



***PANTHER TRACE I  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
January 27, 2026  
6:00 p.m.***

***Location:  
Panther Trace I Clubhouse  
12515 Bramfield Drive  
Riverview, FL, 33579***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

**PANTHER TRACE I**  
**COMMUNITY DEVELOPMENT DISTRICT**

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*c/o Vesta District Services  
250 International Parkway, Suite 208  
Lake Mary, Florida 32746*

Board of Supervisors  
**Panther Trace I Community  
Development District**

Dear Board Members:

A Regular Meeting of the Board of Supervisors of the Panther Trace I Community Development District is scheduled for **January 27, 2026 at 6:00 p.m.** at the **Panther Trace I Clubhouse, 12515 Bramfield Drive, Riverview, Florida.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact the District Manager at (321) 263-0132 X-398 or [bjeskewich@vestapropertyservices.com](mailto:bjeskewich@vestapropertyservices.com). We look forward to seeing you at the meeting.

Sincerely,

Barry Jeskewich  
District Manager

cc: Attorney, Straley Robin Vericker  
Engineer  
Clubhouse Manager  
District Files

District: **PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday, January 27, 2026

Time: 6:00 PM

Location: Panther Trace I Clubhouse  
12515 Bramfield Drive  
Riverview, FL, 33579

Dial-in Number: 1-904-348-0776

Conference ID: 766 858 449#

## **Agenda**

### **I. Roll Call**

### **II. Pledge of Allegiance**

### **III. Audience Comments** – *(limited to 3 minutes per individual on agenda items)*

### **IV. Administration Items**

A. Consideration and Approval of Minutes of the November 25, 2025 Regular Meeting

[Exhibit 1](#)

B. Acceptance of the December 2025 Financial Statements

[Exhibit 2](#)

### **V. Business Matters**

A. Presentation & Consideration of District Engineer Proposal(s)

➤ District Engineer RFQ for Reference

[Exhibit 3](#)

➤ Evaluation Criteria & Grade Sheet

[Exhibit 4](#)

➤ Lighthouse Engineering

[Exhibit 5](#)

B. Consideration of LMP Landscaping Proposals

[Exhibit 6](#)

➤ Community Mulch - \$29,826.00

➤ Removal of Juniper and Installation of Sod By Amenities Area - \$5,360.00

➤ Removal of Dead Sycamore Near Tennis Courts - \$1,152.00

➤ Replacement of Viburnum Shrubbery Behind Wildcat Drive - \$195.72

C. Consideration of Riverview Pressure Cleaning Amenities Pavers and Sidewalks Proposal - \$2,425.00

[Exhibit 7](#)

### **VI. Staff Reports**

A. District Counsel

B. District Engineer

C. Facilities Director

➤ Facilities Director's Report

[Exhibit 8](#)

➤ Landscaping Review

[Exhibit 9](#)

D. District Manager

- Next Meeting Quorum Check: February 24, 2026, 6:00 PM

Supervisor	YES	NO
Jones		
O'Neill		
Staubitz		
Magerl		

**VII. Supervisors Requests**

**VIII. Audience Comments – New Business –** *(limited to 3 minutes per individual for non-agenda items)*

**IX. Adjournment**

# EXHIBIT 1

1 **MINUTES OF MEETING**

2 **PANTHER TRACE I**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting of the Board of Supervisors of the Panther Trace I Community Development  
5 District was held on Tuesday, November 25, 2025 at 6:13 p.m. at Panther Trace I Clubhouse, 12515  
6 Bramfield Drive, Riverview, Florida 33579.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Jones called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10 Megan Jones	Board Supervisor, Chairman
11 Dan O'Neill	Board Supervisor, Assistant Secretary
12 Richard Magerl	Board Supervisor, Assistant Secretary

13 Also present were:

14 Barry Jeskewich	District Manager, Vesta District Services
15 Monica Vitale	Facilities Director

16 *The following is a summary of the discussions and actions taken at the November 25, 2025 Panther Trace*  
17 *I CDD Board of Supervisors Regular Meeting.*

18 **SECOND ORDER OF BUSINESS – Pledge of Allegiance**

19 **THIRD ORDER OF BUSINESS – Audience Comments**

20 There being none, the next item followed.

21 **FOURTH ORDER OF BUSINESS – Administration Items**

22 A. Exhibit 1: Consideration and Approval of Minutes of the October 28, 2025 Regular Meeting

23 On a MOTION by Mr. O'Neill, SECONDED by Mr. Magerl, WITH ALL IN FAVOR, the Board approved  
24 the Minutes of the October 28, 2025 Regular Meeting, in substantial form, for the Panther Trace I  
25 Community Development District.

26 B. Exhibit 2: Acceptance of the October 2025 Financial Statements

27 Mr. Jeskewich noted that the overall spending after October was at 12% of the annual budget, but  
28 explained that a significant portion of this spending was for the annual insurance and that the  
29 month's financials were otherwise looking good with no issues to report.

30 On a MOTION by Mr. O'Neill, SECONDED by Mr. Magerl, WITH ALL IN FAVOR, the Board accepted  
31 the October 2025 Financial Statements, for the Panther Trace I Community Development District.

32 **FIFTH ORDER OF BUSINESS – Business Matters**

33 There being none, the next item followed.

34 **SIXTH ORDER OF BUSINESS – Staff Reports**

- 35 A. District Counsel
- 36 B. District Engineer
- 37 C. Facilities Director

38 ➤ Facilities Director's Report

Ms. Vitale noted that the tennis courts had been completed, which the Board commented positively on. Ms. Vitale also stated that preparations were underway for the holiday party scheduled for December 6.

➤ Update on Tennis Courts

➤ Review of the OLM Inspection Reports and Grade Sheet

#### D. District Manager

➤ Discussion on Engineering

Mr. Jeskewich presented the RFQ, noting that a motion would be needed to have staff proceed with the finalization and publication. Mr. Jeskewich stated that he hoped to have responses presented by the firms in person at the January meeting.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Magerl, WITH ALL IN FAVOR, the Board approved directing staff to finalize the Engineering Request for Qualifications packet with the Chair, and proceed with publication, for the Panther Trace I Community Development District.

➤ Next Meeting Quorum Check: January 27, 2026, 6:00 PM

All Board members present stated that they would be able to attend the next meeting in person, which would constitute a quorum.

#### SEVENTH ORDER OF BUSINESS – Supervisors Requests

Mr. Magerl asked about installing an ID system for maglocks at the tennis courts, and requested quotes to get a price range. Discussion ensued about running electric to the area.

#### EIGHTH ORDER OF BUSINESS – Audience Comments – New Business

There being none, the next item followed.

#### NINTH ORDER OF BUSINESS – Adjournment

Ms. Jones asked for final questions, comments, or corrections before requesting a motion to adjourn the meeting. There being none, Mr. O'Neill made a motion to adjourn the meeting.

On a MOTION by Mr. O'Neill, SECONDED by Mr. Magerl, WITH ALL IN FAVOR, the Board adjourned the meeting at 6:25 p.m. for the Panther Trace I Community Development District.

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**Title:**   ☐ Secretary   ☐ Assistant Secretary

**Title:**   ☐ Chairman   ☐ Vice Chairman

# EXHIBIT 2



# *Panther Trace Community Development District*

*Financial Statements  
(Unaudited)*

*December 31, 2025*



**Panther Trace CDD**  
**Balance Sheet**  
**December 31, 2025**

	<b>General Fund</b>	<b>Debt Service 2020</b>	<b>TOTAL</b>
<b>1 ASSETS</b>			
2 Operating Account - NEW	\$ 127,186	\$ -	\$ 127,186
3 Cash - Debit Card	-	-	-
4 Money Market Account - BU	2,712,654	-	2,712,654
5 Trust Accounts:			-
6 Revenue Fund	-	47,041	47,041
7 Sinking Fund	-	-	-
8 Interest Fund	-	-	-
9 Accounts Receivable	-	-	-
10 Assessments Receivable On Roll	53,706	19,105	72,811
11 Due From GF	-	260,594	260,594
12 Undeposited Funds	-	-	-
13 Prepaid	625	-	625
14 Deposits	16,890	-	16,890
<b>15 TOTAL ASSETS</b>	<b>\$ 2,911,061</b>	<b>\$ 326,740</b>	<b>\$ 3,237,801</b>
<b>16 LIABILITIES</b>			
17 Accounts Payable	\$ 17,882	\$ -	\$ 17,882
18 Security Deposits	-	-	-
19 Accrued Expenses	-	-	-
20 Deferred Revenue On Roll	53,706	19,105	72,811
21 Due To Debt Service	260,594	-	260,594
<b>22 TOTAL LIABILITIES</b>	<b>332,182</b>	<b>19,105</b>	<b>351,287</b>
<b>23 FUND BALANCE</b>			
24 Nonspendable			
25 Prepaid & Deposits	17,515	-	17,515
26 Capital Reserves	73,000	-	73,000
27 Operating Capital	221,512	-	221,512
28 Unassigned	2,266,853	307,635	2,574,488
<b>29 TOTAL FUND BALANCE</b>	<b>2,578,879</b>	<b>307,635</b>	<b>2,886,514</b>
<b>30 TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 2,911,061</b>	<b>\$ 326,740</b>	<b>\$ 3,237,801</b>

**Panther Trace CDD**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For October 1, 2025 to December 31, 2025**

	<b>FY 2026 Adopted Budget</b>	<b>FY 2026 Month of December</b>	<b>FY 2026 Total Actual Year-to-Date</b>	<b>VARIANCE Over (Under) to Budget</b>	<b>% Actual YTD / FY Budget</b>
<b>1 REVENUES</b>					
2 Special Assessments	\$ 787,745	\$ 681,433	\$ 734,039	\$ (53,706)	93%
3 Interest Revenue	100,000	7,379	18,464	(81,536)	18%
4 Miscellaneous Revenue	300	-	220	(80)	73%
5 Clubhouse Rentals	2,500	150	600	(1,900)	24%
<b>6 TOTAL REVENUES</b>	<b>\$ 890,545</b>	<b>\$ 688,962</b>	<b>\$ 753,323</b>	<b>\$ (137,222)</b>	<b>85%</b>
<b>7 EXPENDITURES</b>					
<b>8 GENERAL ADMINISTRATIVE</b>					
9 Board Of Supervisors Payroll	\$ 12,000	\$ 600	\$ 2,200	\$ (9,800)	18%
10 Payroll Taxes - Board Of Supervisors	919	46	168	(751)	18%
11 Payroll Services - Board Of Supervisors	650	50	150	(500)	23%
12 Management Consulting Services	48,195	4,016	12,049	(36,146)	25%
13 Office Supplies	500	10	47	(453)	9%
14 Bank Fees	200	-	-	(200)	0%
15 Mailing	50	-	42	(8)	84%
16 School Sponsorship	200	-	-	(200)	0%
17 Other Miscellaneous	250	-	14	(236)	6%
18 Auditing	4,050	-	-	(4,050)	0%
19 Regulatory And Permit Fees	175	-	175	-	100%
20 Legal Advertisements	700	-	-	(700)	0%
21 Engineering Services	5,000	-	-	(5,000)	0%
22 Legal Services	7,500	741	741	(6,759)	10%
23 Technology Services And Website Admin.	1,650	229	313	(1,337)	19%
<b>24 TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>82,039</b>	<b>5,692</b>	<b>15,899</b>	<b>(66,140)</b>	<b>19%</b>
<b>25 INSURANCE</b>					
26 Insurance	52,374	-	48,657	(3,717)	93%
<b>27 TOTAL INSURANCE</b>	<b>52,374</b>	<b>-</b>	<b>48,657</b>	<b>(3,717)</b>	<b>93%</b>
<b>28 DEBT SERVICE ADMINISTRATION</b>					
29 Disclosure Report	1,000	-	1,000	-	100%
30 Arbitrage Rebate	650	-	-	(650)	0%
31 Trustee Fees	4,041	-	2,020	(2,021)	50%
<b>32 TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>5,691</b>	<b>-</b>	<b>3,020</b>	<b>(2,671)</b>	<b>53%</b>
<b>33 UTILITIES</b>					
34 Utilities - Electricity	170,000	14,211	42,444	(127,556)	25%
35 Utilities - Water	12,000	1,621	5,259	(6,741)	44%
36 Utilities - Solid Waste Disposal	2,244	332	845	(1,399)	38%
37 Impact Fee Assessment	650	-	-	(650)	0%
<b>38 TOTAL UTILITIES</b>	<b>184,894</b>	<b>16,164</b>	<b>48,548</b>	<b>(136,346)</b>	<b>26%</b>
<b>41 PHYSICAL ENVIRONMENT</b>					
42 Lake & Pond Maintenance	24,127	1,966	5,899	(18,228)	24%
43 Lake & Pond Maintenance - Other	2,000	-	-	(2,000)	0%
44 Entry & Walls Maintenance	2,500	1,504	3,054	554	122%
45 Landscape Maintenance - Contract	178,806	18,086	47,388	(131,418)	27%
46 Landscape Maintenance - Consulting	15,574	1,260	3,780	(11,794)	24%
47 Landscape Replacement	44,116	1,293	2,842	(41,274)	6%
48 Tree Maintenance/Removal	25,000	-	-	(25,000)	0%
49 Irrigation Maintenance	8,000	90	3,113	(4,887)	39%
50 Decorative Light Maintenance	1,500	-	-	(1,500)	0%

	<b>FY 2026 Adopted Budget</b>	<b>FY 2026 Month of December</b>	<b>FY 2026 Total Actual Year-to-Date</b>	<b>VARIANCE Over (Under) to Budget</b>	<b>% Actual YTD / FY Budget</b>
51 Pest Control	960	-	160	(800)	17%
52 Infrastructure Maint. & Repair	5,000	-	-	(5,000)	0%
53 Field Manager Contingency	16,000	-	-	(16,000)	0%
54 <b>TOTAL PHYSICAL ENVIRONMENT</b>	<b>323,583</b>	<b>24,200</b>	<b>66,237</b>	<b>(257,346)</b>	<b>20%</b>
<b>55 PARKS AND RECREATION</b>					
56 Communications	2,820	170	510	(2,310)	18%
57 Clubhouse Staff	80,534	7,273	23,031	(57,503)	29%
58 Clubhouse Staff Taxes	6,161	489	1,688	(4,473)	27%
59 Unemployment Insurance	1,200	-	-	(1,200)	0%
60 Clubhouse Workmens Comp Insurance	1,250	195	585	(665)	47%
61 Clubhouse Staff Payroll Fees	3,000	352	1,230	(1,770)	41%
62 Club Facility - Interior Furnishings	750	-	-	(750)	0%
63 Club Facility Maintenance	15,000	-	1,876	(13,124)	13%
64 Pool Maintenance - Contract	24,000	2,100	6,300	(17,700)	26%
65 Pool Maintenance - Other	6,000	-	2,896	(3,104)	48%
66 Pool Permit	275	-	-	(275)	0%
67 Amenities Monitor	25,000	-	-	(25,000)	0%
68 Clubhouse Supplies	2,500	17	213	(2,287)	9%
69 Park Facility Maintenance	4,000	3,782	4,677	677	117%
70 Special Events	25,000	896	13,831	(11,169)	55%
71 Decorative Light/ Holiday	3,600	-	4,140	540	115%
72 Other Amenity Center R&M	6,600	6,290	6,290	(310)	95%
73 <b>TOTAL PARKS AND RECREATION</b>	<b>207,690</b>	<b>21,564</b>	<b>67,267</b>	<b>(140,423)</b>	<b>32%</b>

	<b>FY 2026 Adopted Budget</b>	<b>FY 2026 Month of December</b>	<b>FY 2026 Total Actual Year-to-Date</b>	<b>VARIANCE Over (Under) to Budget</b>	<b>% Actual YTD / FY Budget</b>
74 <b>CAPITAL RESERVES</b>					
75   Reserve Study	4,500	-	48,200	43,700	1071%
76   Reserve Contribution	29,775	-	-	(29,775)	0%
77 <b>TOTAL CAPITAL RESERVES</b>	<b>29,775</b>	<b>-</b>	<b>48,200</b>	<b>18,425</b>	<b>162%</b>
78 <b>TOTAL EXPENDITURES</b>	<b>886,047</b>	<b>67,620</b>	<b>297,827</b>	<b>(588,219)</b>	<b>34%</b>
79 <b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 4,498</b>	<b>\$ 621,342</b>	<b>\$ 455,496</b>	<b>\$ 450,998</b>	
80 <b>OTHER FINANCING SOURCES &amp; USES</b>					
81   Transfers In	-	-	-	-	
82   Transfers Out	-	-	-	-	
83 <b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
84 <b>NET CHANGE IN FUND BALANCE</b>	<b>4,498</b>	<b>621,342</b>	<b>455,496</b>	<b>450,998</b>	
85   Fund Balance - Beginning	1,988,220		2,123,384	135,164	
86   Increase In Reserves For Renewal	-		-	-	
87   Decrease For Fund Balance Forward	-		-	-	
88 <b>FUND BALANCE - ENDING - PROJECTED</b>	<b>\$ 1,992,718</b>		<b>\$ 2,578,879</b>	<b>\$ 586,161</b>	
89 <b>FUND BALANCE ANALYSIS</b>					
90   NONSPENDABLE					
91      PREPAID & DEPOSITS	17,515		17,515		
92      CAPITAL RESERVES	73,000		73,000		
93      OPERATING CAPITAL	221,512		221,512		
94      UNASSIGNED	1,680,691		2,266,853		
95 <b>TOTAL FUND BALANCE</b>	<b>\$ 1,992,718</b>		<b>\$ 2,578,879</b>		

**Panther Trace CDD**  
**General Fund**  
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72 Other Amenity Center R&M	6,600	6,290	6,290	(310)	95%
73 <b>TOTAL PARKS AND RECREATION</b>	<b>207,690</b>	<b>21,564</b>	<b>67,267</b>	<b>(140,423)</b>	<b>32%</b>

	<b>FY 2026 Adopted Budget</b>	<b>FY 2026 Month of December</b>	<b>FY 2026 Total Actual Year-to-Date</b>	<b>VARIANCE Over (Under) to Budget</b>	<b>% Actual YTD / FY Budget</b>
74 <b>CAPITAL RESERVES</b>					
75   Reserve Study	4,500	-	48,200	43,700	1071%
76   Reserve Contribution	29,775	-	-	(29,775)	0%
77 <b>TOTAL CAPITAL RESERVES</b>	<b>29,775</b>	<b>-</b>	<b>48,200</b>	<b>18,425</b>	<b>162%</b>
78 <b>TOTAL EXPENDITURES</b>	<b>886,047</b>	<b>67,620</b>	<b>297,827</b>	<b>(588,219)</b>	<b>34%</b>
79 <b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ 4,498</b>	<b>\$ 621,342</b>	<b>\$ 455,496</b>	<b>\$ 450,998</b>	
80 <b>OTHER FINANCING SOURCES &amp; USES</b>					
81   Transfers In	-	-	-	-	
82   Transfers Out	-	-	-	-	
83 <b>TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
84 <b>NET CHANGE IN FUND BALANCE</b>	<b>4,498</b>	<b>621,342</b>	<b>455,496</b>	<b>450,998</b>	
85   Fund Balance - Beginning	1,988,220		2,123,384	135,164	
86   Increase In Reserves For Renewal	-		-	-	
87   Decrease For Fund Balance Forward	-		-	-	
88 <b>FUND BALANCE - ENDING - PROJECTED</b>	<b>\$ 1,992,718</b>		<b>\$ 2,578,879</b>	<b>\$ 586,161</b>	
89 <b>FUND BALANCE ANALYSIS</b>					
90   NONSPENDABLE					
91      PREPAID & DEPOSITS	17,515		17,515		
92      CAPITAL RESERVES	73,000		73,000		
93      OPERATING CAPITAL	221,512		221,512		
94      UNASSIGNED	1,680,691		2,266,853		
95 <b>TOTAL FUND BALANCE</b>	<b>\$ 1,992,718</b>		<b>\$ 2,578,879</b>		



**Panther Trace CDD**  
**Debt Service Fund- Series 2020**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For October 1, 2025 to December 31, 2025**

	<b>FY 2026 Adopted Budget</b>	<b>FY 2026 Actual Year-to-Date</b>	<b>VARIANCE Over (Under) to Budget</b>
<b>1 REVENUES</b>			
2 Special Assessments - On Roll (Net)	\$ 279,699	\$ 260,594	\$ (19,105)
3 Interest Revenue	-	638	638
4 Misc. Revenue	-	-	-
<b>5 TOTAL REVENUES</b>	<b>279,699</b>	<b>261,232</b>	<b>(18,467)</b>
<b>6 EXPENDITURES</b>			
7 Interest Expense			
8 * November 1, 2025	31,378	31,378	0
9 May 1, 2026	31,378	-	31,378
10 November 1, 2026	27,847	-	27,847
11 Principal Retirement			
12 May 1, 2026	220,000	-	220,000
<b>13 TOTAL EXPENDITURES</b>	<b>279,225</b>	<b>31,378</b>	<b>(247,847)</b>
<b>14 REVENUES OVER (UNDER) EXPENDITURES</b>	<b>474</b>	<b>229,855</b>	<b>229,381</b>
<b>15 OTHER FINANCING SOURCES &amp; USES</b>			
16 Transfers In	-	-	-
17 Transfers Out	-	-	-
<b>18 TOTAL OTHER FINANCING SOURCES &amp; USES</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>19 NET CHANGE IN FUND BALANCE</b>	<b>474</b>	<b>229,855</b>	<b>229,381</b>
20 Fund Balance - Beginning		77,780	77,780
<b>21 FUND BALANCE - ENDING - PROJECTED</b>	<b>\$ 474</b>	<b>\$ 307,635</b>	<b>\$ 307,161</b>

\* financed by prior year revenues

**Panther Trace CDD  
Check Register - FY2026**

Date	Number	Name	Memo	Deposits	Payments	Balance
09/30/2025		Beginning of Year				123,101.90
10/01/2025	01ACH100125	BANK UNITED VISA CC			398.56	122,703.34
10/02/2025	3333	Clean Day	CH Cleaning - for week of 10/02/2025		125.00	122,578.34
10/03/2025	100325BOS1	Daniel J O'Neill	BOS MTG 9/23/25		184.70	122,393.64
10/03/2025	100325BOS2	Engage PEO	BOS MTG 9/23/25		172.40	122,221.24
10/03/2025	127	Megan Jones	BOS MTG 9/23/25		184.70	122,036.54
10/03/2025	128	Michael J. Staubitz	BOS MTG 9/23/25		184.70	121,851.84
10/03/2025	100325BOS3	Richard Magerl	BOS MTG 9/23/25		184.70	121,667.14
10/03/2025	100325PR1	Decision HR	PR 10/3/25		3,576.53	118,090.61
10/07/2025	3340	Farm To You Revue, LLC	Fall Festival & Petting Zoo		1,337.50	116,753.11
10/07/2025	3341	TAMPA BOUNCE LLC	Fall Festival 11/1/25		2,678.75	114,074.36
10/07/2025	3342	WAGNER EVENTS	Fall Festival Entertainment Plus Gratuity		1,400.00	112,674.36
			Invoice: 360067 (Reference: #299694 - Panther Trace CDD- Landscape Maintenance Agreement -2024 O...			
10/07/2025	120066	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.			16,618.82	96,055.54
10/07/2025	120067	NVIROTECT PEST CONTROL SERVICES	Invoice: 372603 (Reference: pest control service. )		80.00	95,975.54
10/07/2025	120068	Solitude Lake Management	Invoice: PSI206692 (Reference: annual Maintenance Oct25. )		1,966.26	94,009.28
10/07/2025	120069	ZEBRA CLEANING TEAM, INC.	Invoice: 8178 (Reference: Monthly Full Service. )		2,100.00	91,909.28
10/07/2025	120070	SchoolNow	Invoice: INV-SN-964 (Reference: Website Hosting. )		1,515.00	90,394.28
10/07/2025	120071	Vesta District Services	Invoice: 428938 (Reference: management services. )		4,057.92	86,336.36
10/08/2025	3343	Egis Insurance & Risk Advisors	Insurance FY Policy# 100125584 10/01/25-10/01/26		48,657.00	37,679.36
10/08/2025			Funds Transfer	100,000.00		137,679.36
			Invoice: 415421693 (Reference: Replace fill valve and unisex restroom was not filling up properl...			
10/08/2025	120072	Red Cap Plumbing & Air, LLC			325.00	137,354.36
10/08/2025	120073	JIM VITALE	Invoice: 74 (Reference: Equipment Rental for Fall Festival Set and Clean up. )		600.00	136,754.36
10/08/2025	01ACH100825	BOCC	12515 Bramfield Dr 08.26.25- 09.25.25		1,173.77	135,580.59
10/08/2025	02ACH100825	REPUBLIC SERVICES	Trash P/U - Oct 2025		256.46	135,324.13
10/09/2025	3334	Clean Day	CH Cleaning - for week of 10/09/2025		125.00	135,199.13
10/09/2025	120074	Vesta District Services	Invoice: 428981 (Reference: FY2026 Dissemination Agent Fee. )		1,000.00	134,199.13
10/09/2025	120075	Thomas Watson	Invoice: 21 (Reference: Maintenance Work. )		400.00	133,799.13
10/09/2025	120076	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Invoice: 361617 (Reference: #365837 - Valve repair completed on 10-3-2025. )		91.00	133,708.13
10/10/2025			Deposit	200.00		133,908.13
10/15/2025	120077	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Invoice: 362032 (Reference: #365438 - New Crosswalks construction damage -10-1-25. )		900.37	133,007.76
10/15/2025	120078	Megan Jones	Invoice: 03 (Reference: Concessions, games, support staff. )		600.00	132,407.76
10/15/2025	120079	Vesta District Services	Invoice: 429053 (Reference: Billable Expenses - SEP 2025. )		55.62	132,352.14
10/15/2025	01ACH101525	Spectrum Business	Phones & Internet 12515 Bramfield Dr 09.26.25- 10.25.25		170.00	132,182.14
10/16/2025	3335	Clean Day	CH Cleaning - for week of 10/16/2025		125.00	132,057.14
10/17/2025	3344	MONICA VITALE	Payroll shortpaid for Increase		63.45	131,993.69
10/17/2025	101725PR1	Decision HR	PR 10/17/25		3,446.28	128,547.41
10/17/2025	EFT101725	FLORIDA DEPARTMENT OF REVENUE	2nd Qtr 2025 Sales Tax		13.89	128,533.52
10/21/2025	120080	OLM, INC.	Invoice: 45995 (Reference: monthly landscape inspection. )		1,260.00	127,273.52
10/21/2025	120081	Riverview Pressure Cleaning	Invoice: 2326 (Reference: Pressure Wash Monuments (11 medium, 2 extra large). )		1,550.00	125,723.52
10/22/2025	01ACH102225	TECO	Summary Bill 08.15.25- 09.15.25		14,190.28	111,533.24
10/23/2025	3336	Clean Day	CH Cleaning - for week of 10/23/2025		125.00	111,408.24
			Invoice: 362893 (Reference: #367558 - Well B - pump repair. ) Invoice: 362892 (Reference: #367...			
10/23/2025	120082	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.			2,031.82	109,376.42
10/24/2025	120083	Vesta District Services	Invoice: 427602 (Reference: Billable Expenses - Jun2025. )		20.73	109,355.69
10/27/2025	3349	Florida Courts, Inc.	1st 25%- Resurface two tennis courts		11,725.00	97,630.69
10/28/2025	3350	Florida Courts, Inc.	2nd 25%- Upon Commencement of work.		11,725.00	85,905.69
10/28/2025	120084	ZEBRA CLEANING TEAM, INC.	Invoice: 8236 (Reference: Top step on far side of pool replacement. )		541.48	85,364.21
10/29/2025	3351	Megan Jones	Reimbursement project supplies from Lowes		151.83	85,212.38
10/29/2025			Deposit	270.00		85,482.38
10/30/2025	3337	Clean Day	CH Cleaning - for week of 10/30/2025		125.00	85,357.38
10/30/2025	120085	ZEBRA CLEANING TEAM, INC.	Invoice: 8238 (Reference: Phosphates Remover (fl oz) 1 gallon jug. )		200.00	85,157.38
10/30/2025	120086	ADVANCED ENERGY SOLUTIONS OF AMERICA, LLC	Invoice: 12704 (Reference: Change breaker for two 2 pole 40 and receptacles. )		816.55	84,340.83

Date	Number	Name	Memo	Deposits	Payments	Balance
10/30/2025	120087	Thomas Watson	Invoice: 22 (Reference: Maintenance Work. )		895.34	83,445.49
10/31/2025	103125PR1	Decision HR	PR 10/31/25		3,588.03	79,857.46
10/31/2025			Interest	11.98		79,869.44
<b>10/31/2025</b>		<b>End of Month</b>		<b>100,481.98 #</b>	<b>143,714.44</b>	<b>79,869.44</b>
11/03/2025	120088	NVIROTECT PEST CONTROL SERVICES	Invoice: 375310 (Reference: pest control service. )		80.00	79,789.44
11/03/2025	01ACH110325	BANK UNITED VISA CC	Oct Office Items		899.41	78,890.03
11/04/2025	120089	ZEBRA CLEANING TEAM, INC.	Invoice: 8265 (Reference: Commercial Pool Service. )		2,100.00	76,790.03
11/06/2025	3345	Clean Day	CH Cleaning - for week of 11/06/2025		125.00	76,665.03
11/07/2025	01ACH110725	REPUBLIC SERVICES	Trash P/U - Nov 2025		256.46	76,408.57
11/07/2025	110725BOS1	Daniel J O'Neill	BOS MTG 10/28/25		184.70	76,223.87
11/07/2025	110725BOS2	Engage PEO	BOS MTG 10/28/25		172.40	76,051.47
11/07/2025	129	Megan Jones	BOS MTG 10/28/25		184.70	75,866.77
11/07/2025	130	Michael J. Staubitz	BOS MTG 10/28/25		184.70	75,682.07
11/07/2025	110725BOS3	Richard Magerl	BOS MTG 10/28/25		184.70	75,497.37
11/10/2025	01ACH111025	BOCC	12515 Bramfield Dr 09.25.25- 10.28.25		1,872.24	73,625.13
11/12/2025	3352	WAGNER EVENTS	Holiday Party Entertainment Plus Gratuity		1,400.00	72,225.13
			Invoice: 365953 (Reference: #368134 - Panther Trace CDD 2025/2026 Landscape Maintenance Renewal ...		14,900.48	57,324.65
11/12/2025	120090	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Invoice: 429506 (Reference: Management services. )		4,057.92	53,266.73
11/12/2025	120091	Vesta District Services	Invoice: PSI213514 (Reference: Annual Lake Maintenance. )		1,966.26	51,300.47
11/12/2025	120092	Solitude Lake Management	CH Cleaning - for week of 11/13/2025		125.00	51,175.47
11/13/2025	3346	Clean Day	Holiday Party Gratuities		700.00	50,475.47
11/14/2025	3353	MONICA VITALE	Invoice: 75 (Reference: Equipment rental Music. )		600.00	49,875.47
11/14/2025	120093	JIM VITALE	Invoice: 16889 (Reference: Train. )		1,295.00	48,580.47
11/14/2025	120094	AirFunGames Event Services LLC	PR 11/14/25		3,915.14	44,665.33
11/14/2025	111425PR1	Decision HR	Phones & Internet 12515 Bramfield Dr 10.26.25- 11.25.25		170.00	44,495.33
11/17/2025	01ACH111725	Spectrum Business	Funds Transfer	50,000.00		94,495.33
11/18/2025			CH Cleaning - for week of 11/20/2025		125.00	94,370.33
11/20/2025	3347	Clean Day	Summary Bill 09.16.25- 10.14.25		14,043.39	80,326.94
11/20/2025	01ACH112025	TECO	FY 2025/2026 Special District Invoice Fee/Update Form		175.00	80,151.94
11/21/2025	3356	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Invoice: 429442 (Reference: billable Expenses Oct25. )		41.94	80,110.00
11/21/2025	120095	Vesta District Services	Invoice: 5434 (Reference: Resurface 2 tennis courts. )		24,750.00	55,360.00
11/21/2025	120096	Florida Courts, Inc.	Deposit	200.00		55,560.00
11/24/2025			Invoice: 46293 (Reference: monthly landscape inspection. )		1,260.00	54,300.00
11/26/2025	120097	OLM, INC.	Invoice: 378172 (Reference: Pest Control Service. )		80.00	54,220.00
11/26/2025	120098	NVIROTECT PEST CONTROL SERVICES	CH Cleaning - for week of 11/27/2025		125.00	54,095.00
11/27/2025	3348	Clean Day	Pay Period 11/9/25 - 11/22/25 6 Hrs		77.57	54,017.43
11/28/2025	3357	Trenton L. Willis	PR 11/28/25		3,542.16	50,475.27
11/28/2025	112825PR1	Decision HR	Interest	6.70		50,481.97
<b>11/30/2025</b>		<b>End of Month</b>		<b>50,206.70</b>	<b>79,594.17</b>	<b>50,481.97</b>
12/01/2025	01ACH120125	BANK UNITED VISA CC	Invoice: 8302 (Reference: Max-E-Pro Seal Plate Kit and Hydronic Arms. )		509.48	49,972.49
12/02/2025	120099	ZEBRA CLEANING TEAM, INC.	Invoice: 8332 (Reference: Commercial Pool Service. )		1,337.50	48,634.99
12/02/2025	120100	ZEBRA CLEANING TEAM, INC.	Invoice: 369445 (Reference: #334419 - Aeration - Sports Field. ) Invoice: 370475 (Reference: #...		2,100.00	46,534.99
12/02/2025	120101	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	CH Cleaning - for week of 12/04/2025		16,450.06	30,084.93
12/04/2025	3354	Clean Day	Invoice: PSI221207 (Reference: Annual Lake Maintenance. )		1,966.26	27,993.67
12/04/2025	120102	Solitude Lake Management	BOS MTG 11/24/25		184.70	27,808.97
12/05/2025	120525BOS1	Daniel J O'Neill	PR 12/26/25		141.80	27,667.17
12/05/2025	120525BOS2	Engage PEO	BOS MTG 11/24/25		184.70	27,482.47
12/05/2025	131	Megan Jones	BOS MTG 11/24/25		184.70	27,297.77
12/05/2025	120525BOS3	Richard Magerl	CH Cleaning after Holiday Party 12/07/2025		125.00	27,172.77
12/07/2025	3355	Clean Day	Invoice: 27580 (Reference: legal services. )		741.00	26,431.77
12/09/2025	120103	STRALEY ROBIN VERICKER	Trash P/U - Dec 2025		256.46	26,175.31
12/09/2025	01ACH120925	REPUBLIC SERVICES	Invoice: 4501-1 (Reference: Christmas Lights - Trimline. )		3,105.00	23,070.31
12/10/2025	120104	Xcellent Xteriors, LLC	Invoice: 39819 (Reference: Help Desk Technician. )		187.50	22,882.81
12/10/2025	120105	MHD COMMUNICATIONS	12515 Bramfield Dr 10.28.25- 11.25.25		1,765.82	21,116.99
12/10/2025	01ACH121025	BOCC	CH Cleaning after Holiday Party 12/11/2025		125.00	20,991.99
12/11/2025	3358	Clean Day	PR 12/12/25		4,766.73	16,225.26
12/12/2025	121225PR1	Decision HR	Invoice: 39682 (Reference: Gate and WS Laptops. )		2,277.00	13,948.26
12/15/2025	120106	MHD COMMUNICATIONS	Invoice: 23 (Reference: Maintenance work. )		4,013.31	9,934.95
12/15/2025	120107	Thomas Watson				

Date	Number	Name	Memo	Deposits	Payments	Balance
12/15/2025	120108	ADVANCED ENERGY SOLUTIONS OF AMERICA, LLC	Invoice: 12812 (Reference: Light, Photo cell & GFCI Inspections. )		1,504.45	8,430.50
12/15/2025	01ACH121525	Spectrum Business	Phones & Internet 12515 Bramfield Dr 11.26.25- 12.25.25		170.00	8,260.50
12/17/2025	120109	Vesta District Services	Invoice: 429994 (Reference: Management Fees Dec 25. )		4,057.92	4,202.58
12/17/2025			Funds Transfer	150,000.00		154,202.58
12/18/2025	3359	Clean Day	CH Cleaning after Holiday Party 12/18/2025		125.00	154,077.58
12/18/2025	120110	Red Cap Plumbing & Air, LLC	Invoice: 449183731 (Reference: Installed water fountains. )		3,600.00	150,477.58
12/19/2025	3366	Xcellent Xteriors, LLC	Final Payment Christmas Lights - Trimline.		1,035.00	149,442.58
12/22/2025			Deposit	150.00		149,592.58
12/23/2025	120111	LANDSCAPE MAINTENANCE PROFESSIONALS, INC.	Invoice: 373628 (Reference: Landscape Enhancement. )		3,186.00	146,406.58
12/24/2025	3360	Clean Day	CH Cleaning after Holiday Party 12/24/2025		125.00	146,281.58
			Invoice: 373863 (Reference: #376930 - Completed Irrigation Repairs - Controller A wired into lig...		90.00	146,191.58
12/24/2025	120113	OLM, INC.	Invoice: 46491 (Reference: Dec Monthly Landscape. )		1,260.00	144,931.58
12/26/2025	01ACH122625	TECO	Summary Bill 10.15.25 - 11.13.25		14,210.81	130,720.77
12/26/2025	122625PR1	Decision HR	PR 12/26/25		3,542.17	127,178.60
12/31/2025			Interest	7.67		127,186.27
<b>12/31/2025</b>		<b>End of Month</b>		<b>150,157.67</b>	<b>73,453.37</b>	<b>127,186.27</b>

# EXHIBIT 3

**PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES**

**Riverview, Florida**

**DECEMBER 01, 2025**

TABLE OF CONTENTS  
FOR SELECTION MANUAL

Public Notice.....	3
Instructions to Applicantss .....	5
Evaluation Criteria .....	12
Standard Form 330 .....	13
Affidavit of Acknowledgments .....	14
Sworn Statement Regarding Public Entity Crimes .....	16
Form of Contract.....	19

REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES FOR  
THE PANTHER TRACE I DEVELOPMENT DISTRICT

The PANTHER TRACE I Community Development District (the “District”), located in Hillsborough County, Florida, announces that it is soliciting professional engineering services to be performed on a continuing basis for the District’s earthwork, stormwater management systems, roadway improvements, landscape, irrigation, signage and lighting improvements, preserve areas, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm or individual selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

The selection manual (“Selection Manual”), including the scope of work, instructions to applicants, evaluation criteria and other documents, will be available for public inspection by contacting the District Manager.

Any firm or individual (“Applicant”) desiring to provide professional engineering services to the District must: (1) hold applicable federal, state and local licenses; (2) be authorized to do business in Florida in accordance with Florida law; and (3) furnish a statement (“Qualification Statement”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” along with pertinent supporting data.

The District will review all Applicants consistent with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, Florida Statutes (“CCNA”). Each interested Applicant must submit, via email, an electronic copy (PDF format) of the Qualification Statement, along with all other requested attachments, by 5:00 p.m. (EST) on January 16<sup>th</sup>, 2026 (“Submittal Deadline”), to Barry Jeskewich, District Manager, at the email address [bjeskewich@vestapropertyservices.com](mailto:bjeskewich@vestapropertyservices.com), and cc’ed to Christian Dimaculangan, Administrative Assistant and Public Records Custodian, at [cdimaculangan@vestapropertyservices.com](mailto:cdimaculangan@vestapropertyservices.com).

Furthermore, all Applicants – and specifically the individual(s) who would be responsible for providing the engineering services and interacting with the District’s representatives on a day-to-day basis – shall be available to present the Applicant’s Qualifications Statement in-person and respond to questions at the District’s January 27<sup>th</sup>, 2026 Board meeting to be held at 6:00 p.m. at the PANTHER TRACE I Clubhouse at 12515 Bramfield Drive, Riverview, Florida 33579, and, upon the District Board’s request, such other meetings as the District’s Board may designate (contact the District Manager for time/location, and any adjustments to the date).

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and Selection Manual, and the highest ranked Applicant will be requested to enter into contract negotiations.



Any protest regarding the terms of this Notice, or the Selection Manual on file with the District Manager, must be filed in writing, within seventy-two (72) hours after the Submittal Deadline. Additional information and requirements regarding protests are set forth in the Selection Manual, which is available from the District Manager.

Any questions relative to this Request for Qualifications shall be directed in writing by e-mail only to Barry Jeskewich at [bjeskewich@vestapropertyservices.com](mailto:bjeskewich@vestapropertyservices.com).

Barry Jeskewich, District Manager

## PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT

### REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES Hillsborough County, Florida

#### Instructions to Applicants

SECTION 1. DUE DATE. Qualification Statements (defined herein) must be received by each applicant ("Applicant") no later than 5:00 p.m. (EST) on January 16, 2026 ("Submittal Deadline"), to be submitted to Barry Jeskewich, District Manager, via email at [bjeskewich@vestapropertyservices.com](mailto:bjeskewich@vestapropertyservices.com) and Christian Dimaculangan, Administrative Assistant and Public Records Custodian at [cdimaculangan@vestapropertyservices.com](mailto:cdimaculangan@vestapropertyservices.com).

SECTION 2. SCOPE OF WORK. The District is a special purpose unit of local government established under Chapter 190, Florida Statutes, for the purpose of financing, acquiring, constructing, operating and maintaining public infrastructure improvements. Related thereto, the District is soliciting qualification statements for professional engineering services for the District's earthwork, stormwater management systems, roadway improvements, landscape, irrigation, signage and lighting improvements, preserve areas, and other public improvements authorized by Chapter 190, Florida Statutes. This work shall also include all related permit applications, as well as, any renewals and modifications to the District's permits. In addition, the District's engineer will be required to attend meetings of the District's Board of Supervisors when requested. This work ("Project") shall be performed on an as-needed, continuing basis as requests are received.

SECTION 3. CONTENTS OF QUALIFICATION STATEMENTS. Each Applicant shall submit a qualification statement ("Qualification Statement") using U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," and shall additionally provide all of the following information as part of such Qualification Statement regardless of whether the information is called for by Form 330 or not:

- a) A listing of the position / title and corporate responsibilities of key management or supervisory personnel. Include résumés for each person listed, and list years of experience in present position for each party listed and years of experience on projects similar to the Project;
- b) A listing of the engineer point of contact and any other personnel (or subcontractors) proposed for the Project. Include résumés for each person listed, and list years of experience in present position for each party listed and years of experience on projects similar to the Project;
- c) Information relating to the Applicant's past experience and performance for projects similar to the Project. Please specifically describe any prior or current

experience with community development districts established under Chapter 190 of the Florida Statutes.

- d) At least three (3) references from projects of similar scope to the Project. Include information relating to the work conducted for each reference as well as a name, address and phone number of a contact person. The Applicant acknowledges and agrees by submitting a Qualification Statement that the District may contact such references;
- e) A brief narrative description of the Applicant's approach to providing the services as described herein;
- f) Information relating to whether the Applicant is a certified minority business enterprise;
- g) Information relating to the Applicant's willingness and ability to meet time and budget requirements;
- h) Information relating to the geographic location of the Applicant's headquarters and local offices;
- i) Information relating to the recent, current and projected workloads of the Applicant;
- j) Information relating to the volume of work previously awarded to the Applicant by the District;
- k) Information relating to the Applicant's financial capacity;
- l) A listing of the Applicant's current state, federal, and local licenses and the statuses of the same;
- m) A current certificate of insurance, or equivalent information, identifying the Applicant's current insurance limits and demonstrating the Applicant's errors and omissions and other insurance;
- n) Information relating to whether, over the past 10 years, Applicant has been terminated from any contract, and, if so, the reasons for such termination, and, if no such conditions exist, Applicant shall affirmatively disclose the same;
- o) Information relating to whether, over the past 10 years, Applicant has defaulted on any contract or is in arrears on any contract, or for failure to demonstrate proper licensure and business organization, and, if no such conditions exist, Applicant shall affirmatively disclose the same;
- p) Information relating to whether, over the past 10 years, Applicant has been

involved in any litigation involving any contract or work and the status and/or results of such litigation, and, if no such conditions exist, Applicant shall affirmatively disclose the same;

- q) Information relating to whether, over the past 10 years, Applicant has been the subject of any governmental action of any kind (e.g., investigation, proceeding, penalty, licensure issue, etc.) and the status and/or results of such action, and, if no such conditions exist, Applicant shall affirmatively disclose the same; and
- r) Completion of any other forms contained within this Selection Manual.

Applicants shall not submit as part of any Qualification Statement a proposal for the compensation to be paid under the agreement.

SECTION 4. INSURANCE. As noted above, each Applicant should include as part of its Qualification Statement a current Certificate of Insurance, or equivalent information, identifying the Applicant's current insurance limits and demonstrating the Applicant's ability to provide errors and omissions and other insurance. As part of any contract negotiations and final contract with the Applicant, the District may require that the Applicant provide such coverage in connection with the Project and identify the District, and the District's officers, supervisors, agents, staff, and representatives as additional insureds, and, in the event an Applicant is unable to provide such insurance, the District reserves the right to cease negotiations with that Applicant and enter into negotiations with the next highest qualified Applicant. The District further reserves the right to revise the insurance and indemnification requirements, among other contract provisions, in connection with any contract negotiations.

SECTION 5. FINANCIAL CAPACITY. In evaluating the Qualification Statements, the District may consider the financial capacity of each Applicant, and accordingly each Applicant should submit relevant information regarding financial capacity, as stated above. In the event the Applicant enters into contract negotiations with the District, the District may in its sole discretion require that the Applicant provide sufficient proof of financial capacity, including, if requested, audited financial statements from the last three years.

SECTION 6. INTERPRETATIONS AND ADDENDA. All questions about the meaning or intent of the Selection Manual are to be directed in writing via e-mail only to Barry Jeskewich, District Manager, [bjeskewich@vestapropertyservices.com](mailto:bjeskewich@vestapropertyservices.com). The deadline for submitting such questions shall be 12:00 p.m. (EST) on January 8, 2026. Additionally, the District reserves the right in its sole discretion to make changes to the Selection Manual up until the deadline for submitting the Qualification Statements. Interpretations or clarifications considered necessary in response to any questions, and any changes to the Selection Manual up until the time of Qualification Statement opening, will be issued by Addenda, to all parties recorded as having received the Selection Manual. Only questions answered by formal written Addenda will be binding. No interpretations will be given verbally. All questions and answers will be distributed

to all Applicants. No inquiries will be accepted from subcontractors; the Applicant shall be responsible for all queries. In submitting a Qualification Statement, each Applicant shall submit an acknowledgment of receipt of all Addenda and represents that it has read and understands the Selection Manual and that the Qualification Statement is made in accordance therewith.

**SECTION 7. SUBMISSION OF QUALIFICATION STATEMENT.** Each Applicant shall submit an original copy and one (1) electronic copy (PDF format on a USB flash drive) of the Qualification Statement forms, along with other requested attachments, at the time and place indicated herein, which shall be enclosed in an envelope, marked with the project title “PANTHER TRACE I CDD ENGINEERING SERVICES” and name and address of the Applicant and accompanied by the required documents. If the Qualification Statement is sent through the mail or other delivery system, the sealed envelope shall be enclosed in an envelope with a notation “QUALIFICATION STATEMENT ENCLOSED FOR PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT ENGINEERING SERVICES” on the face of it.

**SECTION 8. MODIFICATION AND WITHDRAWAL.** Qualification Statements may be modified or withdrawn by an appropriate document duly executed and delivered to the place where Qualification Statements are to be submitted at any time prior to the time and date the Qualification Statements are due; 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. No Qualification Statement may be withdrawn after opening for a period of one hundred twenty (120) days.

**SECTION 9. PUBLIC PRESENTATIONS.** In connection with evaluating Qualification Statements submitted to the District, the District’s Board of Supervisors (“Board”) may elect to require public presentations by no fewer than three (3) Applicants (unless fewer submit) regarding an Applicant’s Qualification Statement, approach to the Project, ability to furnish required services for the Project, and any relevant questions for the Applicant. The individual(s) who would be responsible for providing the engineering services and interacting with the District’s representatives on a day-to-day basis shall be available at such presentations. The presentations are initially scheduled to occur at the District’s January 27<sup>th</sup>, 2026 meeting, to be held at the Panther Trace I Clubhouse at 12515 Bramfield Drive, Riverview, Florida 33579, as well as at such other meeting or meetings as the District’s Board may designate (contact the District Manager for time/location, and any adjustments to the date).

**SECTION 10. EVALUATION OF QUALIFICATION STATEMENTS; NEGOTIATION PROCESS; CONTRACT AWARD.** The Board shall review and rank the Applicants based on the information provided in the Qualification Statements, any interviews with references, any information from public presentations, and any other information generally within the knowledge of the Board or the District’s staff, and using the requirements set forth in the CCNA and in this Selection Manual. Chapter 112 of the Florida Statutes will govern any voting conflicts of interest, and as such a voting

conflict of interest may arise solely where there is a personal financial interest relating to the contract award.

The highest ranked Applicant will be requested to provide a proposal for compensation to be paid under the agreement and shall enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant. In connection with any public presentations, the Board may elect to make an initial ranking of Applicants, select only the top three (or all) Applicants to make public presentations, and then further adjust the rankings based on the presentations, or may adjust the process involving public presentations in its sole discretion. Within fourteen (14) days of the conclusion of any successful contract negotiations, the District and successful Applicant shall enter into an agreement in a form substantially similar to that set forth in the Selection Manual (subject to the terms of this Selection Manual).

**SECTION 11. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all Qualification Statements and waive any informalities or irregularities in Qualification Statements where in the best interests of the District, and as determined by the District's Board in its sole discretion.

**SECTION 12. MANDATORY AND PERMISSIVE REQUIREMENTS.** Notwithstanding anything else within the Selection Manual, the only mandatory requirements of this Selection Manual for Applicants are that each Applicant must (a) be authorized to do business in Florida, and (b) hold all required State and Federal licenses in good standing. All other requirements set forth in the Selection Manual shall be deemed "permissive," in that an Applicant's failure to meet any requirement described in mandatory terms such as "shall," "will," "mandatory," or similar language does not automatically disqualify the Applicant's Qualification Statement, but instead in the Board's discretion may result in the disqualification of a Qualification Statement or alternatively may be taken into account in the evaluation and scoring of the Qualification Statement.

**SECTION 13. PROTESTS.** Any protest relating to the Selection Manual, including but not limited to protests relating to the Qualification Statement notice, the instructions, the contract form, the scope of work, the evaluation criteria, the evaluation process established in the Selection Manual, or any other issues or items relating to the Selection Manual, must be filed in writing, within seventy-two (72) hours after the Submittal Deadline. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within ten (10) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest relating to the aforesaid Selection Manual.

Any person who files a notice of protest of any kind shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be

approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00). 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 that the protest is settled, the protest bond may be applied as set forth in the settlement agreement. No Applicant shall be entitled to recover any costs of Qualification Statement preparation or other participation in the selection process, regardless of the outcome of any protest.

SECTION 14. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limitations on liability contained in Section 768.28, Florida Statutes, or other statute or law.

SECTION 15. PUBLIC RECORDS. The District is a governmental entity, and, accordingly, the Qualification Statements will become public record. That said, Florida law does recognize certain exceptions from the public records laws. In the event that the Applicant believes that any particular portion of the Qualification Statement is exempt from disclosure, the Applicant shall mark the exempt pages as "CONFIDENTIAL – EXEMPT FROM DISCLOSURE." In the event that the District receives a public records request relating to such records, the District will notify the Applicant. In the event that the District reasonably and in good faith believes that the Applicant's information is not confidential or exempt under Florida law, the District may provide the information in response to the request and will not be responsible for any liability, claims, damages or losses arising from such disclosure. In the event that a claim of any kind is filed challenging the confidentiality of the Applicant's information, the District may require the Applicant to indemnify, defend, and hold harmless the District and its staff and representatives from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, relating to the claim.

SECTION 16. SUBMISSION OF ONLY ONE PROPOSAL. Applicants may be disqualified and their Qualification Statements rejected if the District has reason to believe that collusion may exist among Applicants, the Applicant has defaulted on any previous contract, or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 17. FAMILIARITY WITH THE LAW. By submitting a Qualification Statement, the Applicant is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Applicant will in no way relieve it from responsibility to perform the work covered by the Applicant in compliance with all such laws, ordinances and regulations.

SECTION 18. PUBLIC ENTITY CRIMES. Pursuant to Section 287.133(2)(a), Florida Statutes:

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime

may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. [287.017](#) for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.”

Applicant represents that in submitting a Qualification Statement, the Applicant has not been placed on the convicted vendor list within the last 36 months and, in the event that the Applicant is placed on the convicted vendor list, the Applicant shall immediately notify the District whereupon the Applicant may be disqualified.

SECTION 19. TABLE OF DEADLINES. For the convenience of the Applicants, the table provided below lists the relevant dates and times for the relevant aforementioned deadlines and events:

Event	Time
Availability of Selection Manual	9:00 a.m. (EST) on December 1, 2025
Deadline for Submission of Questions Regarding Selection Manual	12:00 p.m. (EST) on January 8, 2026
Deadline for Submission of Qualification Statement and Other Required Materials	5:00 p.m. (EST) on January 16, 2026
Deadline for Selection Manual Protests	Seventy-two (72) hours after the Submittal Deadline, with a more formal and detailed protest due ten (10) calendar days after the initial notice of protest was filed.
Qualification Presentation at Meeting of District's Board of Supervisors	6:00 p.m.. (EST) on January 27, 2026

It is anticipated that the District's Board of Supervisors will make a final ranking regarding this Request for Qualifications at the District's January 27th, 2026 Board of Supervisors meeting.



**PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL ENGINEERING SERVICES  
Hillsborough County, Florida**

**Evaluation Criteria**

**1) Ability and Adequacy of Professional Personnel** (Weight: 30 Points)

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

**2) Engineer's Past Performance and Experience** (Weight: 30 Points)

Experience on projects similar to the Project, and past performance regarding such projects; character, integrity, and reputation of respondent; etc.

**3) Geographic Location** (Weight: 10 Points)

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

**4) Ability to Meet Time and Budget Requirements** (Weight: 10 Points)

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

**5) Recent, Current and Projected Workloads** (Weight: 10 Points)

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

**6) Financial Capacity** (Weight: 10 Points)

Consider the firm's financial capacity and insurance levels.

**APPLICANT'S TOTAL SCORE** (100 Points Possible)

**PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES  
Hillsborough County, Florida**

**Architect-Engineer Qualifications, Standard Form  
330 (OMB No. 9000-0157, (Rev. 7/2021))**

[THIS FORM MAY BE FOUND AT <https://www.gsa.gov/system/files/2024-08/SF330-21a.pdf>]

## **AFFIDAVIT OF ACKNOWLEDGMENTS**

**STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_**

Before me, the undersigned authority, appeared the affiant, \_\_\_\_\_, and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of \_\_\_\_\_ for \_\_\_\_\_ (“**Applicant**”), and am authorized to make this Affidavit of Acknowledgments on behalf of Applicant.

2. I assisted with the preparation of, and have reviewed, the Applicant’s Qualification Statement (“**Qualification Statement**”) provided in response to the PANTHER TRACE I Community Development District Request for Qualifications for Professional Engineering Services. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Applicant to constitute good cause for rejection of the Qualification Statement.

3. I do hereby certify that the Applicant has submitted only a single Qualification Statement and has not, either directly or indirectly, participated in collusion relating to the submission of the Qualification Statement.

4. The Applicant agrees through submission of the Qualification Statement to honor its Qualification Statement for one hundred and twenty (120) days from the opening of the Qualification Statements, and if awarded the contract on the basis of this Qualification Statement and further negotiations with the District, to enter into and execute the contract in a form substantially similar to that included in the Selection Manual.

5. The Applicant acknowledges the receipt of the complete Selection Manual as provided by the District and as described in the Selection Manual’s Table of Contents, and, to the extent that Addendums have been issued, the receipt of the following Addendum Nos.: \_\_\_\_\_.

6. By signing below, and by not filing a protest within the seventy-two (72) hour period after the Submittal Deadline, the Applicant acknowledges that (i) the Applicant has read, understood, and accepted the Selection Manual; (ii) the Applicant has had an opportunity to consult with legal counsel regarding the Selection Manual; (iii) the Applicant has agreed to the terms of the Selection Manual; and (iv) the Applicant has waived any right to challenge any matter relating to the Selection Manual, including but not limited to any protest relating to the Qualification Statement notice, instructions, the contract form, the scope of work, the evaluation criteria, the evaluation process established in the Selection Manual, or any other issues or items relating to

the Selection Manual.

7. The Applicant authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Panther Trace I Community Development District, or its authorized agents, deemed necessary to verify the statements made in the Qualification Statement, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Applicant.

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

Applicant: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 202\_, by \_\_\_\_\_ of \_\_\_\_\_, by means of (check one) ☐ physical presence or ☐ online notarization, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did ☐ or did not ☐ take the oath.

\_\_\_\_\_  
Notary Public, State of Florida

Print Name: \_\_\_\_\_ Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**SWORN STATEMENT UNDER SECTION 287.133,  
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A  
NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

This sworn statement is submitted to Panther  
Trace I Community Development District.

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of \_\_\_\_\_ for \_\_\_\_\_ (“**Applicant**”), and am authorized to make this Sworn Statement on behalf of Applicant.
2. Applicant’s business address is \_\_\_\_\_.
3. Applicant’s Federal Employer Identification Number (FEIN) is \_\_\_\_\_.  
(If the Applicant has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)
4. I understand that a "public entity crime" as defined in Section 287.133(1)(g), Florida Statutes, means “a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.”
5. I understand that "convicted" or "conviction" as defined in Section 287.133(1)(b), Florida Statutes, means “a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere”
6. I understand that an "affiliate" as defined in Section 287.133(1)(a), Florida Statutes, means:

“A predecessor or successor of a person convicted of a public entity crime;” or

“An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate”

includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate."

7. I understand that a "person" as defined in Section 287.133(1)(e), Florida Statutes, means "any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity [and includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity."
8. Based on information and belief, the statement which I have marked below is true in relation to the Applicant submitting this sworn statement. (Please indicate which statement applies.)

\_\_\_\_\_Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

\_\_\_\_\_There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final

order.)

\_\_\_\_\_The person or affiliate has not been placed on the convicted vendor list.  
(Please describe any action taken by or pending with the Florida Department of  
Management Services.)

Under penalties of perjury under the laws of the State of Florida, I declare that I  
have read the foregoing Sworn Statement under Section 287.133, Florida Statutes,  
Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

Applicant: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, 202\_, by \_\_\_\_\_ of \_\_\_\_\_,  
by means of (check one) ☐ physical presence or ☐ online notarization, who is  
personally known to me or who has produced \_\_\_\_\_ as  
identification, and did ☐ or did not ☐ take the oath.

\_\_\_\_\_  
Notary Public, State of Florida

Print Name: \_\_\_\_\_ Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING SERVICES  
Hillsborough County, Florida**

**Form of Contract**



## AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

**THIS AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES** (the “**Agreement**”) is made and entered into effective the \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between:

**PANTHER TRACE I Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in Hillsborough County, Florida, with a mailing address of c/o Vesta District Services Management & Consulting, 250 International Parkway, Suite 208, Lake Mary, FL 32746 (the “**District**”); and \_\_\_\_\_, with a mailing address of \_\_\_\_\_ (the “**Engineer**”).

### RECITALS

**WHEREAS**, the District is a local unit of special purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, Florida Statutes, by Ordinance 97-03 adopted of the Board of County Commissioners of Hillsborough County, Florida; and

**WHEREAS**, the District is authorized to plan, acquire and/or maintain improvements, facilities and services in conjunction with the development and maintenance of the lands within the District; and

**WHEREAS**, pursuant to Sections 190.033 and 287.055, Florida Statutes, the District solicited qualifications from qualified firms and individuals to provide professional engineering services to the District on a continuing basis; and

**WHEREAS**, Engineer submitted a proposal to serve in this capacity; and

**WHEREAS**, the District's Board of Supervisors ranked Engineer as the most qualified firm to provide professional engineering services for the District and authorized the negotiation of a contract pursuant to Section 287.055, Florida Statutes; and

**WHEREAS**, the District intends to employ Engineer to perform engineering, construction administration, environmental management and permitting, financial and economic studies, as defined by a separate work authorization or work authorizations; and

**WHEREAS**, the Engineer shall serve as District's professional representative in each service or project to which this Agreement applies and will give consultation and advice to the District during performance of these services.

**NOW, THEREFORE**, for and in consideration of the mutual covenants herein contained, the acts and deeds to be performed by the parties hereto and the payments

by the District to the Engineer of the sums of money herein specified, it is mutually covenanted and agreed as follows:

**ARTICLE 1. INCORPORATION OF RECITALS.** The recitals stated above are true and correct and are incorporated by reference herein as a material part of this Agreement.

**ARTICLE 2. SCOPE OF SERVICES.**

**A.** The Engineer will provide general engineering services, including:

1. Preparation of any necessary reports and attendance at meetings of the District's Board of Supervisors.
2. Assisting in meeting with necessary parties involving bond issues, special reports, feasibility studies or other tasks.
3. Providing professional engineering services including but not limited to review and execution of documents under the District's Trust Indentures and monitoring of District projects.
4. Any other items requested by the Board of Supervisors.

**B.** Engineer shall, when authorized by the Board, provide general services related to construction of any District projects including, but not limited to:

1. Periodic visits to the site, or full-time construction management of District projects, as directed by District.
2. Processing of contractor's pay estimates.
3. Preparation of, and/or assistance with, the preparation of work authorizations, requisitions, change orders and acquisitions for review by the District Manager, District Counsel and the Board.
4. Final inspection and requested certificates for construction including the final certificate of construction.
5. Consultation and advice during construction, including performing all roles and actions required of any construction contract between District and any contractor(s) in which Engineer is named as owner's representative or "Engineer."
6. Any other activity related to construction as authorized by the Board.

- C. With respect to maintenance of the facilities, Engineer shall render such services as authorized by the Board.

**ARTICLE 3. METHOD OF AUTHORIZATION.** Each service or project shall be authorized in writing by the District. The written authorization shall be incorporated in a work authorization which shall include the scope of services, compensation, project schedule, and special provisions or conditions specific to the service or project being authorized (“**Work Authorization**”). Authorization of services or projects under this Agreement shall be at the sole option of the District.

**ARTICLE 4. COMPENSATION.** It is understood and agreed that the payment of compensation for services under this Agreement shall be stipulated in each Work Authorization. One of the following methods will be utilized:

- A. **Lump Sum Amount** – The District and Engineer shall mutually agree to a lump sum amount for the services to be rendered payable monthly in direct proportion to the work accomplished. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in Section 287.017 of the Florida Statutes for CATEGORY FOUR, the District shall require the Engineer 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. The price for any lump sum Work Authorization, and any additions thereto, will be adjusted to exclude any significant sums by which the District determines the Work Authorization was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such adjustments must be made within one (1) year following the completion of the work contemplated by the lump sum Work Authorization.
- B. **Hourly Personnel Rates** – For services or projects where the scope of services is not clearly defined or recurring services or other projects where the District desires the use of the hourly compensation rates outlined in **Exhibit A**, attached hereto and incorporated by this reference. The District and Engineer may agree to a “not to exceed” amount when utilizing hourly personnel rates for a specific work authorization.

**ARTICLE 5. REIMBURSABLE EXPENSES.** Reimbursable expenses consist of actual expenditures made by Engineer, its employees, or its consultants in the interest of the services for the incidental expenses as listed as follows:

- A. Expenses of transportation and living when traveling in connection with a project and fees paid for securing approval of authorities having jurisdiction over the project. All expenditures shall be made in accordance with Chapter 112, *Florida Statutes*, and with the District’s

travel policy.

- B. Expense of reproduction, postage and handling of drawings and specifications.

**ARTICLE 6. TERM OF AGREEMENT.** It is understood and agreed that the term of this Agreement will be from the time of execution of this Agreement by the parties hereto until terminated in accordance with its terms.

**ARTICLE 7. SPECIAL CONSULTANTS.** When authorized in writing by the District, additional special consulting services may be utilized by Engineer and paid for on a cost basis.

**ARTICLE 8. BOOKS AND RECORDS.** Engineer shall maintain comprehensive books and records relating to any services performed under this Agreement, which shall be retained by Engineer for a period of at least four (4) years from and after completion of any services hereunder, or such further time as required under Florida law. The District, or its authorized representative, shall have the right to audit such books and records at all reasonable times upon prior notice to Engineer.

**ARTICLE 9. OWNERSHIP OF DOCUMENTS.**

- A. All rights in and title to all plans, drawings, specifications, ideas, concepts, designs, sketches, models, programs, software, creation, inventions, reports, or other tangible work product originally developed by Engineer pursuant to this Agreement (the “**Work Product**”) shall be and remain the sole and exclusive property of the District when developed and shall be considered work for hire.
- B. The Engineer shall deliver all Work Product to the District upon completion thereof, unless it is necessary for the Engineer in the District’s sole discretion to retain possession for a longer period of time. Upon early termination of the Engineer’s services hereunder, the Engineer shall deliver all such Work Product whether complete or not. The District shall have all rights to use any and all Work Product. Engineer shall retain copies of the Work Product for its permanent records, provided the Work Product is not used without the District’s prior express written consent. The Engineer agrees not to recreate any Work Product contemplated by this Agreement, or portions thereof, which if constructed or otherwise materialized, would be reasonably identifiable with the Project.
- C. The District exclusively retains all manufacturing rights to all materials or designs developed under this Agreement. To the extent the services performed under this Agreement produce or include copyrightable or patentable materials or designs, such materials or designs are work made for hire for the District as the author, creator,

or inventor thereof upon creation, and the District shall have all rights therein including, without limitation, the right of reproduction, with respect to such work. The Engineer hereby assigns to the District any and all rights the Engineer may have including, without limitation, the copyright, with respect to such work. The Engineer acknowledges that the District is the motivating factor for, and for the purpose of copyright or patent, has the right to direct and supervise, the preparation of such copyrightable or patentable materials or designs.

**ARTICLE 10. ACCOUNTING RECORDS.** Records of the Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times.

**ARTICLE 11. REUSE OF DOCUMENTS.** All documents including drawings and specifications furnished by Engineer pursuant to this Agreement are instruments of service. Such documents are not intended or represented to be suitable for reuse by District or others on extensions of the work for which they were provided or on any other project. Any reuse without specific written consent by Engineer will be at the District's sole risk and without liability or legal exposure to Engineer. All documents including drawings, plans and specifications furnished by Engineer to District are subject to reuse in accordance with Section 287.055(10), *Florida Statutes*.

**ARTICLE 12. ESTIMATE OF COST.** Since Engineer has no control over the cost of labor, materials, or equipment or over a contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer's opinions of probable cost provided as a service hereunder are to be made on the basis of his experience and qualifications and represent Engineer's best judgment as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinions of probable cost prepared by Engineer. If the District wishes greater assurance as to the construction costs, it shall employ an independent cost estimator at its own expense. Services to modify approved documents to bring the construction cost within any limitation established by the District will be considered additional services and justify additional fees.

**ARTICLE 13. INSURANCE.**

- A. Subject to the provisions of this Article, the Engineer shall, at a minimum, maintain throughout the term of this Agreement the following insurance:

1. Workers' Compensation Insurance in accordance with the laws of the State of Florida.
  2. Commercial General Liability Insurance, including, but not limited to, bodily injury (including contractual), property damage (including contractual), products and completed operations, and personal injury with limits of not less than One Million Dollars and No Cents (\$1,000,000.00) per occurrence, and not less than Two Million Dollars and No Cents (\$2,000,000.00) in the aggregate covering all work performed under this Agreement.
  3. Automobile Liability Insurance, including without limitation bodily injury and property damage, including all vehicles owned, leased, hired, and non- owned vehicles with limits of not less than One Million Dollars and No Cents (\$1,000,000.00) combined single limit covering all work performed under this Agreement.
  4. Professional Liability Insurance for Errors and Omissions, with limits of not less than One Million Dollars and No Cents (\$1,000,000.00).
- B. All insurance policies secured by Engineer pursuant to the terms of this Agreement shall be written on an "occurrence" basis to the extent permitted by law.
- C. The District and the District's officers, supervisors, agents, staff, and representatives shall be named as additional insured parties, except with respect to the Worker's Compensation Insurance for which only proof of insurance shall be provided. The Engineer shall furnish the District with the Certificate of Insurance evidencing compliance with the requirements of this Section. No certificate shall be acceptable to the District, unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the state of Florida
- D. If the Engineer fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Engineer shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

**ARTICLE 14. CONTINGENT FEE.** The Engineer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Engineer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

**ARTICLE 15. AUDIT.** Records of the Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times. The Engineer agrees that the District or any of its duly authorized representatives shall have access to and the right to examine any books, documents, papers, and records of the Engineer involving transactions related to the Agreement for a period of four (4) years or longer as required by law. The Engineer agrees that payment made under the Agreement shall be subject to reduction for amounts charged thereto that are found on the basis of audit examination not to constitute allowable costs. All required records shall be maintained until either (a) the completion of an audit and resolution of all questions arising therefrom, or (b) three years after the expenditure of all funds under this Agreement, or (c) the public record retention period established by the District's records retention policy, whichever comes later.

**ARTICLE 16.COMPLIANCE WITH GOVERNMENTAL REGULATIONS.** In performing its obligations under this Agreement, the Engineer and each of its agents, servants, employees, or anyone directly or indirectly employed by the Engineer, shall comply with all applicable laws, ordinances, rules, regulations, and orders of any public or governmental authority having appropriate jurisdiction. If the Engineer fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Engineer or any of its agents, servants, or employees, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

**ARTICLE 17. COMPLIANCE WITH PROFESSIONAL STANDARDS.** In performing its obligations under this Agreement, the Engineer and each of its agents, servants, employees, or anyone directly or indirectly employed by Engineer, shall maintain the highest standard of care, skill, diligence, and professional competency for such work and/or services. Any designs, drawings, reports, or specifications prepared or furnished by Engineer that contain errors, conflicts, or omissions will be promptly corrected by Engineer at no cost to the District.

**ARTICLE 18. INDEMNIFICATION.** The Engineer agrees, to the fullest extent permitted by law, to indemnify, defend, and hold harmless the District and the District's officers, supervisors, agents, staff, and representatives (together, the "**Indemnitees**"), from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Engineer and other persons employed or utilized by the Engineer in the performance of this Agreement, including without limitation the Engineer's contractors, subcontractors, and sub-subcontractors. To the extent a limitation on liability is required by Section 725.6 of the Florida Statutes or other applicable law, liability under this section shall in no event exceed the sum of Two Million Dollars and No Cents (\$2,000,000.00) and Engineer shall carry, at his own expense, insurance in a company satisfactory to District to cover the aforementioned liability. Engineer agrees such limitation bears a reasonable commercial relationship to the Agreement and was part of the project specifications or bid documents. The Engineer agrees and covenants that nothing herein shall constitute or be construed as a waiver of the District's sovereign immunity pursuant to Section 768.28, *Florida Statutes*, or other law, and nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law. In the event that any indemnification, defense, or hold harmless provision of this Agreement is determined to be unenforceable, the provision shall be reformed in accordance with the mutual intent of the Engineer and the District to provide indemnification, defense, and hold harmless provisions to the maximum effect allowed by Florida law and for the benefit of the Indemnitees.

**ARTICLE 19. EMPLOYMENT VERIFICATION.** The Engineer agrees that it shall bear the responsibility for verifying the employment status, under the Immigration Reform and Control Act of 1986, of all persons it employs in the performance of this Agreement. In addition, Engineer acknowledges as follows:

A. The District is subject to the requirements of section 448.095, Florida Statutes, pertaining to the use of the E-Verify system to confirm the work authorization status of all employees hired on or after January 1, 2021. By signing this Agreement Contractor acknowledges and confirms that it is registered with and uses the E-Verify system to confirm the work authorization status of all new hires. Contractor further confirms that it shall only subcontract work to be performed under this Agreement to subcontractors who are registered with and use the E-Verify system and have provided to Contractor the affidavit described in section 448.095(2)(b). Contractor must maintain a copy of the subcontractor's affidavit for the duration of this Agreement.

B. Upon a good faith belief that Contractor has knowingly violated section 448.09(1), District shall terminate this Agreement. Such termination shall not constitute a breach by the District. In addition, Contractor may not thereafter be awarded a public contract for at least 1 year after the date on which this Agreement was terminated and shall be liable to District for any additional costs incurred thereby as a result of the termination.



C. Upon a good faith belief that any of Contractor's subcontractors have knowingly violated section 448.09(1), but the Contractor otherwise complied with this subsection, District shall promptly notify the Contractor and order the Contractor to immediately terminate its contract with the subcontractor.

**ARTICLE 20. INDEPENDENT CONTRACTOR.** In all matters relating to this Agreement, the District and the Engineer agree and acknowledge that the Engineer shall serve as an independent contractor of the District. Neither the Engineer nor employees of the Engineer, if any, are employees of the District under the meaning or application of any Federal or State unemployment, insurance laws, or any other potentially applicable laws. The Engineer agrees to assume all liabilities or obligations by any one or more of such laws with respect to employees of the Engineer, if any, in the performance of this Agreement. The Engineer shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Engineer shall have no authority to represent as agent, employee, or in any other capacity the District, unless set forth differently herein or authorized by vote of the Board.

**ARTICLE 21. CONTROLLING LAW.** The Engineer and the District agree that this Agreement shall be controlled and governed by the laws of the State of Florida. Venue for all proceedings with respect to this Agreement shall be Hillsborough County, Florida.

**ARTICLE 22. NOTICE.** All notices, requests, consents and other communications under this Agreement ("**Notices**") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

**A. If to Engineer: [TO BE INSERTED]**

**B. If to District:** **PANTHER TRACE I**  
Community Development District  
c/o Vesta District Services  
Management & Consulting 250  
International Parkway, Suite 208  
Lake Mary, FL 32746  
Attn: Barry Jeskewich

**With a copy to:** Straley Robin Vericker  
1510 W. Cleveland St.  
Tampa, FL 33606  
Attn: John Vericker, District Counsel

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Engineer may deliver Notice on behalf of the District and the Engineer. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) day's written notice to the parties and addressees set forth herein.

**ARTICLE 23. PUBLIC RECORDS.** Engineer understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Engineer agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Engineer acknowledges that the designated public records custodian for the District is Christian Dimaculangan ("**Public Records Custodian**"). Among other requirements and to the extent applicable by law, the Engineer shall 1) keep and maintain public records required by the District to perform the Services; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the Agreement term and following the Agreement term if the Engineer does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the Agreement, transfer to the District, at no cost, all public records in Engineer's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Engineer, the Engineer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE ENGINEER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE ENGINEER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS, **CHRISTIAN DIMACULANGAN**, AT **(321)-263-0132**, EXTENSION 740, [CDIMACULANGAN@VESTAPROPERTYSERVICES.COM](mailto:CDIMACULANGAN@VESTAPROPERTYSERVICES.COM), 250 INTERNATIONAL PARKWAY, SUITE 208, LAKE MARY, FL 32746.

**ARTICLE 24. NO THIRD-PARTY BENEFITS.** Nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would

otherwise be barred by operation of law.

**ARTICLE 25. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

**ARTICLE 26. ASSIGNMENT.** Except as provided otherwise in this Agreement, neither the District nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the express written consent of the other. Any purported assignment without such written consent is void. Nothing in this paragraph shall prevent the Engineer from employing such independent professional associates and consultants as Engineer deems appropriate and consistent with this Agreement.

**ARTICLE 27. CONSTRUCTION DEFECTS.** ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.

**ARTICLE 28. AMENDMENT.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing that is executed by both the District and the Engineer.

**ARTICLE 29. ARM'S LENGTH TRANSACTION.** This Agreement reflects the negotiated agreement of the District and the Engineer, each represented by competent legal counsel. Accordingly, this Agreement shall be construed as if both parties jointly prepared it, and no presumption against one party or the other shall govern the interpretation or construction of any of the provisions of this Agreement.

**ARTICLE 30. INDIVIDUAL LIABILITY.** UNDER THIS AGREEMENT, AND PURSUANT TO THE REQUIREMENTS OF SECTION 558.0035, FLORIDA STATUTES, THE REQUIREMENTS OF WHICH ARE EXPRESSLY INCORPORATED HEREIN, AN INDIVIDUAL EMPLOYEE OR AGENT OF THE ENGINEER MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

**ARTICLE 31. TERMINATION.** The District may terminate this Agreement for cause immediately upon notice to Engineer. The District or the Engineer may terminate this Agreement without cause upon thirty (30) days written notice. At such time as the Engineer receives notification of the intent of the District to terminate the contract, the Engineer shall not perform any further services unless directed to do so in writing by the District. In the event of any termination or breach of any kind, the Engineer shall not be entitled to consequential damages of any kind (including but not limited to lost profits), but instead the Engineer's sole remedy will be to recover payment for services rendered to the date of the notice of termination, subject to any offsets.

**ARTICLE 32. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall neither control nor affect

the meaning or construction of any of the provisions of this Agreement.

**ARTICLE 33. ENFORCEMENT OF AGREEMENT.** In the event that either the District or the Engineer is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover from the other party all costs incurred, including reasonable attorney's fees and costs at all judicial levels.

**ARTICLE 34. ACCEPTANCE.** Acceptance of this Agreement is indicated by the signatures of the authorized representatives of the District and the Engineer in the spaces provided below.

**ARTICLE 35. COUNTERPARTS.** This instrument may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

**IN WITNESS WHEREOF,** the parties hereto have caused this Agreement to be executed on the day and year first above written.

**Attest:**

**PANTHER TRACE I COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Assistant Secretary/Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

**[ENGINEER]**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**EXHIBIT A:** Schedule of Rates

**Exhibit A**  
Schedule of Rates

# EXHIBIT 4

**PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT**

**REQUEST FOR QUALIFICATIONS  
FOR PROFESSIONAL ENGINEERING SERVICES  
Hillsborough County, Florida**

**Evaluation Criteria**

**1) Ability and Adequacy of Professional Personnel** (Weight: 30 Points)

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

**2) Engineer's Past Performance and Experience** (Weight: 30 Points)

Experience on projects similar to the Project, and past performance regarding such projects; character, integrity, and reputation of respondent; etc.

**3) Geographic Location** (Weight: 10 Points)

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

**4) Ability to Meet Time and Budget Requirements** (Weight: 10 Points)

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

**5) Recent, Current and Projected Workloads** (Weight: 10 Points)

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

**6) Financial Capacity** (Weight: 10 Points)

Consider the firm's financial capacity and insurance levels.

**APPLICANT'S TOTAL SCORE** (100 Points Possible)

**PANTHER TRACE I COMMUNITY DEVELOPMENT DISTRICT**

**RFQ For District Engineering Services**

**Supervisor Evaluation/Ranking Sheet**

<b>Respondent</b>	<b>Ability &amp; Adequacy</b>	<b>Experience</b>	<b>Location</b>	<b>Time &amp; Budget Requirements</b>	<b>Recent/Current/Projected Workloads</b>	<b>Financial Capacity</b>	<b>Total</b>
	<b>30 points</b>	<b>30 points</b>	<b>10 points</b>	<b>10 points</b>	<b>10 points</b>	<b>10 points</b>	<b>100 points</b>
<b>Lighthouse Engineering</b>							
Notes:							



# EXHIBIT 5

# Panther Trace I Community Development District

Professional Services Continuing Contract

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Lighthouse Engineering, Inc. (LHE) is pleased to submit this proposal for professional services to the Panther Trace I CDD. Our goal is to save the District time and money by providing a concise, high-quality summary of our qualifications, experience, and approach. With over 30 years in the engineering industry, LHE could present hundreds of pages of documentation; however, we have chosen to focus on the highlights that demonstrate our efficiency, expertise, and commitment to the District's needs.

LHE and our team members have provided engineering services to Community Development Districts, the cities of Tampa, Clearwater, and Safety Harbor, multiple Florida Department of Transportation (FDOT) districts, and private clients for over 18 years. We are a Certified Statewide Small Business Enterprise (SBE) and Small Local Business Enterprise (SLBE), based in Safety Harbor, Florida. Our team is deeply familiar with the region and committed to improving the community we live, work, and play in.

LHE's Project Team of highly trained professionals consists of multi-disciplinary members with strengths in Transportation and Traffic Engineering, Drainage and Environmental Permitting services. Members of the LHE Project Team bring an exceptional level of experience and expertise to all areas mentioned above. Because we have chosen to remain a small firm, our overhead is low, which gives us the financial resources to successfully complete all projects on time and with the highest level of efficiency.

Over the past 17 years, LHE has advanced the concept of providing a total package of engineering services to public and private clients. We maintain a broad spectrum of expertise including our primary service areas:

- Roadway Transportation Design, Planning
- Permitting
- Site / Civil Engineering
- Traffic Engineering
- Signing and Pavement Marking Design
- Signalization Design
- Lighting

This diversity enables our organization to offer a unified "in-house" team approach consisting of highly skilled and experienced professionals in a variety of specialties. The result is high-quality consulting services provided in a professional and timely manner. The advantage to selecting LHE is that our engineers are diverse and multi-discipline. Remaining a small firm allows us to maintain low overhead, deliver projects efficiently, and provide personalized service. By keeping teams small and focused, LHE maximizes value for the CDD while ensuring timely, high-quality project delivery.

At Lighthouse Engineering, we have all of the training, experience, and expertise to successfully execute any job that the Panther Trace I CDD may need completed. Our staff is structured so that everyone fully comprehends and is more than competent in their role in the company. Our tiered approach allows us to provide the leadership, management and administrative needs for every different type of project. Although we are all capable of working together on every project, we also have specific areas that we specialize in to be most effective in our positions. We all take responsibility for every aspect of the project and work together to resolve conflict.

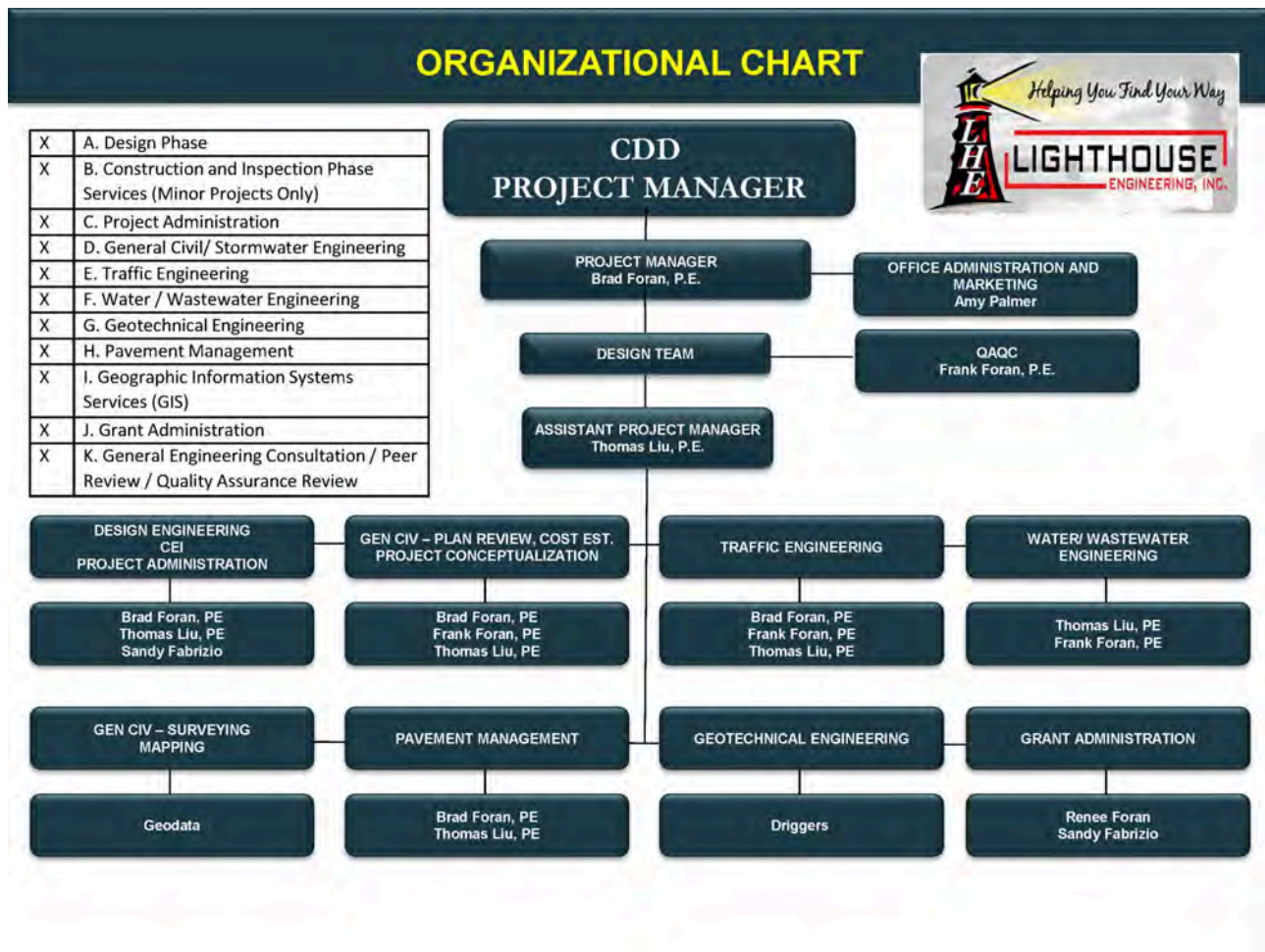
LHE has a number of professionals who have a great deal of experience in roadway design. Previous staff experience was obtained on City projects such as the intersection Improvement Project for Dale Mabry and Kennedy Blvd., Himes and Azeele Signal upgrades, Palm Ave Improvements and Intersection Improvement Project for Fowler Avenue and 50th Street. In addition, our staff has extensive local experience in roadway, storm water and utility design projects for clients such as Hillsborough County, Pasco County, and The Florida Department of Transportation (FDOT); as well as many private clients including **Meadow Pointe II Community Development District (CDD), Harbor Bay Community Development District (CDD), Asturia Community Development District (CDD), Lakeside Plantation Community Development District (CDD), Parkview at Long Lake Ranch Community Development District (CDD), Summerstone Community Development District (CDD), Union Park East Community Development District (CDD) and most recently added; Lakeside Community Development District (CDD).**

**Mr. Brad Foran, P.E.**, will serve as Project Manager. With over 30 years of experience in highway design, project coordination, and management, Mr. Foran has led urban arterial and interstate projects, prepared traffic control plans, managed contracts, and ensured quality control. His extensive local network and reputation benefit the CDD through effective project execution and agency coordination.

**Mr. Thomas Liu, P.E.**, will serve as the Assistant Project Manager. Mr. Liu is an expert in stormwater management, hydraulic analysis, highway design, and permitting. He has extensive FDOT experience and manages projects for multiple counties and municipalities, ensuring design and regulatory compliance.

**Mr. Frank Foran, P.E.** is a Highway Design Engineer with over 50 years of experience. Mr. Foran leads quality control programs, develops traffic control plans, and has extensive training in cost estimating and project review.

**Mrs. Amy Palmer** Mrs. Palmer oversees administrative work, correspondence, billing, and reporting. With over 22 years in engineering management, she ensures projects are completed efficiently and cost-effectively.



Our vast experience with Community Development Districts demonstrates our ability to deliver creative solutions for all of the community needs with amazing efficiency, which allows us to build in extra time to quickly and effectively solve any issues that may arise. LHE is committed to ensuring that every staff member affecting product quality is fully competent to perform their assigned tasks. All personnel assigned to production have recent experience in their respective areas of responsibility. Competency is established through education, training, experience, and demonstration of skills. Continuing education of our technical and professional staff is strongly encouraged. Many of our employees are enrolled in continuing education seminars and conferences offered by FDOT and other professional associations. Many of our engineers attend national seminars, where a variety of engineering trends and innovations are presented. Keeping up to date with the latest technology and management solutions allows us to provide more value to our clients. Our wide range of knowledge, experience, and innovative ideas can be seen in the following project experience.

Relevant Projects include:

#### **Harbor Bay Community Development District**

The Harbor Bay Community Development District consists of approximately 764 acres of mostly seaside properties which include town homes, villas, and single family homes. The community has 27 detention ponds, recreational facilities, three amenity centers, multiple playgrounds and parks; and the Mira Bay club which consists of a clubhouse, resort and lap pools, wading pools, grills and picnic area, sand volleyball court, boat docks and lifts, and a playground. As the District Engineers we are responsible for all of the engineering needs of the community. This includes all inspections, permitting, dock and lift applications, drainage reports and plans, community upkeep, seawall inspections, traffic reports with regards to MUTCD standards, and correspondence with the residents. As the GEC for the CDD we routinely interact with the board and provide reports, evaluation, and financial guidance for current and future needs of the community.

#### **Meadow Pointe II CDD**

LHE was the general engineering consultant for this CDD community which contains 108 ponds, is home to almost 3500 residents and has almost 75 miles of roads. Over a 12-year period, LHE was tasked to produce pavement evaluations, pond evaluations and evaluations of all of the existing facilities that included the 2500 SF club house, pool, multipurpose courts and all of their existing wholly owned and operated infrastructure. LHE was also tasked with the tree removal and replanting within the communities. As the GEC for the CDD we routinely interacted with the board and provided reports, evaluation, and financial guidance for current and future needs of the community. We were engaged in the reissuance of bonds for the CDD that totaled more than ten million dollars and were intended to upgrade the existing infrastructure and produce monies for future expansion of the community facilities.



As the GEC for the CDD we were responsible to the CDD for all its engineering needs. The project consisted of the milling and resurfacing of the existing roadway within eleven subdivisions of Meadow Point II CDD including the clubhouse.

### **Lakeside Plantation Community Development District**

This CDD is located in North Port, Florida and boasts of 13 lakes, a 6,000 sq. foot clubhouse, pool and spa, and multiple amenities including basketball courts, playgrounds, tennis courts, pickleball and bocce ball courts. As District Engineers, we are responsible for all of the engineering needs for the community.

### **FDOT District 7 - Districtwide Sidewalk Gap Design Project**

This ongoing project includes the design of sidewalk improvements, including associated drainage and signing and marking. The goal is to eliminate sidewalk gaps along State Roadways. This will include:

- Evaluating known gaps to establish R/W and funding requirements.
- Preparing and maintaining a funding plan / schedule for R/W and construction.
- Preparing plans and specifications for letting as well as R/W instruments as required.
- Revising or updating previously completed construction plans and documents, and providing Post Design Services, Construction Assistance Services and Expert Witness Testimony Services for assigned projects.

### **FDOT - District 1 - SR 789 from Longboat Club Road to SR 64 Safety Improvements**

LHE was contracted as a sub for Ajax Paving for this Design Build project. This project consists of 17 different intersections for the design and construction of Rectangular Rapid Flashing Beacons (RRFBs), Pedestrian Hybrid Beacons (PHBs), sidewalk, and pedestrian lighting at cross walk locations. The re-design of these 17 intersection is intended to improve safety. We were required to accommodate several recreational resources, coordinate with multiple bus systems with routes and bus stops in the limits of the project, as well as replace all existing striping and raised pavement markers and install new signage and markings to accommodate the improvements. Several intersections required milling and resurfacing, sidewalk construction, and lighting design and installation.

### **FDOT District 1 - SR 25 (US 27) from N. of SR 540 to N. of Kokomo Rd.**

LHE was contracted as a sub for Burgess & Niple, Inc. for the design and construction of SR 25 from N. of SR 540 (Cypress Gardens Blvd.) to N. of Kokomo Rd (CR 546). Pavement resurfacing and widening depths were required, as well as stormwater treatment attenuation facilities were constructed. Signing, pavement marking, lighting and signalization plans were provided.

### **City of Tampa - Westshore Blvd. at Swann Ave and Beachway**

This project was to provide design services for the RRFB - Enhanced Crosswalks along Westshore Blvd. We provided utility coordination, construction documents based on concept plans and construction phasing as part of the MOT. We met with city officials to review the concept of work, any additional data and programming information, schedule, utility issues, City Design Standards, preferences and existing information. LHE met with property owners and coordinated with City Departments to develop and finalize concept plans.

### **FDOT District 7 - I-275 / SR 93 Bus on Shoulder** **STATE AND NATIONAL AWARD WINNING PROJECT**

I-275 / SR 93 (from Alt. US 19 / SR 595 / 5th Ave. N. to SR 694 / Gandy Blvd.) is an Urban Principal Arterial Interstate. Located in Pinellas County, the project corridor is a northbound and southbound interstate with existing three (3) 23 foot travel lanes in each direction, 12 foot outside shoulder, and 8 foot (median) inside shoulder. The total project length was 5.203 miles. Due to increasing public demand for transit ridership, the Department partnered with Pinellas Suncoast Transit Authority (PSTA) to implement the I-275 Bus on Shoulder Pilot Project which consisted of widening and resurfacing the northbound and southbound outside paved shoulder of I-275 from 10 feet to 12 feet. The shoulder widening will allow for transit vehicles to travel along the shoulder when traffic congestions slowed down the travel lanes to 35 mph. The existing three (3) 12- foot travel lanes were maintained along the northbound and southbound of I-275. Project improvements consisted of shoulder milling / resurfacing and shoulder widening. Existing drainage structures, pavement markings, signs, guardrail, lighting, and other features impacted by the project were replaced or relocated. Furthermore, side slopes affected by the shoulder widening were regraded and stabilized.

### **City of Clearwater - Bayshore Boulevard Urban Multi-Use Trail**

The project scope was for the design of a new multi-use path along the east side of Bayshore Boulevard with a boardwalk and asphalt path from the Ream Wilson Trail to SR 60. The project included the removal and replacement of the existing sidewalk within the project limits and provided a new 10 foot wide multi-use path. It also required drainage design necessary to reroute the drainage flow into an existing inlet, which was located in the area that is not desirable, to a modified or new inlet that did not impede the physical travel lane. It also required addressing the sidewalk profile to raise the existing profile of the sidewalk to ensure positive stormwater conveyance into the existing open drainage system. LHE provided contract administration, design, drainage improvements, erosion control, drainage studies, permitting mitigation impacts, management services, utility coordination, construction engineering inspection services, and quality acceptance reviews of all work associated with the development and preparation of the contract plans and construction improvements.



### **City of Pinellas Park - Curb Cuts - Various Locations**

This project scope included the removal of existing driveways at various locations along SR 694 (Park Blvd.) for the City of Pinellas Park. Sod was proposed at the existing driveway pavements that were removed, and sidewalk constructed to meet ADA standards. A proposed curb will also be constructed where the existing driveways were removed. There are a total of 11 driveways being removed. Total project length is approximately 0.9 miles.

### **City of Tampa - General Engineering Services - Palm Ave.**

The project scope included upgrades to the ADA facilities along Palm Ave. (between Nuccio and 19th Ave.). We added detectable warnings surfaces and reconstructed ADA ramps with modification to the median to allow pedestrians to cross at mid-block locations. Design also included RRFB's for pedestrian mid-block crossings along Palm Ave. at 17th and North 19th Ave. We also provided utility coordination and project management services necessary to complete the design.

### **City of Tampa - General Engineering Services - Howard Ave. at Dekle / DeSoto Ave.**

The project scope was for the redesign of the existing intersection that will accommodate the realignment of the intersection at Howard Ave. and DeSoto / Dekle Ave. The design included public involvement, utility relocation, roadway design, signing and pavement marking, and all project management to complete the design.

Tasks to complete this project included the following:

- Update the design and concept plan to accommodate the additional parking spaces south on Dekle Ave. Additional meetings were required to gain the approval of the concept plan by the City and other design firms involved in the corridor study of the project area.
- Landscape and Irrigation plan for the green space between Dekle and DeSoto.
- Obtained additional survey south on Dekle for additional parking spaces.
- Provided utility coordination for the relocation of existing utilities within the project area as required for the new intersection configuration
- Provided a set of construction documents based on the concept plans
- Provided construction phasing as part of the MOT

LHE provided utility coordination, design and construction plan preparation, pedestrian ramp/crosswalk design, design review, construction plans, quality assurance/quality review; as well as attended all field and coordination meetings.

### **FDOT District 7 - US 41/ SR 45/ S. 50th St. from Denver St. to N. of 27th Ave. S.**

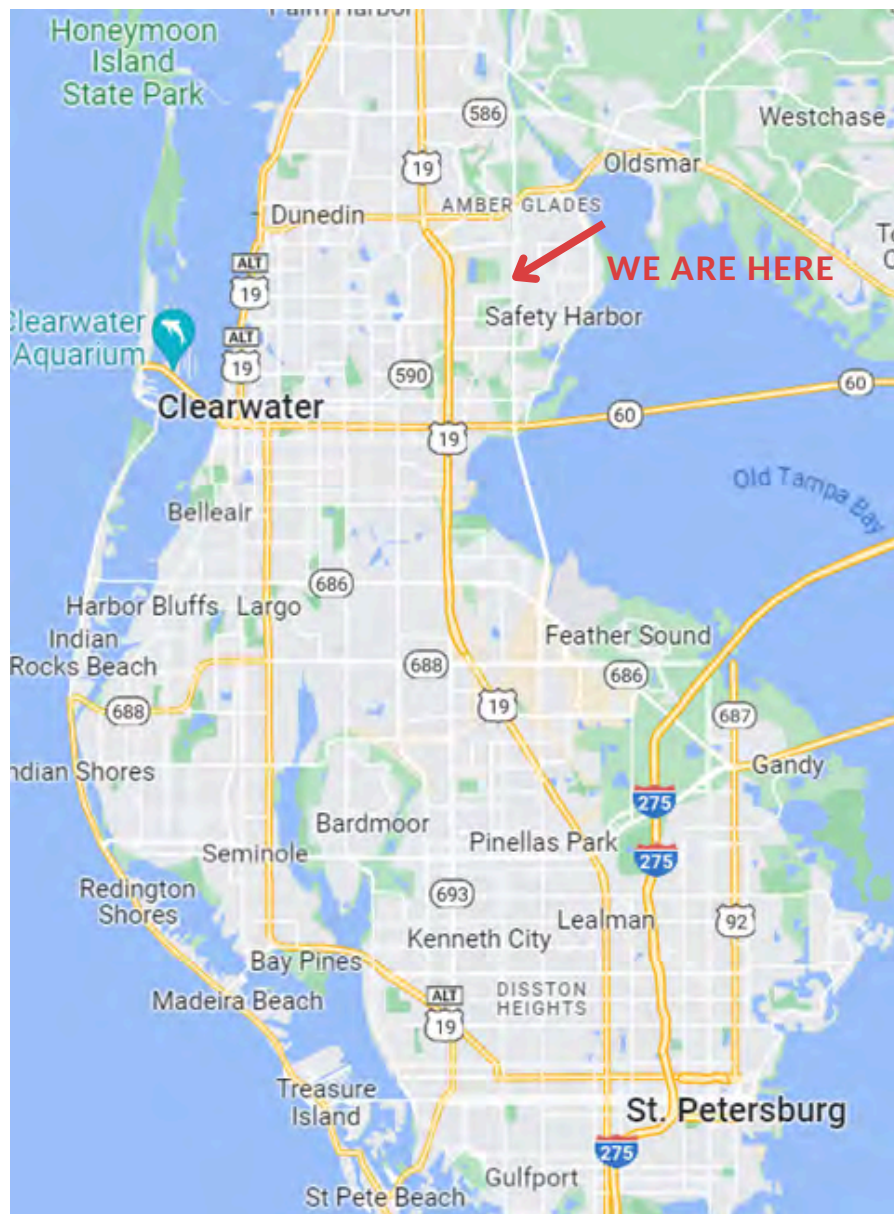
The purpose of this RRR project was to preserve and extend the life of the existing pavement through milling and resurfacing, upgrading to ADA curb ramps to meet current ADA standards, and performing general safety modification work.

## GEOGRAPHIC LOCATION

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Lighthouse Engineering is located in beautiful Safety Harbor, Florida. All of our employees work out of our Safety Harbor office located at:

701 Enterprise Road East  
Suite 410  
Safety Harbor, FL 34695



Our Chief Engineer, Brad Foran, has experience working with CDD's that spans over 20 years. He understands budget and time constraints that most District's face, and is able to find engineering solutions that are practical and cost effective. He will be the lead engineer for all the needs of the community. Amy Palmer, our Operations Manager, has a vast amount of experience working with CDD's and will be the voice and contact person for our company. Her expertise saves the CDD money, as she is able to spear head most projects at a lower hourly rate and then have them reviewed and assessed by the lead engineer.

We will take a fundamental approach to this project and will eliminate any steps that are not absolutely essential, saving the District money. Our goal is to be a seamless extension of the Panther Trace I CDD and ensure that the CDD gets all the scope elements incorporated into every project. Communication will be done through a variety of means including but not limited to: virtual meetings, email, phone calls and text messages. As mentioned earlier, Amy Palmer will be the point of contact for the CDD. All data will be recorded and stored in the design documentation (DD) and kept digitally for instant access by staff and team members. Project schedules will be continually updated to reflect current and projected progress. One of the single best ways to control costs is to adhere to the project schedule.

The permitting process is another way to get off schedule and budget. LHE has permitted numerous civil and transportation projects and has a successful working relationship with many local permitting agencies. These local regulatory permitting agencies include the Florida Department of Environmental Protection (FDEP), FDOT, SWFWMD, and Pasco, Hillsborough, and Pinellas Counties. LHE recognizes the lengthy permitting schedule involved with many projects and applies a proactive approach to minimize potential delays. This approach includes early and frequent meetings with regulatory agencies and constant coordination to minimize project disruption due to agency requests for additional information. Our staff has extensive experience preparing and tracking Environmental Resource Permits (ERPs) for both public and private clients.

LHE has been involved in the permitting process on many jobs for multiple municipalities and private clients. We understand how to apply for permits and what permits are needed for specific projects, as well as how to budget for permitting fees. We also have a great deal of knowledge as to what situations require a permit and those that do not. This allows us to save time researching if a permit is not needed, which ultimately save the CDD money. Our full-service and award winning design staff understands the problems facing local government agencies such as escalating construction costs and shrinking budgets. We have the experience to provide our clients with cost effective engineering solutions that exceed the expectations of our clients and the public. LHE is experienced with the CDD's operations and has proudly served the surrounding area in a wide range of capacities for many years.

RECENT, CURRENT  
AND PROJECTED  
WORKLOAD

The following information is provided to demonstrate specifically that the LHE team has the personnel and experience to best provide the requested services.

The current workload of LHE will allow us to begin work immediately. Our available design staff can provide more than 250 staff hours per month from our office in Safety Harbor. LHE routinely handles a multitude of projects involving various disciplines. We utilize subconsultants with experience in specialized areas such as SUE, land surveying and mapping, geotechnical engineering, and right of way acquisition, while employing our own engineers in other areas such as CEI, pavement evaluation, asset management, bridge inspection, and structure repairs. Our past and ongoing relationships provide us with a clear understanding of our subconsultants' abilities, which is a key elements in effective coordination of project assignments. We set high standards for our subconsultants and we ensure that they perform at high levels without impacts to the schedule.

We recently completed a number of significant projects including a Design-Build Project for FDOT District 1 at SR 789 from Longboat Club Road to SR 64. We are also scheduled to finish a Design-Build Project at SR 25 (US 27) in the next month. Currently we are working on a Sidewalk Gap Project for FDOT District 7 and a few smaller projects for private clients. We are in the process of finishing up the contract to begin work on TWO 10.2023 for the City of Pinellas Park. This project is for the plan preparation for the elimination of ten abandoned driveway aprons at various locations along Park Boulevard, including FDOT permitting.

Our projected workload falls within the capacity of our staff. As with any firm, our workload is not always constant, but has peaks and valleys. The dedication of our staff enables LHE to meet our clients' goals by working overtime during peaks and improving our technical skills during slower periods. LHE and our entire team will pull together to ensure that we meet the CDD's needs.

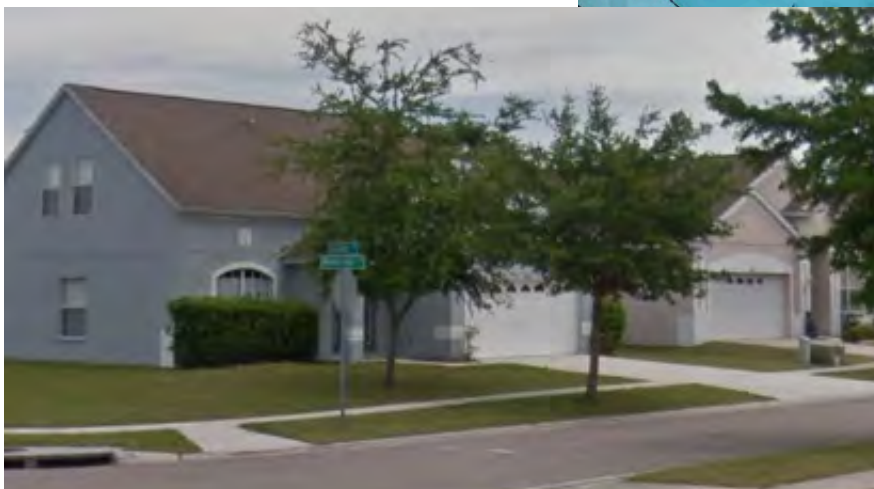
We are eager to utilize these resources in this important contract for the Panther Trace I CDD. The personnel shown in the organizational chart are available for immediate assignment to the project.





Although we have not been awarded any work previously from the Panther Trace 1 Community Development District, LHE has a vast amount of experience with other CDD's that allows us to anticipate all the needs of the District.

We are excited about the opportunity to lend our skills and experience to the Panther Trace i CDD.



Lighthouse Engineering, Inc.  
701 Enterprise Road East, Suite 410  
Safety Harbor, FL 34695



## Lighthouse Engineering

### Rate Schedule

(As of 1/1/2026)

Project Manager	\$ 195 / Hour
Chief Engineer	\$ 205 / Hour
Senior Engineer	\$ 174 / Hour
Operations Manager	\$ 170 / Hour
Engineer	\$ 160 / Hour
Senior Designer	\$ 147 / Hour
Cadd Technician	\$130/ Hour
Clerical	\$ 120 / Hour

- We propose to tie our rate increase to the CP Index. This increase has typically been in the range of approximately 3% annually

Note: Expenses for projects / task assignments will be negotiated on a project by project basis or be billed to the CDD as a direct expense.

Signed Bradley S. Foran

Bradley S. Foran, P.E., President

# ARCHITECT – ENGINEER QUALIFICATIONS

## PART I – CONTRACT SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

**Panther Trace I Community Development District – Professional Engineering Services – continuous contract**

2. PUBLIC NOTICE DATE

January 15, 2026

3. SOLICITATION OR PROJECT NUMBER

### B. ARCHITECT – ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Brad Foran, P.E., President

5. NAME OF FIRM

Lighthouse Engineering, Inc.

6. TELEPHONE NUMBER

727.726.7856

7. FAX NUMBER

727.683.9848

8. E-MAIL ADDRESS

bforan@lighthouseenginc.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	J-V PARTNER	SUBCON-TRACTOR			
a.	X			Lighthouse Engineering, Inc.  <input type="checkbox"/> CHECK IF BRANCH OFFICE	701 Enterprise Road East Suite 410 Safety Harbor, FL 34695	Project Management, Environmental Permitting, Drainage, Traffic, Design, QA/QC, Specifications
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

[X] (Attached)

# **E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME <b>Bradley S. Foran, P.E.</b>		13. ROLE IN THIS CONTRACT <b>Project Manager</b>		14. YEARS EXPERIENCE	
				a. TOTAL 28	b. WITH CURRENT FIRM 17
15. FIRM NAME AND LOCATION (City and State) <b>Lighthouse Engineering, Inc. Safety Harbor, FL</b>					
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>B.S.C.E. / Civil Engineering</b>			17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Professional Engineer: Florida, 1998, #52634</b>		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>FDOT Training / Contract Estimating System, Access Mgmt Guidelines for Project Development, Basic Lighting and Electricity, Advanced Work Zone Traffic Control Course, Specifications, Electronic Submittal</b>					

## **19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	<b>Harbor Bay CDD – Apollo Beach, Florida</b>	Ongoing	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>EOR for the gen. engineering consultant for this CDD community which contains approximately 764 acres of mostly seaside properties which include town homes, villas, and single-family homes. The community has 27 retention ponds, recreational facilities, three amenity centers, multiple playgrounds, and parks; and the Mira Bay club which consists of a clubhouse, resort and lap pools, wading pools, grills and picnic area, sand volleyball court, boat docks and lifts, and a playground. Responsible for all the engineering needs of the community. This includes inspections, permitting, dock and lift applications, drainage reports and plans, community upkeep, Sewall inspections, traffic reports with regards to MUTCD standards, and correspondence with the residents.</b>		
b.	<b>FDOT District 7 - Sidewalk Gap at various location – Pinellas County</b>	Ongoing	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X] Check if project performed with current firm</b> <b>Project Manager and EOR for this TWO that consists of sidewalk design along the East and Westside of S.R. 686 (Roosevelt Blvd.) – from Ulmerton Rd. to 16<sup>th</sup> Street North, and sidewalk design along the Southside of S.R. 586 (Curlew Rd.) from Bayshore Blvd. to Cardinal Rd. This TWO also includes sidewalk design on the Southside of S.R. 694 (Park Blvd.) from 40<sup>th</sup> Street North to U.S. 19.</b>		
c.	<b>FDOT District 7 – US 41 / SR 45/ S. 50<sup>th</sup> St. from Denver St. to N. of 27<sup>th</sup> Ave. S. – Hillsborough County</b>	2023	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X] Check if project performed with current firm</b> <b>Project Manager and EOR for the design services for US 41 / SR 45/ S. 50<sup>th</sup> St. from Denver St. to north of 27<sup>th</sup> Ave. S. improvements. Project included milling and resurfacing, upgrading curb ramps to meet current ADA standards, and performing general safety modification work in order to extend the life of the existing pavement.</b>		
d.	<b>City of Pinellas Park – Curb Cuts – Various Locations</b>	ongoing	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X] Check if project performed with current firm</b> <b>Project Manager and EOR for the removal of existing driveways at various locations along SR 694 (Park Blvd.) for the City of Pinellas Park. Driveway removal begins just east of 63<sup>rd</sup> Street North and ends just east of 54<sup>th</sup> Street North. Sod will be proposed at the existing driveway pavements that were removed, and sidewalk constructed to meet ADA Standards. A proposed curb will also be constructed where the existing driveways were removed. There are a total of 11 driveways being removed. Total project length is approximately 0.9 miles.</b>		
e.	<b>I-275 / SR 93 Bus on Shoulder from Alt US 19/SR595/5<sup>th</sup> Ave N to SR 694/ Gandy Blvd. – Pinellas County FL *AWARD WINNING*</b>	2019-2021	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X] Check if project performed with current firm</b> <b>Project Manager/EOR contracted to generate the Project System Engineering Plan (PSEMP) and the Requirement Traceability Verification Matrix (RTVM). Responsible for the installation of the RSS at the northbound and southbound ramps from 38<sup>th</sup> Ave. N. and 54<sup>th</sup> Ave. N. Also executed the removal and replacement of an ITS system components that are impacted by the Design-Build Firm's scope of work. Project also included paved shoulder widening, milling and resurfacing, drainage, signing and pavement markings, and lighting.</b>		



# **E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME <b>Thomas Liu, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Project Engineering and Environmental Permitting</b>	11. YEARS EXPERIENCE <table border="1"> <tr> <td>a. TOTAL 23</td> <td>b. WITH CURRENT FIRM 12</td> </tr> </table>		a. TOTAL 23	b. WITH CURRENT FIRM 12
a. TOTAL 23	b. WITH CURRENT FIRM 12				
15. FIRM NAME AND LOCATION (City and State) <b>Lighthouse Engineering, Inc., Safety Harbor, FL</b>					
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>B.S.C.E./1994/Civil Engineering</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Professional Engineer: Florida, 2000, #58258</b>			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>FDOT Training: Project Management, Drainage, HY-8, AdICPR, HydroCAD, erosion control, Advanced Traffic Control, Specifications, Electronic Submittals</b>					

## **19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
<b>FDOT District 7 – Withlacoochee Trail from Hernando County Line to Marion County Line – Citrus County, FL</b>	<b>PROFESSIONAL SERVICES</b> 2020	<b>CONSTRUCTION (If Applicable)</b>
<b>a.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X]</b> Check if project performed with current firm <b>Project Engineer</b> responsible for roadway design, drainage analysis, signing and pavement marking, and Temporary Traffic Control Plans for this rehabilitation project. Also provided necessary documentation for the procurement and installation of the signalization and ITS system devices		
<b>FDOT District 7 - Sidewalk Gap at various location – Pinellas County</b>	<b>PROFESSIONAL SERVICES</b> ongoing	<b>CONSTRUCTION (If Applicable)</b>
<b>b.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X]</b> Check if project performed with current firm <b>Project Engineer</b> for this TWO that consists of sidewalk design along the East and Westside of S.R. 686 (Roosevelt Blvd.) – from Ulmerton Rd. to 16 <sup>th</sup> Street North, and sidewalk design along the Southside of S.R. 586 (Curlew Rd.) from Bayshore Blvd. to Cardinal Rd. This TWO also includes sidewalk design on the Southside of S.R. 694 (Park Blvd.) from 40 <sup>th</sup> Street North to U.S. 19.		
<b>City of Pinellas Park – Curb Cuts – Various Locations</b>	<b>PROFESSIONAL SERVICES</b> ongoing	<b>CONSTRUCTION (If Applicable)</b>
<b>c.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X]</b> Check if project performed with current firm <b>Project Engineer</b> for the removal of existing driveways at various locations along SR 694 (Park Blvd.) for the City of Pinellas Park. Driveway removal begins just east of 63 <sup>rd</sup> Street North and ends just east of 54 <sup>th</sup> Street North. Sod will be proposed at the existing driveway pavements that were removed, and sidewalk constructed to meet ADA Standards. A proposed curb will also be constructed where the existing driveways were removed. There are a total of 11 driveways being removed. Total project length is approximately 0.9 miles.		
<b>US 41/ SR45/S. 50<sup>th</sup> St from Denver St. to N. of 27<sup>th</sup> Ave. S., Pinellas County, FL</b>	<b>PROFESSIONAL SERVICES</b> 2021	<b>CONSTRUCTION (If Applicable)</b>
<b>d.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X]</b> Check if project performed with current firm <b>Project Engineer</b> for the 3R project that includes milling and resurfacing, upgrading curb ramps to meet ADA standards, utility coordination, signing and pavement markings, signalization, traffic studies and lighting.		
<b>I-275 / SR 93 Bus on Shoulder from Alt US 19/SR595/5<sup>th</sup> Ave N to SR 694/ Gandy Blvd. – Pinellas County FL *AWARD WINNING*</b>	<b>PROFESSIONAL SERVICES</b> 2019-2021	<b>CONSTRUCTION (If Applicable)</b>
<b>e.</b> (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X]</b> Check if project performed with current firm <b>Project Engineer</b> contracted to generate the Project System Engineering Plan (PSEMP) and the Requirement Traceability Verification Matrix (RTVM). Responsible for the installation of the RSS at the northbound and southbound ramps from 38 <sup>th</sup> Ave. N. and 54 <sup>th</sup> Ave. N. Also executed the removal and replacement of an ITS system components that are impacted by the Design-Build Firm's scope of work. Project also included paved shoulder widening, milling and resurfacing, drainage, signing and pavement markings, and lighting.		

# **E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME <b>Frank. Foran, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Project Manager</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>48</b>	b. WITH CURRENT FIRM <b>17</b>
15. FIRM NAME AND LOCATION (City and State) <b>Lighthouse Engineering, Inc. Safety Harbor, FL</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION)  <b>B.S.C.E. / Civil Engineering</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)  <b>Professional Engineer: Florida, #11635</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) <b>Affiliations: Florida Engineering Society, American Society of Civil Engineers, American Society of Highway Engineers</b>			

## **19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
<b>a.</b>	<b>FDOT District 7 – Withlacoochee Trail from Hernando County Line to Marion County Line – Citrus County, FL</b>	<b>2020</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X] Check if project performed with current firm</b> <b>QC Manager</b> responsible for roadway design, drainage analysis, signing and pavement marking, and Temporary Traffic Control Plans for this rehabilitation project. Also provided necessary documentation for the procurement and installation of the signalization and ITS system devices.		
<b>b.</b>	<b>City of Clearwater, FL – Bayshore Blvd – Urban Multi Use Trail</b>	<b>2015</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X] Check if project performed with current firm</b> <b>QC Manager</b> for the design of a new 10 foot wide multi-use path on the east side of the Bayshore Boulevard. Extensive permits were required with a full SWFWMD ERP and US Army Core of Engineering Nationwide #14 permits.		
<b>c.</b>	<b>Tampa Hillsborough Expressway Authority, Selmon Greenway – Tampa, FL</b>	<b>2013</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X] Check if project performed with current firm</b> <b>QC Manager</b> for design, permitting, construction and performing all other services necessary for a 15' on average (12' to 24' in some locations) multi-use trail to connect the City of Tampa's River Walk in the vicinity of Ashley Drive to the vicinity of 10 <sup>th</sup> Street.		
<b>d.</b>	<b>US 41/ SR45/S. 50<sup>th</sup> St from Denver St. to N. of 27<sup>th</sup> Ave. S., Pinellas County, FL</b>	<b>2021</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X] Check if project performed with current firm</b> <b>QC Manager</b> for the 3R project that includes milling and resurfacing, upgrading curb ramps to meet ADA standards, utility coordination, signing and pavement markings, signalization, traffic studies and lighting.		
<b>e.</b>	<b>City of Tampa General Engineering Services – Howard and Dekle Ave. Tampa, FL</b>	<b>2020</b>	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>[X] Check if project performed with current firm</b> <b>QC Manager</b> for the redesign of an existing intersection that will accommodate the realignment of the intersection at Howard Ave and DeSoto/Dekle. The design included public involvement, utility relocation, roadway design, and signing and pavement markings.		

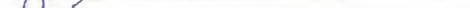
## 1. SOLICITATION NUMBER (If any)

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

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees (1) FIRM (2) BRANCH		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
02	Administrative	2		T03	Traffic & Transportation Engineering	1
08	CADD Technician	1		D04	Design-Build - Preparation of Requests for Proposals	1
12	Civil Engineer	3		W03	Water Supply; Treatment and Distribution	1
				S04	Sewage Collection, Treatment and Disposal	1
<b>Total</b>		6	6			

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

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

a. SIGNATURE 	b. DATE January 6, 2026
c. NAME AND TITLE Bradley S. Foran, P.E., President	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/03/2025

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).

<b>PRODUCER</b> Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	<b>CONTACT NAME:</b>	<b>FAX (A/C, No):</b>
	<b>PHONE (A/C, No, Ext):</b> (888) 202-3007	
	<b>E-MAIL ADDRESS:</b> contact@hiscox.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Hiscox Insurance Company Inc	10200
<b>INSURED</b> LIGHTHOUSE ENGINEERING 701 enterprise road east suite 410 Safety Harbor, FL 34695	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						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:						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> CLAIMS-MADE					\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<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	<input type="checkbox"/> N/A					E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			P100.294.958.9	05/30/2025	05/30/2026	Each Claim: \$ 2,000,000 Aggregate: \$ 2,000,000

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

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***Florida Department of Transportation***

**RON DESANTIS**  
**GOVERNOR**

605 Suwannee Street  
Tallahassee, FL 32399-0450

**JARED W. PERDUE, P.E.**  
**SECRETARY**

September 09, 2025

Bradley Foran, President  
LIGHTHOUSE ENGINEERING INC. d/b/a LHE  
701 Enterprise Road East  
Suite 410  
Safety Harbor, FL 34695  
bforan@lighthouseenginc.com

Dear Mr. Foran:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following professional services types of work per Rule 14-75, F.A.C.:

- 3.1 - Minor Highway Design
- 3.2 - Major Highway Design
- 3.3 - Controlled Access Highway Design
  
- 6.3.1 - Intelligent Transportation Systems Analysis and Design
- 6.3.2 - Intelligent Transportation Systems Implementation
  
- 7.1 - Signing, Pavement Marking and Channelization
- 7.2 - Lighting
- 7.3 - Signalization

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2026, for contracting purposes.

**Approved Rates**

<b>Home Overhead</b>	<b>Facilities Capital Cost of Money (FCCM)</b>	<b>Premium Overtime</b>	<b>Home Direct Expense</b>	<b>Published Fee Schedule</b>
77.30%	3.838%	Reimbursed	2.64%	No

**Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.**

Should you have any questions, please feel free to contact me by email at [FDOT.PSPrequalification@dot.state.fl.us](mailto:FDOT.PSPrequalification@dot.state.fl.us).

Sincerely,

A handwritten signature in blue ink that reads "Philip Pitts". The signature is written in a cursive, flowing style.

Philip Pitts  
Professional Services Qualification Administrator  
PP/YG



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

[Previous On List](#)   [Next On List](#)   [Return to List](#)

[Events](#)   **No Name History**

**Detail by Entity Name**

Florida Profit Corporation  
LIGHTHOUSE ENGINEERING INC.

Filing Information

Document Number	P06000152907
FEI/EIN Number	20-8032896
Date Filed	12/12/2006
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	05/01/2009

Principal Address

701 ENTERPRISE ROAD EAST  
SUITE 410  
SAFETY HARBOR, FL 34695

Changed: 03/31/2016

Mailing Address

701 ENTERPRISE ROAD EAST  
SUITE 410  
SAFETY HARBOR, FL 34695

Changed: 03/31/2016

Registered Agent Name & Address

FABRIZIO, SANDRA K, MRS.  
701 ENTERPRISE ROAD  
SUITE 410

SAFETY HARBOR, FL 34695

Name Changed: 03/07/2014

Address Changed: 03/07/2014

**Officer/Director Detail**

**Name & Address**

Title PTD

FORAN, BRADLEY S  
65 TURNSTONE DR  
SAFETY HARBOR, FL 34695

**Annual Reports**

Report Year	Filed Date
2020	01/22/2020
2021	03/08/2021
2022	03/08/2022

**Document Images**

<a href="#">03/08/2022 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/08/2021 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/22/2020 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/13/2019 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/11/2018 -- ANNUAL REPORT</a>	View image in PDF format
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<a href="#">03/21/2012 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/21/2011 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/23/2010 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">05/01/2009 -- REINSTATEMENT</a>	View image in PDF format
<a href="#">08/23/2007 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">12/12/2006 -- Domestic Profit</a>	View image in PDF format





## **Equal Business Opportunity (EBO)**

Certification Program

This is to certify that in accordance with City of Tampa Ordinance 2017-28, Chapter 26.5, Equal Business Opportunity Program

**Lighthouse Engineering, Inc. DBA LHE**

is hereby certified as a

**Small Local Business Enterprise (SLBE)**

In the following specialty(ies)

**Construction-Related Services**

**The certification is valid from November 20, 2024 to January 15, 2027**

---

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

**Bertha M. Mitchell, Manager**  
**City of Tampa Equal Business Opportunity**



**Board of County Commissioners  
Economic Development Department  
Minority and Disadvantaged Business Development**

**Small Business Registration**

Lighthouse Engineering, Inc. DBA LHE

HC-1873/23

Valid from December 11, 2023 - March 2, 2026

**Approved Lines of Business:**

Engineering - Civil, Construction-Related Services

A handwritten signature in black ink, appearing to read "Theresa Kempa".

Theresa Kempa, Manager, MCA  
Minority & Small Business Enterprises Division



**PORT TAMPA BAY™**

## ***Small Business Enterprise Certification***

***Lighthouse Engineering Inc.***

***Federal ID #20-8032896***

***Services Provided: Architect-Engineer & Other Professional  
Design Services; Consulting Services***

***Valid from 04/25/2025 to 04/24/2026***

***Donna L. Casey***

***SBE & Contracts Manager***

*Please note this certificate is valid only with Port Tampa Bay.*

*It is not reciprocal with the City of Tampa or Hillsborough County and may not be reciprocal with any other local governmental agency.*

*Member since 2022*



## The City of St. Petersburg Small Business Enterprise (SBE)

*This certificate is awarded to*  
**Lighthouse Engineering, Inc. DBA LHE**

**Certification Number: 141280**

*This certificate is applicable in*  
**NIGP 925: Engineering Services, Professional NIGP 92517: Civil Engineering, The City of St. Petersburg**

*Certified: April 3, 2025*

*Expires: April 3, 2028*

Kourey Hendryx-Bell, J.D.  
Manager, Office of Supplier Diversity  
(727) 893-7226  
[Kourey.Hendryx-Bell@stpete.org](mailto:Kourey.Hendryx-Bell@stpete.org)

In accordance with the City of St. Petersburg's Small Business Enterprise Ordinance #789-G, your business is certified as a Small Business Enterprise by the City of St. Petersburg. You will need to show proof of your new Occupational License each year, as well as renew your certification with this agency every three years. If at anytime the composition of the SBE status of your firm changes, you need to complete another SBE affidavit. The City of St. Petersburg Government reserves the right to terminate or cancel this certification at anytime when it is found that the composition of the Organization has changed and no longer meets the definition established for SBE certification.

# EXHIBIT 6



**PANTHER TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

---

♦ 12515 Bramfield Drive ♦ Riverview, Florida 33579 ♦ (813) 671-8023

To: Board of Supervisors  
From: Monica Vitale  
Date: January 27, 2026  
Re: Landscape Proposals

Dear Board,

Please find attached multiple proposals for landscaping.

1. Community Mulch \$29,826.00
2. Remove Juniper and Install Sod near amenities area \$5360.00
3. Removal dead sycamore near the tennis courts \$1152.00
4. Replace shrubbery behind 11019 Wildcat \$195.72

Please review and advise. Thank you.

Monica Vitale  
Facilities Director



## Proposal

Proposal No.: 380610

Proposed Date: 01/15/26

PROPERTY:	FOR:
Panther Trace I CDD Monica Vitale 12515 Bramfield Drive Riverview, FL 33579	Installation of mulch

Mulch (450 CY) installation throughout bedding & tree ring locations. Work includes trenching along hardscape areas in advance of install.

All work includes clean up & removal of debris from install.

ITEM	QTY	UOM	TOTAL
<b>Refresh Mulch</b>			
<b>Site Prep</b>			\$585.00
Trenching	1.00	HR	
<b>Mulch</b>			\$29,241.00
Pine Bark, 03CF bag - 03CF	4050.00	03CF	
<b>Total:</b>			<b>\$29,826.00</b>

LMP Guarantee: Any alteration from these specs involving additional costs will be executed only upon written order and will become an extra charge over and above estimate.

Standard Warranty: Lagrees to warranty irrigation, drainage and lighting for 1 year, trees and palms for 6 months, shrubs and ground cover for 3 months, and sod for 30 days. This warranty is subject to and specifically limited by the following:

Warranty is not valid on relocated material, annuals and any existing irrigation, drainage and lighting systems. Warranty is not valid on new plant material or sod installed without automatic irrigation. Warranty does not cover damage from pests or disease encountered on site, act of God, or damaged caused by others. Failure of water or power source not caused by LMP will void warranty. The above identified warranty periods commence upon the date of completion of all items included in this proposal. Standard Warranty does not modify or supersede any previously written agreement. LMP is not responsible for damage to non-located underground.

Residential Agreement: A deposit or payment in full will be required before any work will begin. Any and all balance will be due upon job completion in full, unless otherwise noted in writing. All work will be performed in a workman like manner in accordance to said proposal. Any additional work added to original proposal will require written approval, may require additional deposits and will be due on completion with any remaining balances owed.

**DUE TO THE NATURE OF MATERIAL COST VOLATILITY, WE ARE CURRENTLY HOLDING PRICING FOR THIRTY (30) DAYS FROM PROPOSAL DATE**

---

**Signature (Owner/Property Manager)**

---

**Date**

---

**Printed Name (Owner/Property Manager)**

---

**Signature - Representative**

---

**Date**





## Proposal

**Proposal No.:** 380302

**Proposed Date:** 01/16/26

PROPERTY:	FOR:
Panther Trace I CDD Monica Vitale 12515 Bramfield Drive Riverview, FL 33579	Gazebo Sod Install

Remove and replace aged and declining Juniper with sod from sidewalk to covered lunch gazebo

Residents continuously throw trash in the juniper beds, this will have a nice clean finished appearance

Irrigation modifications necessary will be invoiced separately based on time and material.



ITEM	QTY	UOM	TOTAL
<b>Juniper beds to sod</b>			
<b>Site Prep</b>			<b>\$1,910.00</b>
Prep - Plant & Debris Removal	24.00	HR	
Debris by the truck	1.00	1	
<b>Landscape Material</b>			<b>\$3,450.00</b>
Floritam Saint Augustine, 01 Square Foot - 01SF	1500.00	01SF	
Soil - backfill	15.00	CY	
<b>Total:</b>			<b>\$5,360.00</b>

LMP Guarantee: Any alteration from these specs involving additional costs will be executed only upon written order and will become an extra charge over and above estimate.

Standard Warranty: Lagrees to warranty irrigation, drainage and lighting for 1 year, trees and palms for 6 months, shrubs and ground cover for 3 months, and sod for 30 days. This warranty is subject to and specifically limited by the following:

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**DUE TO THE NATURE OF MATERIAL COST VOLATILITY, WE ARE CURRENTLY HOLDING PRICING FOR THIRTY (30) DAYS FROM PROPOSAL DATE**

_____ <b>Signature (Owner/Property Manager)</b>	_____ <b>Date</b>
_____ <b>Printed Name (Owner/Property Manager)</b>	
_____ <b>Signature - Representative</b>	_____ <b>Date</b>



## Proposal

**Proposal No.:** 380289

**Proposed Date:** 01/16/26

PROPERTY:	FOR:
Panther Trace I CDD Monica Vitale 12515 Bramfield Drive Riverview, FL 33579	Lunch Gazebo

### Removal of tree that never recovered from storm damage



ITEM	QTY	UOM	TOTAL
<b>Arbor Care Services</b>			
<b>Tree Removal</b>			\$1,152.00
Tree Removal - Large (Flush Cut)	1.00	CT	
<b>Total:</b>			<b>\$1,152.00</b>

LMP Guarantee: Any alteration from these specs involving additional costs will be executed only upon written order and will become an extra charge over and above estimate.

Standard Warranty: Lagrees to warranty irrigation, drainage and lighting for 1 year, trees and palms for 6 months, shrubs and ground cover for 3 months, and sod for 30 days. This warranty is subject to and specifically limited by the following:

Warranty is not valid on relocated material, annuals and any existing irrigation, drainage and lighting systems. Warranty in not valid on new plant material or sod installed without automatic irrigation. Warranty does not cover damage from pests or disease encountered on site, act of God, or damaged caused by others. Failure of water or power source not caused by LMP will void warranty. The above identified warranty periods commence upon the date of completion of all items included in this proposal. Standard Warranty does not modify or supersede any previously written agreement. LMP is not responsible for damage to non-located underground.

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**DUE TO THE NATURE OF MATERIAL COST VOLATILITY, WE ARE CURRENTLY HOLDING PRICING FOR THIRTY (30) DAYS FROM PROPOSAL DATE**

_____	_____
<b>Signature (Owner/Property Manager)</b>	<b>Date</b>

\_\_\_\_\_

**Printed Name (Owner/Property Manager)**

_____	_____
<b>Signature - Representative</b>	<b>Date</b>



## Proposal

**Proposal No.:** 381051

**Proposed Date:** 01/16/26

PROPERTY:	FOR:
Panther Trace I CDD Monica Vitale 12515 Bramfield Drive Riverview, FL 33579	11019 Wildcat- Viburnum

Replacement of bushes that had been removed behind 11019 Wildcat



ITEM	QTY	UOM	TOTAL
<b>Wildcat-Viburnum</b>			
<b>Landscape Material</b>			\$195.72
Odoratissimum Viburnum, 03 gallon - 03G	7.00	03g	
<b>Total:</b>			<b>\$195.72</b>

LMP Guarantee: Any alteration from these specs involving additional costs will be executed only upon written order and will become an extra charge over and above estimate.

Standard Warranty: Lagrees to warranty irrigation, drainage and lighting for 1 year, trees and palms for 6 months, shrubs and ground cover for 3 months, and sod for 30 days. This warranty is subject to and specifically limited by the following:

Warranty is not valid on relocated material, annuals and any existing irrigation, drainage and lighting systems. Warranty is not valid on new plant material or sod installed without automatic irrigation. Warranty does not cover damage from pests or disease encountered on site, act of God, or damaged caused by others. Failure of water or power source not caused by LMP will void warranty. The above identified warranty periods commence upon the date of completion of all items included in this proposal. Standard Warranty does not modify or supersede any previously written agreement. LMP is not responsible for damage to non-located underground.

Residential Agreement: A deposit or payment in full will be required before any work will begin. Any and all balance will be due upon job completion in full, unless otherwise noted in writing. All work will be performed in a workman like manner in accordance to said proposal. Any additional work added to original proposal will require written approval, may require additional deposits and will be due on completion with any remaining balances owed.

**DUE TO THE NATURE OF MATERIAL COST VOLATILITY, WE ARE CURRENTLY HOLDING PRICING FOR THIRTY (30) DAYS FROM PROPOSAL DATE**

---

**Signature (Owner/Property Manager)**

---

**Date**

---

**Printed Name (Owner/Property Manager)**

---

**Signature - Representative**

---

**Date**

# EXHIBIT 7



**PANTHER TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

---

◆ 12515 Bramfield Drive ◆ Riverview, Florida 33579 ◆ (813) 671-8023

To: Board of Supervisors  
From: Monica Vitale  
Date: January 27, 2026  
Re: Proposal to Pressure Wash Amenities Sidewalks

Dear Board,

Please find attached a proposal I requested to pressure wash the amenities sidewalks, curbing and parking stops. It has been five years since we have done this and there is a lot of mold and unsightly build up. Please review and advise. Thank you.

Monica Vitale  
Facilities Director





Established 2013  
Licensed & Insured

## QUOTE

Date: January 8, 2026

## For

Pressure Washing

## Bill To

Panther Trace  
12515 Bramfield Dr  
Riverview, FL

## Remit To

Riverview Pressure Cleaning  
10309 Rainbridge Dr  
Riverview, FL 33569

**TERMS:** NET 15

Item Description	Amount
Clubhouse Curbs, Parking Stops	\$375.00
Amenities Pavers, Sidewalks	\$1,200.00
Parking Lot Sidewalks, Curbs, Parking Stops	\$600.00
Baseball Sidewalk	\$250.00
Total Cost	\$2,425.00

Make all checks payable to Riverview Pressure Cleaning  
If you have any questions concerning this invoice, contact Chris Hill 813-938-0131

Thank you for your business!

# EXHIBIT 8

**January 27, 2026**

## **Panther Trace CDD-Phase I Facilities Director Report**

### **Aquatics Reports**

- **Reports will be available to Supervisors upon request.**
- **Monthly maintenance is ongoing according to the contract.**

### **LANDSCAPE**

- **The Inspection Reports and Grade sheets for November and December have been included in this packet.**
- **Multiple proposals are also included in this packet.**

### **Clubhouse Pool Playground**

- **Proposal for Amenities Pressure washing included in this packet**
- **Pressure washing of pool deck and furniture being scheduled to prepare for Spring Break**

### **Events**

- **February 20 Craft Night**
- **March 27 Craft Night**
- **April 4 Spring Egg Hunt**

# EXHIBIT 9

# PANTHER TRACE CDD

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15	-2.5	
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5	-2.5	Queen palm, hibiscus at pool
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10	-1	Suckering growth in trees
CLEANLINESS	10	-4	Windfall, leaf litter in mulch and turf
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10		
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		
<b>MAXIMUM VALUE</b>	<b>145</b>		



Date: 11-18-25 Score: 93.5 % Performance Payment™ % 100

Contractor Signature: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

Property Representative Signature: \_\_\_\_\_



# PANTHER TRACE CDD

LANDSCAPE INSPECTION  
November 18, 2025

ATTENDING:  
MONICA VITALE – PANTHER TRACE CDD  
DAVE MANFRIN – LMP  
PAUL WOODS – OLM, INC.

**SCORE: 93.5%**

**NEXT INSPECTION  
DECEMBER 16, 2025 AT 1:00 PM**

---

## CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

## CATEGORY II: MAINTENANCE ITEMS

### CLUBHOUSE

1. Clubhouse entrance: Re-fertilize Snow on the Mountain and Eugenia.
2. Pool enclosure: Groom spent blooms from the Butia Palm.
3. Along the side entrance to the pool: Repin netafim to root zones.
4. Rejuvenate prune Muhly Grass.
5. **Confirm irrigation coverage at the southwest corner of the pool where Arboricola Trinette are located.**
6. **Refertilize Queen Palms to improve appearance.**
7. **Front of clubhouse: Improve fertility to King Sago Palms.**
8. Hand prune Parsonii Juniper, maintaining visibility of the concrete columns.
9. Remove dead plant material when found.
10. Repair failed turf in the median island under warranty.

### MAIN ENTRANCE

11. Along the north frontage monument: Remove windfall and debris from base of Magnolias.
12. Groom Flax Lilies under Magnolia trees, improving the appearance.
13. US 301 frontage: Redistribute remaining mulch and pine straw to promote a neatened appearance in the Oleander hedge.

### COMMONS

14. Panther Trace Blvd: Improve turf fertility along right-of-ways and in median islands.

15. Rejuvenate prune Muhly Grass once bloom cycle is complete.
16. Monitor and control Mite activity in Fakahatchee Grass.
17. Greystone frontage berm: Improve St. Augustine turf, promoting infilling growth.
18. Greystone: Police and remove trash and debris from the wood line.
19. Greystone: Push back wood line overgrowth near the handrail, maintaining clearance at the retaining wall and along the turf mowable.
20. Eastbound sidewalk west of Stratford: Prune and elevate the downward growth in Oak trees, removing suckering growth and weak attachments. This will improve light penetration and pedestrian clearance.
21. Eastbound berm across from the sports field: Eliminate any unserviceable grass strips and redistribute any remaining bed mulch.
22. Remove Oak leaves and redistribute remaining mulch in beds; do not blow leaves into beds.
- 23. Improve fertility to turf at the triangle.**
24. Remove pine straw accumulations from cul-de-sacs.

#### SPORTS FIELD

25. Establish a second syringing B cycle to promote germination of winter Ryegrass.
26. Remove Spanish Moss from common area trees by tennis courts.
27. I recommend elevating the Oak tree on the south end of the basketball courts.
28. Monitor discoloration in Pine trees along the north perimeter of the field. Identify if boring Beetles are active.

#### **CATEGORY III: IMPROVEMENTS – PRICING**

1. Throughout: Provide a price to top dress mulch.
2. Berkshire frontage berm between the well and Adventure Drive: Provide a price to install sod to reduce erosion. As an alternate and more economical option, Bahia turf could be utilized but I recommend St. Augustine Floratam for its appearance and durability.

#### **CATEGORY IV: NOTES TO OWNER**

1. I recommend tree pruning along the heavily shaded frontage of Stratford in fiscal year 2026. This would enable future planting. At present, the shade density will make it impossible to successfully grow most ornamental plants.

## **CATEGORY V: NOTES TO CONTRACTOR**

1. Confirm all services are complete Saturday, December 6 in advance of the community Christmas party.

cc: Monica Vitale [MonicaVitaleCam@gmail.com](mailto:MonicaVitaleCam@gmail.com)  
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# PANTHER TRACE CDD

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

A. LANDSCAPE MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
TURF	5		
TURF FERTILITY	15		
TURF EDGING	5		
WEED CONTROL – TURF AREAS	10		
TURF INSECT/DISEASE CONTROL	10		
PLANT FERTILITY	5	-2	Eugenia
WEED CONTROL – BED AREAS	10		
PLANT INSECT/DISEASE CONTROL	10		
PRUNING	10		
CLEANLINESS	10	-2	Windfall
MULCHING	5		
WATER/IRRIGATION MANAGEMENT	15		
CARRYOVERS	5		

B. SEASONAL COLOR/PERENNIAL MAINTENANCE	VALUE	DEDUCTION	REASON FOR DEDUCTION
VIGOR/APPEARANCE	10		
INSECT/DISEASE CONTROL	10		
DEADHEADING/PRUNING	10		
<b>MAXIMUM VALUE</b>	<b>145</b>		



Date: 12-16-25 Score: 97.5 % Performance Payment™ % 100

Contractor Signature: \_\_\_\_\_

Inspector Signature: \_\_\_\_\_

Property Representative Signature: \_\_\_\_\_



# PANTHER TRACE CDD

LANDSCAPE INSPECTION

December 16, 2025

ATTENDING:

MONICA VITALE – PANTHER TRACE CDD

DAVE MANFRIN – LMP

PAUL WOODS – OLM, INC.

**SCORE: 97.5%**

**NEXT INSPECTION  
JANUARY 20, 2026 AT 1:00 PM**

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## CATEGORY I: MAINTENANCE CARRYOVER ITEMS

NONE

## CATEGORY II: MAINTENANCE ITEMS

### CLUBHOUSE

1. Remove leaves on turf and in beds.
2. Confirm the right side bed Netafim is properly installed.
3. Across from the clubhouse: Remove leaves and debris in the center island.
4. Adjacent to the west side of the tennis court: Prune suckering growth, weak attachments, and Spanish Moss in Drake Elm and Live Oaks.
5. Between the basketball and tennis courts: Verify irrigation coverage and repair approximately 100 sq. feet of St. Augustine.
6. Improve vigor and fertility in Eugenia.

### COMMON

7. Westside right of way across from the playground: Prune deadwood from declining Loropetalum hedge.
8. **Increase fertility in Loropetalum to flush new growth. Avoid repeated and heavy shearing.**
9. Huntington entrance: Prune the lowest scaffold of limbs on the Oaks maintaining vehicle clearance.

### ENTRANCE

10. Remove suckering growth and Spanish Moss in trees.
11. Remove commercial signage.
12. Monitor fungal turf damage, repair under warranty in bound center island if not recovered.

### **CATEGORY III: IMPROVEMENTS – PRICING**

1. Clubhouse; near the volleyball court gazebo: Provide a price to remove declining Juniper, confirm irrigation coverage, and install St. Augustine.
2. Common; Berkshire frontage: Provide a price to restore the eroded bank.
3. Across from 1773: Provide a price to regrade and infill the valve box cable hole.
4. Provide a price to remove remaining stumps from hurricane tree removals.
5. Panther Trace Blvd. west bound across from across from Greystone: Provide a price to remove the hurricane damaged Sycamore tree.

### **CATEGORY IV: NOTES TO OWNER**

NONE

### **CATEGORY V: NOTES TO CONTRACTOR**

NONE

cc: Monica Vitale [MonicaVitaleCam@gmail.com](mailto:MonicaVitaleCam@gmail.com)  
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