phases are in



final permitting or under construction. In support of the project entitlements Bill was also the Engineer or Record for the State Road 16 widening design adding an additional two lanes to 4 lanes with a raised median.

Villages of Westport CDD (2000 acres), Jacksonville, Florida — Worked with the project owners (ICI Homes/Montgomery Land Company), to develop the master development plan from the PUD bubble plan. This project is of DRI size but through a little known Regional Area Center (RAC) criteria we were able to provide the development program the owners envisioned without the lengthy and expensive DRI process. This effort includes internal circulation, lot development and preliminary storm water management for 1800 units, 350KSF of commercial/retail and 1.2 million SF of industrial. Efforts include providing assistance with the master storm water and master utility plan. Assisted with the development of a CDD and acted as the CDD engineer including bond validation process. Performed the duties of the CDD engineer for a few years assisting the Board of Supervisors with the funding of improvements for the development of the project. Prepared and permitted construction plans for the initial 180 lot Phase of Construction.

Amelia National CDD (850 acres), Nassau County, Florida — Assisted the developers to secure financing through Hearthstone including developing a detailed due-diligence package for financing approximately \$50 Million. Hearthstone said it was the finest development report they have seen. Also worked with the legal and financial team with the development of a CDD acting as the CDD engineer for bond validation. Acted as the CDD engineer to the Board of Supervisors assisting with the funding of improvements for the development of the project.

Three Rivers CDD/DRI, 1600 acres, Nassau County, Florida - Bill is the EOR for complete design, engineering, and permitting for the 1600 + acre project located on SR 200 in Nassau County. He modeled the 1600 + acre drainage area and prepared the stormwater and pressure pipe design components for this project sufficiently for submittal to SJRWMD, Nassau County and JEA including stormwater models, treatment ponds, water quality improvements including master utility design and phased construction. The project also required master utility plan with detailed design in Units 1 to 7 of over 20 miles of water main, sewer collection, 4 pump stations, a master triplex repump sanitary pump station (12' diameter wetwell) and 5400 LF of offsite 16-inch water main and 16-inch sanitary force main.. We prepared the supporting calculations, the engineering plans and the RFP/bid documents for the CDD. As the District Engineer and EOR, Bill provided construction engineering and inspection services (CEI).

Plantation Bay CDD/DRI (2500 acres), ICI Homes, Inc., Flagler County, FL. — As the CDD engineer for this 3500-acre development, assisted with the development of a CDD and acted as the CDD engineer through bond validation process. Performed the duties of the CDD engineer for over a year assisting the Board of Supervisors with the funding of improvements for the development of the project.





Michael S. Bowles, Principal

Civil and Storm Water Engineering

Overview

Mr. Bowles, as a principal in DEG, brings over 26 years experience designing and permitting utility, roadway, stormwater facilities and land development projects. He routinely prepares regulatory permit application, and responds to regulatory questions. He models stormwater facilities with pre and post attenuation with the use of SUPRA3, Ponds, and ADICPR. His site engineering experience includes preparation of construction documents for new roads, road widening projects, intersection improvements, utility extensions, and stormwater management and treatment facilities. Mr. Bowles has also gained extensive permitting experience through the St. Johns River Water Management District, Department of Environmental Protection, Florida Department of Transportation, and the Army Corps of Engineers. He prepares permit applications including calculations, and drawings packages. Additionally, his experience reaches to the preparation of GIS drawings and exhibits to support civil site and transportation projects.

Education FDEP Qualified NPDES Stormwater Inspector
 Utility inspector
 OSHA Certified Confined Space
 Arc View GIS Operator
 Softdesk Advanced Design Certification
 Acad Advanced Design Certification

Relative Experience

- ☐ Grand Oaks CDD, 585 acres, St. Johns County, Florida
- ☐ Three Rivers CDD/DRI, 1600 acres, Nassau County, Florida
- ☐ Villages of Westport CDD (2000 acres), ICI Homes, Jacksonville, Florida
- ☐ Amelia National CDD (850 acres), ICI Homes, Nassau County, Florida
- ☐ Minorcan Mill, 75 acres, St Johns County, Florida
- ☐ Sawmill Branch (Phase 1, 2, 6 and 7) at Palm Coast Park CDD Flagler County, FL
- ☐ Wards Creek Subdivision, St. Johns County, FL
- ☐ Whisper Ridge Subdivision, St. Johns County, FL



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	
Charlie Nguyen, EIT		Project Engineer		A. TOTAL	B. WITH CURRENT FIRM
				6	3
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
Bachelor of Science – Civil Engineering (Structural focused)			Florida EIT - 1100020363		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Proficient in the following Modeling Software: ADICPR, EPANET, MODRET. ASCE Member					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Grand Oaks CDD St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2018	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP, & SJRWMD. Charlie was Project Design Engineer and CEI Services.					
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Three Rivers DRI CDD, Nassau County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2016	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD. Charlie was Project Design Engineer.					
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. Charlie was Project Design Engineer.					
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Maderia CDD Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2020 - Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase.					
e.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Morgan's Cove Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017 - Present	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT. Charlie was Project Design Engineer.					

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	
Ethan Schaefer		Civil Engineer		A. TOTAL	B. WITH CURRENT FIRM
				1	1
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
BSCE University of Florida (Dec 2022)					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Proficient in the following Modeling Software: XP-SWIMM, ADICPR, Cybernet, HEC-2, ModFlow, Ponds					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Grand Oaks CDD St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2018	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
<p>Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD. Provided Utility modeling and CEI.</p>					
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Three Rivers DRI CDD, Nassau County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2016	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
<p>DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD. Provided CEI.</p>					
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017 – Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
<p>DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. Provided CEI.</p>					
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Maderia CDD Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2020 – Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
<p>DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase. Provided CEI.</p>					
e.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Morgan's Cove Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017 – Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
<p>DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT. Provided Design and CEI></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	
Gary Myer		Engineering Technician		A. TOTAL	B. WITH CURRENT FIRM
				22	8
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
Florida State College of Jacksonville, Technical Certification. (FKA St. Johns Community College)					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
AutoCad 1 and 2 Certification. Softdesk Advanced Design Certification, Acad Advanced Design Certification,					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Grand Oaks CDD St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2018	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
		Dominion Engineering Group has prepared the master development plans for the 586 acre, 999 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD. Gary was Project Designer.			
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Three Rivers DRI CDD, Nassau County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2016	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
		DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD. Gary was Project Designer.			
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2017	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
		DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. Gary was Project Designer.			
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Maderia CDD Subdivision, St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2020 - Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
		DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase. Gary was Project Designer.			
e.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Morgan's Cove Subdivision, St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2017 - Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
		DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT. Gary was QA/QC and Project Designer.			

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	
Jason Mokwa		Engineering Technician		A. TOTAL	B. WITH CURRENT FIRM
				25	5
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
2 year Specialized College Degree in CADD			None		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Proficient in the following Software: AutoCAD 3D 2018, Excel, Word, Powerpoint, Auto Turn Pro 10.2, Sketchup and Microstation.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Grand Oaks CDD St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2018	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD.					
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Three Rivers DRI CDD, Nassau County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2016	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD.					
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Edgewater Landing, Clay County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2014	2016	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
DEG has provided engineering plans and master drainage plan for the 114 acres located in Clay County, including permitting by Clay County, FDEP, and SJRWMD. DEG developed water and sewer master plan to verify the proposed sanitary lift station. DEG designed and permitted a 10 inch water main, 10 inch reuse main, and 6 inch force main extension of Clay County mains.					
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Maderia CDD Subdivision, St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2020 – Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase.					
e.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Morgan's Cove Subdivision, St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2017 – Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT.					

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	
Kenneth Stewart		Engineering Technician		A. TOTAL	B. WITH CURRENT FIRM
				17	1
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
Robert Morris University, AAS CADD					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Proficient in the following Modeling Software: XP-SWIMM, ADICPR, Cybernet, HEC-2, ModFlow, Ponds					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Grand Oaks CDD St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2018	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD.					
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Three Rivers DRI CDD, Nassau County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2016	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD.					
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Sawmill Creek @ Palm Coast DRI< (CDD) Flagler County, FI County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2017	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents.					
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Maderia CDD Subdivision, St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2020 - Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase.					
e.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Morgan's Cove Subdivision, St. Johns County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2017 - Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT.					

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	
Matthew Bonna		CADD Technician		A. TOTAL	B. WITH CURRENT FIRM
				3	3
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
A.A Degree at Florida State Collage at Jacksonville (FSCJ) Technical Degree in Civil Engineering from FSCJ			N/A		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Proficient in the following Modeling Software: Cybernet, HEC-2, Ponds					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Grand Oaks CDD St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2018	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
	Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD.				
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Three Rivers DRI CDD, Nassau County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2016	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
	DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD.				
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
	DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents.				
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Maderia CDD Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2020 – Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
	DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase.				
e.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Morgan's Cove Subdivision, St. Johns County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017 – Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
	DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT.				

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	
Michael S. Bowles		Hydraulic Engineer		A. TOTAL	B. WITH CURRENT FIRM
				30	16
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
FDEP Qualified NPDES Stormwater Inspector Training; OSHA Certified Confined Space; Arc View GIS Training; Softdesk Advanced Design Certification			Florida NPDES Inspector # 8736		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Acad Advanced Design Certification; Advanced Ad-ICPR Modeling Training; Utility Inspector; EPANET Pressure Pipe Design Software					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Grand Oaks CDD Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017	Under Construction
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
Michael Bowles assisted in the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County, Florida. He modeled the 586 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. We will provide construction engineering and inspection services.					
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Three Rivers, DRI, CDD, Nassau County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2015	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
Michael Bowles assisted in the complete design, engineering, and permitting for the 1600 + acres located on SR 200 in Nassau County, Florida. He modeled the 1600 + acres drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. We will provide construction engineering and inspection services.					
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017	Under Construction
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
Michael Bowles assisted in the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. We will provide construction engineering and inspection services, coordinating with FPL for this project.					
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Villages of Westport, CDD, Duval County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2003	2006
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
This project includes internal circulation, lot development and preliminary storm water management for 1800 units, 350KSF of commercial/retail and 1.2 million SF of industrial. Efforts include providing assistance with the master storm water and master utility plan. SJRWMD conceptual permit for the entire project, and Individual ERP for phase 1 of construction. Design and permitting of the first phase with JEA and SJRWMD.					

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	
Robert Pevy		Engineering Technician		A. TOTAL	B. WITH CURRENT FIRM
				42	3
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
2 years college			N/A		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Proficient in the following Modeling Software: XP-SWIMM, ADICPR, Cybernet, HEC-2, ModFlow, Ponds AutoCAD Civil 3D, Agtek Earthwork 4D					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Grand Oaks CDD St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2018	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD.					
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Three Rivers DRI CDD, Nassau County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2016	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD.					
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2017	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents.					
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Longleaf Subdivision, Duval County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2016- Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
Phase 1 of the project consists of approximately 480 acres located in Jacksonville, Florida. DEG engineered the plans for 190 lots. DEG developed a master drainage plan to handle runoff from the lots and the impervious areas. DEG modified the existing SJRWMD permit (ERP) for the project. We prepared the modification to existing ERP for submittal to the SJRWMD. DEG prepared a master water and sewer plan for the entire project and all 9 phases that included 1200 homes, with detailed design of over 10 miles of water main, 10 miles of gravity sewer collection, 4 sanitary pump stations and 4000 LF of offsite force main.					
e.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Minorcan Mill SBDN, St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2018 – Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
The project consists of approximately 58.24 acres located in St. Johns County (SJC), Florida. DEG developed a Master Development Plan (MDP) and a master drainage plan for the entire 129 single family development, along with plans for right and left turn lanes required for the project. Force main extension plans were prepared for SR16 and 16A intersections to the entrance of the project approximately 4150 LF. The effort of work included meetings with SJC, SJRWMD, JEA, and FDEP.					

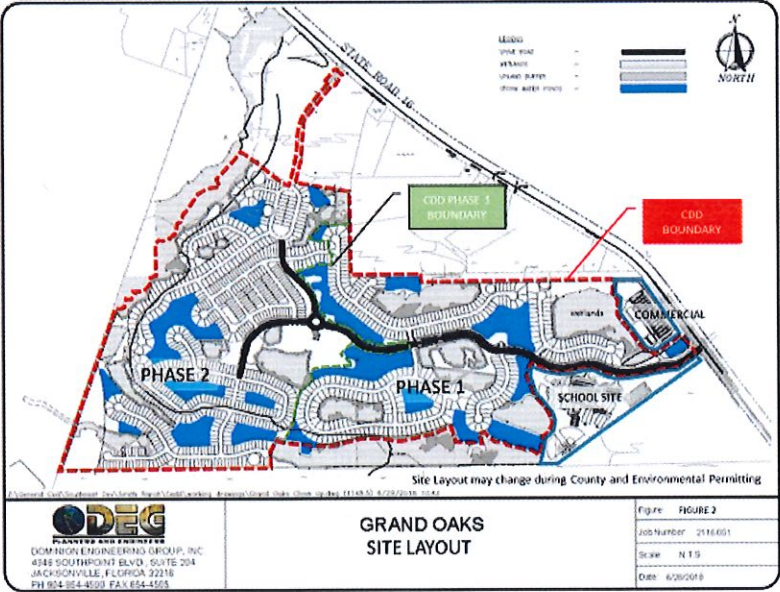
E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
Michele DeBernardis		Administrative		A. TOTAL	B. WITH CURRENT FIRM
				30	15
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
Business Administration			Notary - Florida		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Assist Management in coordination of projects, meetings, and communications with clients and agencies. Project Accounting					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Grand Oaks CDD St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2018	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD. Provided CDD Administration.					
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Three Rivers DRI CDD, Nassau County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2016	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD. Provided CDD Administration.					
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check If project performed with current firm	
DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. Provided CDD Administration.					
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Maderia CDD Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2020 - Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase. Provided CDD Administration.					
e.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Morgan's Cove Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017 - Present	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT. Provided CDD Administration.					

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

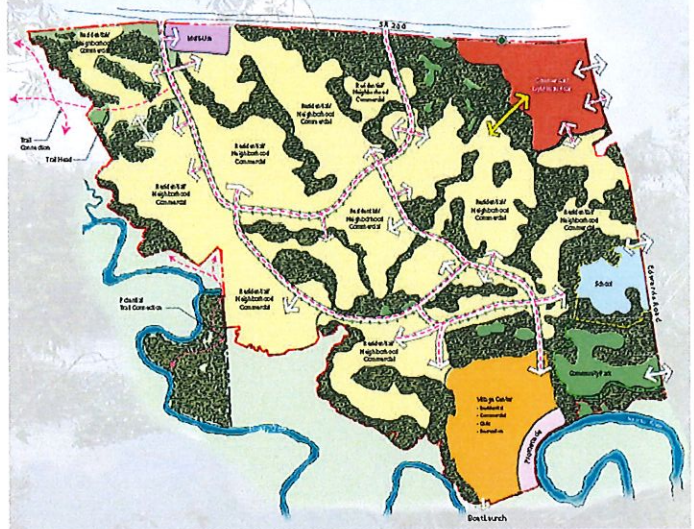
(Complete one Section E for each key person.)

12. NAME		13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
William E. Schaefer II, PE		District Engineer/Project Manager	A. TOTAL 35	B. WITH CURRENT FIRM 16
15. FIRM NAME AND LOCATION (City and State)				
Dominion Engineering Group, Inc., Jacksonville, Florida				
16. EDUCATION (Degree and Specialization)		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
Bachelor of Science – Civil Engineering (U of Florida) Master Courses in Civil Engineering		Florida – Professional Engineer - Florida – State Certified Building Contractor – Member SAME		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)				
Proficient in the following Modeling Software: XP-SWIMM, ADICPR, Cybernet, HEC-2, ModFlow, Ponds, EPA Net, SUPRA3, HEC, and WaterCad; Proficient in the following Drafting Software: AutoCAD 3D, AutoDesk Land Desktop Design, ArcView GIS, Bentley MicroStation Geopak; William is an expert in land planning and development engineering, with a large concentration of his work appearing in Florida. Bill is a former Military Officer in the Naval Civil Engineering Corps and in this capacity he directed many design and construction projects on Navy and Army bases in the Southeast.				
19. RELEVANT PROJECTS				
a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		
	Grand Oaks CDD – Phase 1 Design and Permitting, St. Johns County, FL	PROFESSIONAL SERVICES 2016	CONSTRUCTION (If applicable) Under construction	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm		
	<p>William E. Schaefer has prepared the master development plans for the 586-acre, 999 single family units, 2 phase development in St. Johns County, Florida. He worked with the design team to develop the pre and post development stormwater model of the 586 acre drainage area and preparation of stormwater components for this project. Efforts for design and permitting of the 360-lot phase 1 included preparing the plans and calculations for permit submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements. Other modeling included design of the water distribution and fire hydrant flows, project wide stormwater irrigation design including irrigation pump design, modeling the manifold of sanitary pump stations. The project required an overall master utility plans, and the first phase required design of water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents for the CDD. Bill also worked with the developer, legal and financial team with the development of an Engineer's Report, establishment of CDD, and acting as the interim CDD engineer for bond validation. DEG is also providing construction engineering and inspection services for Phase 1. DEG has been retained to design the Phase 2 common infrastructure and six individual pods. DEG has also been retained to design a 3.2 mile 2-lane addition to SR-16 that ends at the Grand Oaks project entrance.</p>			
	 <p>Site Layout may change during County and Environmental Permitting</p> <p>ODEG DOMINION ENGINEERING GROUP, INC. 4345 SOUTHPOINT BLVD., SUITE 204 JACKSONVILLE, FLORIDA 32216 PH 904-854-8000 FAX 904-854-4505</p> <p>GRAND OAKS SITE LAYOUT</p> <p>Figure: FIGURE 2 Job Number: 2116.001 Scale: N 1" = 1' Date: 6/26/2016</p>			
b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		
	Amelia National CDD, Nassau County, FL	PROFESSIONAL SERVICES 2004	CONSTRUCTION (If applicable) 2006	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm		

William Schaefer assisted the developers to secure financing through Hearthstone including developing a detailed due-diligence package for financing approximately \$50 million. Hearthstone said it was the finest development due-diligence report they have seen. The 749 lot, 500 acre project includes an 18-hole Tom Fazio golf course,

He also worked with the legal and financial team with the development of the CDD acting as the CDD engineer for the development of the Engineer's Report through bond validation. Mr. Schaefer acted as the CDD engineer to the Board of Supervisors assisting with the funding of improvements for the development of the project.

c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Three Rivers CDD, DRI, Nassau County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2015	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	<p>William Schaefer was involved in this project from the point the DRI was approved. The 1600 + acres located on SR 200 in Nassau County, Florida. He initially provided 10 complete lotting plans for the entire subdivision. Since then he has overseen the design and been engineer of record for the Conceptual Stormwater ERP permitting, ACOE permitting, and approval of the Final Development Plan with Nassau County. For the 500-lot phase 1 design, Bill has directed his design team with the detailed design and detailed permitting with JEA, SJRWMD and Nassau County. Under his direction DEG prepared the stormwater components for this project for Phase 1 submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements and BMPs. The project required master utility plans, designing water main, reuse mains, gravity sewer collection, sanitary pump stations and offsite force main. For the entire project and Phase 1, Bill prepared the hydraulic models for the water and reuse distribution using EPANet pressure pipe modeling software. He also prepared for the CDD the RFP bid documents for the first phase of construction.</p> <p>As the interim CDD Engineer, Bill prepared the Engineer's Report for the project, worked with the legal and financial team to have the CD Validated with Nassau County and approval of the bond validation for the initial and total bond issuance. Bill is the permanent District Engineer.</p>		
d.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Sawmill Creek @ Palm Coast DRI, CDD Flagler County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2017	Under Construction
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
	<p>DEG developed the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. We modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. We will provide construction engineering and inspection services, coordinating with FPL for this project. Bill is the EOR and CDD Engineer for Bonds.</p>		
e.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Villages of Westport CDD, Duval County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2000	2003
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	



William Schaefer worked with the project owners (ICI Homes/Montgomery Land Company), to develop the master development plan from the PUD bubble plan. This project is of DRI size but, through a little known Regional Area Center (RAC) criteria, we were able to provide the development program the owners envisioned without the lengthy and expensive DRI process. This effort includes internal circulation, lot development and preliminary storm water management for 1800 units, 350KSF of commercial/retail and 1.2 million SF of industrial. Efforts include providing assistance with the master storm water and master utility plan. Assisted with the development of a CDD and acted as the CDD engineer through bond validation process. Performed the duties of the CDD engineer for over a year assisting the Board of Supervisors with the funding of improvements for the development of the project. Bill was the lead engineer for this project.

SECTION B CERTIFIED MINORITY BUSINESS ENTERPRISE

Dominion Engineering Group is a registered, Veteran Owned, Small Business with the Small Business Administration and the State of Florida. William Schaefer is a War Zone Veteran and because he is a 60% owner, Dominion Engineering is afforded special consideration as a **Minority Business Enterprise** by State Agencies including CDDs under section 295.187, Florida Veteran Business Enterprise Opportunity Act, and we are certified with the State of Florida as a Veteran Business. Certifications can be found in Section I.



LICENSING AND FINANCIAL RESPONSIBILITY

LICENSING

Dominion Engineering Group, Inc. is a registered Florida Corporation #P05000140189 (*) and has been doing business in Florida since 2005.

Dominion Engineering Group, Inc. is licensed with the Florida Board of Professional Engineers, CA # 26821.

William E. Schaefer II, PE is licensed with the Florida Board of Professional Engineers, PE # 40229 (*).

William E. Schaefer is a Board member of Northeast Florida Builders Association.

Dominion Engineering Group, Inc. holds an Occupational License in the City of Jacksonville, Duval County, MC 772.326.15 (*).

William E. Schaefer II, PE holds an Occupation License in the City of Jacksonville, Duval, County, MC 772.325 (*).

BANK REFERENCE

Dominion Engineering Group, Inc. has been a customer with SouthState Bank since 2005 and has held its accounts in satisfactory manner. The company has grown every year using the cash it is generating without being tied to outside funding sources. Ms. Barb Savage, Vice President, Branch Manager has provided a letter of recommendation (*) for Dominion Engineering Group.

INSURANCE

Dominion Engineering Group, Inc. meets and/or exceeds the industry minimum insurance requirements (*).

(*) Please refer to Appendix for copies of the above mentioned licenses, reference, and certificates of insurance.



SECTION C WILLINGNESS TO MEET TIME & BUDGET REQUIREMENTS

I, William E. Schaefer, President, certifies that, "DEG is experienced in projects of similar size and scope, as well as quick-response contracts, which require strict adherence to time schedules and a close, day-to-day working relationship with our client. We are extremely willing to meet both time and budget requirements for the project in question, and have submitted, without limitation, project narratives, schedules, cost and fee summaries and owner references for any referenced project."

When the work order is authorized, the Project Manager will develop an integrated course of action for organizing and controlling the work. The Project Manager will be William E. Schaefer, PE. Mr. Schaefer has managed over 100 design projects with similar tasks as may be required by the St. Augustine Lakes project. He will organize the task into a Work Breakdown Structure (WBS) Page 6, to clearly define task objectives, relate them to each other, and relate them to the total task. The WBS will be used to identify the resources required to complete the task, as well as, the basis for evaluating progress. The Project Manager will assign a team to execute the work and the Project Manager will assign responsibilities to technical personnel. Throughout task execution, the Project Manager will continually monitor its progress using the WBS, controlling progress by evaluating the results and directing improvements where they are necessary.

Our success hinges upon our ability to manage concurrent tasks with tight deadlines, and often with short startup times, and on our understanding of the client's operational constraints. We recognize the need for occasional changes in direction and priorities, and have built flexibility into our task management system. Mobilizing resources for performing concurrent Work Orders requires:

- ❖ Accurate reports on resource commitments for previously authorized or ongoing delivery orders
- ❖ Accurate reports on the status of previous delivery orders
- ❖ Thorough work plans to maximize use of resources
- ❖ Close and open communication with the owner's staff assigned to this project
- ❖ Commitment of project personnel
- ❖ Cross-utilization of key team members in multiple roles
- ❖ Client coordination to plan and stage site visits to optimally use key team members

Successful execution and management of projects requires:

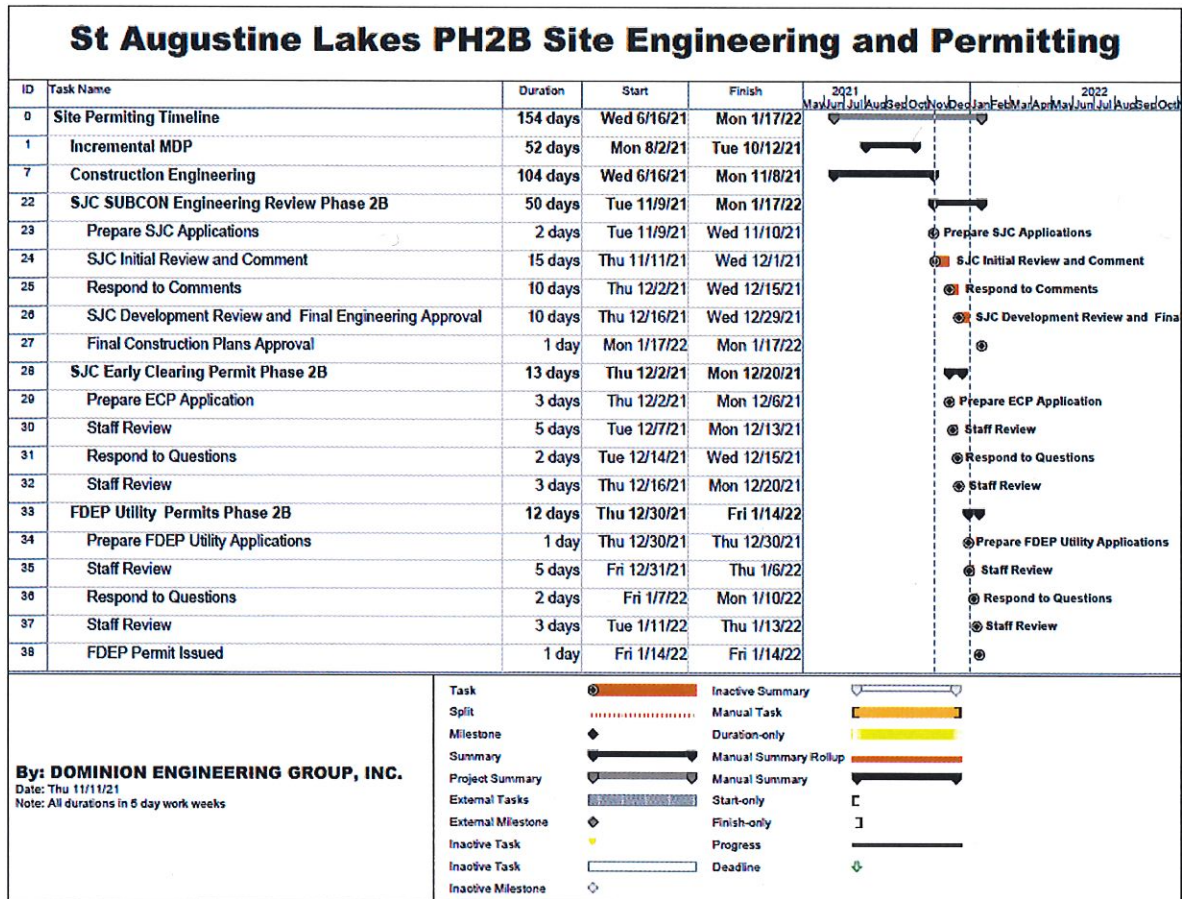
- ❖ Clearly defined lines of communication and responsibilities
- ❖ Adherence to procedures for technical review, progress reporting, problem reporting and resolution, time and cost accounting, and record keeping
- ❖ Adherence to budgets and schedules, for intermediate milestones as well as final products
- ❖ Frequent internal coordination meetings of the project team to eliminate miscommunication and promote a "no surprise" approach
- ❖ Regular meetings to address problems and plan future work (our clients are always welcome to attend these meetings to provide guidance and feedback, and to review progress)
- ❖ Effective and responsive utilization of support services
- ❖ Standard project procedures to provide consistent work products
- ❖ Appropriate commitment of resources



❖ Corporate accountability for QA/QC

While DEG realizes that unforeseen circumstances may arise during the course of any project, we also regard all schedules as a critical portion of every contract. Our objective on every project is to reduce the client's requested schedule to anticipate contingencies and to exceed client expectations. As a multidisciplinary firm we offer the expertise and manpower to address any situation which may arise, to keep a project on schedule.

Below is an example of a MS Project schedule for a design project in St. Johns County.



SECTION D APPLICANT'S PAST EXPERIENCE AND PERFORMANCE

Sound Engineering Solutions Provide Cost Effective Projects

Our principals are Bill Schaefer and Mike Bowles. **Dominion Engineering Group (DEG) was founded in 2005 by our principals** with the vision of bringing focused planning and engineering to private and public clients. The company is based on guiding principles that have made Bill Schaefer successful while managing regional and statewide engineering groups for national engineering firms including Brown and Caldwell, Kimley Horn and Associates, as well as, Greenhorne and O'Mara. In that capacity Mr. Schaefer has gained considerable experience managing the design of subdivision and infrastructure projects. Mr. Bowles is a principal in Dominion Engineering Group and has worked with Mr. Schaefer for more than 20 years and they collectively bring that experience and knowledge to St. Augustine Lakes CDD.

DEG Team Provides Scientific and Practical Solutions

A Focused Team of Experienced Consultants Delivers Outstanding Results

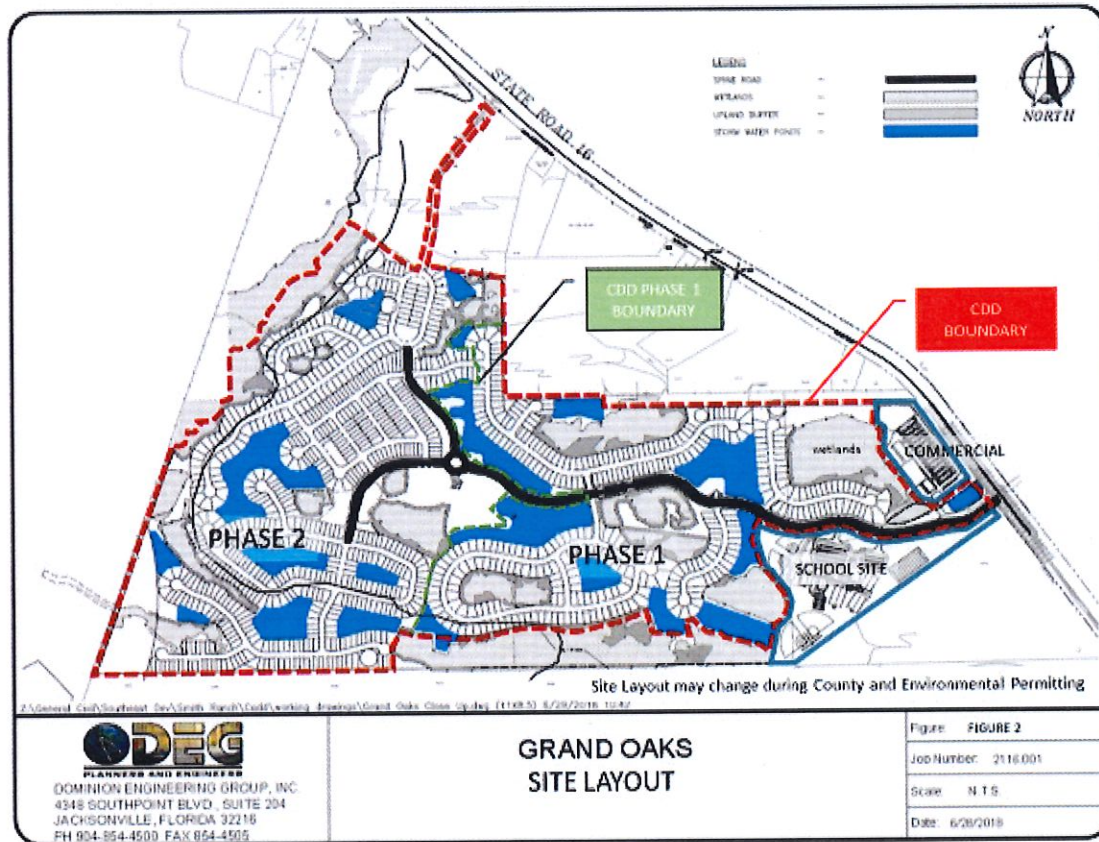
- ❖ "Perfect practice delivers perfect results." Outstanding results are repeatable if the history of efforts and results are outstanding.
- ❖ The DEG Team focuses on each and every assignment as if it is a building block for the next challenging assignment. We selected the DEG Team because they collectively have contributed to outstanding designs, permitting, and construction oversight. They have done this time and time again till it became the culture and backbone of their firm.
- ❖ Experience individually is one thing, but experience working with a team of consultants is even greater. We have designed and permitted on phases 1 and 2 of the St. Augustine Lakes. We are currently designing and permitting Phase 3 of the St. Augustine Lakes project.
- ❖ DEG has designed over 40 subdivision projects in St Johns County. We know St. Johns County staff and the permitting process.
- ❖ On behalf of NEFBA, Bill Schaefer recently worked with SJC Utility Department staff as they work through their utility guideline updates to ensure the final version is acceptable to the development community.

In support of our past performance, we attached relative project profiles that illustrate that DEG has past experience on projects similar to the St Augustine Lakes project and also project experience in St Johns County.



Grand Oaks CDD, St Johns County, Florida

As the District Engineer for the CDD, Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, located in St. Johns County, Florida. DEG modeled the 586-acre drainage area and prepared the stormwater components for this project sufficiently for submittal to SJRWMD for Conceptual and Individual ERP. Our efforts included stormwater models, treatment ponds, water quality



improvements including BMPs and stream restoration. To minimize wetland mitigation due to secondary impacts DEG along with a subconsultant developed a two-dimensional stormwater/groundwater model that looked at rainfall events for an entire year. This effort was considered cutting edge by the SJRWMD staff and resulted in a realistic view into pre and post developed wetland hydro-para Grand Oaks CDD, St Johns County, Florida

As the District Engineer for the CDD, Dominion Engineering Group has prepared the master development plans for the 586-acre, 985 single family units, located in St. Johns County, Florida. DEG modeled the whole project drainage area and prepared the stormwater components for this project sufficiently for submittal to SJRWMD for Conceptual and Individual ERP permits. Our efforts included stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration, to minimize wetland mitigation due to secondary impacts.

The project also required master utility plan with detailed design of over 15 miles of water main, 15 miles of gravity sewer collection, 3 sanitary pump stations and 18,500 LF of offsite 20-inch water main. We prepared the supporting calculations, the engineering plans and



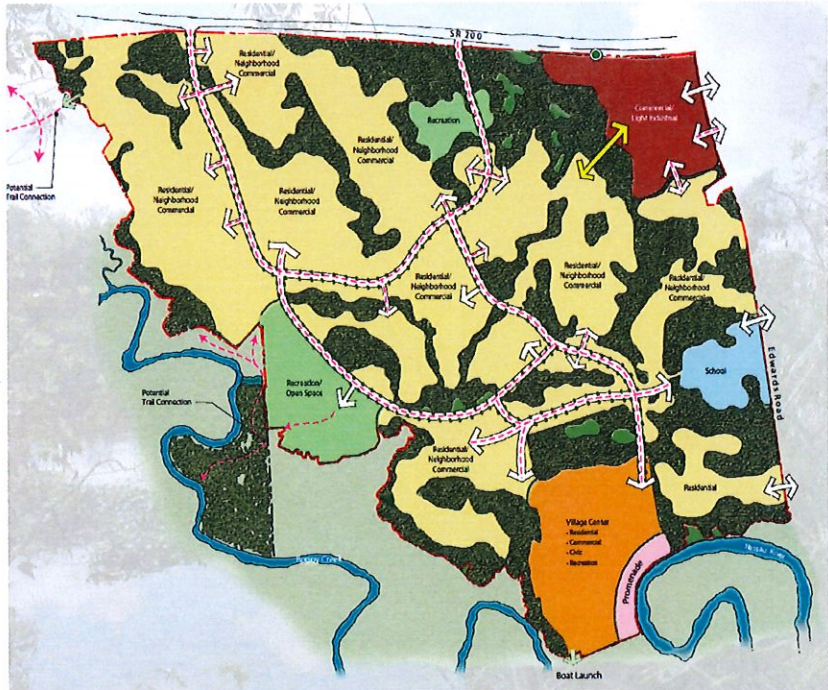
the RFP/bid documents. We also provided construction engineering and inspection services (CEI) for the construction of the project. The initial phases consisting of 360 lots were designed and constructed. The remaining phases are in final permitting or under construction.

In support of the project entitlements DEG was also retained to design additional two lanes to widen the State Road 16 from two to 4 lanes with a raised median. Bottom line, a significant cost savings was realized and the ponds were not lined nor cutoff walls installed.

The project also required master utility plan with detailed design of over 15 miles of water main, 15 miles of gravity sewer collection, 3 sanitary pump stations and 18,500 LF of offsite 20-inch water main. We prepared the supporting calculations, the engineering plans and the RFP/bid documents. We also provided construction engineering and inspection services (CEI) for the construction of the project. The initial phases consisting of 360 lots were designed and constructed. The remaining phases are in final permitting, or under construction.

In support of the project entitlements DEG was also retained to design additional two lanes to widen 3.2 miles of State Road 16 from two to 4 lanes with a raised median. This is currently at the 60% design phase.

Three Rivers CDD/DRI, 1600 acres, Nassau County, Florida - As the District Engineer, DEG is providing complete design, engineering, and permitting for the 3200 SF Unit subdivision located on SR 200 in Nassau County. DEG modeled the 1600 + acre drainage area and prepared the stormwater components for this project sufficiently for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project also required master utility plan with detailed design of over 20 miles of water main, 20 miles of gravity sewer collection, 4 sanitary pump stations and 5000 LF of offsite 16-inch water and force main. We prepared the supporting calculations, the engineering plans and the RFP/bid documents. We are providing construction engineering and inspection services (CEI) for Units 1-6. We are currently designing units 16 and 17. We completed the civil designs of an offsite fire station in support of the DRI offsite commitments and amenity centers.

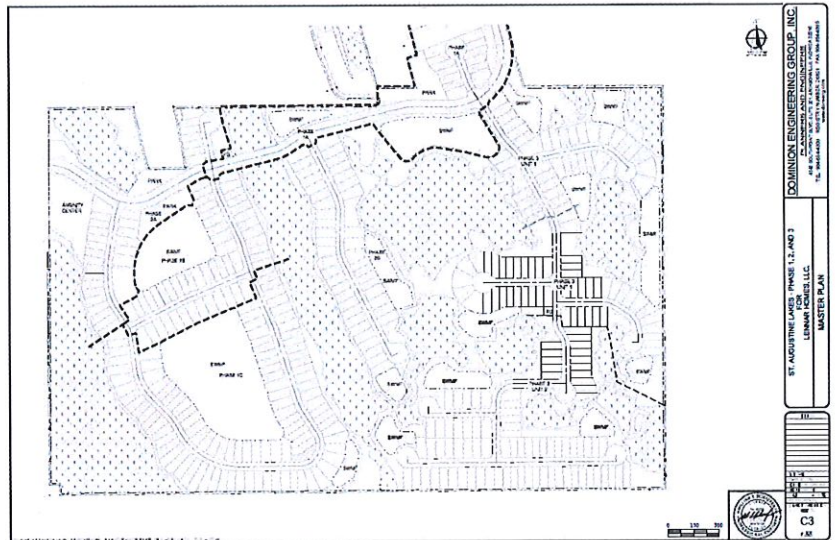


Amelia National CDD (850 acres), ICI Homes/Montgomery Land Company, Nassau County, Florida — As District Engineer, provided expert Testimony and prepared an overall Engineers Report for the establishment of the CDD. Provided Supplemental Engineer's Reports for the phased construction. Assisted the developers to secure financing through Hearthstone including developing a detailed due-diligence package for financing approximately \$50 Million. Hearthstone said it was the finest development report they have seen. Also worked with the legal and financial team with the development of a CDD acting as the CDD engineer for bond validations. Acted as the CDD engineer to the Board of Supervisors assisting with the funding of improvements for the development of the project.



St. Augustine Lakes CDD, St. Johns County, Florida. Dominion Engineering has worked for Lennar Homes on the St. Augustine Lakes project. We designed phases 1, 2 and currently designing phase 3.

We were asked by Lennar to review the design prepared by another consulting firm to look for potential cost savings through a more efficient design. Following our review, we were able to show that redesigning the project would save Lennar over a million dollars, Lennar asked DEG to redesign phase 1. Our efficient design efforts resulted in over \$2,500,000 savings over the previous engineer's design. During the redesign and permitting phases the cost of PVD and HDPE pipe more than tripled in price and the savings would have been significantly more had standard pipe increased occurred. DEG also redesigned the offsite water and force main extensions prepared by the other engineering firm to make the project more efficient and cost effective to construct. We are currently the **Interim St. Augustine Lakes Community Development District Engineer** and prepared the Master Engineers Report used to establish the District and also used in the initial bond financing.



Villages of Westport CDD (2000 acres), ICI Homes/Montgomery Land Company, Jacksonville, Florida — Worked with the project owners (ICI Homes/Montgomery Land Company), to develop the master development plan from the PUD bubble plan. This project is of DRI size but through a little known Regional Area Center (RAC) criteria we were able to provide the development program the owners envisioned without the lengthy and expensive DRI process. This effort includes internal circulation, lot development and preliminary storm water management for 1800 units, 350KSF of commercial/retail and 1.2 million SF of industrial. Efforts include providing assistance with the master storm water and master utility plan. Assisted with the development of a CDD and acted as the CDD engineer through bond validation process. Performed the duties of the CDD engineer for over a year assisting the Board of Supervisors with the funding of improvements for the development of the project.

Fleming Island Plantation DRI (2300 acres), Pulte (FKA Centex Homes), Clay County, FL. — Pulte Homes acquired this existing 2300 acre project with an approved DRI Development Order. The approved plan had a number of development landmines and just did not fit their development program. Bill Schaefer was the project manager for the planning, design and permit efforts for a revised land plan and a major modification to the DRI. Under Bill's direction the client received the Notice of Proposed Change (NOPC) in a record six months from his notice to proceed from the developer. The owner/planning team accomplished what no one thought would get done: Fleming Island residents and Clay County staff approval. This project received both NE Florida and Statewide Planning Awards as the best large project. This project was a huge financial windfall for Pulte Homes and continues to be a very active mixed-use development today.

Below is a list of 22 residential subdivisions not listed above that DEG designed and permitted which are in St Johns County. This is a partial list of St. Johns County projects, but we trust it shows that DEG has excellent subdivision design experience in St. Johns County.

- ❖ Whisper Ridge Subdivision
- ❖ Eagles Cove Subdivision
- ❖ Hannah's Walk Subdivision
- ❖ Maderia CDD Subdivision
- ❖ Ashby Landing Subdivision
- ❖ Wards Creek Subdivision
- ❖ Tomoka Pines Subdivision
- ❖ Minorcan Mill Subdivision
- ❖ Ashby Landing Townhomes
- ❖ Oakwood at Nocatee
- ❖ Twin Creeks CDD North Parcel 1 Subdivision at Beechwalk
- ❖ Twin Creeks CDD North Parcel 2&3 Subdivision at Beechwalk
- ❖ Twin Creeks CDD North Parcel 4 Apartments at Beechwalk
- ❖ Woodlawn Subdivision
- ❖ Quadrille Subdivision
- ❖ Shores Subdivision Phase 7
- ❖ Oxford Estates Subdivision Phases 4, 5, 6 and 7
- ❖ Morgans Cove Subdivision
- ❖ Deerfield Preserve Subdivision



SECTION E GEOGRAPHIC LOCATION

For the past fifteen (15) years, Dominion Engineering Group's office has been in Jacksonville, FL at the intersection of JT Butler Boulevard and I-95. We are less than thirty miles from St. Augustine Lakes CDD project site, SJC Utility Department, and SJC Development Services offices, putting us close at hand for immediate project needs. This allows us to easily mobilize staff to project sites, but also provides you a firm that has extensive experience working within the region. We have completed projects throughout St. Johns County area and know the geography of the region as well as the political climate. This knowledge allows us to quickly get projects completed for you.

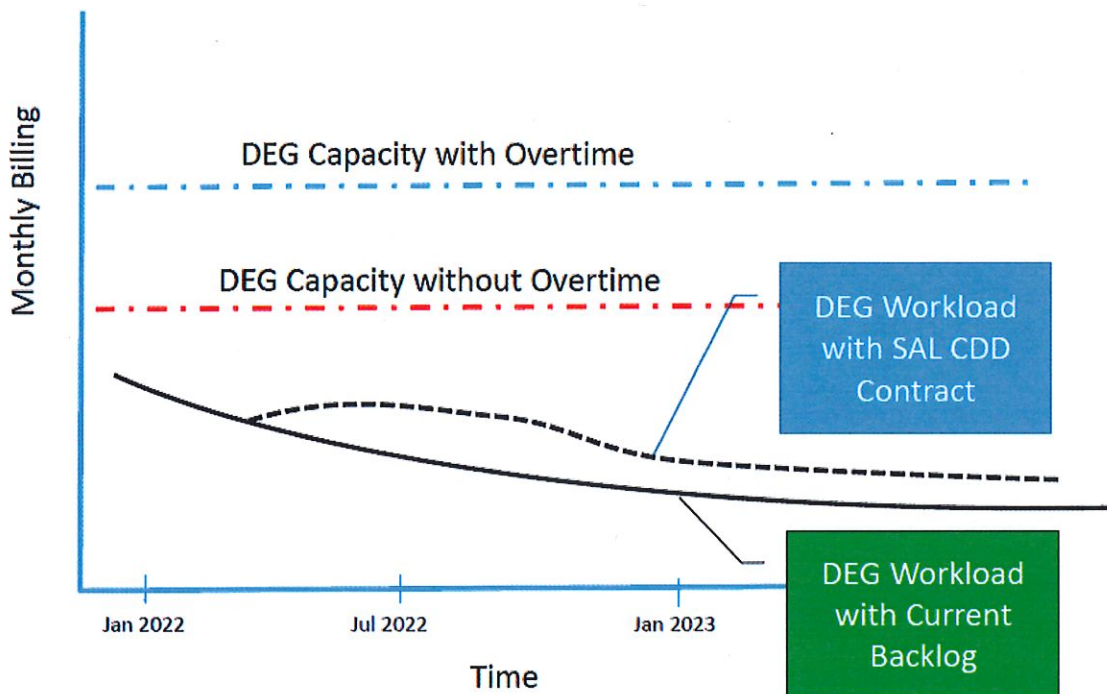
Logistics for work, coordination, and meetings are not an issue – DEG will be available where and when needed.

Mr. Schaefer will work closely with the District Board and District Manager to ensure that any work order assigned receives the benefit of the local knowledge and expertise the DEG Team have gained working in St. Johns County and the nearby communities where they live.



SECTION F CURRENT AND PROJECTED WORKLOADS

DEG's project manager will effectively execute work order requests. Workloads today are managed by DEG ensuring we have capacity for our clients. Our typical monthly billings are approximately \$120,000 a month with an annual billing rate of approximately \$1,600,000 in 2021. Project backlog for the next year is shown below and totals approximately \$900,000. The firm is currently looking for an additional \$500,000 of backlog to bring the billing up to utilization rates in the 80-percentile range. Based upon the known backlog, we will operate at a 65% percent utilization rate for calendar year 2022.



The excess capacity of the DEG Team for 2022 exceeds \$500,000 in billing and this is significantly greater than the estimated revenue from this project.

With the preponderance of the anticipated work under this project being performed by DEG, we prepared the above graph that illustrates the current workload absorption over time. On this graphic, we added lines which represent our capacity. As you can see, even with the addition of the St Augustine Lakes CDD, DEG does not reach its monthly capacity. We have also looked at this from a workload planning effort with respect to engineering and designer positions in our firm and the result is the same. Our current staff mix dovetails well with the project needs of St Augustine Lakes CDD.

We anticipate that the addition of the CDD will not tax our staff and that we would even be able to deliver task orders even under an expedited schedule.



SECTION G VOLUME OF WORK PREVIOUSLY AWARDED TO APPLICANT BY DISTRICT

Dominion Engineering is currently working directly for the District in the capacity of Interim District Engineer, filling in till a permanent District Engineering Firm can be selected by the CDD Board.

Dominion Engineering has worked for Lennar Homes on the St. Augustine Lakes project. We designed phases 1, 2 and currently designing phase 3. We were asked by Lennar to review the design prepared by another consulting firm. Following our review, we were able to show that redesigning the project would save Lennar over a million dollars, Lennar asked DEG to redesign phase 1. Our efficient design efforts resulted in over \$2,500,000 savings over the previous engineer's design. During the redesign and permitting phases the cost of PVD and HDPE pipe more than tripled in price and the savings would have been significantly more had standard pipe increased occurred. DEG also redesigned the offsite water and force main extensions prepared by the other engineering firm to make the project more efficient and cost effective to construct.

We look forward to the opportunity to work with the District to further the goals of St. Augustine Lakes Community Development District.



Section H SF330 Engineer Qualifications.



ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

The St. Augustine Lakes Community Development District, St. Johns County, St. Augustine, Florida

2. PUBLIC NOTICE DATE

January 10, 2022

3. SOLICITATION OR PROJECT NUMBER

N/A

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

William E. Schaefer P.E., President

5. NAME OF FIRM

Dominion Engineering Group, Inc.

6. TELEPHONE NUMBER

(904) 854-4500

7. FAX NUMBER

(904) 854-4505

8. E-MAIL ADDRESS

bschaefer@dom-eng.com

C. PROPOSED TEAM

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

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	JV	SUBCON-TRACTOR			
a.	X			Dominion Engineering Group, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	4348 Southpoint Blvd. Ste. 201 Jacksonville, FL 32216	Site Civil Engineer, Team Leader
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

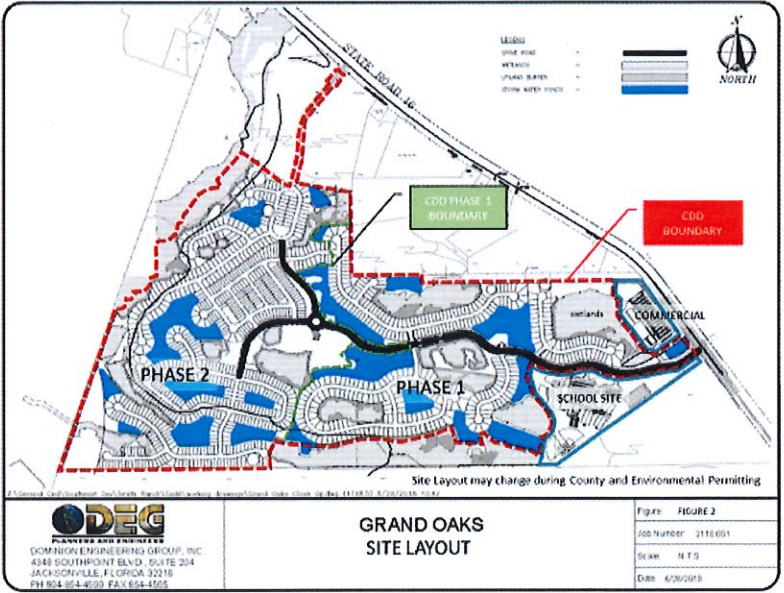
(Complete one Section E for each key person.)

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	
William E. Schaefer II, PE	District Engineer/Project Manager	A. TOTAL	B. WITH CURRENT FIRM
		35	16
15. FIRM NAME AND LOCATION (City and State)			
Dominion Engineering Group, Inc., Jacksonville, Florida			
16. EDUCATION (Degree and Specialization)		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)	
Bachelor of Science – Civil Engineering (U of Florida) Master Courses in Civil Engineering		Florida – Professional Engineer - Florida – State Certified Building Contractor – Member SAME	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
Proficient in the following Modeling Software: XP-SWIMM, ADICPR, Cybernet, HEC-2, ModFlow, Ponds, EPA Net, SUPRA3, HEC, and WaterCad; Proficient in the following Drafting Software: AutoCAD 3D, AutoDesk Land Desktop Design, ArcView GIS, Bentley MicroStation Geopak; William is an expert in land planning and development engineering, with a large concentration of his work appearing in Florida. Bill is a former Military Officer in the Naval Civil Engineering Corps and in this capacity he directed many design and construction projects on Navy and Army bases in the Southeast.			

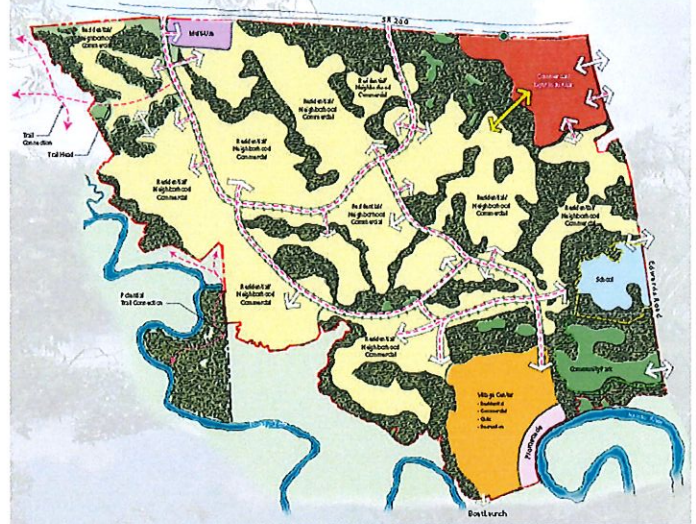
19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Grand Oaks CDD – Phase 1 Design and Permitting, St. Johns County, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2016	Under construction
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	<p>William E. Schaefer has prepared the master development plans for the 586-acre, 999 single family units, 2 phase development in St. Johns County, Florida. He worked with the design team to develop the pre and post development stormwater model of the 586 acre drainage area and preparation of stormwater components for this project. Efforts for design and permitting of the 360-lot phase 1 included preparing the plans and calculations for permit submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements. Other modeling included design of the water distribution and fire hydrant flows, project wide stormwater irrigation design including irrigation pump design, modeling the manifold of sanitary pump stations. The project required an overall master utility plans, and the first phase required design of water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents for the CDD. Bill also worked with the developer, legal and financial team with the development of an Engineer's Report, establishment of CDD, and acting as the interim CDD engineer for bond validation. DEG is also providing construction engineering and inspection services for Phase 1. DEG has been retained to design the Phase 2 common infrastructure and six individual pods. DEG has also been retained to design a 3.2 mile 2-lane addition to SR-16 that ends at the Grand Oaks project entrance.</p>		
	 <p>GRAND OAKS SITE LAYOUT</p> <p>Figure: FIGURE 2 Job Number: 2110001 Scale: N.T.S. Date: 6/20/2016</p>		
b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Amelia National CDD, Nassau County, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2004	2006
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	

William Schaefer assisted the developers to secure financing through Hearthstone including developing a detailed due-diligence package for financing approximately \$50 million. Hearthstone said it was the finest development due-diligence report they have seen. The 749 lot, 500 acre project includes an 18-hole Tom Fazio golf course,

He also worked with the legal and financial team with the development of the CDD acting as the CDD engineer for the development of the Engineer's Report through bond validation. Mr. Schaefer acted as the CDD engineer to the Board of Supervisors assisting with the funding of improvements for the development of the project.

c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Three Rivers CDD, DRI, Nassau County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2015	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
<p>William Schaefer was involved in this project from the point the DRI was approved. The 1600 + acres located on SR 200 in Nassau County, Florida. He initially provided 10 complete lotting plans for the entire subdivision. Since then he has overseen the design and been engineer of record for the Conceptual Stormwater ERP permitting, ACOE permitting, and approval of the Final Development Plan with Nassau County. For the 500-lot phase 1 design, Bill has directed his design team with the detailed design and detailed permitting with JEA, SJRWMD and Nassau County. Under his direction DEG prepared the stormwater components for this project for Phase 1 submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements and BMPs. The project required master utility plans, designing water main, reuse mains, gravity sewer collection, sanitary pump stations and offsite force main. For the entire project and Phase 1, Bill prepared the hydraulic models for the water and reuse distribution using EPANet pressure pipe modeling software. He also prepared for the CDD the RFP bid documents for the first phase of construction.</p> <p>As the interim CDD Engineer, Bill prepared the Engineer's Report for the project, worked with the legal and financial team to have the CD Validated with Nassau County and approval of the bond validation for the initial and total bond issuance.</p>			
d.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Sawmill Creek @ Palm Coast DRI, CDD Flagler County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2017	Under Construction
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
<p>DEG developed the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. We modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. We will provide construction engineering and inspection services, coordinating with FPL for this project.</p>			
e.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Villages of Westport CDD, Duval County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2000	2003
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	



William Schaefer worked with the project owners (ICI Homes/Montgomery Land Company), to develop the master development plan from the PUD bubble plan. This project is of DRI size but, through a little known Regional Area Center (RAC) criteria, we were able to provide the development program the owners envisioned without the lengthy and expensive DRI process. This effort includes internal circulation, lot development and preliminary storm water management for 1800 units, 350KSF of commercial/retail and 1.2 million SF of industrial. Efforts include providing assistance with the master storm water and master utility plan. Assisted with the development of a CDD and acted as the CDD engineer through bond validation process. Performed the duties of the CDD engineer for over a year assisting the Board of Supervisors with the funding of improvements for the development of the project.

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	
Michael S. Bowles		Hydraulic Engineer		A. TOTAL	B. WITH CURRENT FIRM
				30	16
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
FDEP Qualified NPDES Stormwater Inspector Training; OSHA Certified Confined Space; Arc View GIS Training; Softdesk Advanced Design Certification			Florida NPDES Inspector # 8736		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Acad Advanced Design Certification; Advanced Ad-ICPR Modeling Training; Utility Inspector; EPANET Pressure Pipe Design Software					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Grand Oaks CDD Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017	Under Construction
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
Michael Bowles assisted in the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County, Florida. He modeled the 586 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. We will provide construction engineering and inspection services.					
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Three Rivers, DRI, CDD, Nassau County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2015	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
Michael Bowles assisted in the complete design, engineering, and permitting for the 1600 + acres located on SR 200 in Nassau County, Florida. He modeled the 1600 + acres drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. We will provide construction engineering and inspection services.					
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017	Under Construction
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
Michael Bowles assisted in the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. We will provide construction engineering and inspection services, coordinating with FPL for this project.					
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Villages of Westport, CDD, Duval County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2003	2006
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
This project includes internal circulation, lot development and preliminary storm water management for 1800 units, 350KSF of commercial/retail and 1.2 million SF of industrial. Efforts include providing assistance with the master storm water and master utility plan. SJRWMD conceptual permit for the entire project, and Individual ERP for phase 1 of construction. Design and permitting of the first phase with JEA and SJRWMD.					

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	
Charlie Nguyen, EIT		Project Engineer		A. TOTAL	B. WITH CURRENT FIRM
				6	3
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
Bachelor of Science – Civil Engineering (Structural focused)			Florida EIT - 1100020363		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Proficient in the following Modeling Software: ADICPR, EPANET, MODRET. ASCE Member					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Grand Oaks CDD St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2018	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP, & SJRWMD. Charlie was Project Design Engineer and CEI Services.					
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Three Rivers DRI CDD, Nassau County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2016	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD. Charlie was Project Design Engineer.					
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. Charlie was Project Design Engineer.					
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Maderia CDD Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2020 - Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase.					
e.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Morgan's Cove Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017 - Present	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT. Charlie was Project Design Engineer.					

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	
Ethan Schaefer		Civil Engineer		A. TOTAL	B. WITH CURRENT FIRM
				1	1
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
BSCE University of Florida (Dec 2022)					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Proficient in the following Modeling Software: XP-SWIMM, ADICPR, Cybernet, HEC-2, ModFlow, Ponds					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Grand Oaks CDD St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2018	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD. Provided Utility modeling and CEI.					
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Three Rivers DRI CDD, Nassau County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2016	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD. Provided CEI.					
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2017 – Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. Provided CEI.					
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Maderia CDD Subdivision, St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2020 – Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase. Provided CEI.					
e.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Morgan's Cove Subdivision, St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2017 – Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT. Provided Design and CEI>					

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	
Gary Myer		Engineering Technician		A. TOTAL	B. WITH CURRENT FIRM
				22	8
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
Florida State College of Jacksonville, Technical Certification. (FKA St. Johns Community College)					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
AutoCad 1 and 2 Certification. Softdesk Advanced Design Certification, Acad Advanced Design Certification,					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Grand Oaks CDD St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2018	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
Dominion Engineering Group has prepared the master development plans for the 586 acre, 999 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD. Gary was Project Designer.					
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Three Rivers DRI CDD, Nassau County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2016	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD. Gary was Project Designer.					
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. Gary was Project Designer.					
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Maderia CDD Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2020 - Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase. Gary was Project Designer.					
e.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Morgan's Cove Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017 - Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT. Gary was QA/QC and Project Designer.					

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	
Jason Mokwa		Engineering Technician		A. TOTAL	B. WITH CURRENT FIRM
				25	5
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
2 year Specialized College Degree in CADD			None		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Proficient in the following Software: AutoCAD 3D 2018, Excel, Word, Powerpoint, Auto Turn Pro 10.2, Sketchup and Microstation.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Grand Oaks CDD St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2018	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD.					
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Three Rivers DRI CDD, Nassau County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2016	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD.					
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Edgewater Landing, Clay County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2014	2016
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
DEG has provided engineering plans and master drainage plan for the 114 acres located in Clay County, including permitting by Clay County, FDEP, and SJRWMD. DEG developed water and sewer master plan to verify the proposed sanitary lift station. DEG designed and permitted a 10 inch water main, 10 inch reuse main, and 6 inch force main extension of Clay County mains.					
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Maderia CDD Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2020 – Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase.					
e.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Morgan's Cove Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017 – Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT.					

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	
Kenneth Stewart		Engineering Technician		A. TOTAL	B. WITH CURRENT FIRM
				17	1
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
Robert Morris University, AAS CADD					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Proficient in the following Modeling Software: XP-SWIMM, ADICPR, Cybernet, HEC-2, ModFlow, Ponds					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Grand Oaks CDD St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2018	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
<p>Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD.</p>					
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Three Rivers DRI CDD, Nassau County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2016	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
<p>DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD.</p>					
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Sawmill Creek @ Palm Coast DRI< (CDD) Flagler County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2017	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
<p>DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents.</p>					
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Maderia CDD Subdivision, St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2020 - Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
<p>DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase.</p>					
e.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Morgan's Cove Subdivision, St. Johns County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2017 - Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
<p>DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT.</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	
Matthew Bonna		CADD Technician		A. TOTAL	B. WITH CURRENT FIRM
				3	3
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
A.A Degree at Florida State Collage at Jacksonville (FSCJ) Technical Degree in Civil Engineering from FSCJ			N/A		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Proficient in the following Modeling Software: Cybernet, HEC-2, Ponds					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Grand Oaks CDD St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2018	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD.					
b.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Three Rivers DRI CDD, Nassau County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2016	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		Check if project performed with current firm		
DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD.					
c.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2017	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm		
DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents.					
d.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Maderia CDD Subdivision, St. Johns County, FL		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2020 – Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase.					
e.	(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED		
	Morgan's Cove Subdivision, St. Johns County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2017 – Present	Current	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm		
DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT.					

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	
Michael S. Bowles		Hydraulic Engineer		A. TOTAL	B. WITH CURRENT FIRM
				30	16
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
FDEP Qualified NPDES Stormwater Inspector Training; OSHA Certified Confined Space; Arc View GIS Training; Softdesk Advanced Design Certification			Florida NPDES Inspector # 8736		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Acad Advanced Design Certification; Advanced Ad-ICPR Modeling Training; Utility Inspector; EPANET Pressure Pipe Design Software					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Grand Oaks CDD Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017	Under Construction
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
Michael Bowles assisted in the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County, Florida. He modeled the 586 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. We will provide construction engineering and inspection services.					
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Three Rivers, DRI, CDD, Nassau County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2015	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
Michael Bowles assisted in the complete design, engineering, and permitting for the 1600 + acres located on SR 200 in Nassau County, Florida. He modeled the 1600 + acres drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. We will provide construction engineering and inspection services.					
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017	Under Construction
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
Michael Bowles assisted in the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. We will provide construction engineering and inspection services, coordinating with FPL for this project.					
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Villages of Westport, CDD, Duval County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2003	2006
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
This project includes internal circulation, lot development and preliminary storm water management for 1800 units, 350KSF of commercial/retail and 1.2 million SF of industrial. Efforts include providing assistance with the master storm water and master utility plan. SJRWMD conceptual permit for the entire project, and Individual ERP for phase 1 of construction. Design and permitting of the first phase with JEA and SJRWMD.					

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				
Robert Pevy		Engineering Technician		A. TOTAL	B. WITH CURRENT FIRM			
				42	3			
15. FIRM NAME AND LOCATION (City and State)								
Dominion Engineering Group, Inc., Jacksonville, Florida								
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)					
2 years college			N/A					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)								
Proficient in the following Modeling Software: XP-SWIMM, ADICPR, Cybernet, HEC-2, ModFlow, Ponds AutoCAD Civil 3D, Agtek Earthwork 4D								
19. RELEVANT PROJECTS								
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED				
	Grand Oaks CDD St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)			
				2018	Current			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm				
	Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD.							
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED				
	Three Rivers DRI CDD, Nassau County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)			
				2016	Current			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm				
	DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD.							
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED				
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)			
				2017	Current			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm				
	DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents.							
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED				
	Longleaf Subdivision, Duval County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)			
				2016- Present	Current			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm				
	Phase 1 of the project consists of approximately 480 acres located in Jacksonville, Florida. DEG engineered the plans for 190 lots. DEG developed a master drainage plan to handle runoff from the lots and the impervious areas. DEG modified the existing SJRWMD permit (ERP) for the project. We prepared the modification to existing ERP for submittal to the SJRWMD. DEG prepared a master water and sewer plan for the entire project and all 9 phases that included 1200 homes, with detailed design of over 10 miles of water main, 10 miles of gravity sewer collection, 4 sanitary pump stations and 4000 LF of offsite force main.							
e.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED				
	Minorcan Mill SBDN, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)			
				2018 – Present	Current			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm				
	The project consists of approximately 58.24 acres located in St. Johns County (SJC), Florida. DEG developed a Master Development Plan (MDP) and a master drainage plan for the entire 129 single family development, along with plans for right and left turn lanes required for the project. Force main extension plans were prepared for SR16 and 16A intersections to the entrance of the project approximately 4150 LF. The effort of work included meetings with SJC, SJRWMD, JEA, and FDEP.							

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	
Michele DeBernardis		Administrative		A. TOTAL	B. WITH CURRENT FIRM
				30	15
15. FIRM NAME AND LOCATION (City and State)					
Dominion Engineering Group, Inc., Jacksonville, Florida					
16. EDUCATION (Degree and Specialization)			17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)		
Business Administration			Notary - Florida		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
Assist Management in coordination of projects, meetings, and communications with clients and agencies. Project Accounting					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Grand Oaks CDD St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2018	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
Dominion Engineering Group has prepared the master development plans for the 586 acre, 985 single family units, 4 phase development in St. Johns County. DEG modeled the 586 acre drainage area and prepared the stormwater components, submitted to SJRWMD including stormwater models, treatment ponds, water quality improvements, including BMPs and stream restoration. Prepared permitting by St. Johns County, FDEP and SJRWMD. Provided CDD Administration.					
b.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Three Rivers DRI CDD, Nassau County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2016	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			Check if project performed with current firm	
DEG has provided the complete design, engineering, and permitting for the 1600 acres located on SR 200 in Nassau County. DEG modeled project and prepared the stormwater components for the project for submittal; to SJRWMD including stormwater models treatment ponds, water quality improvements, including MBPs and stream restoration. Prepared permitting by Nassau County, FDEP, and SJRWMD. Provided CDD Administration.					
c.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Sawmill Creek @ Palm Coast DRI, (CDD) Flagler County, Florida			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input checked="" type="checkbox"/> Check if project performed with current firm	
DEG prepared the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. Provided CDD Administration.					
d.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Maderia CDD Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2020 - Present	Current
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase. Provided CDD Administration.					
e.	(1) TITLE AND LOCATION (City and State)			(2) YEAR COMPLETED	
	Morgan's Cove Subdivision, St. Johns County, FL			PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
				2017 - Present	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE			<input type="checkbox"/> Check if project performed with current firm	
DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT. Provided CDD Administration.					

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)		22. YEAR COMPLETED	
St. Augustine Lakes SBDN, St. Augustine, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2021- current	Ongoing
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Lennar Homes	Ginny Feiner	(904) 380-0778	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			
<p>This CDD Subdivision sits on 65 acres and is planned for 412 single family units, in 2 phases. We will develop a master drainage plan to handle runoff from the lots and the impervious areas. DEG will submit the SJRWMD permit modification (ERP) for the entire 238 units with phase 1A & 1B. We will prepare the ERP for submittal to the SJRWMD permit modification. We assume the environmental section will be completed by your project environmental consultant. We understand from the plan that filling some of the wetlands will be necessary to achieve the project objectives. We will work with your project environmental consultant to evaluate possibilities and opportunities to avoid and reduce wetland impacts.</p>			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
	Dominion Engineering Group, Inc.	Jacksonville, Florida	Site Civil Engineer, Team Leader
b.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE

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)		22. YEAR COMPLETED	
Parcels 1, 2 & 3 of Beachwalk at Twin Creeks CDD/DRI SBDN, St. Augustine, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2018 - 2021	2020-2021
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Lennar Homes	Ginny Feiner	(904) 380-0778	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			
<p>Beachwalk is part of the Twin Creeks Development of Regional Impact and Planned Unit Development. Beach Walk is funding the common infrastructure using CDD Bonds including their 13-acre lined lagoon for swimming and water sports. Dominion Engineering has prepared a two plan sets for Parcel 1 and Parcels 2&3 of Beachwalk.</p> <p>PARCEL 1. DEG prepared a master site plan for the 45-acre parcel which consists of 144 villas that are 40 feet wide. DEG developed from the site plan an Incremental Master Development Plan (MDP) in accordance with SJC standards and PUD. We permitted the incremental MDP update with SJC. DEG permitted the project development plans with SJC for engineering and planning approval and with JEA for utilities. The project consisted of complete stormwater facility design of two ponds, lot grading, stormwater collection design, box culvert bridge, potable water distribution design for residences, fire protection design, and gravity sewer design. The project is served by gravity as it connected to the sanitary PS in Parcel 2&3. DEG provided Construction Engineering and Inspection (CEI) and certified the construction to the approving agencies and the CDD.</p> <p>PARCEL 2 & 3. DEG prepared a master site plan for the 49 acre parcel which consists of 179 single family homes on 40-foot wide lots. DEG developed from the site plan an Incremental Master Development Plan (MDP) in accordance with SJC standards and PUD. We permitted the incremental MDP update with SJC. DEG permitted the project development plans with SJC for engineering and planning approval and with JEA for utilities. The project consisted of complete stormwater facility design of two ponds, lot grading, stormwater collection design, Sanitary Pump station shared with Parcel 1 potable water distribution design for residences, fire protection design, and gravity sewer design. DEG provided Construction Engineering and Inspection (CEI) and certified the construction to the approving agencies and the CDD.</p>			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
	Dominion Engineering Group, Inc.	Jacksonville, Florida	Site Civil Engineer, Team Leader
b.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE

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

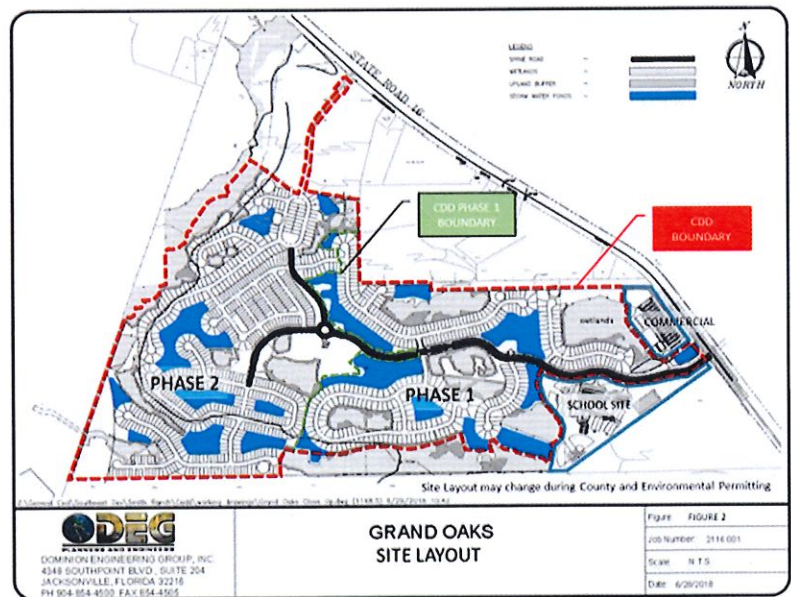
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

3

21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Grand Oaks CDD, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2017 - current	Ongoing
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Southeast Development Partners, LLC	Keith Hyatt	(904) 669-4757	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			

William E. Schaefer has prepared the master development plans for the 586-acre, 999 single family units, 2 phase development in St. Johns County, Florida. He worked with the design team to develop the pre and post development stormwater model of the 586 acre drainage area and preparation of stormwater components for this project. Efforts for design and permitting of the 360-lot phase 1 included preparing the plans and calculations for permit submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements. Other modeling included design of the water distribution and fire hydrant flows, project wide stormwater irrigation design including irrigation pump design, modeling the manifold of sanitary pump stations. The project required an overall master utility plans, and the first phase required design of water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents for the CDD. Bill also worked with the developer, legal and financial team with the development of an Engineer's Report, establishment of CDD, and acting as the interim CDD engineer for bond validation. DEG is also providing construction engineering and inspection services for Phase 1. DEG has been retained to design the Phase 2 common infrastructure and six individual pods. DEG has also been retained to design a 3.2 mile 2-lane addition to SR-16 that ends at the Grand Oaks project entrance.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) Firm Name Dominion Engineering Group, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, Florida	(3) ROLE Site Civil Engineer, Team Leader
b.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE

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)	22. YEAR COMPLETED	
Three Rivers DRI CDD, St. Augustine, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2016 - current	Ongoing

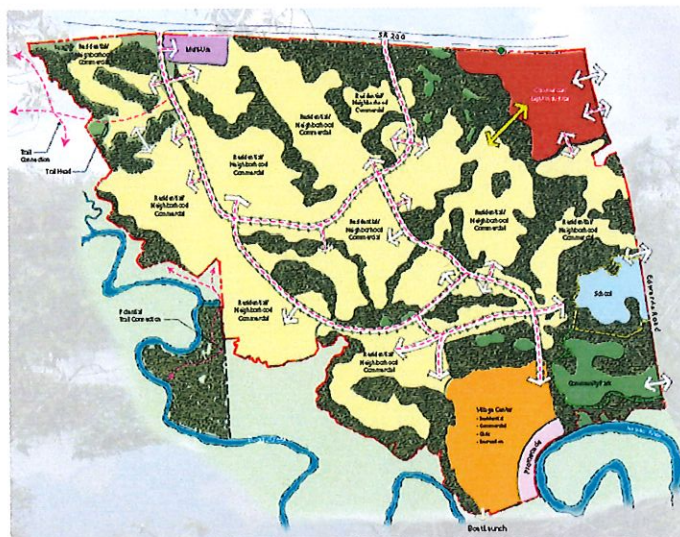
23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
GreenPointe Developers, LLC	Gregg Kern	(904) 996-2485

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

William Schaefer was involved in this project from the point the DRI was approved. The 1600 + acres located on SR 200 in Nassau County, Florida. He initially provided 10 complete lotting plans for the entire subdivision. Since then he has overseen the design and been engineer of record for the Conceptual Stormwater ERP permitting, ACOE permitting, and approval of the Final Development Plan with Nassau County. For the 500-lot phase 1 design, Bill has directed his design team with the detailed design and detailed permitting with JEA, SJRWMD and Nassau County. Under his direction DEG prepared the stormwater components for this project for Phase 1 submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements and BMPs. The project required master utility plans, designing water main, reuse mains, gravity sewer collection, sanitary pump stations and offsite force main. For the entire project and Phase 1, Bill prepared the hydraulic models for the water and reuse distribution using EPANet pressure pipe modeling software. He also prepared for the CDD the RFP bid documents for the first phase of construction.

As the interim CDD Engineer, Bill prepared the Engineer's Report for the project, worked with the legal and financial team to have the CD Validated with Nassau County and approval of the bond validation for the initial and total bond issuance.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
	Dominion Engineering Group, Inc.	Jacksonville, Florida	Site Civil Engineer, Team Leader
b.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE

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

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

20. EXAMPLE PROJECT KEY NUMBER

5

21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Sawmill Branch @ PCP CDD, Palm Coast, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2016 - current	Ongoing
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Palm Coast Florida Holdings, LLC	Stephen F. Been	(904) 996-2485	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			
<p>DEG developed the master development plans for the 1100 acre, 2200 single family units, 8 phase development in Flagler County, Florida. He modeled the 1100 acre drainage area and prepared the stormwater components for this project for submittal to SJRWMD including stormwater models, treatment ponds, water quality improvements including BMPs and stream restoration. The project required master utility plans, designing water main, gravity sewer collection, sanitary pump stations and offsite force main. We prepared the supporting calculations, the engineering plans and the RFP bid documents. We provided construction engineering and inspection services, coordinating with FPL for this project.</p>			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
	Dominion Engineering Group, Inc.	Jacksonville, Florida	Site Civil Engineer, Team Leader
b.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE

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)	22. YEAR COMPLETED	
Maderia CDD	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2020 – present	Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Ponce Associates, LLC	Douglas Maier	(904) 482-1127

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

The project consists of approximately 275 undeveloped acres located in St. Johns County (SJC), Florida, with 224 single family lots and 110 Condominiums and 166 Townhomes. DEG developed from the Preliminary Site Plan and PUD Description, an updated Final Development Plan (FDP) according to City of St. Augustine standards.

DEG developed in ACAD a master water and sewer plan for 207 lots in phase 1C and 3. The plan verified the proposed sanitary lift station locations, with layout of the individual collection lines and manholes. Location and layout of the potable water distribution lines (with diameters) for the project were included to verify by phase that proper water pressure and fire demand will be delivered for each phase. This Water and Sewer master plan was discussed with the City of St. Augustine Utility Department during a pre-application meeting and any necessary changes made.

For Phases 1C and 3, DEG completed the construction drawings and prepare the Engineering Review submittal for the CoSA DRC review. We prepared all engineering calculations for the proposed water and sewer services, fire protection, and sanitary pump stations, and one lift station. DEG prepared the final engineering for submittal to the reviewing agencies. Site design included roadway design, lot grading, stormwater collection design, potable water distribution design for lots, fire protection design, gravity sewer design for lots and design of one sanitary pump station.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
	Dominion Engineering Group, Inc.	Jacksonville, Florida	Site Civil Engineer, Team Leader
b.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE

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)		22. YEAR COMPLETED	
Longleaf Subdivision		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2016 - current	Ongoing
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER		b. POINT OF CONTACT NAME	
Lennar Homes LLC		Scott Keiling	
		c. POINT OF CONTACT TELEPHONE NUMBER	
		(904) 380-0778	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			
<p>Phase 1 of the project consists of approximately 480 acres located in Jacksonville, Florida. DEG engineered the plans for 190 lots. DEG developed a master drainage plan to handle runoff from the lots and the impervious areas. DEG modified the existing SJRWMD permit (ERP) for the project. We prepared the modification to existing ERP for submittal to the SJRWMD. DEG prepared a master water and sewer plan for the entire project and all 9 phases that included 1200 homes, with detailed design of over 10 miles of water main, 10 miles of gravity sewer collection, 4 sanitary pump stations and 4000 LF of offsite force main. DEG will finalize a master water and sewer plan for the entire community. Site design included stormwater facility design, lot grading, stormwater collection design, potable water distribution design for lots, pocket park grading, fire protection design, gravity sewer design for lots, and design of the sanitary pump stations. We are currently providing construction engineering and inspection services (CEI). The project required permitting by the City of Jacksonville, FDEP, SJRWMD and the US Army Corps of Engineers.</p>			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
	Dominion Engineering Group, Inc.	Jacksonville, Florida	Site Civil Engineer, Team Leader
b.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE

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)	22. YEAR COMPLETED	
Morgan's Cove Subdivision	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2017- current	Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Waterford Green Investments, Inc.	Stephen F. Been	(904) 996-2485

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

DEG developed a site plan of the residential portion (Phase 1 and 2) for approval by the client, and a Master Development Plan (MDP), for 273 single family units and 183 bed independent assisted living facility. DEG developed a master drainage plan to handle runoff from the impervious areas in Phase 1 and 2. Plans were developed for right and left turn lanes required for the project and a force main extension of 7400 feet along CR214 from Alan Neese Road under I95 to the project entrance. We completed the online application and submitted the construction plans and supporting calculations to the SJRWMD for the development. The effort in this scope of work included meetings with SJC, SJRWMD, SJCUD, FDEP, and FDOT.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
	Dominion Engineering Group, Inc.	Jacksonville, Florida	Site Civil Engineer, Team Leader
b.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE

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)	22. YEAR COMPLETED	
Oxford Estates Subdivision	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2017- current	Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
H. Smith Inc.	Nate Day	(904) 268-9990

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

DEG developed the engineering plans for submission to the SJRWMD for a SJRWMD permit and SJC for engineering review. We developed pre and post development stormwater models for the entire 159 lots and design the stormwater treatment ponds with outfalls.
DEG developed a master drainage plan to handle runoff from the lots and the impervious areas. DEG submitted the SJRWMD permit (ERP) for the entire 159 unit development. We prepared the ERP for submittal to the SJRWMD. The effort of work included meetings with SJC, SJRWMD, JEA, and FDEP.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
	Dominion Engineering Group, Inc.	Jacksonville, Florida	Site Civil Engineer, Team Leader
b.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE

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)		22. YEAR COMPLETED	
Minorcan Mill SBDN		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2018- current	Ongoing
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
The Towers Group	Sam Crozier	(904) 615-1893	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			
<p>The project consists of approximately 58.24 acres located in St. Johns County (SJC), Florida. DEG developed a Master Development Plan (MDP) and a master drainage plan for the entire 129 single family development, along with plans for right and left turn lanes required for the project. Force main extension plans were prepared for SR16 and 16A intersections to the entrance of the project approximately 4150 LF. The effort of work included meetings with SJC, SJRWMD, JEA, and FDEP.</p>			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
	Dominion Engineering Group, Inc.	Jacksonville, Florida	Site Civil Engineer, Team Leader
b.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) Firm Name	(2) FIRM LOCATION (City and State)	(3) ROLE

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
William Schaefer, PE	Civil Engineer	X	X	X	X	X	X	X	X	X	X
Michael Bowles	Hydraulic Engineer	X	X	X	X	X	X	X	X	X	X
Charlie Nguyen	Civil Engineer	X		X	X	X	X		X	X	X
Ethan Schaefer	Civil Engineer	X		X	X	X	X	X	X	X	
Gary Myer	Engineering Technician	X	X	X	X	X	X	X	X	X	X
Jason Mokwa	Engineering Technician	X	X	X	X	X	X	X	X	X	X
Bob Pevy	Engineering Technician	X		X		X		X			X
Kenneth Stewart	Engineering Technician			X	X				X		
Matthew Bonna	CADD Technician	X		X	X	X	X	X		X	X
Michele DeBernardis	Administrative	X	X	X	X	X	X	X	X	X	X

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	St. Augustine Lakes SBDN	6	Maderia CDD
2	Beachwalk @ Twin Creeks CDD SBDN	7	Longleaf Subdivision
3	Grand Oaks CDD	8	Morgan's Cove Subdivision
4	Three Rivers DRI CDD	9	Oxford Estates SBDN
5	Sawmill Branch PCP CDD	10	Minorcan Mill SBDN

H. ADDITIONAL INFORMATION

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

See Section A – G, pages 1 – 23.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

1/21/22

33. NAME AND TITLE

William E. Schaefer PE, Principal

1. SOLICITATION NUMBER (If any)

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

STANDARD FORM 330 (6/2004) PAGE 6



Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

SCHAEFER, WILLIAM ERNEST II

4348 SOUTHPOINT BLVD

SUITE 201

JACKSONVILLE FL 32216

LICENSE NUMBER: PE40229

EXPIRATION DATE: FEBRUARY 28, 2023

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



2021-2022 LOCAL BUSINESS TAX RECEIPT

JIM OVERTON, DUVAL COUNTY TAX COLLECTOR

231 E. Forsyth Street, Suite 130, Jacksonville, FL 32202-3370

Phone: (904) 630-1916, option 3 Fax: (904) 630-1432

www.duvaltaxcollect.net taxcollector@coj.net

Note - A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business. This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period October 1, 2021 through September 30, 2022.

SCHAEFER, WILLIAM E P.E.
DOMINION ENGINEERING GROUP INC
4348 SOUTHPOINT BLVD
STE 201
JACKSONVILLE, FL 32216-0903

ACCOUNT NUMBER: 79689
BUSINESS NAME: SCHAEFER, WILLIAM E P.E.
PHYSICAL ADDRESS: 4348 SOUTHPOINT BLVD STE 201
JACKSONVILLE, FL 32216-0903

CLASSIFICATION CODE: 322017 - ENGINEER -ALL TYPES

STATE LICENSE NO: 40229

COUNTY TAX:	30.00
MUNICIPAL TAX:	100.00
TOTAL TAX:	130.00

VALID UNTIL September 30, 2022

***** ATTENTION *****

THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.
CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.


JIM OVERTON, TAX COLLECTOR

THIS BECOMES A RECEIPT AFTER VALIDATION.

PAID-5772094.0001-0001 Y02 08/09/2021 130.00

**2021-2022 LOCAL BUSINESS TAX RECEIPT****JIM OVERTON, DUVAL COUNTY TAX COLLECTOR**

231 E. Forsyth Street, Suite 130, Jacksonville, FL 32202-3370

Phone: (904) 630-1916, option 3 Fax: (904) 630-1432

www.duvaltaxcollect.net taxcollector@coj.net

Note - A penalty is imposed for failure to keep this receipt exhibited conspicuously at your place of business. This business tax receipt is furnished pursuant to Municipal Ordinance Code, Chapters 770-772, for the period October 1, 2021 through September 30, 2022.

DOMINION ENGINEERING GROUP INC
WILLIAM E SCHAEFER, P.E.
4348 SOUTHPOINT BLVD
STE 201
JACKSONVILLE, FL 32216-0903

ACCOUNT NUMBER: 79690
BUSINESS NAME: DOMINION ENGINEERING GROUP INC
PHYSICAL ADDRESS: 4348 SOUTHPOINT BLVD STE 204
JACKSONVILLE, FL 32216-0903
CLASSIFICATION CODE: 323079 - PUBLIC SERVICE OR REPAIR, NOT SPEC

STATE LICENSE NO:

COUNTY TAX:	13.75
MUNICIPAL TAX:	41.25
TOTAL TAX:	55.00

VALID UNTIL September 30, 2022*****ATTENTION*****

THIS RECEIPT IS FOR BUSINESS TAX RECEIPT ONLY.
CERTAIN BUSINESSES MAY REQUIRE ADDITIONAL STATE LICENSING.

This is a business tax receipt only. It does not permit the receipt holder to violate any existing regulatory or zoning laws of the County or City. It does not exempt the receipt holder from any other license or permit required by law. This is not a certification of the receipt holder's qualifications.


JIM OVERTON, TAX COLLECTOR

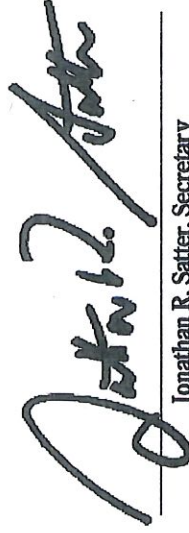
THIS BECOMES A RECEIPT AFTER VALIDATION.**PAID-5772094.0002-0002 Y02 08/09/2021 55.00**

State of Florida

Veteran Business Certification

Dominion Engineering Group, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
08/03/2020 to 08/03/2022



Jonathan R. Satter, Secretary
Florida Department of Management Services



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



Barb Savage
3293 Hodges Blvd
Jacksonville, FL 32224
O. 904.223.4201
D. 904.421.3706
Barb.Savage@
SouthStateBank.com

Dominion Engineering Group Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, FL 32216

January 25, 2022

RE: Letter of Recommendation

To Whom It May Concern,

This letter serves as verification that Dominion Engineering Group Inc. has maintained an excellent relationship with us since 2005. Their accounts are always in good standing and they continue to be a valued customer of SouthState Bank.

Please feel free to contact me if you have any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barb Savage', written over a horizontal line.

Barb Savage
AVP, Branch Manager



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/23/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Dekins Corporation 1361 13th Avenue South Suite 235 Jacksonville Beach FL 32250		CONTACT NAME: Kim Kurland PHONE (A/C, No, Ext): (904) 241-5553 Ext 103 E-MAIL ADDRESS: KimK@dekens.com FAX (A/C, No): (904) 241-5557																						
INSURED Dominion Engineering Group, Inc. 4348 Southpoint Blvd. Suite 204 Jacksonville FL 32216		<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>The Hartford</td><td>29424</td></tr><tr><td>INSURER B:</td><td>The Hartford</td><td>38261</td></tr><tr><td>INSURER C:</td><td>The Hartford</td><td>29424</td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	The Hartford	29424	INSURER B:	The Hartford	38261	INSURER C:	The Hartford	29424	INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																						
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INSURER F:																								

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		21 SBM BV0955 SA	04/21/2021	04/21/2022	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000				
		MED EXP (Any one person) \$ 10,000				
		PERSONAL & ADV INJURY \$ 2,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 4,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 4,000,000
	OTHER:					HNOA \$ 2,000,000
B	AUTOMOBILE LIABILITY		21UECDE4374	11/25/2021	11/25/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
						Deductibles \$ 500
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		21WECAC8HCP	5/22/2021	5/22/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	Y				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
		N/A				E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

FOR INFORMATION
PURPOSES
ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kim Kurland <KNK>

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/14/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
GHG Insurance
1000 Riverside Ave., Suite 500
Jacksonville FL 32204

CONTACT
NAME: Kim Mlazga
PHONE
(A/C, No, Ext): 904-421-8600 **FAX**
(A/C, No): 904-421-8601
E-MAIL
ADDRESS: info@ghgins.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Underwriters at Lloyds**INSURER B:****INSURER C:****INSURER D:****INSURER E:****INSURER F:**

INSURED
Dominion Engineering Group
4348 Southpoint Boulevard #204
Jacksonville FL 32216

DOMIENG-01

COVERAGES**CERTIFICATE NUMBER:** 131895394**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY					
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$
	OTHER:					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Claims Made		ANE143236421	5/15/2021	5/15/2022	Each Claim Aggregate \$1,000,000 \$1,000,000

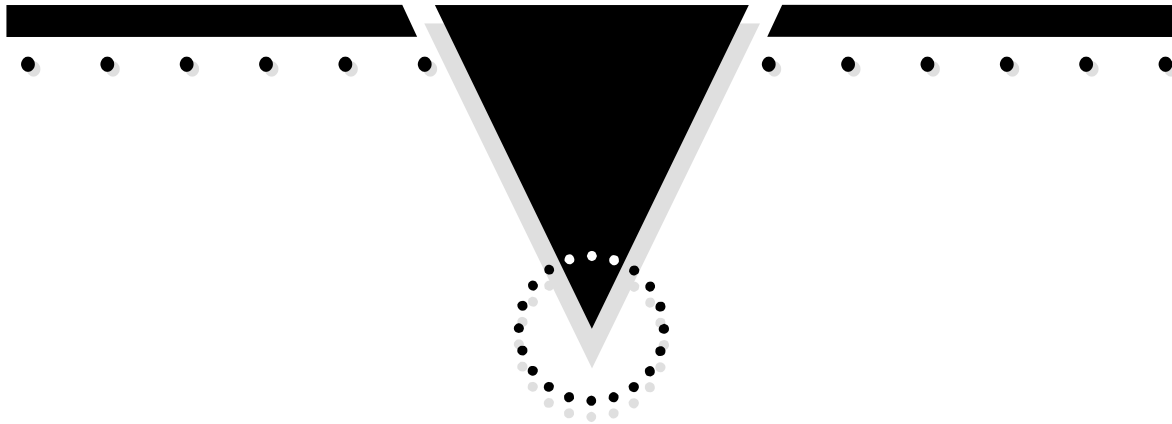
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

NINTH ORDER OF BUSINESS



St Augustine Lakes Community Development District

Approved Budget

FY 2022

December 17, 2021



St. Augustine Lakes Community Development District

TABLE OF CONTENTS

1 _____ General Fund

2-4 _____ General Fund Narrative

St. Augustine Lakes CDD

Community Development District

	Approved Budget FY 2022	
Description		
<u>Revenues</u>		
Developer Contributions	\$	93,564
Facility Income	\$	-
Assessments	\$	-
Interest / Miscellaneous	\$	-
Total Revenues	\$	93,564

Expenditures

Administrative

Supervisors Fees	\$	9,000
FICA Expense	\$	689
Engineering	\$	9,000
Attorney	\$	18,750
Arbitrage	\$	-
Assessment Administration	\$	-
Dissemination Agent	\$	-
Annual Audit	\$	-
Trustee Fees	\$	-
Management Fees	\$	33,750
Information Technology	\$	1,350
Website Creation/ADA Compliance	\$	1,750
Website Maintenance	\$	900
Telephone	\$	375
Postage	\$	750
Insurance	\$	5,000
Printing & Binding	\$	900
Legal Advertising	\$	10,000
Other Current Charges	\$	750
Office Supplies	\$	450
Dues, Licenses & Subscriptions	\$	150
Administrative Expenditures	\$	93,564

Amenity Center

Utilities

Telephone	\$	-
Electric	\$	-
Water/Irrigation	\$	-
Cable	\$	-
Gas	\$	-
Trash Removal	\$	-

St. Augustine Lakes CDD

Community Development District

Description	Approved Budget FY 2022
Security	
Security Monitoring	\$ -
Access Cards	\$ -
Management Contracts	
Facility Management	\$ -
Pool Attendants	\$ -
Field Mgmt / Admin	\$ -
Pool Maintenance	\$ -
Pool Chemicals	\$ -
Janitorial	\$ -
Facility Maintenance	\$ -
Repairs & Maintenance	\$ -
Maintenance Reserves	\$ -
New Capital Projects	\$ -
Special Events	\$ -
Holiday Decorations	\$ -
Fitness Center Repairs/Supplies	\$ -
Office Supplies	\$ -
ASCAP/BMI Licenses	\$ -
Amenity Center Expenditures	\$ -
<u>Grounds Maintenance</u>	
Hydrology Quality/Mitigation	\$ -
Landscape Maintenance	\$ -
Landscape Contingency	\$ -
Lake Maintenance	\$ -
Grounds Maintenance	\$ -
Pump Repairs	\$ -
Streetlight Repairs	\$ -
Irrigation Repairs	\$ -
Miscellaneous	\$ -
Grounds Maintenance Expenditures	\$ -
Total Amenity & Grounds Maintenance Exp.	\$ -
TOTAL EXPENDITURES	\$ 93,564
Excess Revenues/(Expenditures)	\$ -

*All expenses prorated amount represents 9 months of fiscal year.

St. Augustine Lakes Community Development District

General Fund Budget

REVENUES:

Assessments

The District will levy a non ad-valorem special assessment on all taxable property within the District to fund all of the General Operating Expenditures for the fiscal year. The assessment may either be invoiced directly to the property owner or placed on the St. Johns County Tax Roll.

EXPENDITURES:

Administrative:

Supervisors Fees

Chapter 190, The Florida Statutes, allows each Board member to receive \$200 per meeting not to exceed \$4,800 per year per supervisor for the time devoted to District business and meetings.

FICA Expense

Represents the Employer's share of Social Security and Medicare taxes withheld from the Board of Supervisors checks.

Engineering

The District will be providing general engineering services to the District, e.g., attendance and preparation for monthly board meetings, review invoices, etc.

Attorney

The District's legal counsel will be provide general legal services to the District, i.e. attendance and preparation for monthly meetings, review operating & maintenance contracts, etc.

Management Fees

The District will contract to receive management, accounting and administrative services as part of a management agreement.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Creation/ADA Compliance

Costs to create the initial District website and ensure the District meets ADA compliance guidelines.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

St. Augustine Lakes
Community Development District
General Fund Budget

Telephone

Telephone conference costs for District meetings, workshops and committee meetings.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. FIA specializes in providing insurance coverage to governmental agencies.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes, etc.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc. in a newspaper of general circulation.

Other Current Charges

Estimated bank charges and any other miscellaneous expenses that incurred during the year.

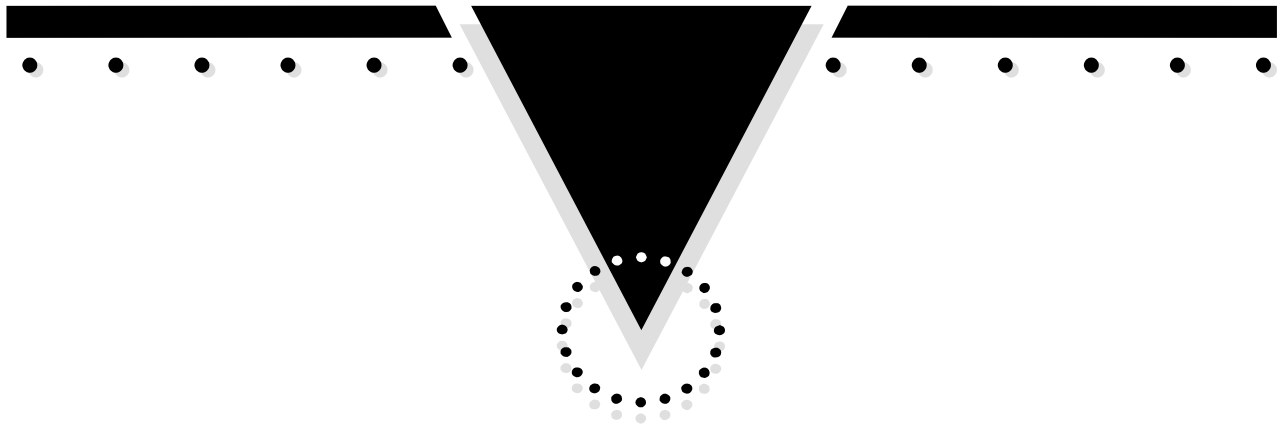
Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

THIRTEENTH ORDER OF BUSINESS



St Augustine Lakes Community Development District

Unaudited Financial Reporting

December 31, 2021



ST AUGUSTINE LAKES
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
December 31, 2021

	<u>General</u>
<u>ASSETS:</u>	
CASH	\$0
DUE FROM DEVELOPER	\$21,750
TOTAL ASSETS	<u><u>\$21,750</u></u>
<u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$0
<u>FUND EQUITY:</u>	
FUND BALANCES:	
UNRESTRICTED	\$21,750
TOTAL LIABILITIES & FUND EQUITY	<u><u>\$21,750</u></u>

St Augustine Lakes

Community Development District

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending
December 31, 2021

	PROPOSED BUDGET	PRORATED BUDGET 12/31/21	ACTUAL 12/31/21	VARIANCE
<u>REVENUES:</u>				
Developer Contributions	\$93,564	\$10,396	\$21,750	\$11,354
TOTAL REVENUES	\$93,564	\$10,396	\$21,750	\$11,354
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Supervisors Fees	\$9,000	\$1,000	\$0	\$1,000
FICA Expense	\$689	\$77	\$0	\$77
Engineering	\$9,000	\$1,000	\$0	\$1,000
Attorney	\$18,750	\$2,083	\$0	\$2,083
Management Fees	\$33,750	\$3,750	\$0	\$3,750
Information Technology	\$1,350	\$150	\$0	\$150
Website Creation/ADA Compliance	\$1,750	\$194	\$0	\$194
Website Maintenance	\$900	\$100	\$0	\$100
Telephone	\$375	\$42	\$0	\$42
Postage	\$750	\$83	\$0	\$83
Insurance	\$5,000	\$556	\$0	\$556
Printing & Binding	\$900	\$100	\$0	\$100
Legal Advertising	\$10,000	\$1,111	\$0	\$1,111
Other Current Charges	\$750	\$83	\$0	\$83
Office Supplies	\$450	\$50	\$0	\$50
Dues, Licenses & Subscriptions	\$150	\$17	\$0	\$17
TOTAL EXPENDITURES	\$93,564	\$9,135	\$0	\$9,135
EXCESS REVENUES (EXPENDITURES)	\$0		\$21,750	
FUND BALANCE - Beginning	\$0		\$0	
FUND BALANCE - Ending	\$0		\$21,750	

[illegible]

Developer Contributions

TOTAL REVENUES

- Supervisors Fees
- FICA Expense
- Engineering
- Attorney
- Assessment Administration
- Management Fees
- Information Technology
- Website Creation/ADA Compliance
- Telephone
- Postage
- Insurance
- Printing & Binding
- Legal Advertising
- Other Current Charges
- Office Supplies
- Dues, Licenses & Subscriptions

TOTAL EXPENDITURES

EXCESS REVENUES (EXPENDITURES)

**St Augustine Lakes Community Development District
Developer Contributions/Due from Developer**

Funding Request #	Date Prepared	Date Payment Received	Check Amount	Total Funding Request	Over and (short) Balance Due
1	12/8/21			\$ 21,750.00	\$ 21,750.00

Due from Developer	\$	-	\$	21,750.00	\$ 21,750.00
--------------------	----	---	----	-----------	--------------

Total Developer Contributions FY22 \$ 21,750.00

FOURTEENTH ORDER OF BUSINESS

St. Augustine Lakes

Community Development District

FY 22 Funding Request #2

January 18, 2022

PAYEE		GENERAL FUND	
1	Governmental Management Services Inv# 1 - Management Fees - December 2021	\$	1,241.70
2	Governmental Management Services Inv# 2 - Management Fees - January 2022	\$	3,850.00
		TOTAL	\$ 5,091.70

Please make check payable to:

St. Augustine Lakes CDD
475 West Town Place Ste 114
St Augustine FL 32092

