



Rizzetta & Company

# **Belmont Community Development District**

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**Board of Supervisors'  
Regular Meeting  
June 17, 2020**

**District Office:  
9428 Camden Field Parkway  
Riverview, FL 33578  
813-533-2950**

[www.belmontcdd.com](http://www.belmontcdd.com)

# **BELMONT COMMUNITY DEVELOPMENT DISTRICT AGENDA**

Rizzetta & Company, located at 9428 Camden Field Parkway, Riverview, Florida 33578.

<b>Board of Supervisors</b>	Charles Perkins Shannon Carey Carl Brothers Kristen Brooks Roger Jones	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>Regional District Manager</b>	Justin Croom	Rizzetta & Company, Inc.
<b>District Counsel</b>	Lindsay Whelan	Hopping Green & Sams, P.A.
<b>District Engineer</b>	Greg Woodcock	Cardno

**All cellular phones must be placed on mute while in the meeting room.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting / hearing / workshop by contacting the District Manager at (813)533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

**BELMONT COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE • 9428 CAMDEN FIELD PARKWAY• RIVERVIEW, FL 33578**

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**Board of Supervisors**  
**Belmont Community**  
**Development District**

June 12, 2020

**REVISED AGENDA**

Dear Board Members:

The Regular meeting of the Board of Supervisors of the Belmont Community Development District will be held on **Wednesday, June 17, 2020 at 10:00 a.m.** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, and 20-123 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, and May 18, 2020, respectively, and pursuant to Florida Statutes. To access the meeting, please use a telephone to dial 253-215-8782, and enter the ID# 8284309897. If you need assistance participating in the meeting, please contact the District Manager's Office at 813-533-2950. The following is the revised agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ADMINISTRATION**
  - A.** Consideration of the Minutes of the Board of Supervisors' Regular Meeting held on May 20, 2020 .....Tab 1
  - B.** Consideration of Operation and Maintenance Expenditures for April 2020.....Tab 2
  - C.** Ratification of Construction Requisition for Series
- 4. STAFF REPORTS**
  - A.** Field Services Manager
    1. Presentation of Field Inspection Report.....Tab 3
    2. Consideration of Landscape Enhancement Proposal .....Tab 4
  - B.** Sitex Aquatics
    1. Presentation Sitex Aquatics Inspection Report.....Tab 5
  - C.** District Counsel
  - D.** District Engineer
  - E.** District Manager
- 5. BUSINESS ITEMS**
  - A.** Consideration of Amenity Irrigation Proposal .....USC
  - B.** Consideration of Resolution 2020-08, Approving Landscape and Irrigation Maintenance RFP Evaluation Criteria .....Tab 6
  - C.** Consideration of Amendment to Interlocal Agreement.....Tab 7
  - D.** Consideration of Revised Amenity Policies related to Ages and Fishing Policies .....Tab 8
  - E.** **Consideration of Amenity Center/Pool Signage Proposal.....Tab 9**
  - F.** **Consideration of Amenity Fan Proposals .....Tab 10**
- 6. SUPERVISOR REQUESTS**

**7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 533-2950.

Sincerely,

*Justin Croom*

Justin Croom  
District Manager

**MINUTES OF MEETING**

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

**BELMONT  
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of Belmont Community Development District was held on **Wednesday, May 20, 2020 at 6:00 p.m.** to be conducted by means of communications media technology pursuant to Executive Orders 20-52, 20-69, 20-112, and 20-123 issued by the Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, May 18, 2020, respectively, and pursuant to Florida Statutes.

Present and constituting a quorum:

Charles Perkins	<b>Board Supervisor, Chairman</b>
Shannon Carey	<b>Board Supervisor, Vice Chairman</b>
Kristen Brooks	<b>Board Supervisor, Assistant Secretary</b>
Carl Brothers	<b>Board Supervisor, Assistant Secretary</b>
Roger Jones	<b>Board Supervisor, Assistant Secretary</b>

Also present were:

Justin Croom	<b>District Manager, Rizzetta &amp; Company</b>
Greg Woodcock	<b>District Engineer, Cardno</b>
Lindsay Whelan	<b>District Counsel; Hopping Green &amp; Sams</b>
John Cornelius	<b>BrightView Landscape Services</b>
Scott Smith	<b>RASI Manager, Rizzetta &amp; Company</b>
Brian Fackler	<b>Sitex Aquatics</b>
Rick Longstretch	<b>Accurate Drilling</b>
Dudley Taliaferro	<b>Envera Systems</b>
Audience	

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Croom called the meeting to order and read the roll call.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

A resident commented on the grass quality.

A resident commented on the landscaping along the fence on Sea Hero and Sage Creek.

A resident commented on the need for signage on Sage Creek Drive.

49 **THIRD ORDER OF BUSINESS** **Discussion Regarding Amenity Closure**  
50 **and Re-openings**  
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52 District Counsel discussed potential insurance liabilities and risks with re-opening clubhouse  
53 facilities, as well as state and county recommendations during Phase 1. Scott Smith reviewed  
54 the general rules of how they would like to re-open safely. The Board decided to open the  
55 pool at 50% capacity, remove furniture, add proper signage, and set up sanitation stations.  
56 The also adjusted the pool hours from 10:00 a.m. to 6:00 p.m. The Board would like to keep  
57 the sports courts and playgrounds closed for the time being.  
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On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors approved a limited re-opening of amenity facilities and authorized staff to adjust plans as information becomes available for the Belmont Community Development District.

59 **FOURTH ORDER OF BUSINESS** **Consideration of Minutes of the Board of**  
60 **Supervisors' Regular Meeting held on**  
61 **February 19, 2020**  
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On a Motion by Mr. Perkins, seconded by Ms. Brooks, with all in favor, the Board of Supervisors approved the minutes from the regular meeting held on February 19, 2020 for the Belmont Community Development District.

64 **FIFTH ORDER OF BUSINESS** **Consideration of Minutes of the Board of**  
65 **Supervisors' Regular Meeting held on**  
66 **April 15, 2020**  
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On a Motion by Mr. Perkins, seconded by Ms. Brooks, with all in favor, the Board of Supervisors approved the minutes from the regular meeting held on April 15, 2020 for the Belmont Community Development District.

69 **SIXTH ORDER OF BUSINESS** **Consideration of Operation and**  
70 **Maintenance Expenditures for January**  
71 **2019, February 2020, March 2020**  
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74 Mr. Croom answered general questions from the Board regarding O&M invoices.  
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On a Motion by Mr. Perkins, seconded by Ms. Brooks, with all in favor, the Board of Supervisors approved the Operation and Maintenance Expenditures for January 2020 (\$113,513.70) February 2020 (\$86,777.12), March 2020 (68,196.76) for the Belmont Community Development District.

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**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. Field Services Manager**

1. Presentation of the April 2020 Field Inspection Report

The Board reviewed the April 2020 field inspection report. A discussion ensued regarding the quality of landscape services from BrightView. There was a direction from the Board to put Brightview on notice.

2. Consideration of Landscape Renovation Proposals

The Board would like to table these proposals.

3. Consideration of Amenity Irrigation Proposals

The Board reviewed the proposal from Capital Land Management for amenity irrigation. The Board would like to table this proposal and update the contract language and a timeline from CLM.

4. Consideration of Top Choice Proposals

The Board would like to table these proposals and have a continued meeting on June 3, 2020.

5. Consideration of Landscape Enhancement Proposal

The Board would like to table these proposals.

**B. Sitex Aquatics**

1. Presentation of the April 2020 Sitex Aquatics Inspection Report

The Board reviewed the April 2020 Sitex aquatics report.

**C. District Counsel**

No report

**D. District Engineer**

Mr. Woodcock presented a report of current engineering projects to the Board and answered questions concerning those projects.

On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors approved the Capital Land Management design staking survey proposal for the new pool for the Belmont Community Development District.

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**E. District Manager**

Mr. Croom informed the Board that the next regular meeting will be held on Wednesday, June 17, 2020 at 10:00 a.m. and to be held at the offices of Rizzetta and Company Inc., located at 9428 Camden Field Parkway, Riverview, Florida 33578 (if conditions allow). The Board would also like continue this meeting for June 3, 2020 at 6:00 p.m. Scott Smith reviewed a proposal to add Chris as a full-time employee as soon as possible.

On a Motion by Ms. Brooks, seconded by Mr. Perkins, with all in favor, the Board of Supervisors approves the RASI full time employee contract for the Belmont Community Development District.

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**EIGHTH ORDER OF BUSINESS**

**Consideration of Pump Preventative Maintenance Proposal**

On a Motion by Ms. Brooks, seconded by Ms. Carey, with Mr. Perkins Opposed, the Board of Supervisors allowed Brightview to manually operate the irrigation system while the well is down for two waters at a total cost of \$2,400.00 for the Belmont Community Development District.

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**NINTH ORDER OF BUSINESS**

**Consideration of Pet Waste Station Proposal**

On a Motion by Ms. Brooks, seconded by Mr. Brothers, with all in favor, the Board of Supervisors approved the proposals from Poop 911 for Pet waste installation and service for the Belmont Community Development District.

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**TENTH ORDER OF BUSINESS**

**Ratification of Well Installation Services Agreement**

The Board would like to table this discussion and would like to see new proposals.

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**ELEVENTH ORDER OF BUSINESS**

**Consideration of Sports Court Fencing Fob Access**

The Board reviewed options for sports court fencing fob access. There was no action taken.

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**TWELFTH ORDER OF BUSINESS**

**Ratification of Access Easement in Favor of Belmont II**

On a Motion by Ms. Brooks, seconded by Mr. Brothers, with all in favor, the Board of Supervisors ratified the easement agreement with Belmont II for the Belmont Community Development District.

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**THIRTEENTH ORDER OF BUSINESS**

**Presentation of Voter Registration Letter**



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Mr. Croom presented the letter from the supervisor of elections which states the District has 2,031 registered voters.

**FOURTEENTH ORDER OF BUSINESS**                      **Consideration of Resolution 2020-04, Authorizing Bank Account Signatories**

Mr. Croom presented resolution 2020-04, which will authorize bank account signatories to the Board.

On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors adopted Resolution 2020-04 for the Belmont Community Development District.

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**FIFTEENTH ORDER OF BUSINESS**                      **Consideration of Resolution 2020-05, Requesting General Elections**

Mr. Croom presented Resolution 2020-05, which requests a general election for open Board seats in November of 2020.

On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors adopted Resolution 2020-05 for the Belmont Community Development District.

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**SIXTEENTH ORDER OF BUSINESS**                      **Consideration of Resolution 2020-06, Re-designating Secretary**

Mr. Croom presented resolution 2020-06 to the Board, which will designate Bob Scheifer as Secretary.

On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors adopted Resolution 2020-06 for the Belmont Community Development District.

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**SEVENTEENTH ORDER OF BUSINESS**                      **Presentation of Proposed Budget for Fiscal Year 2020-2021**

Mr. Croom presented the proposed budget to the Board. Discussion ensued.

**1. Consideration of Resolution 2020-07, Approving Proposed Budget, and Setting Public Hearing**

Mr. Croom presented Resolution 2020-07 to the Board, which will approve the proposed budget, and set the date, time, and location for the final budget public hearing for August 19, 2020 at 06:00 p.m. at offices of Rizzetta & Company located at 9428 Camden Field Parkway, Riverview FL, 33578.

On a Motion by Ms. Carey, seconded by Mr. Brothers, with all in favor, the Board of Supervisors adopted Resolution 2020-07 for the Belmont Community Development District.

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201 **EIGHTEENTH ORDER OF BUSINESS**                      **Discussion of Building Clubhouse**  
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203 The Board reviewed projections and prices for a possible clubhouse building.  
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On a Motion by Ms. Carey, seconded by Mr. Brothers, with all in favor, the Board of Supervisors approved a proposal from CLM for monument design at a total cost of \$5,000.00 for the Belmont Community Development District.

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207 **NINETEENTH ORDER OF BUSINESS**                      **Supervisor Requests**  
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209 Ms. Brooks discussed the possibility of a landscape RFP and would like to discuss further at  
210 the June meeting.  
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212 **TWENTIETH ORDER OF BUSINESS**                      **Adjournment**  
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On a Motion by Ms. Brooks, seconded by Ms. Carey, with all in favor, the Board of Supervisors adjourned the meeting at 10:35 p.m. for the Belmont Community Development District.

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Secretary/Assistant Secretary	Chairman/Vice Chairman
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# BELMONT COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

## Operation and Maintenance Expenditures April 2020 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented:     **\$79,437.14**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

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

**Belmont Community Development District**

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
At Your Service Team, Inc.	003687	90993	Cleaning Services 04/20	\$ 310.00
Ballenger & Company, Inc.	003664	20088	WUP Reporting to SWFWMD 03/20	\$ 295.00
Belmont CDD	CD066	Debit Card Replenishment	Debit Card Replenishment	\$ 1,537.26
BrightView Landscape Services, Inc.	003681	6771976	Landscape Maintenance 04/20	\$ 25,682.58
BrightView Landscape Services, Inc.	003665	6781977	Irrigation Repairs 03/20	\$ 107.00
BrightView Landscape Services, Inc.	003665	6781979	Irrigation Repairs 03/20	\$ 56.00
BrightView Landscape Services, Inc.	003665	6781983	Irrigation Repairs 03/20	\$ 336.00
BrightView Landscape Services, Inc.	003665	6781987	Irrigation Repairs 03/20	\$ 108.00
BrightView Landscape Services, Inc.	003665	6781998	Irrigation Repairs 03/20	\$ 336.00
BrightView Landscape Services, Inc.	003665	6782001	Irrigation Repairs 03/20	\$ 275.00
BrightView Landscape Services, Inc.	003671	6792032	Irrigation Repairs 04/20	\$ 314.80
Cardno, Inc	003682	523530	Services Rendered Through 12/13/2019	\$ 5,152.73

**Belmont Community Development District**

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Cardno, Inc	003682	524847	Services Rendered Through 02/28/2020	\$ 5,962.38
Charles Perkins	003678	CP041520	Board of Supervisors Meeting 04/15/20	\$ 200.00
Florida Department of Revenue	003670	Sales Tax 01/20-03/20	Sales Tax 01/20-03/20	\$ 0.76
Frontier Florida LLC	003674	813-634-1985-030520-5 04/20	Frontier Internet 813-634-1985-030520-5 04/20	\$ 126.83
Heidt Design, LLC	003668	36974	Engineering Services 03/20	\$ 647.69
Hillsborough County BOCC	003675	5142407863 03/20	5142407863 Summary 03/20	\$ 341.34
Hillsborough County BOCC	003675	7884730674 03/20	7884730674 Summary 03/20	\$ 2,798.72
Hillsborough County BOCC	003675	8481600000 03/20	10050 Paseo Al Mar Blvd 03/20	\$ 161.44
Hopping Green & Sams	003659	113586	General/Monthly Legal Services 02/20	\$ 4,716.25
Hopping Green & Sams	003676	114058	General/Monthly Legal Services 03/20	\$ 3,253.00
Kristen K Brooks	003672	KB041520	Board of Supervisors Meeting 04/15/20	\$ 200.00
Nvirotect Pest Control Services, Inc.	003660	200145	Pest Control Services 03/20	\$ 65.00

**Belmont Community Development District**

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Nvirotec Pest Control Services, Inc.	003683	202584	Pest Control Services 04/20	\$ 65.00
Payne Air Conditioning & Heating, Inc.	003684	C22864	Preventive Maintenance Billing 04/20	\$ 149.00
Republic Services of Florida, LP #696	003661	0696-000863757	10050 Paseo Almar Blvd 04/20	\$ 178.96
Rizzetta & Company, Inc.	003662	INV0000048059	District Management Fees 04/20	\$ 4,247.66
Rizzetta Amenity Services, Inc.	003666	INV00000000007338	Amenity Management Services 04/20	\$ 2,150.01
Rizzetta Amenity Services, Inc.	003679	INV00000000007414	Out of Pocket Expenses 03/20	\$ 50.00
Rizzetta Amenity Services, Inc.	003679	INV00000000007443	Amenity Management Services 04/20	\$ 1,411.17
Rizzetta Technology Services, LLC	003663	INV0000005639	Email Admin & Maintenance 04/20	\$ 175.00
Roger M Jones Jr	003677	RJ041520	Board of Supervisors Meeting 04/15/20	\$ 200.00
Shannon Carey	003673	SC041520	Board of Supervisors Meeting 04/15/20	\$ 200.00
Sitex Aquatics LLC	003685	3498B	Wetland Monitoring & Aquatic Maintenance 04/20	\$ 2,780.00
Suncoast Pool Service	003686	6109	Pool and Spa Service 04/20	\$ 825.00

**Belmont Community Development District**

Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Swine Solutions LLC	003667	CDD 08	Monthly Trapping Service - 03/20	\$ 1,350.00
TECO	003669	Summary 03/20	Electric Summary 03/20	\$ 12,287.06
Times Publishing Company	003680	0000076228 04/08/20	Legal Advertising 04/20	<u>\$ 384.50</u>
<b>Report Total</b>				<b><u>\$ 79,437.14</u></b>

**RESOLUTION 2020-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BELMONT COMMUNITY DEVELOPMENT DISTRICT RATIFYING REQUEST FOR PROPOSAL DOCUMENTS FOR LANDSCAPE AND IRRIGATION MAINTENANCE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Belmont Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to maintain systems and facilities for certain basic public infrastructure, including landscaping and irrigation improvements; and

**WHEREAS**, it is in the District’s best interests to competitively solicit proposals through a Request for Proposals (“RFP”) process for landscape and irrigation maintenance (the “Project”); and

**WHEREAS**, the District’s Board of Supervisors (“Board”), at its June 3, 2020 meeting, authorized the RFP for the Project; and

**WHEREAS**, the Board now desires to approve the RFP notice and Evaluation Criteria for the Project attached hereto as **Exhibit A**; and

**WHEREAS**, the Board additionally desires to authorize the Chairman and/or Vice Chairman to finalize the RFP project manual for the Project, and other any documents that are associated with the RFP for the Project.

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

**SECTION 1.** All of the representations, findings and determinations contained above are recognized as true and accurate and are expressly incorporated into this Resolution.

**SECTION 2.** The Board hereby approves the RFP notice in substantial form, and the Evaluation Criteria for the Project attached hereto as **Exhibit A**.

**SECTION 3.** The Board hereby authorizes the Chairman and/or Vice Chairman to finalize the RFP project manual for the Project, and other any documents that are associated with the RFP for the Project.



**SECTION 4.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 5.** This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** this 17<sup>th</sup> day of June, 2020.

ATTEST:

**BELMONT COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_

Secretary

\_\_\_\_\_

Chairman, Board of Supervisors

**Exhibit A:** RFP Notice and Evaluation Criteria

**Exhibit A**  
**RFP Notice and Evaluation Criteria**

**REQUEST FOR PROPOSALS FOR  
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES**

Notice is hereby given that the Belmont Community Development District (“District”) will receive proposals for the following District project:

**Landscape and Irrigation Maintenance Services**

The contract will require contractors to provide for the labor, materials and equipment necessary for the maintenance of certain landscape and irrigation improvements and other associated scopes as more particularly described in the Project Manual which will include, among other materials, contract documents, project scope and any technical specifications.

The Project Manual will be available beginning \_\_\_\_\_, 2020 at \_\_\_\_\_m. from the offices of the District Manager, Rizzetta & Company, Inc., located at 9428 Camden Field Parkway, Riverview, Florida 33578, for the sum of \$\_\_\_\_\_ per Project Manual. Failure to purchase the Project Manual as specified herein will preclude the District’s consideration of a proposal submitted by the proposer. Each Project Manual will include, but not be limited to, the Request for Proposals and proposal and contract documents. Purchase of the manual is mandatory. Please make checks payable to the Belmont Community Development District.

The mandatory pre-proposal meeting will be held on \_\_\_\_\_, 2020, at \_\_\_\_\_m. (EST), at 9428 Camden Field Parkway, Riverview, Florida 33578. In order to submit a proposal, each Proposer must (1) be authorized to do business in Florida, and hold all required state and federal licenses in good standing; (2) have at least five (5) years of experience with landscape and irrigation maintenance projects; and (3) attend the mandatory pre-proposal meeting. The District reserves the right in its sole discretion to make changes to the Project Manual up until the time of the proposal opening, and to provide notice of such changes only to those Proposers who have attended the pre-proposal meeting and registered.

In the event that the COVID-19 public health emergency prevents the meeting from occurring in-person, the District may conduct the meeting by telephone or video conferencing communications media technology pursuant to governmental orders, including but not limited to Executive Orders 20-52, 20-69, 20-112, 20-123 and 20-139, issued by Governor DeSantis, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*. Additional information regarding this meeting may be obtained by visiting the District’s website at [www.belmontcdd.com](http://www.belmontcdd.com) or by contacting the District Manager, Justin Croom, at [jcroom@rizzetta.com](mailto:jcroom@rizzetta.com) or calling (813) 533-2950.

Firms desiring to provide services for this project must submit proposals no later than \_\_\_\_\_, 2020 at \_\_\_\_\_m. (EST) at Rizzetta & Company, Inc., 9428 Camden Field Parkway, Riverview, Florida 33578, Attention: Justin Croom. The proposals will be publicly opened at that time and place. Additionally, as further described in the Project Manual, each Proposer shall supply a proposal bond or cashier’s check in the amount of ten-thousand dollars (\$10,000.00) with its proposal. Proposals shall be submitted in a sealed package, shall bear the

name of the Proposer on the outside of the package and shall clearly identify the project. Proposals will be publicly opened at the time and date stipulated above; those received after the time and date stipulated above may be returned un-opened to the Proposer. Any proposal not completed as specified or missing the required proposal documents may be disqualified.

Any protest regarding the Project Manual, including but not limited to protests relating to the proposal notice, the proposal instructions, the proposal forms, the contract form, the scope of work, the maintenance map, the specifications, the evaluation criteria, the evaluation process, or any other issues or items relating to the Project Manual, must be filed in writing, within seventy-two (72) hours after the day of the pre-proposal meeting. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid plans, specifications or contract documents. Additional information and requirements regarding protests are set forth in the Project Manual and the District's Rules of Procedure, which are available from the District Manager, Rizzetta & Company, Inc., 9428 Camden Field Parkway, Riverview, Florida 33578.

Rankings will be made based on the Evaluation Criteria contained within the Project Manual. Price will be one factor used in determining the proposal that is in the best interest of the District, but the District explicitly reserves the right to make such award to other than the lowest price proposal. The District has the right to reject any and all proposals and waive any technical errors, informalities or irregularities if it determines in its discretion it is in the best interest of the District to do so. Any and all questions relative to this project shall be directed in writing by e-mail only to Justin Croom at [jcroom@rizzetta.com](mailto:jcroom@rizzetta.com) and Lindsay Whelan, District Counsel, at [lwhelan@hgslaw.com](mailto:lwhelan@hgslaw.com).

Belmont Community Development District  
Justin Croom, District Manager