



Rizzetta & Company

# **Acacia Fields Community Development District**

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## **Board of Supervisors' Meeting**

### **August 12, 2025**

**District Office:  
5844 Old Pasco Road Suite 100  
Wesley Chapel, FL 33544  
813.533.2950**

# **ACACIA FIELDS**

## **COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, 5844 Old Pasco Road Suite 100, Wesley Chapel, FL 33544

<b>District Board of Supervisors</b>	Kelly Evans	Board Supervisor
	Lori Campagna	Board Supervisor
	Momo Anselmi	Board Supervisor
	Sean Finotti	Board Supervisor
	Bradley Gilley	Board Supervisor
<b>District Manager</b>	Scott Brizendine	Rizzetta & Company, Inc.
<b>District Counsel</b>	John Vericker	Straley, Robin & Vericker
<b>District Engineer</b>	Jeremy Couch	Tampa Civil

**All Cellular phones and pagers must be turned off 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) 933-5571. 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.

# ACACIA FIELDS COMMUNITY DEVELOPMENT DISTRICT

District Office – Wesley Chapel, Florida (813) 994-1001  
Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614  
Acaciafieldscdd.org

August 6, 2025

Board of Supervisors  
**Acacia Fields Community  
Development District**

## REVISED AGENDA

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Acacia Fields Community Development District will be held on **Tuesday, August 12, 2025 at 9:00 a.m.**, to be held at the Hilton Garden Inn Tampa Suncoast Parkway 2155 Northpointe Parkway Lutz, FL 33558. The following is the agenda for the meeting:

### BOS MEETING:

1. **CALL TO ORDER**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
  - A. Consideration of the July 8, 2025 Regular Meeting Minutes ..... Tab 1
  - B. Ratification of Operation & Maintenance Expenditures For June 2025 ..... Tab 2
4. **BUSINESS ITEMS**
  - A. Consideration of RFQ District Engineer ..... Tab 3
  - B. Ratification of Resolution 2025-26; Authorizing Bonds ..... Tab 4
  - C. Ratification of Resolution 2025-27; Re-Designating Officers.. Tab 5
  - D. Consideration of Resolution 2025-28; Canvassing & Certifying the Landowner Election Results..... Tab 6
  - E. **Public Hearing on Uniform Method of Collection**
    - i. Consideration of Resolution 2025-29; Uniform Method of Collection ..... Tab 7
  - F. **Public Hearing on Rules of Procedure**
    - i. Consideration of Resolution 2025-30; Rules of Procedure ..... Tab 8
  - G. **Consideration of Resolution 2025-31; Setting FY 2025-2026 Meeting Schedule..... Tab 9**

- H. Consideration of Aquatic Proposal for Phase 1A  
(under separate cover)
- I. Consideration of Landscape Proposal for Phase 1A  
(under separate cover)
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. Interim Engineer
  - C. District Manager
- 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) 994-1001.

Sincerely,  
*Scott Brizendine*  
Scott Brizendine  
District Manager

## **Tab 1**

**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.*

**ACACIA FIELDS  
COMMUNITY DEVELOPMENT DISTRICT**

The regular Meeting of the Board of Supervisors of Acacia Fields Community Development District was held on **Tuesday, July 8, 2025, at 9:00 a.m.** at the Hilton Garden Inn Tampa Suncoast Parkway, 2155 Northpointe Parkway Lutz, FL 33558.

Present and constituting a quorum:

Kelly Evans	<b>Chair</b>
Lori Campagna	<b>Vice-Chair</b>
Sean Finotti	<b>Assistant Secretary</b>
Bradley Gilley	<b>Assistant Secretary</b>
Momo Anselmi	<b>Assistant Secretary (joined in progress)</b>

Also present were:

Scott Brizendine	<b>District Manager, Rizzetta &amp; Company</b>
John Vericker	<b>District Counsel, Straley Robin Vericker</b>
KC Hopkinson	<b>District Counsel, Straley Robin Vericker</b>
Jeremy Couch	<b>Interim Engineer, Tampa Civil Design (via phone)</b>
Stephen Sanford	<b>Representative, Greenburg Traurig (via phone)</b>

Audience	<b>None</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Brizendine opened the meeting at 10:00 a.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

No audience members were present.

**THIRD ORDER OF BUSINESS**

**Consideration of Board of Supervisors  
Organizational Meeting Minutes for  
June 18, 2025**

On a Motion by Ms. Evans, seconded by Mr. Finotti, with all in favor, the Board of Supervisors approved the Board of Supervisors Organizational Meeting Minutes for June 18, 2025, for Acacia Fields Community Development District.
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**FOURTH ORDER OF BUSINESS**

**Consideration of Bond Related  
Matters**

**i. Consideration of District Engineer's Report**

Mr. Crouch presented his report. Ms. Evans pointed out that the recreational facilities need to be updated. The clubhouse will not be owned or maintained by the CDD.

On a Motion by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved in substantial form the District Engineer's Report, for the Acacia Fields Community Development District.

**ii. Consideration of Master Methodology Report**

This item was tabled.

**iii. Consideration of Resolution 2025-24; Authorizing Bonds**

Mr. Sanford presented Resolution 2025-24 to the Board.

On a Motion by Ms. Evans seconded by Campagna, with all in favor, the Board of Supervisors adopted Resolution 2025-24, Authorizing Bonds, for the Acacia Fields Community Development District.

**FIFTH ORDER OF BUSINESS**

**Acceptance of Resignation of Paulo  
Beckert**

On a Motion by Ms. Evans, seconded by Mr. Finotti, with all in favor, the Board of Supervisors accepted the resignation of Paulo Beckert, for Acacia Fields Community Development District.

**SIXTH ORDER OF BUSINESS**

**Appointment of Open Board Seat**

On a Motion by Ms. Evans, seconded by Mr. Gilley, with all in favor, the Board of Supervisors appointed Momo Anselmi, for Acacia Fields Community Development District.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2025-25;  
Designating Officers of the District**

On a Motion by Ms. Evans, seconded by Mr. Gilley, with all in favor, the Board of Supervisors adopted Resolution 2025-25; Designating Officers, Designating Kelly Evans as Chairman, Lori Campagna as Vice Chairman, Momo Anselmi, Bradley Gilley, Sean Finotti, and Angela Savinon as Assistant Secretaries, Scott Brizendine as Secretary and Treasurer, and Shawn Wildermuth as Asst. Treasurer, for Acacia Fields Community Development District.

**EIGHTH ORDER OF BUSINESS**

**Approval of Interim District  
Engineer's Agreement**

Mr. Brizendine presented Resolution 2025-07, Designating Public Comment Period.

On a Motion by Ms. Evans, seconded by Ms. Anselmi, with all in favor, the Board of Supervisors approved Tampa Civil as the Interim District Engineer, for Acacia Fields Community Development District.

**NINTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel**

No report. Mr. Vericker asked about a projection for bond issuance timing. Ms. Evans stated it would be a little while.

**B. Interim District Engineer**

No report.

**C. District Manager**

The next meeting will be August 12, 2025 at 9:00 a.m. at the Hilton Garden Inn Tampa Suncoast Parkway 2155 Northpointe Parkway Lutz, Florida 33558. The Landowner meeting will be held on August 12, 2025.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests**

There we no supervisor requests.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On a Motion by Ms. Evans, seconded by Mr. Finotti, with all in favor, the Board of Supervisors adjourned the meeting at 9:20 a.m., for Acacia Fields Community Development District.

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Assistant Secretary/Secretary

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Chairman / Vice-Chairman



## **Tab 2**

# **ACACIA FIELDS COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · RIVERVIEW, FLORIDA

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

## **Operation and Maintenance Expenditures June 2025 For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from June 1, 2025 through June 30, 2025. This does not include expenditures previously approved by the Board.

The total items being presented: **\$0.00**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

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

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

## **Tab 3**



# THE ACACIA FIELDS COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR QUALIFICATIONS  
FOR ENGINEERING SERVICES  
July 18, 2025



**SUBMITTED BY:**

Alliant Engineering, inc.

3901 Coconut Palm Drive, Suite 102  
Tampa, Florida 33619

**SUBMITTED TO:**

The Acacia Fields Community Development District

Mr. Scott Brizendine, District Manager  
c/o Rizzetta & Company  
3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614

**Building better communities with excellent and passion.**

**ALLIANT**

3901 Coconut Palm Drive, Suite 102  
Tampa, Florida 33619  
813.940.3465 MAIN  
alliant-inc.com

July 18, 2025

Mr. Scott Brizendine, District Manager  
c/o Rizzetta & Company  
3434 Colwell Avenue, Suite 200  
Tampa, Florida 33614  
561.571.0010

Dear Mr. Brizendine and Members of the Evaluation Committee:

Alliant Engineering, Inc. (Alliant) is a local, highly experienced firm uniquely positioned to provide professional engineering services to The Acacia Fields Community Development District. Jeff Sprouse, PE, our Senior Civil Engineer based in the Tampa office, will serve as the Client Manager and act as the primary point of contact for the district.

Alliant's proposed team brings a comprehensive understanding and strategic approach to meet—and exceed—the district's objectives and goals. Our corporate mission, *"building better communities with excellence and passion,"* is deeply embedded in our culture and sets us apart in the industry.

Headquartered in Minneapolis, Minnesota, Alliant was established in 1995 and has grown to include over 200 professionals and support staff. To better serve clients like The Acacia Fields Community Development District, we expanded our operations to Jacksonville, Florida in 2015, and to Tampa, Florida in 2023.

Alliant is an S-Corporation offering a full spectrum of services, including—but not limited to—civil engineering, construction services, transportation systems, traffic engineering, land surveying, landscape architecture, roadway design, and water resources. Our team offers the district the following benefits:

**CLIENT AND PROJECT LEADERSHIP.** The Acacia Fields Community Development District deserves more than just engineering expertise—it requires a trusted partner who can lead projects from inception through completion with precision and accountability. As Client Manager, Jeff Sprouse, PE, will serve as your primary point of contact, ensuring our team stays focused, responsive, and aligned with the district's evolving needs. Jeff brings a leadership approach centered on proactive problem-solving and consistent communication. We emphasize timely, transparent updates and maintain a commitment to quality at every stage—from project kickoff through design, bidding, construction, and final closeout.

**SUCCESSFUL TRACK RECORD.** Since establishing our Jacksonville office, Alliant has proudly served municipal clients across Florida, building lasting relationships grounded in trust, quality, and exceptional service. We encourage you to reach out to the references provided in our project experience section to hear directly about our performance and commitment. Jeff Sprouse, PE, brings extensive experience in construction supervision and project management, including roadway, water, sanitary sewer, drainage, and structural projects. He has served as both Client Manager and Design Engineer on numerous similar assignments—offering a blend of technical expertise and hands-on leadership that ensures project success from start to finish.

**DEDICATED CORE TEAMS.** Alliant provides The Acacia Fields Community Development District with a skilled, committed team of engineers who bring specialized knowledge, hands-on experience, and innovative thinking to every project. By aligning the right expertise with each task, we consistently deliver high-quality engineering solutions that meet budget and schedule expectations—while prioritizing exceptional client service. Our team is ready and available to serve the district with the responsiveness and dedication you deserve.

We are excited about the opportunity to serve The Acacia Fields Community Development District with ongoing professional engineering services. Please don't hesitate to contact me with any questions or if additional information is needed.

Sincerely, **Alliant Engineering, Inc.**

**Wayne "Jeff" Sprouse, PE, Client Manager**

☎ 813.954.4337 ✉ [jsprouse@alliant-inc.com](mailto:jsprouse@alliant-inc.com)

**Andrew Mansen, PE, Project Manager**

☎ 904.329.4001 ✉ [amansen@alliant-inc.com](mailto:amansen@alliant-inc.com)

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At Alliant, strong relationships are the cornerstone of our business. We’ve seen firsthand how trust and collaboration lead to better project outcomes—enhancing our clients’ reputations and creating future opportunities. That’s why we’ve spent over 30 years cultivating meaningful connections across the public and private sectors nationwide. Our clients continue to choose Alliant because of the relationships we build and the results we deliver.

Alliant is made up of talented professionals from diverse disciplines, backgrounds, and experience levels. As a team of employee-owners, we’re committed to delivering complex engineering and design solutions that meet demanding schedules and budgets—without compromising on performance or quality. Our core values of excellence, collaboration, and integrity drive everything we do, bringing lasting value to our clients, communities, and team members.

For more than three decades, we’ve remained focused on the values that define us. By keeping these principles at the forefront, we create opportunities for our people and serve our clients with the same entrepreneurial spirit and integrity that have shaped our success since day one.

#### Alliant’s Team Guiding Principles:

- ▶ We innovate before, during, and after design to deliver the best solutions for our clients.
- ▶ We communicate openly with clients, employees, sub-consultants, and stakeholders to keep projects on task, on schedule, and within budget.
- ▶ We are dedicated to both our business and the communities we serve.
- ▶ We deliver successful, high-quality projects – every time.
- ▶ We stay grounded and focused, always listening and always working hard.



#### COMMUNITY

Our community is where we live, work, and play—it’s at the heart of who we are at Alliant. It includes our industry, our neighbors, and the world around us. Supporting and strengthening our communities isn’t just part of our work—it defines our purpose.



#### EXCELLENCE

We are committed to always doing our best—and being the best at what we do. Excellence guides our work, drives our standards, and defines the results we deliver.



#### CREATE VALUE

We solve challenges with purpose and precision, delivering the best solutions for our clients. The value we create extends far beyond project completion—leaving a lasting impact on communities and stakeholders.



#### COLLABORATION

We take on big challenges by working together—partnering closely with our clients, teaming with industry partners, and supporting one another. Through collaboration, we achieve more and deliver better outcomes.



#### FUTURE FOCUSED

We’re always looking ahead—to the next idea, the next solution, and the next opportunity to build better, more resilient communities. Innovation and long-term thinking guide everything we do.



#### INTEGRITY

Our success is built on trust. Clients and partners count on us to do business the right way—with honesty, accountability, and a commitment to doing what’s right every time.



## ENGINEER POINT OF CONTACT AND PROPOSED TEAM

### Response to RFQ for Engineering Services for The Acacia Fields Community Development District, Pasco County, FL

Public Notice Date: June 27, 2025

Solicitation No. 25-01269P

#### Engineer Point of Contact:

Jeff Sprouse, PE / Client Manager

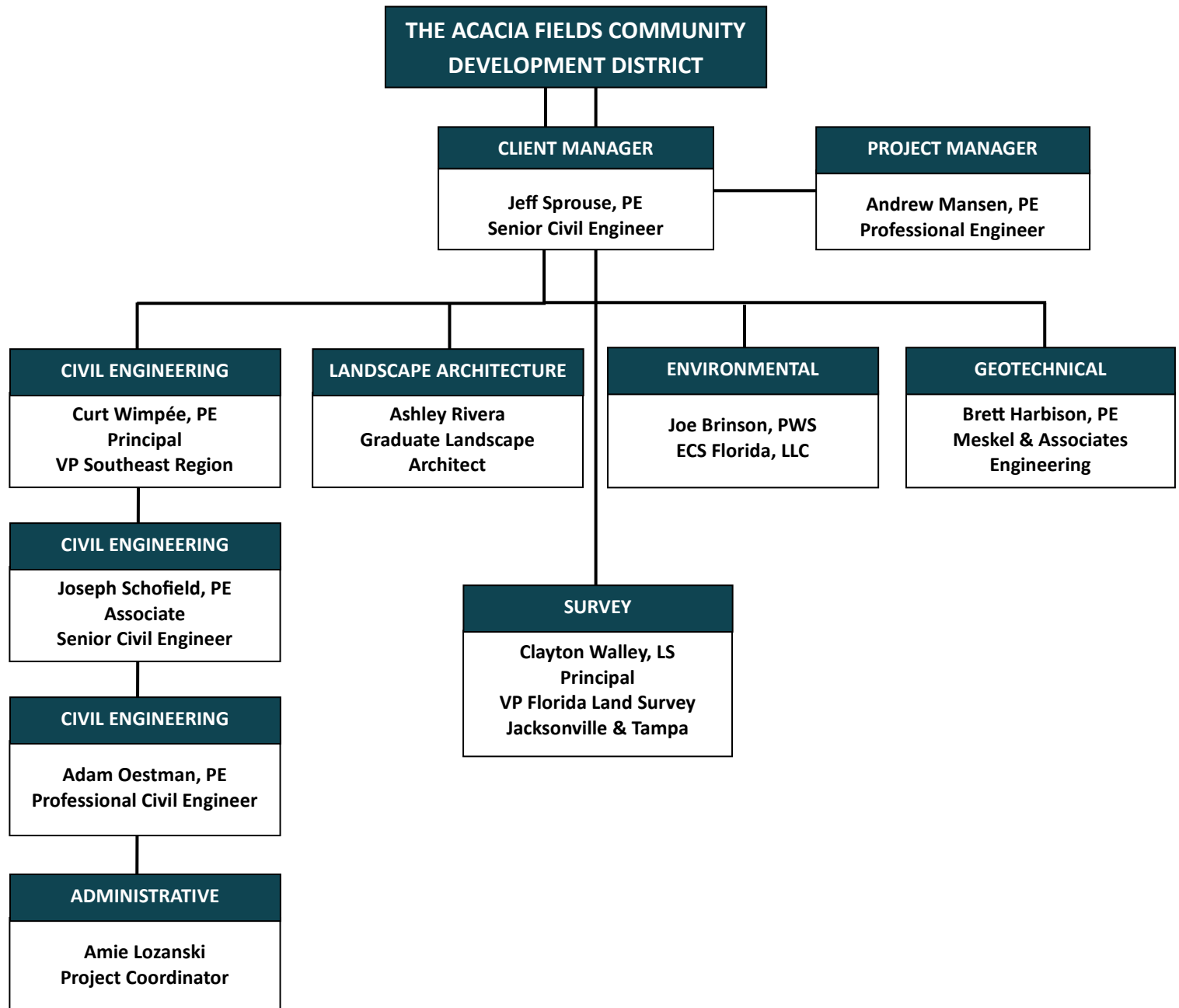
(813) 954-4337

Alliant Engineering, Inc.

[jsprouse@alliant-inc.com](mailto:jsprouse@alliant-inc.com)

### PROPOSED TEAM

Check		FIRM NAME	ADDRESS	ROLE IN THIS CONTRACT
Prime	Subcontractor			
X		Alliant Engineering	3901 Coconut Palm Drive, Suite 102 Tampa, Florida 33619	Project Management, Civil Engineering, and Landscape Services
	X	ESC Florida, LLC	4524 N. 56th Street Tampa, Florida 33610	Environmental Services
	X	Meskel & Associates Engineering	2202 N. West Shore Boulevard Suite 200 Tampa, Florida 33607	Geotechnical Services
	X	Alliant Florida, Inc. (A wholly owned subsidiary of Alliant Engineering, Inc.)	3901 Coconut Palm Drive, Suite 102 Tampa, Florida 33619	Land Survey Services

**Exhibit 1. Organizational Chart of Proposed Team**

## RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS



**Jeff Sprouse, PE**  
Client Manager

Mr. Jeff Sprouse, PE brings over 28 years of diverse experience in both design and construction across a broad range of civil infrastructure projects. His areas of expertise include land development, water resources, municipal water systems, sanitary sewer design and rehabilitation, stormwater management, and roadway design and construction. Mr. Sprouse has also contributed to vertical construction, structural fabrication and erection, and the design and integration of SCADA systems for sanitary sewer and stormwater treatment facilities—such as Alum Injection Systems. In addition to his technical expertise, Mr. Sprouse has extensive experience in construction supervision and project management for roadway, water, sanitary sewer, site, drainage, and structural projects. He has served as both Project Manager and Design Engineer on numerous similar assignments, consistently combining deep technical knowledge with practical, hands-on leadership.

### YEARS EXPERIENCE

28 years overall, and 1 year with Alliant.

### EDUCATION

- ◆ BS, Nuclear Engineering, Mississippi State University
- ◆ FDEP Stormwater Management Inspector #40208
- ◆ Advanced MOT Certified
- ◆ 40-Hour OSHA Hazmat Certified
- ◆ US Navy Engineering Lab Technician
- ◆ Nuclear Power Plant Operations

### PROFESSIONAL REGISTRATIONS

Professional Engineer in Florida (60821)

### SHANNON ESTATES SUBDIVISION ♦ PLANT CITY, FLORIDA

This subdivision development is located on a 6.26-acre parcel along N. Shannon Avenue and includes eight residential lots, an access road, stormwater facilities, potable and reclaimed water systems, a lift station, sanitary sewer, and a comprehensive stormwater management system. The site presented notable environmental and regulatory challenges, including 2.65 acres of wetlands and partial location within the 100-year floodplain. Permitting required coordination with multiple agencies at the state, city, and county levels. A detailed floodplain analysis was conducted using SWMM5 to support cut-and-fill calculations, ensuring no adverse impacts to the floodplain. SWMM5 was also used to support the design of the site's stormwater system, ensuring compliance with all applicable regulations.

### WEG PARK ROAD COMMERCIAL COMPLEX ♦ PLANT CITY, FLORIDA

This 15.73-acre commercial development includes a feed store, feed storage buildings, self-storage units, RV storage, sidewalks, vehicular use areas, and various other impervious surfaces. The project required coordination and permitting with multiple regulatory agencies at the state, city, and county levels. Due to the site's location within a regulated floodplain, a detailed floodplain analysis was conducted using SWMM5. This analysis supported cut-and-fill calculations to ensure there were no adverse impacts to the floodplain and also informed the design of an effective, compliant stormwater management system.

### NORTH PARK ROAD COMMERCIAL SUBDIVISION ♦ PLANT CITY, FLORIDA

This 12.68-acre commercial development is located along North Park Road and includes five commercial lots, stormwater management facilities, potable water, sanitary sewer systems, and the design of both right and left turn lanes on North Park Road. The site contains 4.44 acres of wetlands, with 0.2 acres impacted during development, and is partially located within the 100-year floodplain. Permitting was required with multiple agencies at the state, city, and county levels. A detailed floodplain analysis was performed using SWMM5 to support cut-and-fill calculations and ensure no adverse floodplain impacts. SWMM5 was also utilized in the design of the site's stormwater management system to meet all regulatory requirements.

### SWAN LAKE VILLAGE – MULTI-FAMILY DEVELOPMENT ♦ LAKELAND, FLORIDA

This 19.08-acre multi-family development is located on the south side of Griffin Road and includes two 3-story apartment buildings (15,927 SF each), a 2,802 SF clubhouse with pool, sidewalks, access roads, stormwater facilities, and three stormwater ponds. Potable water and sanitary sewer systems were also designed as part of the infrastructure improvements. A key design feature of the project was a 24'-0" x 5'-9" arch pipe crossing through a wetland area to maintain connectivity and flow. The site includes 5.83 acres of wetlands, with 0.18 acres of permitted wetland impacts, and lies partially within the 100-year floodplain. Permitting coordination was required with multiple agencies at the state, city, and county levels. Floodplain analysis was performed using both SWMM5 and ICPR4 to support cut-and-fill calculations, avoid adverse floodplain impacts, and inform the stormwater system design in full compliance with applicable regulations.

## RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS



### **Andrew Mansen, PE** **Project Manager**

Mr. Andrew Mansen is a Civil Engineer with 14 years of experience in civil design. He holds a Bachelor of Science in Civil Engineering from California State University, earned in 2011. Mr. Mansen has contributed to the design, review, and management of numerous public and private site development projects across California and Florida, bringing a solid foundation of technical knowledge and a collaborative approach to every project.

#### **YEARS EXPERIENCE**

14 years overall, and 3.5 year with Alliant.

#### **EDUCATION**

- ◆ BS, Civil Engineering, California State University, Sacramento, CA

#### **PROFESSIONAL REGISTRATIONS**

Professional Engineer in Florida (91277)

#### **BARBER POINTE SUBDIVISION ♦ CITY OF MACCLENNY, FLORIDA**

Mr. Mansen served as the Lead Project Engineer for the Barber Pointe Subdivision, a 367-unit residential development located on a challenging hillside site in Macclenny, Florida. He was responsible for the full scope of civil engineering design and played a central role in managing and coordinating key project components. To address the site's complex topography, Andrew designed a system of 13 cascading stormwater ponds. His infrastructure design included over 16,500 feet of right-of-way improvements, 17,500 feet of potable water mains, 14,500 feet of stormwater piping with 170 structures, and 15,500 feet of sanitary sewer piping with 69 structures. Andrew also led the design of off-site improvements, including turn lane modifications and a 5,300-foot municipal force main extension, providing a critical connection to the City of Macclenny's water treatment facility.

#### **GROVELAND RETAIL DEVELOPMENT ♦ CITY OF GROVELAND, FLORIDA**

Mr. Mansen led the civil engineering design for the Groveland Retail Development, a 13-acre commercial and light industrial site in the City of Groveland. His responsibilities included full infrastructure design and preparation of FDOT-compliant stormwater calculations, accounting for the 100-year storm event. Andrew's utility design included 2,000 feet of new water main and 1,200 feet of new force main, along with the coordination and relocation of 1,000 feet of existing force main. He also developed plans for off-site roadway improvements, including the addition of turn lanes along US Highway 27 to accommodate increased traffic volumes generated by the development.

#### **THE HARBOUR ♦ CITY OF JACKSONVILLE, FLORIDA**

Mr. Mansen played a key engineering role in the redevelopment of The Harbour, a 43.8-acre waterfront site along the Intracoastal Waterway in Jacksonville, Florida. The project aimed to transform an aging industrial marina into a vibrant, multi-use waterfront destination. Andrew's contributions included the design of a fully underground stormwater management system, featuring a 42,000-square-foot chamber system and 5,800 feet of chamber underdrain, along with 6,000 feet of stormwater piping. He also designed 3,500 feet of sanitary sewer infrastructure to support a wide range of uses. The site plan included a 136-slip marina, a public boat ramp, boat storage facilities, multiple restaurants, an eight-story apartment building with 560 residential units, a multi-story commercial and hotel structure, and designated recreational and wetland preservation areas.

**RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS**

**Joseph Schofield, PE**  
Senior Civil Engineer

**SHADOWCREST AT ROLLING HILLS CDD ♦ PHASES 3B & 3D ♦ CITY OF GREEN COVE SPRINGS, FLORIDA**

Mr. Schofield supported the Community Development District (CDD) during Phases 3B and 3D of the Shadow Crest at Rolling Hills development. His responsibilities included assisting with the acquisition of electrical and landscape maintenance easements and conducting thorough reviews of contractor, vendor, and supplier invoices and pay applications to ensure the proper and transparent use of bond funds. In addition, Mr. Schofield developed detailed cost estimates and authored the Engineer's Report for the Shadow Crest phase, supporting the district's full planned build-out with comprehensive technical and financial documentation.

**BEACHVIEW COVE SUBDIVISION ♦ CITY OF ORMOND BEACH, FLORIDA**

Mr. Schofield served as Project Manager for the design and permitting of Beachview Cove, a 28-lot single-family residential subdivision located along A1A and adjacent to the Atlantic Ocean. His responsibilities included securing all project entitlements and overseeing the transition into active construction. The project scope included the design of a private lift station, coordination for the planned relocation of Florida Power & Light (FPL) utility poles and permitting for work within the Coastal Construction Control Line (CCCL). Mr. Schofield also facilitated the integration of turtle-friendly street lighting, ensuring compliance with coastal environmental protection standards.

**PONCE PRESERVE SUBDIVISION ♦ CITY OF PALM COAST, FLORIDA**

David served as Pipelines Engineer for this infrastructure-critical project, which focused on improving redundancy and resilience in the sanitary sewer system. The project involved planning and feasibility analysis for the addition of parallel large-diameter ductile iron (DI) force mains to support an existing network transporting wastewater from ECUA's Main Street Water Treatment Plant, located along Pensacola Bay, to the Chemstrand Treatment Plant in Escambia County. David contributed directly to route planning and constructability evaluations for 3,500 linear feet (LF) of 30-inch, 10,050 LF of 42-inch, 53,500 LF of 48-inch, and 5,200 LF of 54-inch transmission mains. He actively participated in team meetings, assisted in route selection, developed detailed route sketches, and provided recommendations for bypass connections between force main segments to enhance system redundancy and operational flexibility.

**RYAN'S LANDING SUBDIVISION ♦ CITY OF PALM COAST, FLORIDA**

Mr. Schofield is serving as Project Manager for the design and permitting of Ryan's Landing, a 95-lot single-family residential subdivision. His responsibilities include managing all aspects of civil design, regulatory coordination, and entitlement acquisition. All project entitlements have been successfully secured. While the construction start date remains to be determined, the project is fully positioned for execution upon notice to proceed.

**UNIVERSITY OF FLORIDA CLUBHOUSE, CITY OF JACKSONVILLE, FLORIDA**

Mr. Schofield served as both Design Engineer and Project Manager for the development of a proposed recreational flex-space building and pool on a 2.4-acre site located adjacent to Osprey Village and Osprey Cove. His responsibilities included leading the design and coordination of site modifications to existing facilities, utility layout, and drainage systems. He also worked closely with the architectural team to ensure alignment between civil and architectural elements, resulting in a cohesive and constructible final design package.

Mr. Schofield is a Senior Engineer with over 21 years of experience in civil design and construction oversight. He has contributed design, review, and project management expertise to hundreds of public and private roadway and site development projects across the southeastern United States. Throughout his career, Mr. Schofield has collaborated with numerous state agencies and local municipalities to advance diverse infrastructure initiatives aimed at improving transportation systems nationwide. His extensive experience and commitment to delivering high-quality, community-focused solutions make him a valuable leader on any civil engineering project.

**YEARS EXPERIENCE**

21 years overall, and 3 years with Alliant.

**EDUCATION**

- ♦ MBA, St. Leo University
- ♦ BS, Civil Engineering, University of North Florida (UNF)



**RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS**

**Adam Oestman, PE**  
**Production Engineer**
**HYMON CIRCLE DRAINAGE IMPROVEMENTS ♦ CITY OF BUNNELL, FLORIDA**

Design Engineer responsible for preparing construction documents for a two-phase drainage improvement project. The scope included approximately 2,000 linear feet of roadside drainage enhancements and 3,000 linear feet of existing drainage ditch improvements, aimed at increasing stormwater capacity and mitigating localized flooding within the City of Bunnell.

**SHADOWCREST AT ROLLING HILLS SUBDIVISION ♦ CITY OF GREEN COVE SPRINGS, FLORIDA**

Lead Design Engineer for a 247-lot single-family residential subdivision. Responsibilities included preparation of comprehensive construction documents and ongoing construction administration services to support project execution and ensure compliance with design specifications and regulatory requirements.

**SAWMILL BRANCH SUBDIVISION ♦ MULTIPHASE SUBDIVISION ♦ CITY OF PALM COAST, FLORIDA**

Lead Design Engineer for a multi-phase single-family residential subdivision totaling over 1,000 lots. Responsibilities included the preparation of detailed construction documents for each phase, ensuring consistency in design, regulatory compliance, and coordination across all development stages.

**PANAMA CITY BEACH HEALTH CAMPUS ♦ CITY OF PANAMA CITY BEACH, FLORIDA**

Lead Design Engineer for a phased medical campus development. Scope of work included the preparation of construction documents for multiple project phases, along with comprehensive construction administration services to support successful delivery and adherence to project specifications and regulatory standards.

**REVERIE AT PALM COAST CDD ♦ MULTIPHASE SUBDIVISION ♦ CITY OF PALM COAST, FLORIDA**

Design Engineer responsible for preparing construction documents, cost estimates, and providing construction administration for a multi-phase single-family residential subdivision totaling 421 lots. Scope of work included coordination across multiple development phases, ensuring design consistency, regulatory compliance, and efficient project delivery.

**EPIC CHURCH ♦ CITY OF PALM COAST, FLORIDA**

Lead Design Engineer responsible for preparing construction documents for a new church facility and associated recreational areas. Responsibilities included site planning, drainage design, utility coordination, and construction administration to ensure compliance with local regulations and successful project execution.

**YEARS EXPERIENCE**

6 years overall, and 3 years with Alliant.

**EDUCATION**

- ♦ BS, Civil Engineering, Murray State University

**PROFESSIONAL REGISTRATIONS**

Professional Engineer in Florida (98440)

**CARMEL COURT TOWNHOMES ♦ CLAY COUNTY, FLORIDA**

Lead Design Engineer for a 35-unit townhome development. Responsibilities included preparation of detailed construction documents and oversight of construction administration activities to ensure project compliance, quality control, and timely completion.

**LADY LAKE APARTMENTS ♦ TOWN OF LADY LAKE, FLORIDA**

Lead Design Engineer for a 330-unit multi-family residential development with associated recreational amenities. Responsibilities included preparation of comprehensive construction documents and coordination to support site planning, utility design, stormwater management, and construction administration throughout the project lifecycle.

**RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS**

**Curt Wimpée, PE**  
**Vice President Southeast Region**

Mr. Wimpée brings 28 years of experience in municipal engineering, land development, and transportation. His expertise spans a wide range of projects, including localized and regional utility extensions, lift station design, roadway reconstructions for both municipalities and Departments of Transportation, new roadway development, maintenance of traffic (MOT) plans, signage and striping plans, concrete and asphalt pavement design, stormwater management systems, and regional drainage studies. He has also led engineering efforts for residential, mixed-use, and large-scale commercial developments. As Alliant's Principal-in-Charge, Mr. Wimpée is committed to leading project design teams through clear communication, well-defined goals, and ongoing accountability. He also serves as a key liaison between district staff, permitting agencies, and the design team to ensure coordination, efficiency, and successful project delivery.

**YEARS EXPERIENCE**

29 years overall, 10 years with Alliant.

**EDUCATION**

BS, Civil Engineering  
University of Minnesota

**PROFESSIONAL REGISTRATIONS**

- Professional Engineer in Florida (79764)
- Minnesota (40487)
- Georgia (031340)
- N. Carolina (053415)
- S. Carolina (41355)
- Tennessee (125610)

**PROFESSIONAL AFFILIATIONS**

American Society of Civil Engineers  
FCARD • NEFBA • NAIOP • ULI

**CITY ENGINEER (CONSULTANT) ♦ CITY OF BUNNELL, FLORIDA**

Engineer of Record for a broad range of municipal infrastructure projects. Responsibilities included roadway paving, condition assessment, rehabilitation, and replacement; stormwater system design and modeling; potable and reclaimed water main extensions, rehabilitation, and replacement; and sanitary sewer design and rehabilitation. Provided detailed cost estimating and authored engineering reports covering all aspects of infrastructure improvements. Additional duties included presenting to City Council, representing the city in public forums, and managing community engagement and public communication efforts.

**CITY ENGINEER (CONSULTANT) ♦ CITY OF FLAGLER BEACH, FLORIDA**

Engineer of Record for a variety of municipal infrastructure projects, including roadway paving, assessment, rehabilitation, and replacement; stormwater system design and modeling; potable and reclaimed water main extensions, rehabilitation, and replacement; and sanitary sewer design and rehabilitation. Responsibilities included detailed cost estimating, preparation of comprehensive engineering reports, and presentation of project updates to the City Council. Also provided public messaging support and engaged with residents to ensure transparency and address community concerns.

**CIVIL ENGINEER (CONSULTANT) ♦ TOWN OF ORANGE PARK, FL**

Serving under an ongoing contract with the Town of Orange Park, with projects managed through a work order system. Responsibilities have included conducting a comprehensive pavement condition assessment to evaluate the Town's roadway infrastructure, identify deficiencies, and recommend targeted maintenance and rehabilitation strategies. Findings were documented in a detailed engineering report to support future capital improvement planning and budget prioritization.

**CITY ENGINEER (CONSULTANT) ♦ CITY OF JACKSONVILLE BEACH, FL**

Engineer of Record for a wide range of municipal infrastructure projects. Responsibilities to include roadway and paving assessments; stormwater system design and modeling; potable and reclaimed water main extensions, rehabilitation, and replacement; and sanitary sewer design and rehabilitation. Provided cost estimating and prepared detailed engineering reports to support project planning and execution. Also represented the City in Council presentations, public forums, and community engagement efforts to ensure transparency and stakeholder coordination.

**CITY ENGINEER (CONSULTANT) ♦ CITY OF ATLANTIC BEACH, FL**

Served as Engineer of Record for a variety of municipal infrastructure projects. Scope of work included roadway paving, stormwater modeling, water main and sanitary sewer design, cost estimating, and preparation of detailed engineering reports. Also responsible for presenting project updates to City Council and supporting public engagement to ensure community awareness and input throughout project development.

**CITY ENGINEER (CONSULTANT) ♦ CITY OF FERNANDINA BEACH, FL**

Serving as Engineer of Record for multiple municipal infrastructure projects. Responsibilities included roadway paving, stormwater system modeling, water main and sanitary sewer design, cost estimating, and the development of comprehensive engineering reports. Also provided regular project presentations to City Council and facilitated public engagement to ensure transparency and community involvement.

## RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS



### Ashley Rivera Graduate Landscape Architect

#### MARBELLA APARTMENTS ♦ CITY OF PALM COAST, FLORIDA

Ashley played a critical role in the design and development of the amenity landscape for Marbella Apartments, a multifamily community in Palm Coast. Her responsibilities included schematic development and design refinement for the pool area, shade pavilions, outdoor kitchen, firepit, sport courts, and the surrounding landscape. She worked closely with project stakeholders to develop design inspiration materials and contributed to construction documents for hardscape elements, planting plans, and irrigation systems. Ashley also oversaw the production of high-impact marketing graphics, including a rendered eye-level pool area illustration used to promote the project's resort-style amenities.

#### VILLAGE AT TOWN CENTER ♦ CITY OF JACKSONVILLE, FLORIDA

Part of design team for an exciting and transformative development located in the heart of Jacksonville, offering a unique "Live, Work, Dine, & Play" environment. Located near the popular St. Johns Town Center, this 36-acre community aims to enhance accessibility and create a vibrant, dynamic space that fosters a strong sense of identity. Three public parks will be central to the community, including the expansive Pablo Park, designed with ample green space, safe walkways, seating areas, cafes, and event spaces for food trucks and markets. Two additional pocket parks along the main boulevard will enhance the area's appeal, offering scenic walkways, lakeside views, and outdoor relaxation spaces.

#### THE HARBOUR ♦ CITY OF JACKSONVILLE, FLORIDA

As a key contributor to the enhanced landscape design for The Harbour, a mixed-use waterfront development, Ashley supported the development of a cohesive landscape vision that emphasized coastal character and public usability. She was involved from the early programming and thematic development phases through final construction documentation. Her work included concept development for amenity areas featuring boardwalks, seating nodes, shade structures, and public gathering spaces. She assisted with the design of identity monument signage and coordinated with the broader design team on planting plans, irrigation, and hardscape layout to ensure a consistent and high-quality landscape experience throughout the site.

#### DAYTONA BEACH CONDOMINIUMS ♦ CITY OF DAYTONA BEACH, FLORIDA

Ashley supported the urban landscape design for a luxury high-rise condominium project on the Daytona Beach oceanfront. She contributed to the conceptual layout of the amenity area, which included a resort-style pool deck, shade structures, outdoor kitchen, planters, and screen walls. Her involvement extended to the entry monument design, where she assisted with layout and detailing to integrate signage and fencing into the overall project aesthetic. Ashley also collaborated with subconsultants on irrigation and lighting coordination and helped refine design plans used for permitting and marketing purposes.

Ashley is a skilled landscape designer with over three years of experience in land development, specializing in marketing graphics, renderings, planting design, and design standardization. With a natural artistic talent and a strong eye for detail, she creates efficient, sustainable outdoor spaces that foster meaningful connections to nature. Ashley is passionate about blending aesthetic vision with practical functionality to deliver thoughtful, innovative landscape solutions. Her work consistently reflects a commitment to sustainability, user experience, and the success of each project she supports.

#### YEARS EXPERIENCE

4 years overall, and 2 years with Alliant.

#### EDUCATION

- ♦ BS, Landscape Architecture, University of Ana G. Mendez
- ♦ Currently pursuing licensure as a Landscape Architect in Florida

#### STOWE AVENUE PLAZA ♦ TOWN OF ORANGE PARK, FLORIDA

Ashley played a key role in the conceptual design and visualization of the Stowe Avenue Plaza project, which transformed a former roadway into a vibrant public gathering space. She led efforts in designing pedestrian corridors, integrating a shade pavilion, and enhancing the landscape layout. Her contributions were instrumental in developing schematic plans and producing high-resolution renderings that effectively supported public engagement and secured stakeholder approvals.

#### BLUE HERON FLATS DISC GOLF PARK ♦ CITY OF PALM COAST, FLORIDA

Ashley supported the landscape design of key amenities for the Blue Heron Flats public disc golf course, including parking areas, restroom facilities, and pavilion surroundings. She worked closely with City staff to prioritize tree preservation, incorporate native plantings, and ensure the landscape design complemented the course layout both functionally and aesthetically. Additionally, she developed concept-level designs for course signage, pathway circulation, and irrigation strategies to enhance the overall user experience and environmental integration.



**RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS**


**Clayton Walley, L.S., PSM**  
VP Florida Land Survey

Mr. Walley brings over 25 years of experience in land surveying across multiple states. His expertise includes large-scale boundary and topographic surveys, construction staking, and as-built surveys. Clayton is highly skilled in project management, GPS mission planning and execution, low-altitude UAV data acquisition, and CAD drafting. With a comprehensive understanding of both field and office operations, he plays a critical role in ensuring the accuracy, efficiency, and success of complex surveying projects.

**YEARS EXPERIENCE**

25 years overall, and 6 years with Alliant.

**EDUCATION**

- ◆ A.A.S. Industrial Engineering Technology, Paul D. Camp Community College
- ◆ BS Business, Project Management, University of Phoenix

**PROFESSIONAL REGISTRATIONS**

Licensed Surveyor in Florida (LS7209)

**STADIUM OF THE FUTURE – AREA C ♦ CITY OF JACKSONVILLE, FLORIDA**

Alliant provided comprehensive surveying services in support of concrete structure construction for the Stadium of the Future project in Jacksonville, FL. Responsibilities included project management, startup data preparation, layout of all concrete structures, and detailed site calculations to ensure construction accuracy. Work commenced within two weeks of receiving approved plans and CAD files, with careful coordination alongside the client to maximize field crew efficiency and minimize downtime. The project was completed with a high-quality layout and precise as-built documentation, supporting timely agency approvals and construction progress.

**RIVER CITY SCIENCE ACADEMY ♦ CITY OF JACKSONVILLE, FLORIDA**

Alliant provided comprehensive construction layout and as-built surveying services for the River City Science Academy project. The scope of work included establishing horizontal and vertical control, staking of utilities and site features such as silt fences, stormwater structures, parking lots, and curb and gutter. As-built data collection and final CAD drafting were completed for submittal. Utilizing advanced field technology, pre-calculated data workflows, and a rigorous internal quality control process, Alliant ensured precise and efficient fieldwork, ultimately reducing project costs. Optional services included building pad layout and storm-tech system staking to support flexible project needs.

**RIVER GLEN SUBDIVISION ♦ NASSAU COUNTY, FLORIDA**

Provided oversight and coordination for the platting of four new phases within the existing River Glen subdivision. Responsibilities included managing the subdivision layout process, ensuring compliance with local regulations, coordinating with design and surveying teams, and facilitating approvals from applicable county agencies.

**TOPOGRAPHIC SURVEY OF BLACK BRANCH CREEK & HYMON CIRCLE ♦ CITY OF BUNNELL, FLORIDA**

Conducted a comprehensive topographic survey using both UAV (drone) technology and traditional surveying methods to support drainage design improvements. The survey data was used to generate accurate surface models and inform engineering decisions aimed at addressing localized flooding issues. This integrated approach ensured high-resolution mapping of the project area, enabling precise analysis and effective stormwater management solutions.

**SR 100 MOODY BOULEVARD ROUTE SURVEY / TOPOGRAPHIC SURVEY ♦ CITY OF BUNNELL, FLORIDA**

Provided oversight for approximately 5,000 linear feet of route and topographic survey along SR 100 (Moody Boulevard) to support utility design efforts. Responsibilities included coordination of field crews, quality control of collected data, and delivery of accurate survey documentation to inform engineering design and permitting.

**PECAN PARK ROAD ♦ CITY OF JACKSONVILLE, FLORIDA**

Served as Survey Manager for a major roadway improvement project involving roadway widening, new infrastructure installation, and elevation adjustments. Responsibilities included quality control of field operations such as construction stakeout, as-built data collection, bridge structure monitoring, and settlement monitoring coordination. Oversaw overall survey workflow to ensure project fluidity and accuracy. Conducted regular field meetings with the CEI team to review and discuss settlement plate monitoring results, supporting timely decision-making and construction progress.

## RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS



### **Joe Brinson, PWS** **Environmental Senior Project Manager**

#### **TOWN CENTER BOULEVARD PROPERTY ♦ CITY OF PALM COAST, FLORIDA**

Served as Project Manager for an ecological assessment conducted by ECS to evaluate the presence or potential presence of jurisdictional wetlands and protected wildlife species and their habitats. The study supported regulatory due diligence and informed land use planning and permitting considerations for future site development.

#### **DIX ELLIS TRAIL ♦ CITY OF JACKSONVILLE, FLORIDA**

As Project Manager, led ECS's preliminary wetlands delineation study to assess the presence of jurisdictional wetlands and identify any protected wildlife species or associated habitats. The findings provided critical environmental due diligence to support future development planning and regulatory compliance.

#### **BEAUTYREST AVENUE PROPERTY ♦ CITY OF JACKSONVILLE, FLORIDA**

Served as Project Manager for ECS's Ecological Due Diligence assessment, which included a Cultural Resource Assessment Survey (CRAS). The field investigation evaluated the site for the presence or potential presence of jurisdictional wetlands, protected wildlife species, and associated habitats. The study supported regulatory compliance and informed land planning and permitting decisions.

#### **FIRST COAST EXPRESSWAY ♦ MIDDLEBURG, CLAY COUNTY, FLORIDA**

Served as Project Manager for ECS's preliminary environmental assessment, which included wetlands delineation and a threatened and endangered species survey. The fieldwork was conducted to evaluate the presence or potential presence of jurisdictional wetlands, protected wildlife species, and their habitats. The results supported early-stage environmental due diligence and regulatory planning for the proposed expressway improvements.

#### **BAINBRIDGE NOCATEE PARKWAY PROJECT ♦ CITY OF JACKSONVILLE, FLORIDA**

As Project Manager, led ECS's preliminary environmental assessment, including wetlands delineation and a threatened and endangered species survey. The purpose of the field investigation was to evaluate the site and its surrounding area for the presence or potential presence of jurisdictional wetlands, protected wildlife species, and their habitats. The assessment provided essential data to support environmental compliance and inform project planning.

Mr. Brinson brings over 26 years of experience in environmental consulting, with expertise in wetland permitting, protected species assessments, timber evaluations, greenbelt determinations, and arborist services. As a Senior Environmental Project Manager at ECS, he oversees all phases of environmental project execution, including proposal development, regulatory compliance (including SPEC/NPDES), budgeting, and reporting. His role involves direct client engagement, coordination of field activities, report preparation and review, as well as invoicing and business development. Mr. Brinson's broad technical knowledge and leadership ensure efficient, compliant, and client-focused project delivery.

#### **YEARS EXPERIENCE**

27 years overall, and 3 years with ECS, Florida, LLC.

#### **EDUCATION**

- ♦ BS, Forest Resource Management / Forest Biometrics, University of Georgia

#### **PROFESSIONAL REGISTRATIONS**

Professional Wetland Scientist

**RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS**


With over 18 years of experience in field operations, laboratory testing, and geotechnical analysis across Florida, Brett leads the complete geotechnical process—from drilling and sampling to laboratory testing and engineering analysis. He has managed geotechnical services for a wide range of Florida Department of Transportation (FDOT) projects, utilizing both Design-Bid-Build and Design-Build delivery methods. As a Certified SmartPile EDC system user, Brett has performed dynamic load testing on numerous pre-stressed, pre-cast concrete driven piles for bridge foundation projects throughout the state.

**YEARS EXPERIENCE**

16 years overall, and 5 years with Meskel & Associates Engineering, PLLC

**EDUCATION**

- ◆ BS, Civil Engineering, Florida State University, (FSU)
- ◆ Graduate Courses, University of Central Florida

**PROFESSIONAL REGISTRATIONS**

Professional Engineer in Florida (74679)

Professional Engineer in Georgia (PE37919)

**Brett H. Harbison, PE**

**Director of Transportation & Geotechnical Services and Principal Engineer**

**MONCRIEF PEDESTRIAN BRIDGE REPLACEMENT ♦ CITY OF JACKSONVILLE, FLORIDA**

Served as Senior Engineer responsible for geotechnical exploration, laboratory testing, and engineering analysis for the replacement of an existing pedestrian bridge. The new bridge, approximately 70–75 feet in length, will maintain the existing span and feature extended ramps. Foundation support will be provided by 54-inch non-redundant drilled shafts. The geotechnical investigation informed design parameters and construction recommendations to ensure long-term performance and structural integrity.

**FDOT DISTRICT 2, I-95 NASSAU RIVER BRIDGE IMPROVEMENTS ♦ DUVAL / NASSAU COUNTY LINE, FLORIDA**

Served as Foundation/Geotechnical Engineer of Record and Project Manager for geotechnical services supporting the design and construction of non-redundant drilled shafts for crutch bents on the existing I-95 northbound and southbound bridges. Responsibilities included field coordination, laboratory shear strength and rock core testing, and comprehensive geotechnical analysis. Directed field crews in the execution of 24 Standard Penetration Test (SPT) borings to depths of 125 feet below river mudline in a tidally influenced environment, utilizing amphibious and sound barge platforms. Engineering deliverables included drilled shaft axial capacity estimates, lateral design parameters, and construction recommendations to inform shaft tip elevations and installation procedures.

**CITY OF JACKSONVILLE (COJ) NORTHBANK BULKHEAD REPLACEMENT ♦ CITY OF JACKSONVILLE, FLORIDA**

Geotechnical Engineer responsible for managing the geotechnical exploration to support replacement of the existing bulkhead along the northern bank of the St. Johns River in downtown Jacksonville, spanning from the Fuller Warren Bridge to Liberty Street. The project involved construction of a new bulkhead wall seaward of the existing structure and installation of tie-back anchors through the existing bulkhead. Scope included coordination of land- and waterside Standard Penetration Test (SPT) borings, rock coring, laboratory testing, and engineering analysis to support the design and construction of the bulkhead system and anchor components.

**CITY OF JACKSONVILLE (COJ) SIDEWALKS AND PEDESTRIAN IMPROVEMENTS ♦ CITY OF JACKSONVILLE, FLORIDA**

Geotechnical Project Manager responsible for overseeing geotechnical exploration and engineering analysis under a citywide contract for various infrastructure improvement tasks. These included new sidewalk installations, drainage upgrades, culvert extensions and replacements, and retaining wall designs. Field activities involved mobilizing a truck-mounted drill rig to perform subsurface investigations along city roads and highways. Subsequent laboratory testing and engineering analysis supported the development of detailed geotechnical recommendations for site preparation, including clearing and stripping, temporary groundwater control, excavation protection, structural backfill, and soil parameters for culvert design and compaction.

**LONNIE MILLER SR. REGIONAL PARK STRUCTURES & PEDESTRIAN TRAIL ♦ CITY OF JACKSONVILLE, FLORIDA**

Geotechnical Engineer for a comprehensive park improvement project that included new courts, multi-use fields, playgrounds, pavilions, expanded parking areas, elevated boardwalks, restroom and concession facilities, a two-story concrete scorer's building, and approximately 2,700 linear feet of asphalt-surfaced pedestrian trail. Geotechnical exploration services were conducted, and a detailed report was prepared providing design recommendations for shallow foundations, temporary groundwater control, and underdrain systems in field areas. Recommendations also included construction guidelines for asphalt pavement base and structural courses, along with site preparation and earthwork measures such as clearing and stripping, removal and replacement of deleterious soils, compaction of fill and backfill, and temporary dewatering measures.



**REPRESENTATIVE PROJECTS-1****Anabelle Island, Green Cove Springs, Florida**

**Project Overview:** Anabelle Island is a thoughtfully planned residential community located in the heart of Clay County, Florida. Once complete, the development will feature 369 single-family homes, a community pool and recreation center with direct access to local trail systems offering residents a blend of comfort, connectivity, and outdoor living.

**Alliant's Role:** Alliant has been a key partner in the development of Anabelle Island, providing comprehensive civil engineering, surveying, and permitting services across multiple phases of the project.

**Impact:** Anabelle Island is helping meet the growing demand for housing in one of Florida's fastest-growing regions. Alliant's involvement ensures the community is built on a strong foundation – both literally and figuratively – supporting long-term growth and quality of life for future residents.

**PROJECT HIGHLIGHTS**

- ▶ Phases 1A & 1B successfully supported construction with close coordination between design and field teams.
- ▶ Phase 2 is currently under construction, with Alliant leading the design and permitting efforts.
- ▶ Agency Coordination: Worked with Clay County and relevant regulatory bodies to ensure timely approvals and compliance.

**REPRESENTATIVE PROJECTS-2****Beachview Cove, Ormond Beach, Florida**

Nestled amidst ocean vistas and bordered by numerous state parks, this budding community of 28 single-family homes promises a peaceful, serene place to live.

Alliant provided professional surveying and platting services for the Beachview Cove development in Volusia County. Our team conducted fieldwork and prepared the plat in accordance with Chapter 177 of the Florida Statutes and applicable local municipal standards. Services included setting all required Permanent Reference Monuments (PRMs), Permanent Control Points (PCPs), and lot corners; preparing and submitting both preliminary and final plats; and addressing municipal comments through to final approval.

We began work within three weeks of receiving the executed proposal and supporting documentation, working closely with the client to ensure timely delivery. In addition to surveying and platting, Alliant led the site's civil engineering efforts, securing all necessary entitlements and permits to facilitate development.

The project required multiple approvals, including:

- ▶ Volusia County Master Plan Development Order and Final Development Order
- ▶ City of Ormond Beach utility approval
- ▶ Department of Health Domestic Water Permit
- ▶ FDEP Wastewater Permit
- ▶ FDOT Driveway, Drainage, and Utility Connection Permits
- ▶ FDEP Coastal Construction Field Permit
- ▶ SJRWMD Environmental Resource Permit

With infrastructure now fully completed and model homes going vertical, Alliant is proud to see Beachview Cove coming to life.



## REPRESENTATIVE PROJECTS-3

### Wildlight Community, Nassau County, Florida



Wildlight is a 24,000-acre master-planned community in Nassau County, Florida designed to harmonize modern living with natural surroundings.

With over 7,000 acres dedicated to conservation and plans for more than 20,000 homes, Wildlight is poised to evolve over the coming decades into a vibrant, sustainable town. Alliant is proud to support this long-term vision by providing professional surveying services for Parcel 4B—an essential component of Wildlight’s ongoing expansion.

Our scope of work included layout staking for clearing limits, silt fencing, and pond construction, as well as establishing site control for GPS-guided machinery. We also conducted post-grading topographic surveys and provided as-built reviews and certifications. Through our efficient pre-calculated layout process and daily field reporting, we ensured precise and timely support throughout the project’s development.

#### CLIENT

AJ Johns and Burnam

#### SERVICES



LAND SURVEY

By facilitating the foundational development of Parcel 4B, Alliant is helping advance Wildlight’s mission to create a community that blends diverse housing, integrated amenities, and preserved natural spaces—setting a new benchmark for thoughtful, long-term regional growth.





## REPRESENTATIVE PROJECTS-4

### AdventHealth, 100-Bed Hospital and Medical Office Building - Palm Coast, Florida



#### SERVICES



**CIVIL ENGINEERING**



**CONSTRUCTION SERVICES**



**LAND SURVEY**



**TRAFFIC ENGINEERING**

#### ADDITIONAL SERVICES

- ▶ Construction Engineering / Administration
- ▶ Construction Inspection
- ▶ Environmental Permits
- ▶ ADA Design
- ▶ Survey – Existing Conditions Survey
- ▶ Survey – ALTA Survey
- ▶ Traffic Operations – Traffic Impact Study

Alliant provided comprehensive civil engineering design, permitting, and coordination services for a new 100-bed hospital and medical office building located at the intersection of Palm Coast Parkway and Bridgehaven Drive.

Our scope included site planning, stormwater and utility design, erosion control measures, and off-site roadway improvements. Alliant also led the completion of the traffic impact study and coordinated closely with Florida Power & Light and other subconsultants to finalize construction documents.

In addition, our team supported multiple public meetings, developed technical specifications, and assisted with agency submittals and permit close-outs to ensure full compliance with City and environmental requirements.





**REPRESENTATIVE PROJECTS-6****Saddlebrook Landings Apartment Community, Jacksonville, Florida**

Alliant played a key role in bringing Saddlebrook Landings to life, a 216-unit apartment community nestled along Normandy Boulevard in Jacksonville, Florida.

Alliant provided civil site engineering, surveying, and permitting services for the phased development of this growing community. Our team led the preparation of final construction documents, including grading, utility design, stormwater management, and erosion control plans, while also offering construction administration support throughout the project.

We coordinated with multiple agencies to secure the necessary permits, including the City of Jacksonville, FDOT, SJRWMD, and FDEP, as well as with landscape and irrigation consultants to ensure a cohesive site design. With a focus on both current infrastructure needs and long-term growth, Alliant's work is helping shape a thriving residential hub in one of Florida's fastest-growing regions.





**REPRESENTATIVE PROJECTS-7****Whiteview Village Subdivision, Palm Coast, Florida**

Located in Palm Coast, Florida, Whiteview Village provides housing for 202 families and features community amenities including a pool, cabana, and kayak launch—perfectly suited for Florida’s sunny climate.

Alliant played a key role in bringing this commuter-friendly neighborhood to life. The project’s success was driven by strong collaboration and partnerships across disciplines, showcasing how Alliant delivers value through integrated design, coordination, and a commitment to community-focused development.





## REPRESENTATIVE PROJECTS-8

### Tallahassee Memorial Healthcare Campus Expansion to Panama City Beach, Florida



In response to the rapid population growth in Panama City Beach and the surrounding Bay County area, Tallahassee Memorial Healthcare, the Florida State University College of Medicine, and The St. Joe Company have partnered to develop a state-of-the-art medical campus on approximately 87 acres in Panama City Beach.

The project is being developed in phases, with plans to ultimately include a 500-bed hospital and a variety of ancillary medical facilities. Phase I features a master plan for a four-story, 60,000-square-foot medical office building designed to provide primary and urgent care services, with future potential for orthopedic, cardiology, and surgical specialties.



As the civil engineer for the project, Alliant's master planning effort integrates long-term considerations, including roadway expansion and projected growth over the next 10 to 30 years. Particular attention has been given to access, site circulation, and wayfinding—factors that are essential to enhancing the overall patient and visitor experience.

The planning process prioritizes all sensory elements of the user journey—from initial campus visibility and arrival to ease of departure after each visit. In addition, the design responds to the vibrant bicycle and pedestrian activity in Panama City Beach and the critical need for efficient emergency vehicle access. These considerations will help shape a welcoming, accessible, and future-ready corridor as the campus expands to serve the evolving needs of the community.

Once complete, the new healthcare campus will significantly enhance access to medical care for the region's growing population.



**REPRESENTATIVE PROJECTS-9****Riverfront Plaza, Jacksonville, Florida**

As part of the City of Jacksonville’s ambitious redevelopment initiative, Riverfront Plaza is emerging as a vibrant waterfront destination that celebrates the city’s connection to the St. Johns River. The project envisions expansive open parkland, immersive public art, versatile event spaces, and seamless pedestrian access—all designed to create lasting value for residents and visitors alike.

Alliant is proud to support this transformative effort by providing precise and responsive professional surveying services. Our team is responsible for layout staking, the preparation of as-built documentation, and daily field reporting to ensure clarity, accuracy, and compliance. By working in close coordination with contractors and city staff, we help bring the vision of Riverfront Plaza to life with the precision and care it deserves.

This is more than construction—it’s community building, placemaking, and a bold step toward redefining Jacksonville’s downtown riverfront





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**REPRESENTATIVE PROJECTS-10****Reverie at Palm Cost Subdivision, Palm Coast, Florida**

Alliant serves as the Engineer of Record for the full design and permitting of a 421-home residential subdivision developed under a Community Development District (CDD). The scope includes comprehensive oversight and execution of all engineering design elements, from initial planning through final construction documentation. Alliant also prepared and submitted the Certified Engineer's Report, which included detailed cost estimating to support the CDD bond issuance process.

**Project Owner**

Sunbelt Land Management

**Point of Contact**

Ken Belshe

**Contact No.**

(386) 986-2411







## REPRESENTATIVE PROJECTS-12

### Trout Creek Community Development District, St. Johns County, Florida



ECS Florida, LLC completed an Arboriculture Assessment for the landscape and tree decline predominantly live oaks with a few magnolias. ECS understood the trees started to decline approximately two years after they were planted. The scope of work included assessing the current condition of landscaping trees along Shearwater Parkway to determine whether conditions required removal and recommend an appropriate course of action for remediation. Investigative methods used were visual inspection of roots and tree, soil pH and nutrient analysis, root excavation, general leaf density analysis, irrigation water pH testing and bulk density testing of the soil.



#### Firms Involved with This Project

##### Firm Name

ECS Florida, LLC

##### Firm Location

Jacksonville, Florida

##### Role

Environmental



**REPRESENTATIVE PROJECTS-13****Sawmill Branch Roundabout, Palm Coast, Florida**

Collaboration is at the heart of Alliant's success, and the US 1 & N Old Kings Street and Sawmill Development project is a prime example of that principle in action.

Working seamlessly across disciplines, our team delivered comprehensive design and permitting services in close coordination with FDOT and key project stakeholders. While guiding the transportation improvements through every phase, we simultaneously supported the development of Sawmill Branch—an exciting new residential community featuring 1,000 homes, a community pool, clubhouse, dog park, and playground.

This project exemplifies Alliant's commitment to building better communities through integrated infrastructure and thoughtful design.

**ADDITIONAL SERVICES**

- ▶ Construction Engineering / Administration
- ▶ Construction Inspection
- ▶ Environmental Permits
- ▶ Preliminary Design
- ▶ Final Design
- ▶ Roundabout
- ▶ ADA Design
- ▶ Survey – Existing Conditions
- ▶ Survey – Final Plat
- ▶ Traffic Design – Signals / Lighting
- ▶ Traffic Design – Signing and Pavement Markings



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**REPRESENTATIVE PROJECTS-14**

## **Shadow Crest at Rolling Hills Community Development District, Phases 3B and 3C Green Cove Springs, Florida**

**Point of Contact**  
Marilee Giles

**Contact No.**  
(904) 940-5850 x 412



Mr. Schofield served as the District Engineer and Engineer of Record for a CDD infrastructure project supporting a 247-lot single-family platted phase. The project was funded through a bond issuance and required seamless coordination with the primary CDD Engineer responsible for the adjacent Shadow Crest phase, which was under concurrent construction. Monthly board meetings were attended jointly to provide updates on each respective phase.

Shadow Crest included construction of a lift station designed to receive effluent from both developments. Mr. Schofield facilitated the acquisition of electrical and landscape maintenance easements and conducted detailed reviews of contractor, vendor, and supplier invoices and pay requests to ensure the proper use of bond proceeds. His responsibilities also included cost estimating and preparation of the Engineer's Report for the full planned build-out of the Shadow Crest phase.



**KEY PERSONNEL PARTICIPATION ON PROJECT**

Names of Key Personnel	Role in This Contract	Involvement in Example Projects													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
Jeff Sprouse, PE	Client Manager					X							X		X
Andrew Mansen, PE	Project Manager	X	X				X		X				X		X
Joseph Schofield, PE	Senior Civil Engineer	X	X	X			X		X		X		X		X
Adam Oestman, PE	Production Manager			X	X		X	X			X			X	X
Curt Wimpée, PE	Principal   VP Southeast Region			X	X			X			X				
Ashley Rivera	Graduate Landscape Architect	X		X				X			X	X			X
Clayton Walley, L.S.	Principal   VP Florida Land Survey	X		X			X	X		X		X		X	X
Joe Brinson, PWS	Professional Wetland Scientist												X		
Brett Harbison, PE	Director of Transportation & Geotechnical Services														

**Example Project Key**

Number	Title of Project	Number	Title of Project
1	Anabelle Island Subdivision	8	Tallahassee Memorial Healthcare Campus Expansion to Panama City Beach, Florida
2	Beachview Cove	9	Riverfront Plaza
3	Wildlight Community	10	Reverie at Palm Coast Subdivision
4	AdventHealth	11	Sweetgrass Apartment Community
5	Hillsborough County Emergency Vehicle Preemption	12	Trout Creek Community Development District
6	Saddlebrook Landings Apartment Community	13	Sawmill Branch Roundabout
7	Whiteview Subdivision	14	Rolling Hills Community Development District



## SERVICES OFFERED-1

### CIVIL ENGINEERING:

At Alliant, our team provides expert guidance to help clients navigate the multifaceted challenges inherent in project development. Through the strong, collaborative relationships we've established with both private and sector clients and public agency representatives, we ensure that our clients' objectives are consistently achieved.

Alliant's Civil Engineering and Land Development Services Include:

- ◆ Comprehensive due diligence assessments
- ◆ Site analysis, feasibility studies, and planning
- ◆ Design development and budget forecasting
- ◆ Entitlement processing
- ◆ Preparation of construction documentation
- ◆ Stormwater management system design
- ◆ Grading, drainage, NPDES/SWPPP design and inspection
- ◆ Permitting and coordination with regulatory agencies
- ◆ Construction administration and oversight
- ◆ Project closeout and certification services

We engage closely with clientss and stakeholders throughout every phase of the project lifecycle, delivering responsive, detail-oriented, and value-driven oversight from initial planning through final completion.



### INTELLIGENT TRANSPORTATION SYSTEM:

Alliant is devoted to providing solutions that will increase the safety and convenience of travel. Our experience with ITS systems dates back to our very first project, and we have continued to grow our services and expertise in this area. Building on a history of success, Alliant is committed to introducing new technological solutions to address the challenges facing modern transportation systems.

The scope of Alliant's intelligent transportation services capabilities includes:

- ◆ ITS planning
- ◆ Systems engineering
- ◆ Communications and design
- ◆ Systems implementation and integration
- ◆ System evaluation
- ◆ System architecture

Our history of ITS success dictates our strategy of always looking forward to new solutions.

### LANDSCAPE ARCHITECTURE:



Growing New Landscape Solutions: Through extensive planning and design, we help clients enhance their communities through landscape architecture. Whether it's a garden or streetscape, our team has the creative and analytical skills to map out an area and design features that will enhance its value, function, and enjoyment by the community. Our team guides clients from start to finish through submitting proper documents with agencies and developing construction plans so the project can be completed without delays or added costs.

Alliant's landscape architecture services include:

- ◆ Master planning
- ◆ Site analysis and planning
- ◆ Visualization and public presentation
- ◆ Agency coordination and submittals
- ◆ Construction drawings
- ◆ Construction administration

We work with public and private clients nationwide to build functional, well-designed spaces that meet every project's objectives on time and budget.

### ROADWAY DESIGN:

Creating safe and efficient roads for our community has been a major focus since the inception of Alliant. From planning and preliminary design to traffic control and work zone safety, our team will make sure clients' roadway projects are delivered with high-quality work, on schedule, and within budget.

Alliant's roadway design services span:

- ◆ Preliminary design
- ◆ Final design
- ◆ Highway engineering
- ◆ Maintenance of Traffic (MOT)
- ◆ Municipal engineering
- ◆ Local road design (city, county, and state aid)
- ◆ Utilities
- ◆ Construction and cost estimating
- ◆ Public involvement

As leading roadway design and transportation planning specialists, we have built, planned, designed, and administered an incredible variety of public streets, highways, and more.

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**SERVICES OFFERED-2****CONSTRUCTION ADMINISTRATION:**

Alliant offers Construction Administration services to developers and municipalities through the construction phase of projects we design. During this phase, our team will coordinate with contractors and consultants to monitor and review the progress of construction.

Alliant's construction administration services include:

- ◆ Coordination with consultants and overall project management
- ◆ Representation of client interests throughout the construction process
- ◆ Review and management of submittal packages
- ◆ Oversight of construction-phase permitting requirements
- ◆ Evaluation and approval of change orders

**LAND SURVEY:**

Alliant is dedicated to delivering accurate and timely surveying services to support the successful execution of our clients' projects. Whether providing next-day service, construction staking, or preparing a final plat for public approval, our team ensures precision and responsiveness at every state. We offer a comprehensive suite of surveying services to clients in both the public and private sectors. As one of the first disciplines engaged at the outset of a project – and often one of the last to ensure proper closeout – surveying plays a critical role in the overall project lifecycle.

Alliant's land survey services go beyond expectations:

- ◆ Boundary surveys
  - ALTA/NSPS land title surveys
  - Certificate of survey
- ◆ Topographic surveys
  - Design location/existing conditions survey
  - Hydrographic survey
  - Underground survey (utilities, areaways)
- ◆ Record surveys
  - Subdivision (plat, RLS, CIC, right-of-way plat)
  - Memorial plat
- ◆ Construction surveys
  - Establish horizontal and vertical site control
  - Staking horizontal and vertical site control
  - Volume measurements

We provide dependable, accurate land surveying services that adapt to your project's timeline and unique needs.

**MAINTENANCE OF TRAFFIC (MOT):**

The Alliant Maintenance of Traffic (MOT) team works hand-in-hand with contractors and owners to develop innovative construction staging plans for complex projects throughout the Midwest and Western United States. Our expertise in construction staging, traffic control, temporary pedestrian facilities, public outreach, stakeholder engagement, and plan implementation allows our clients to rest easy knowing their project has the safest and most cost-effective construction phasing possible.

Alliant's Maintenance of Traffic (MOT) specialty services include:

- ◆ Construction staging
- ◆ Traffic control
- ◆ Traffic Management Plans (TMP)
- ◆ Incident Management Plans (IMP)
- ◆ Temporary pedestrian and multimodal facilities
- ◆ Temporary roadways and geometrics
- ◆ Temporary traffic modeling
- ◆ Detour route signal timing
- ◆ Temporary lighting and signal systems
- ◆ Public engagement
- ◆ Work zone traffic control review and refinement

To the traveling public, MOT is the most visible aspect of a construction project. Alliant develops a thorough and efficient approach to construction phasing which increases a project's traffic capacity, minimizes driver confusion, maintains access to the surrounding community, and promotes safety for both the public and construction crews.

**TRAFFIC ENGINEERING:**

As populations grow, public agencies face increasing pressure to manage rising traffic volumes with solutions that prioritize both safety and efficiency. At Alliant, we understand the critical importance of developing, designing, and implementing infrastructure projects that not only address these challenges but also reflect the unique needs of the communities they serve

Alliant's traffic engineering and traffic design services include:

- ◆ Traffic, parking, and specialty studies
- ◆ Bicycle and pedestrian facilities planning and design
- ◆ Traffic signal operations and signal timing
- ◆ Traffic modeling
- ◆ Intersection and roadway safety studies
- ◆ Intersection control evaluations
- ◆ Corridor studies
- ◆ Traffic final design
- ◆ Project management

Our traffic engineering services and designs are trusted nationwide to deliver safe, reliable, and community-focused infrastructure that supports sustainable growth.

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**SERVICES OFFERED-3****WATER RESOURCES:**

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Stormwater Solutions that Exceed Expectations: Transportation and land development projects often require effective drainage system design. Our water resources team collaborates seamlessly with our environmental experts to deliver practical stormwater solutions that meet water quality requirements and support project success. Leveraging strong relationships with permitting agencies, we also ensure compliance with local and regulatory floodplain standards.

Alliant's water resources and stormwater services include:

- ◆ Hydrologic and hydraulic modeling
- ◆ Stormwater design
- ◆ Culvert design
- ◆ Bridge hydraulics
- ◆ Stream restoration
- ◆ Detention design
- ◆ Water quality management best practices
- ◆ Floodplain analysis and permitting

Our water resources team collaborates closely with Alliant's environmental experts to deliver exceptional stormwater planning and design—ensuring compliance with the highest regulatory standards.

**SOLUTIONS FOR EVERY SECTOR:**

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With a wide range of services and professionals on staff, Alliant is uniquely prepared to support clients from all backgrounds. From landscape architecture and surveying to roadway design and traffic engineering, we offer the capabilities needed to execute each stage of your plan efficiently. As an employee-owned firm, our team is personally invested in the success of every project. Employee ownership fosters a deeper connection to our work, driving us to deliver thoughtful solutions, build lasting relationships, and approach each challenge with pride and accountability.



Throughout our history, Alliant has been fortunate to work with clients in both the public and private sectors. Our diverse team and experience give us the knowledge and flexibility to address the unique goals and constraints that are common among organizations in each realm. With a full line of services designed to maximize value and deliver results for every project, you can rely on Alliant to take on your biggest challenges with solutions that prioritize excellence and integrity.

Visit our website for even more available services. [www.alliant-inc.com](http://www.alliant-inc.com)



## ADDITIONAL INFORMATION

In 2018 Alliant was selected to provide city-wide engineering services for the City of Flagler Beach, FL. Our team played a key role in securing \$1 million in grant funding for cured-in-place pipe (CIPP) lining of over seven miles of gravity sewer infrastructure. We continue to serve the City with the same dedication and commitment to excellence.

In 2020, Alliant was selected to provide professional engineering services to the City of Atlantic Beach, FL. We collaborated with the Public Works Director to assess the condition of the City's existing maintenance building and presented the Commission with repair and replacement options, including cost estimates.

Tison's Landing CDD – In 2023, Alliant began providing general engineering services to support infrastructure planning and development within this growing Community Development District.

In 2024 Alliant expanded its footprint by being selected to provide engineering services to these additional CDDs, Ridgewood Trails, Oakleaf Town Center, Bartram Park, and The Trails CDDs, reinforcing our role as a trusted partner in community development districts.

In 2025, Continuing our growth, Alliant was selected to support three more CDDs, CrossCreek, Glen St. Johns, and Eagle Landing. We are excited to help guide the expansion of these communities through sound engineering and collaborative planning.

Through each of these partnerships, alliant has demonstrated our commitment to exceeding client expectations with innovative, cost-effective, and sustainable engineering solutions.

**VOLUME OF WORK PREVIOUSLY AWARDED BY THE DISTRICT:** Alliant Engineering, Inc. has not previously performed work for this district.

At Alliant, relationships aren't just part of the job—they're the reason we're chosen time and time again. For over 30 years, we've built lasting partnerships across the public and private sectors, knowing that strong connections lead to smoother projects, stronger outcomes, and greater opportunities for our clients. We protect what we build—because when our clients succeed, so do we.

### Public Sector Solutions Built on Experience and Trust

In public projects, the right team makes all the difference. At Alliant, we deliver exactly that. Each project is led by a seasoned professional and backed by a team of dedicated experts who bring a pragmatic, results-driven approach. We prioritize respect, accountability, and quality—ensuring your project's success while making your job easier from start to finish.



### Private Sector Support that Goes Beyond the Blueprint

In the private sector, where every decision counts and time is money, having a team you can trust is everything. At Alliant, we're with you from start to finish—handling the design, navigating entitlements, and clearing the path forward. We don't just solve problems—we anticipate them, helping you move faster, smarter, and with confidence.

### Balancing Vision, Value and Viability

At Alliant, we understand that maximizing value, meeting market-driven goals, and creating sustainable developments are top priorities. That's why we take a thoughtful approach—vetting design options that align with your vision while addressing community needs and regulatory requirements. The result: smart, balanced solutions tailored to your project site and long-term success.

**ADDITIONAL INFORMATION****FIRM LICENSURE AND PREQUALIFICATIONS**

Alliant is fully licensed to provide professional engineering services in the State of Florida and is registered with the Florida Department of State as an S-Corporation. Copies of the firm's licensure, as well as licenses for key personnel, are included in Appendix A.

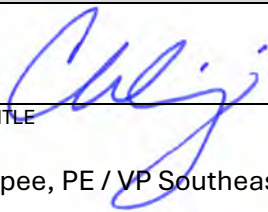
Alliant maintains a strong record of professional integrity. No judicial or administrative agency, nor any qualification board, has ever investigated Alliant or any of its employees. Furthermore, neither the firm nor its staff—including licensed engineers—has ever been subject to an adverse decision or settlement related to a violation of ethical standards.

**OTHER TECHNICAL SKILLS REFERENCE**

- ▶ 6.1 – Traffic Engineering Studies
- ▶ 6.2 – Traffic Signal Timing
- ▶ 6.3.1 – Intelligent Transportation Systems Analysis and Design
- ▶ 6.3.2 – Intelligent Transportation Systems Implementation
- ▶ 6.3.3 – Intelligent Transportation Traffic Engineering Systems Communications
- ▶ 7.3 – Signalization
- ▶ 8.1 – Control Survey
- ▶ 8.2 – Design, Right-of-Way, and Construction Surveying
- ▶ 8.4 – Right-of-Way Mapping

**AUTHORIZED REPRESENTATIVE**

SIGNATURE



DATE

July 18, 2025

NAME AND TITLE

Curt Wimpee, PE / VP Southeast Region

## ADDITIONAL INFORMATION

To fully address the criteria outlined in the RFQ, we offer the following additional information. This supplemental content further demonstrates Alliant Engineering's qualifications, expertise, and capacity to successfully perform all anticipated work under contract in the role of District Engineer.

### COMPREHENSIVE EXPERTISE AND PROVEN COMMITMENT

Alliant Engineering, Inc. delivers professional design and project management services across a broad spectrum of disciplines, including municipal infrastructure, land development, transportation, traffic engineering, landscape architecture, and surveying. Our foundation is a diverse, multidisciplinary team of talented professionals dedicated to delivering high-quality design, management, and construction services.

Founded in 1995, Alliant brings over 30 years of experience serving both public and private clients. Our collaborative, integrated management approach enables us to efficiently execute projects while maintaining an exceptional level of quality. We consistently add value by pairing unmatched civil engineering expertise with innovated, forward-thinking solutions.

In addition to our technical qualifications, we possess a deep understanding of the infrastructure challenges faced by smaller communities. The key staff proposed for this project are recognized experts in their fields and are well equipped to provide the ongoing engineering services required of a District Engineer.

**Key Program – Level Roles:** To ensure the successful delivery of services, Alliant provides structured program leadership supported by the following critical roles:

- ▶ **Client Manager / Project Lead:** Responsible for assembling tailored project teams, providing overall project insight, and serving as the primary point of contact for the District. Jeff Sprouse, PE has been selected as Client Manager due to his 28 years of experience and deep understanding of Community Development District (CDD) project dynamics. Jeff will attend district meetings (when necessary) and oversee both construction and engineering services.
- ▶ **Quality Management Oversight:** Jeff will also ensure all team members are fully trained in Alliant's Quality Management Process and that these protocols are rigorously applied across all individual projects.
- ▶ **Project Manager:** Tasked with assigning appropriate team members to individual work orders and ensuring consistency in formatting, deliverables, and technical standards across all projects. This role also serves as a key technical resource for the entire project team.

***Our team is structured for agility and accountability, enabling us to execute work orders efficiently while ensuring high-quality, on-time delivery.***



**Client Manager**

**Jeff Sprouse, PE**



**Project Manager**

**Andrew Mansen, PE**



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**ADDITIONAL INFORMATION****CERTIFIED MBE**

Alliant's teaming partner **Meskel & Associates Engineering (MAE)** is a certified Women owned DBE and JSEB firm based in Jacksonville, FL with additional office in Lake City and Tampa. MEA specializes in geotechnical engineering, drilling, and laboratory testing services and brings strong local knowledge and technical expertise to the team. MAE's certifications are included at the end of this RFQ.

**WILLINGNESS AND ABILITY TO MEET TIME AND BUDGET REQUIREMENTS**

Alliant is fully committed to delivering projects on time and within budget. We facilitate all formal reviews in an organized and timely manner to maintain project momentum. Regular progress meetings are conducted to provide clear updates and proactively address design issues that are critical to the project schedule—for both the District and the broader project team.

To support this commitment, we implement our Quality Management Plan (QMP), which is tailored for each individual project and followed rigorously throughout the design process to ensure consistency, accuracy, and efficiency. Efficient project execution goes beyond sound engineering and project management—it also requires a deep understanding of the permitting landscape. Alliant has successfully completed a wide range of projects and brings extensive experience working with regulatory agencies across Florida. Our long-standing relationships with permitting authorities enable us to navigate approvals smoothly and avoid unnecessary delays.

Additionally, our strong network of subconsultants and contractors allows us to anticipate construction needs and align design decisions with real-world implementation. By leveraging our knowledge of construction methods and building systems, we can optimize designs for constructability and cost efficiency. Communicating early and often with contractors during the design phase is a cornerstone of our approach to driving cost savings and project success.

**COMMUNICATION WITH THE DISTRICT**

Fast-tracked projects demand continuous, proactive communication and close collaboration with the District and its oversight team. At Alliant, we prioritize transparency and responsiveness to ensure all stakeholders remain aligned throughout the project lifecycle. To support this, we will propose a draft meeting schedule for review and refinement during the project kickoff meeting. We envision three key levels of communication touchpoints:

- ◆ **Design Review Meetings** – Structured sessions to review major design milestones, gather feedback, and ensure alignment with District goals.
- ◆ **Over-the-Shoulder Reviews** – Informal, real-time check-ins with District staff to discuss design elements as they are developed, allowing for early input and course correction.

- ◆ **Progress Meetings** – Regularly scheduled updates to review timelines, track deliverables, and address any emerging issues promptly.

This multi-tiered communication strategy helps foster accountability, accelerates decision-making, and supports timely delivery of high-quality work.

**DESIGN REVIEW**

Alliant implements a structured, collaborative design review process to ensure quality, consistency, and alignment with project goals. Out reviews are conducted at key milestones and are supported by a clear schedule developed during project kickoff.

**OTSR**

To promote transparency and real-time collaboration, OTSRs will be scheduled between major project milestones. These informal working sessions provide the District with visibility into the evolving design and create opportunities to offer input throughout the process. The primary purpose of OTSRs is to present “in-progress” design plans, address specific issues as they arise, and facilitate timely decisions that could affect the project schedule or scope. As appropriate, key stakeholders may also be included to ensure alignment and gather multidisciplinary feedback. Whenever possible OTSRs will be conducted face-to-face to support more productive discussions, faster resolutions, and stronger communication among team members.

**PROGRESS MEETINGS**

Alliant utilizes regular progress meetings to ensure the District remains fully informed and actively involved in all aspects of the project. These meetings serve as a vital platform to discuss current issues, address “hot topics”, track key decisions, and outline upcoming action items.

In many cases, progress meetings also function as informal “mini” OTSRs, allowing us to present specific portions of the design for real-time feedback. This dynamic approach encourages “collaboration on the fly”, enabling the District to weight in on design elements early and often – minimizing surprises and significantly reducing the risk of rework.

To support clear communication and accountability, most meetings will include:

- ◆ A pre-distributed agenda
- ◆ Meeting minutes
- ◆ An action item log

These materials will be shared with both Alliant's internal team and District staff, ensuring everyone – regardless of attendance – is informed of key decisions and next steps. Additionally, Alliant will establish streamlined systems and protocols for electronic file sharing, supporting collaborative design review and real-time input across all stakeholders.

## ADDITIONAL INFORMATION

### RECENT, CURRENT, AND PROJECTED WORKLOADS

At Alliant, client satisfaction is directly tied to our ability to meet schedule commitments—without compromising on quality. To support this, we proactively manage our workload and maintain staffing levels that exceed immediate needs. This intentional buffer allows us to remain highly responsive while consistently delivering exceptional results.

Jeff Sprouse, PE, will serve as the primary point of contact and is fully empowered to allocate support staff and resources as needed to meet project demands. Upon receipt of a work assignment from the District, a detailed project schedule will be developed in collaboration with key stakeholders. Responsibilities and deadlines will then be assigned to appropriate Alliant team members to ensure timely delivery of all project deliverables.

To further support workload management:

- ◆ Alliant project managers meet weekly to review current and upcoming projects, assess staff capacity, and align resources accordingly.
- ◆ We maintain a high-level project design schedule that forecasts anticipated project commitments against available staffing on a monthly basis.
- ◆ This process allows us to identify potential constraints early and adjust staffing or schedules proactively – helping us remain agile and reliable even during peak periods.

By combining resource planning with transparent communication and early stakeholder engagement, Alliant is well-positioned to consistently meet or exceed the District's expectations on every project.

**Exhibit 2** – Below illustrates the estimated time allocation for each of the key team members that would be assigned to the project. While these percentages may fluctuate from week to week based on external factors, Alliant is committed to allocating the necessary resources when and where they are needed most.

### Exhibit 2 – Projected Schedule

Staff	20%				40%				60%				80%				100%			
Client Manager																				
Project Manager																				
Water Resources																				
Professional Land Surveyor																				
Roadway Design																				
Construction and Inspection																				
Contract Administration																				



Percent Committed



CDD



Excess Availability

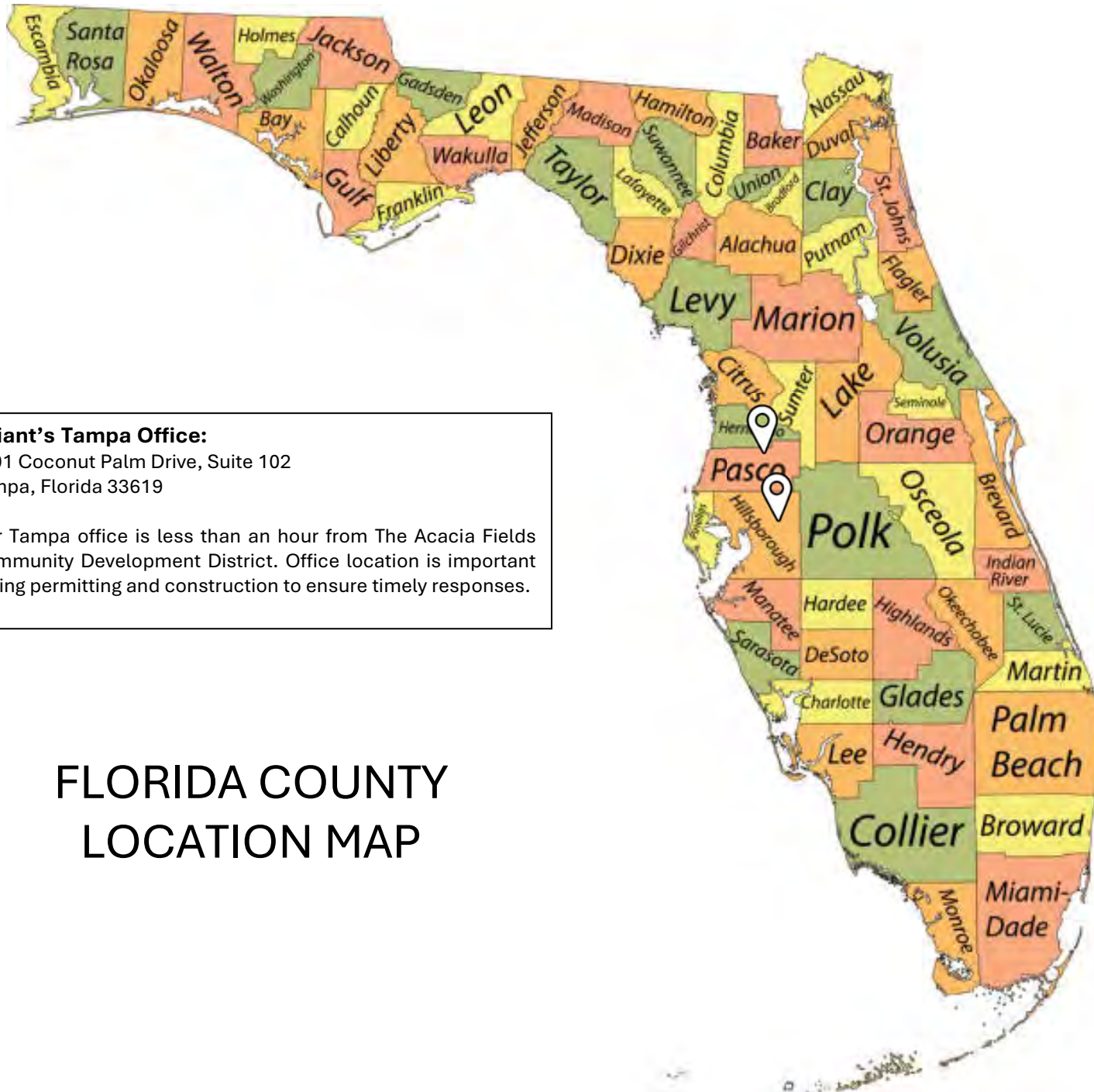
### CONSULTANT'S PAST EXPERIENCE AND PERFORMANCE

The Alliant team brings extensive experience and a strong track record of delivering high-quality professional services to municipalities and special districts across Florida. We are honored by the opportunity to support your future initiatives, just as we have done with numerous public agencies throughout the state. Alliant has proudly served the Southeast region from our Jacksonville, Florida office since 2015. Throughout this time, we have developed long-standing partnerships with local governments, delivering reliable civil engineering services under ongoing contracts. Curt Wimpée, PE, Alliant's Southeast Regional Manager, leads our efforts in the region with more than 26 years of experience in municipal engineering and infrastructure development.

In 2017, Alliant was selected to provide city-wide civil engineering services for the City of Bunnell, FL. From the beginning, our team worked closely with city leadership to secure over \$2.5 million in grant funding for infrastructure improvements. These projects included the development of reclaimed watermain systems, stormwater mitigation in flood-prone areas, and CIPP lining for aging gravity sewer infrastructure.

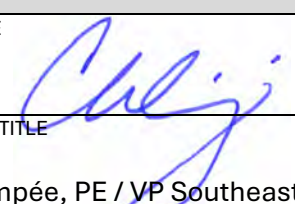
We've provided full design and construction administration services, consistently earning the City's trust through our responsiveness, technical expertise, and collaborative approach. As a result, Alliant was officially appointed City Engineer and City Surveyor—a testament to the strength of our relationship and the quality of our work. We continue to support the City on a daily and weekly basis, helping them manage and advance their infrastructure needs.

Also in 2017, Alliant was selected to provide Professional Engineering Services for St. Johns County, FL. Our team remains actively engaged with County staff to identify and address key project priorities, offering targeted solutions based on their evolving infrastructure goals.

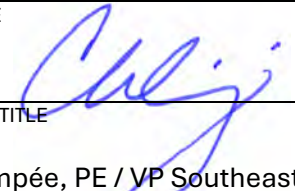


## FLORIDA COUNTY LOCATION MAP

**GENERAL QUALIFICATIONS**


Alliant Engineering, Inc.				YEAR ESTABLISHED 1995		YEAR ESTABLISHED 41-1818046	
3901 Coconut Palm Drive, Suite 102				<b>OWNERSHIP</b>			
Tampa, Florida 33619				TYPE Corporation			
Jeff Sprouse, PE, Project Manager				SMALL BUSINESS STATUS N/A			
(813) 954-4337		jsprouse@alliant-inc.com		NAME OF FIRM Alliant Engineering, Inc.			
<b>EMPLOYEES BY DISCIPLINE</b>				<b>PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS</b>			
Function Code	Discipline	Number of Employees		Profile Code	Experience	Revenue Index Number	
		Firm	Branch				
02	Administrative	18	3	E10	Environmental & Natural Resource Map	4	
08	CAD Technician	7	1	H07	Highways	8	
12	Civil Engineer	55	9	H11	Housing	7	
15	Construction Inspection	5	0	104	ITS	4	
16	Construction Manager	1	0	L03	Landscape Architecture	6	
23	Environmental Scientist	2	0	P05	Planning	5	
38	Land Surveyor	13	0	S09	Structural Design	4	
39	Landscape Architect	6	2	S10	Surveying	7	
47	Planner	2	0	T03	Traffic & Transportation Engineering	7	
57	Structural Engineer	2	0				
60	Transportation Engineer	61	1				
62	Water Resources Engineer	3	0				
<b>TOTAL:</b>		<b>175</b>	<b>16</b>				
ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number as shown at right)				<b>PROFESSIONAL SERVICES REVENUE INDEX NUMBER</b>			
a. Federal Work	1	1. Less than \$100,000		6. \$2 million to less than \$5 million			
b. Non-Federal Work	9	2. \$100,000 to less than \$250,000		7. \$5 million to less than \$10 million			
c. Total Work	9	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			
<b>AUTHORIZED REPRESENTATIVE</b>							
SIGNATURE 						DATE July 18, 2025	
NAME AND TITLE Curt Wimpée, PE / VP Southeast Region							

**GENERAL QUALIFICATIONS**

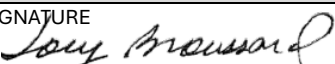
Alliant Florida, Inc.				YEAR ESTABLISHED 2019		YEAR ESTABLISHED 83-2802440	
3901 Coconut Palm Drive, Suite 102				<b>OWNERSHIP</b>			
Tampa, Florida 33619				TYPE			
Clayton Walley, Vice President Florida Land Survey				SMALL BUSINESS STATUS N/A			
(904) 900-3507		cwalley@alliant-inc.com		NAME OF FIRM			
<b>EMPLOYEES BY DISCIPLINE</b>				<b>PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS</b>			
Function Code	Discipline	Number of Employees		Profile Code	Experience	Revenue Index Number	
		Firm	Branch				
08	CAD Technician	5	S10	S10	Surveying	6	
38	Land Surveyor	21					
<b>TOTAL:</b>		<b>26</b>					
ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number as shown at right)				PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	1	1. Less than \$100,000		6. \$2 million to less than \$5 million			
b. Non-Federal Work	6	2. \$100,000 to less than \$250,000		7. \$5 million to less than \$10 million			
<b>c. Total Work</b>	<b>6</b>	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			
<b>AUTHORIZED REPRESENTATIVE</b>							
SIGNATURE 						DATE July 18, 2025	
NAME AND TITLE Curt Wimpée, PE / VP Southeast Region							



**GENERAL QUALIFICATIONS**

Meskel & Associates Engineering, PLLC				YEAR ESTABLISHED 2008		YEAR ESTABLISHED DVZYP4E9Q3L8	
2202 N. West Shore Blvd., Suite 200				<b>OWNERSHIP</b>			
Tampa, Florida 33607				TYPE S-Corporation			
Antoinette D. Meskel, PE, President, Principal Engineer				SMALL BUSINESS STATUS WOSB, SB, DBE: NAICS 541330, 541380, 541920			
(904) 519-6990		tina@meskelengineering.com		NAME OF FIRM			
<b>EMPLOYEES BY DISCIPLINE</b>				<b>PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS</b>			
Function Code	Discipline	Number of Employees		Profile Code	Experience	Revenue Index Number	
		Firm	Branch				
02	Administrative	6		E02	Education Facilities, Classrooms	0.5	
08	CAD Technician	1		E09	Environmental Impact Studies & Assessments	0.5	
15	Construction Inspector	5		E12	Environmental Remediation	0.5	
27/55	Foundation/Geotechnical Engineer	7		E13	Environmental Testing & Analysis	0.5	
30	Geologist	1		H07	Highways, Streets, Airfield Paving, & Parking Lots	3	
48	Project Engineers	5		O01	Office Buildings & Industrial Parks	0.5	
58	Technician/Analyst	6		P12	Power Generation, Transmission, & Distribution	0.5	
	Engineering Intern	2		R04	Recreation Facilities (Parks, Marinas, Etc.)	1.5	
	Drillers	8		S04	Sewage Collection, Treatment & Disposal	1	
				S05	Soils, Geotechnical Studies, & Foundations	4	
				S07	Solid Wastes, Incineration, Landfill	1	
				T02	Testing & Inspection Services	3	
				W02	Water Resources, Hydrology, Ground Water	1	
				W03	Water Supply, Treatment & Distribution	2	
<b>TOTAL:</b>		<b>41</b>					
ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number as shown at right)				<b>PROFESSIONAL SERVICES REVENUE INDEX NUMBER</b>			
a. Federal Work	4	1. Less than \$100,000		6. \$2 million to less than \$5 million			
b. Non-Federal Work	7	2. \$100,000 to less than \$250,000		7. \$5 million to less than \$10 million			
c. Total Work	7	3. \$250,000 to less than \$500,000		8. \$10 million to less than \$25 million			
		4. \$500,000 to less than \$1 million		9. \$25 million to less than \$50 million			
		5. \$1 million to less than \$2 million		10. \$50 million or greater			
<b>AUTHORIZED REPRESENTATIVE</b>							
SIGNATURE 						DATE July 18, 2025	
NAME AND TITLE  Antoinette D. Meskel, PE, President, Principal Engineer							

**GENERAL QUALIFICATIONS**

ECS Florida, LLC				YEAR ESTABLISHED 2017		YEAR ESTABLISHED MNVJKQ85HFG3	
4524 N. 56th Street				<b>OWNERSHIP</b>			
Tampa, Florida 33610				TYPE Limited Liability Company			
Rey Ruiz, PE, SI – Branch Manager				SMALL BUSINESS STATUS N/A			
(904) 519-6990		tina@meskelengineering.com		NAME OF FIRM ECS Florida, LLC			
<b>EMPLOYEES BY DISCIPLINE</b>				<b>PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS</b>			
Function Code	Discipline	Number of Employees		Profile Code	Experience	Revenue Index Number	
		Firm	Branch				
02	Administrative	33	6	H11	Housing (Residential, Multi-Family, Apts., Condos)	8	
06	Architect	2		H07	Highways, Streets, Airfield Paving, Parking Lots	7	
08	CAD Technician	1		E09	Environmental Impact Studies, Assessments	7	
	Construction Materials Manager	10	3	T02	Testing & Inspection Services	6	
	Drillers	29	10	C10	Commercial Buildings (low rise), Shopping Centers	6	
24	Environmental Scientist	19	4	W01	Warehouses & Depots	5	
	Environmental Technician	2		S05	Soils & Geologic Studies, Foundations	4	
	Field Technicians	94	17	H10	Hotels, Motels	4	
30	Geologist	6	2	O01	Office Buildings, Industrial Parks	4	
	Hydrologist			101	Industrial Buildings, Manufacturing Plants	4	
36	Industrial Hygiene			E02	Schools & Universities	4	
	Lab Technician	14	4	A06	Airports, Terminals & Hangers, Freight Handling	4	
	Professional Engineer	25	6	H09	Hospitals & Medical Facilities	4	
48	Project Manager	59	25	P02	Petroleum & Fuel (Storage & Distribution)	3	
	Soils Engineer			R02	Recreation Facilities (Parks, Marinas, Etc.)	3	
				D07	Dining Halls, Clubs, Restaurants	3	
				E12	Environmental Remediation	3	
				S13	Stormwater Handling & Facilities	3	
				H06	Highrise, Air-Rights-Type Buildings	3	
				W03	Water Supply, Treatment & Distribution	3	
<b>TOTAL:</b>		<b>294</b>	<b>77</b>				
<b>ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS</b> (Insert revenue index number as shown at right)				<b>PROFESSIONAL SERVICES REVENUE INDEX NUMBER</b>			
a. Federal Work	3	1. Less than \$100,000		6. \$2 million to less than \$5 million			
b. Non-Federal Work	9	2. \$100,000 to less than \$250,000		7. \$5 million to less than \$10 million			
c. Total Work	9	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			
<b>AUTHORIZED REPRESENTATIVE</b>							
SIGNATURE 						DATE July 18, 2025	
NAME AND TITLE Joey Broussard, PE – Subsidiary Regional Vice President							



# **APPENDIX A**

## **CERTIFICATIONS AND LICENSES**

**ALLIANT ENGINEERING, INC.**

**July 18, 2025**



**ALLIANT**

**CERTIFICATIONS AND LICENSES**

# State of Florida

## Woman Business Certification

Meskel Associates and Engineering

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:  
04/29/2025 to 04/29/2027



Pedro Allende  
Florida Department of Management Services



Office of Supplier Development  
4050 Esplanade Way, Suite 380  
Tallahassee, Florida 32399  
850-487-0915  
[www.dms.myflorida.com/osd](http://www.dms.myflorida.com/osd)



## CERTIFICATIONS AND LICENSES



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF PROFESSIONAL ENGINEERS**

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

**SPROUSE, WAYNE J**  
4810 SUMMERALL ROAD  
PLANT CITY FL 33567

**LICENSE NUMBER: PE60821**

**EXPIRATION DATE: FEBRUARY 28, 2027**  
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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF PROFESSIONAL ENGINEERS**

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

**MANSSEN, ANDREW MORGAN**  
4575 GOLF BROOK ROAD  
ORANGE PARK FL 32065

**LICENSE NUMBER: PE91277**

**EXPIRATION DATE: FEBRUARY 28, 2027**  
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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF PROFESSIONAL ENGINEERS**

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

**WIMPEE, CURTIS MARCEL**  
11410 WILDECROFT TERRACE  
JACKSONVILLE FL 32223

**LICENSE NUMBER: PE79764**

**EXPIRATION DATE: FEBRUARY 28, 2027**  
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Ron DeSantis, Governor

Melanie S. Griffin, Secretary




**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF PROFESSIONAL ENGINEERS**

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

**OESTMAN, ADAM VIKTOR**  
12844 BEAUBIEN RD  
JACKSONVILLE FL 32258


**LICENSE NUMBER: PE98440**

**EXPIRATION DATE: FEBRUARY 28, 2027**  
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Ron DeSantis, Governor

Melanie S. Griffin, Secretary




**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF PROFESSIONAL ENGINEERS**

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

**SCHOFIELD, JOSEPH RYAN**  
10475 FORTUNE PKWY.  
SUITE 101  
JACKSONVILLE FL 32256

**LICENSE NUMBER: PE69219**

**EXPIRATION DATE: FEBRUARY 28, 2027**  
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## **Tab 4**

**RESOLUTION NO. 2025-26**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF ACACIA FIELDS COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$56,500,000 AGGREGATE PRINCIPAL AMOUNT OF ACACIA FIELDS COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT BONDS, IN ONE OR MORE SERIES, TO PAY ALL OR A PORTION OF THE DESIGN, ACQUISITION, CONSTRUCTION COSTS OF CERTAIN PUBLIC INFRASTRUCTURE IMPROVEMENTS, INCLUDING, BUT NOT LIMITED TO, STORMWATER MANAGEMENT AND CONTROL FACILITIES, INCLUDING, BUT NOT LIMITED TO, RELATED EARTHWORK AND ANY CONVEYANCE OF LANDS RELATING THERETO; ROADWAY IMPROVEMENTS AND ANY IMPACT FEES; WATER AND WASTEWATER SYSTEMS, INCLUDING ANY CONNECTION CHARGES, THE INCREMENTAL COST OF UNDERGROUNDING ELECTRIC UTILITIES; LANDSCAPING, HARDSCAPING AND IRRIGATION IN PUBLIC RIGHTS-OF-WAY, ENTRANCE FEATURES; OPEN SPACE AND PASSIVE PARKS, ANY ENVIRONMENTAL AND WILDLIFE MITIGATION, AND ALL RELATED SOFT AND INCIDENTAL COSTS (COLLECTIVELY, THE "PROJECT"), PURSUANT TO CHAPTER 190, FLORIDA STATUTES, AS AMENDED; APPOINTING U.S. BANK TRUST COMPANY, NATIONAL ASSOCIATION TO SERVE AS TRUSTEE; APPROVING THE EXECUTION AND DELIVERY OF A MASTER TRUST INDENTURE AND A SUPPLEMENTAL TRUST INDENTURE IN SUBSTANTIALLY THE FORMS ATTACHED HERETO; PROVIDING THAT SUCH BONDS SHALL NOT CONSTITUTE A DEBT, LIABILITY OR OBLIGATION OF ACACIA FIELDS COMMUNITY DEVELOPMENT DISTRICT (EXCEPT AS OTHERWISE PROVIDED HEREIN), PASCO COUNTY, FLORIDA, OR OF THE STATE OF FLORIDA OR OF ANY OTHER POLITICAL SUBDIVISION THEREOF, BUT SHALL BE PAYABLE SOLELY FROM SPECIAL ASSESSMENTS ASSESSED AND LEVIED ON THE PROPERTY WITHIN THE DISTRICT BENEFITED BY THE PROJECT AND SUBJECT TO ASSESSMENT; PROVIDING FOR THE JUDICIAL VALIDATION OF SUCH BONDS; AND PROVIDING FOR OTHER RELATED MATTERS.**

**WHEREAS**, Acacia Fields Community Development District (the "District"), is a local unit of special-purpose government organized and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the "Act"), created by Ordinance No. 25-30 of the Board of County Commissioners of Pasco County, Florida, enacted on June 3, 2025 and becoming effective on June 4, 2025;

**WHEREAS**, the District was created for the purpose of delivering certain community development services and facilities within and outside its jurisdiction, and the District has decided to undertake the design, acquisition, construction costs of certain public infrastructure



improvements to be located in or to benefit of developable lands within the District including, but not limited to, stormwater management and control facilities, including, but not limited to, related earthwork and any conveyance of lands relating thereto; roadway improvements; water and wastewater systems, including connection charges, the incremental cost of undergrounding electric utilities, irrigation and landscaping and hardscaping in public rights-of-way; entrance features; open space and passive parks, any environmental and wildlife mitigation and related soft and incidental costs, pursuant to the Act (collectively, the “Project”), all as set forth in **Schedule “I”** hereto;

**WHEREAS**, the District desires to authorize the issuance of not to exceed \$56,500,000 aggregate principal amount of its Acacia Fields Community Development District Special Assessment Bonds, in one or more series (collectively, the “Bonds”), in order to pay all or a portion of the design, acquisition and construction costs of the Project;

**WHEREAS**, the District desires to provide the terms and conditions under which the District will acquire and cause to be constructed the public infrastructure improvements on District lands and certain adjacent lands the improvement of which will specially benefit certain District lands known as Acacia Fields;

**WHEREAS**, authority is conferred upon the District by the Constitution and laws of the State of Florida, specifically including, but not limited to, Sections 190.011(9), 190.011(14), 190.014, 190.016(1), 190.016(2), 190.016(5), 190.016(8), 190.016(11), 190.016(13), 190.022 and 190.023 of the Act, to issue the Bonds; and

**WHEREAS**, the District desires to authorize and approve various instruments to be executed and delivered in connection with the Bonds and to provide for the judicial validation of the Bonds pursuant to Section 190.016(12), Florida Statutes.

**NOW, THEREFORE, BE IT RESOLVED** by Acacia Fields Community Development District, as follows:

**Section 1. Authorization of Bonds.** The District hereby authorizes the issuance of not to exceed \$56,500,000 aggregate principal amount of the Bonds in one or more series to (i) finance all or a portion of the costs of the Project; (ii) fund debt service reserve accounts for each series of bonds so issued; and (iii) pay the costs of issuing the Bonds. Pursuant to Section 190.016(1) of the Act, the Bonds may be issued and delivered by the District in payment of all or a portion of the purchase price of the Project or may be sold at public or private sale.

**Section 2. Certain Details of the Bonds.** The Bonds and the interest thereon, shall not be deemed to constitute a debt, liability or obligation of the District (except as provided herein), Pasco County, Florida (the “County”), or of the State of Florida (the “State”), or of any other political subdivision thereof, but shall be payable solely from the Special Assessments (as defined in the form of Indenture hereinafter referred to) levied by the District on property within the District benefited by the Project and subject to assessment, as set forth in the Indenture, and neither the faith and credit nor any taxing power of the District, the County or the State, or of any other political subdivision thereof, is pledged to the payment of the principal of or interest on the Bonds,

except for Special Assessments to be assessed and levied by the District to secure and pay the Bonds.

The Bonds shall:

(i) be issued in one or more series and may be delivered in payment of the purchase price of the Project or sold at public or private sale, as provided in Section 190.016(1), Florida Statutes, each series in an aggregate principal amount to be determined by subsequent resolution or resolutions of the District; provided, however, that the total aggregate principal amount of the Bonds issued may not exceed \$56,500,000 unless this Resolution is amended prior to the validation of the Bonds authorized herein;

(ii) be issued in fully registered form in a minimum principal denomination of \$5,000 and any integral multiple of \$5,000 in excess thereof, except as otherwise provided in the herein defined Indenture;

(iii) bear interest at an average annual rate not exceeding the maximum rate as may then be permitted by the laws of the State as more particularly provided in one or more resolutions adopted by the District prior to the issuance and delivery of the Bonds of any series;

(iv) the Bonds of each series shall be payable in not more than 30 annual installments of principal; and

(v) be dated as provided in a resolution adopted by the District prior to the issuance and delivery thereof.

The final maturity date or dates of the Bonds and the interest rate or rates thereon shall be determined, within the foregoing limits, and any optional, mandatory and extraordinary redemption provisions thereof shall be fixed, by the Indenture hereinafter referred to or by one or more resolutions of the District to be adopted prior to the delivery of the Bonds of any series. In other respects, the Bonds shall be in the form, shall be executed and authenticated, shall be subject to replacement and shall be delivered as provided in the Indenture hereinafter referred to, the form of which is set out as composite **Exhibit "A"** attached hereto.

Prior to the issuance and delivery of the Bonds, the District shall have undertaken and, to the extent then required under applicable law, completed all necessary proceedings, including, without limitation, the approval of assessment rolls, the holding of public hearings and the adoption of resolutions in order to levy and collect Special Assessments upon the lands within the District subject to assessment, all as more specifically required and provided for by the Act and Chapters 170, 190 and 197, Florida Statutes, as the same may be amended from time to time, or any successor statutes thereto.

**Section 3. Designation of Attesting Members.** Each Assistant Secretary of the Board of Supervisors (the "Board") of the District (each individually a "Designated Member") and the Secretary, or any other appointed Assistant Secretary, are hereby designated and authorized on behalf of the Board to attest to the seal of the Board and to the signature of the Chairperson or Vice Chairperson of the Board as they appear on the Bonds, the Indenture and any other documents

which may be necessary or helpful in connection with the issuance and delivery of the Bonds and in connection with the application of the proceeds thereof.

**Section 4. Authorization of Execution and Delivery of Master Trust Indenture and Supplemental Trust Indenture.** The District does hereby authorize and approve the execution by the Chairperson or Vice Chairperson and any Designated Member and the delivery of a Master Trust Indenture and a Supplemental Trust Indenture (collectively, the “Indenture”) for the Bonds, each between the District and the Trustee named in Section 6 of this Resolution. The Indenture shall provide for the security of the Bonds and express the contract between the District and the owners of such Bonds. The Indenture shall be in substantially the forms thereof attached hereto and marked composite **Exhibit “A”** and hereby approved, with such changes therein as are necessary or desirable to reflect the terms of the sale of the Bonds as shall be approved by the Chairperson (or in his or her absence, the Vice Chairperson) executing the same, with such execution to constitute conclusive evidence of such officer’s approval and the District’s approval of any changes therein from the form of Indenture attached hereto.

**Section 5. Sale of Bonds.** Pursuant to the provisions of Section 190.016(1) of the Act, the Bonds may be delivered in payment of all or a portion of the purchase price of the Project or may be sold at public or private sale after such advertisement, if any, as the Board may deem advisable but not in any event at less than 90 percent of the par value thereof, together with accrued interest thereon, in conformance with the provisions of the Act.

**Section 6. Appointment of Trustee.** The District hereby appoints U.S. Bank Trust Company, National Association to act as trustee under the Indenture (the “Trustee”). The Trustee shall also serve as the Paying Agent and Registrar under the Indenture.

**Section 7. Bond Validation.** District Counsel and Bond Counsel to the District are hereby authorized and directed to take appropriate proceedings in the Circuit Court of the Sixth Judicial Circuit of Florida, in and for Pasco County, Florida, for validation and the proceedings incident thereto for the Bonds to the extent required by and in accordance with Section 190.016(12), Florida Statutes. The Chairperson, Vice Chairperson or any Designated Member is authorized to sign any pleadings and to offer testimony in any such proceedings for and on behalf of the District. The other members of the Board, the officers of the District and the agents and employees of the District, including, without limitation, the District Manager, the engineer or engineering firm serving as engineer to the District and the District’s underwriter are hereby also authorized to offer testimony for and on behalf of the District in connection with any such validation proceedings.

**Section 8. Further Official Action; Ratification of Prior and Subsequent Acts.** The Chairperson, the Vice Chairperson, the Secretary and each Designated Member and any other proper official of the District are each hereby authorized and directed to execute and deliver any and all documents and instruments (including, without limitation, any documents required by the Trustee to evidence its rights and obligations with respect to the Bonds, any documents required in connection with implementation of a book-entry system of registration, any funding agreements, acquisition agreements, true-up agreements and/or completion agreements with the Developer (as such term is defined in the Indenture), and investment agreements relating to the investment of the proceeds of the Bonds and any agreements in connection with maintaining the exclusion of interest

on the Bonds from gross income of the holders thereof) and to do and cause to be done any and all acts and things necessary or desirable for carrying out the transactions contemplated by this Resolution. In the event that the Chairperson or the Secretary is unable to execute and deliver the documents herein contemplated, such documents shall be executed and delivered by the respective designee of such officer or official or any other duly authorized officer or official of the District. The Secretary or any Designated Member is hereby authorized and directed to apply and attest the official seal of the District to any agreement or instrument authorized or approved herein that requires such a seal and attestation. All of the acts and doings of such members of the Board, the officers of the District, and the agents and employees of the District, which are in conformity with the intent and purposes of this resolution, whether heretofore or hereafter taken or done, shall be and are hereby ratified, confirmed and approved.

**Section 9. Bond Anticipation Notes.** The District may, if it determines it to be in its best financial interest, issue Bond Anticipation Notes (“BANs”) in order to temporarily finance the costs of all or a portion of the Project. The District shall by proper proceedings authorize the issuance and establish the details of such BANs pursuant to the provisions of Section 190.014, Florida Statutes, as amended other applicable provisions of laws.

**Section 10. Subsequent Resolution(s) Required.** Notwithstanding anything to the contrary contained herein, no series of Bonds may be issued or delivered until the District adopts a subsequent resolution and/or supplemental indenture for each such series of Bonds, fixing the details of such series of Bonds remaining to be specified or delegating to the Chairperson, the Vice Chairperson or a Designated Member the authority to fix such details.

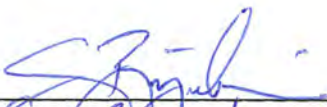
**Section 11. Severability.** If any section, paragraph, clause or provision of this resolution shall be held to be invalid or ineffective for any reason, the remainder of this resolution shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this resolution would have been adopted despite the invalidity or ineffectiveness of such section, paragraph, clause or provision.


**Section 12. Effective Date.** This resolution shall take effect immediately upon its adoption, and any provisions of any previous resolutions in conflict with the provisions hereof are hereby superseded.



**PASSED** in Public Session of the Board of Supervisors of Acacia Fields Community Development District, this 8<sup>th</sup> day of July, 2025.

**ACACIA FIELDS COMMUNITY  
DEVELOPMENT DISTRICT**

By:   
Name: Scott Brizendine  
Title: Secretary, Board of Supervisors

By:   
Name: Kelly Evans  
Title: Chairperson/Vice Chairperson  
Board of Supervisors

## **SCHEDULE I**

### **DESCRIPTION OF THE PROJECT**

The Project includes, but is not limited to, the following improvements:

- Stormwater management and control facilities, including, but not limited to, related earthwork and drainage;
- Roadway improvements, including any impact fees;
- Water and wastewater facilities, including any connection fees;
- Offsite roadway improvements;
- Landscaping, irrigation and hardscape in public rights-of-way;
- Incremental cost of undergrounding electric utilities;
- Environmental and wildlife mitigation (on-site);
- Open space and passive parks; and
- All related soft and incidental costs.

**EXHIBIT A**  
**FORM OF MASTER TRUST INDENTURE**  
**AND**  
**SUPPLEMENTAL TRUST INDENTURE**

712360251v3



## **Tab 5**

**RESOLUTION 2025- 27**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
DESIGNATING THE OFFICERS OF THE ACACIA FIELDS  
COMMUNITY DEVELOPMENT DISTRICT; AND PROVIDING  
FOR AN EFFECTIVE DATE.**

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

**WHEREAS**, the initial supervisors have taken and subscribed to the oath of office per F.S. 190.006(4); and

**WHEREAS**, the Board of Supervisors (hereinafter the “Board”) now desire to organize by designating the Officers of the District per F.S. 190.006(6).

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

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

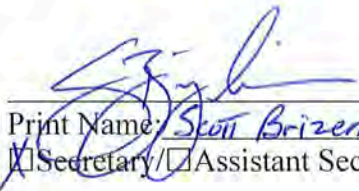
<u>Kelly Evans</u>	Chair
<u>Lori Campagna</u>	Vice - Chair
<u>Scott Brizendine</u>	Secretary
<u>Scott Brizendine</u>	Treasurer
<u>Shawn Wildermuth</u>	Assistant Treasurer
<u>Momo Anselmi</u>	Assistant Secretary
<u>Sean Finotti</u>	Assistant Secretary
<u>Bradley Gilley</u>	Assistant Secretary
<u>Angela Savinon</u>	Assistant Secretary


2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED ON AUGUST 12, 2025.**

**ATTEST:**

**ACACIA FIELDS COMMUNITY  
DEVELOPMENT DISTRICT**

  
Print Name: Scott Brizendine  
☒ Secretary / ☐ Assistant Secretary

  
Name: Kelly Evans  
Title: Chair of the Board of Supervisors

## **Tab 6**

**RESOLUTION 2025-28**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ACACIA FIELDS COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS' ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), *FLORIDA STATUTES*, ADDRESSING SEAT NUMBER DESIGNATIONS ON THE BOARD OF SUPERVISORS; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

**WHEREAS**, pursuant to Section 190.006(2), *Florida Statutes*, a landowners meeting is required to be held following the creation of a community development district for the purpose of electing supervisors of the District; and

**WHEREAS**, following proper publication and notice thereof, the owners of land within the District held a meeting for the purpose of electing supervisors to the Board of Supervisors of the District (“**Board**”); and

**WHEREAS**, at the landowner’s meeting, the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

**WHEREAS**, the Board, by means of this Resolution, desires to canvas the votes, declare and certify the results of the landowner’s election, and announce the Board Members, seat number designations on the Board.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD:**

**SECTION 1.** The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2.** The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown, to wit:

Seat 1	_____	Votes: _____
Seat 2	_____	Votes: _____
Seat 3	_____	Votes: _____
Seat 4	_____	Votes: _____
Seat 5	_____	Votes: _____



**SECTION 3.** In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the respective Supervisors, they are declared to have been elected for the following terms of office:

Seat 1	_____	Years: _____
Seat 2	_____	Years: _____
Seat 3	_____	Years: _____
Seat 4	_____	Years: _____
Seat 5	_____	Years: _____

**SECTION 4.** Said terms of office shall commence immediately.

**SECTION 5.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect. To the extent the provisions of this Resolution conflict with the provisions of any other resolution of the District, the provisions of this Resolution shall prevail.

**PASSED AND ADOPTED** on August 12, 2025.

**Attest:**

**Acacia Fields Community  
Development District**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Name: Kelly Evans  
Title: Chair of the Board of Supervisors

## **Tab 7**

## RESOLUTION 2025-29

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ACACIA FIELDS COMMUNITY DEVELOPMENT DISTRICT EXPRESSING ITS INTENT TO UTILIZE THE UNIFORM METHOD OF COLLECTION FOR ANY NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED NOW OR IN THE FUTURE BY THE DISTRICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Acacia Fields Community Development District (the “**District**”) is a local unit of special-purpose government that was established pursuant to the provisions of Chapter 190, *Florida Statutes* (the “**Act**”);

**WHEREAS**, the Act authorizes the Board of Supervisors of the District (the “**Board**”) to levy non-ad valorem special assessments for the purposes authorized by the Act and Chapter 170, *Florida Statutes* (“**Special Assessments**”) using the procedures provided in the Act, Chapter 170, and Chapter 197, *Florida Statutes*;

**WHEREAS**, the Board levied and/or may need to levy Special Assessments in the future to provide necessary funds: (1) for the administrative operations of the District, (2) to construct or acquire any facilities and projects of the District, (3) to maintain and preserve any facilities and projects of the District, and (4) to enable the District to provide any other services authorized by law;

**WHEREAS**, the Act authorizes the District, at its sole discretion, to collect and enforce its Special Assessments pursuant to the provisions of the Act, Sections 197.3631, 197.3632, and 197.3635, Chapter 170, or Chapter 173, *Florida Statutes*;

**WHEREAS**, Section 197.3632, *Florida Statutes* authorizes the District to use the uniform method of collection (the “**Uniform Method of Collection**”) to collect its Special Assessments if the District certifies its non-ad valorem assessment roll to the Tax Collector of Pasco County, which enables the Special Assessments, or the portion thereof that is certified, to be collected on the annual tax bill and enforced pursuant to Florida law;

**WHEREAS**, the Board finds that use of the Uniform Method of Collection can result in the more efficient and effective collection and enforcement of certain Special Assessments levied by the District which are certified for collection using the Uniform Method of Collection; and

**WHEREAS**, in accordance with the requirements of Section 197.3632, *Florida Statutes*, the Board caused notice of a public hearing on its intent to use the Uniform Method of Collection to be advertised weekly in a newspaper of general circulation within Pasco County for 4 consecutive weeks prior to such hearing and held the public hearing prior to the adoption of this Resolution.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

1. The above recitals are true and correct and by this reference are incorporated as a material part of this Resolution.

2. The Board hereby expresses its intent to use the Uniform Method of Collection for any Special Assessments levied by the Board, now and in the future, on any properties within the boundaries of the District pursuant to the legal description included in **Exhibit A**, attached hereto and incorporated herein.
3. The Special Assessments, which may be collected annually pursuant to the provisions of the Act, and the District's use of the Uniform Method of Collection may continue in any given year when the Board determines that use of the Uniform Method of Collection for that year is in the best interests of the District.
4. The District's Secretary is authorized to provide the Property Appraiser and Tax Collector of Pasco County and the Department of Revenue of the State of Florida with a copy of this Resolution and enter into any agreements with the Property Appraiser and/or Tax Collector necessary to carry out the provisions of this Resolution.
5. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.
6. This Resolution shall become effective upon its adoption and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED ON AUGUST 12, 2025.**

**ATTEST:**

**ACACIA FIELDS COMMUNITY  
DEVELOPMENT DISTRICT**

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

Name: \_\_\_\_\_

☐ Secretary / ☐ Assistant Secretary

\_\_\_\_\_  
Name: Kelly Evans

Title: Chair of the Board of Supervisors

**Exhibit A:**    Legal Description of District Boundaries



## Exhibit "A"

U:\102\Draws\LS\1102\_LS-09\_CDD.dwg - Dec 19, 2024 @ 9:53am - rwright

### THIS IS NOT A FIELD SURVEY

THERE MAY BE ADDITIONAL RESTRICTIONS AFFECTING THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

THIS LEGAL DESCRIPTION AND SKETCH WAS PREPARED WITHOUT THE BENEFIT OF A TITLE POLICY.

BEARINGS ARE BASED UPON: SEE SKETCH AND LEGAL DESCRIPTION

### LEGAL DESCRIPTION:

A parcel of land being a portion of Sections 13, 14 and 23, Township 25 South, Range 20 East, Pasco County, Florida, being more particularly described as follows:

BEGIN at the Southeast corner of the Southeast 1/4 of Section 14, Township 25 South, Range 20 East, Pasco County, Florida; thence N89°56'14"W, along the South line of said Southeast 1/4 of Section 14 (being the basis of bearings for this legal description) for 1,940.93 feet; thence leaving said South line of the Southeast 1/4 of Section 14, N00°49'19"E, for 10.21 feet; thence S88°05'58"W, for 169.06 feet; thence S85°45'25"W, for 58.77 feet to the point of intersection with said South line of the Southeast 1/4 of Section 14; thence S89°56'14"E, along said South line of the Southeast 1/4 of Section 14 for 16.50 feet; thence leaving said South line of the Southeast 1/4 of Section 14, S00°19'38"W, for 4.44 feet to the point of intersection with a non-tangent curve, concave Southerly; thence Westerly along the arc of said curve, with a radial bearing of S02°15'02"E, having a radius of 5,330.24 feet, a central angle of 01°36'55", an arc length of 150.27 feet, and a chord bearing S86°56'31"W, for 150.26 feet to the point of intersection with a non-tangent curve, concave Southerly; thence Westerly along the arc of said curve, with a radial bearing of S03°50'04"E, having a radius of 5,330.27 feet, a central angle of 01°37'01", an arc length of 150.42 feet, and a chord bearing S85°21'26"W, for 150.42 feet, to the point of tangent; thence S84°32'55"W, for 94.80 feet; thence S87°42'15"W, for 70.04 feet to the point of intersection with the East Right-of-Way line of CURLEY ROAD (COUNTY ROAD 577), as described in Official Records Book 10719, Page 2882, of the Public Records of Pasco County, Florida; thence N00°11'21"E, along said East Right-of-Way line of CURLEY ROAD (COUNTY ROAD 577), as described in said Official Records Book 10719, Page 2882 and the East Right-of-Way line of CURLEY ROAD (COUNTY ROAD 577), as described in Official Records Book 10663, Page 457, of the Public Records of Pasco County, Florida, respectively, for 36.95 feet to the point of intersection with said South line of the Southeast 1/4 of Section 14; thence leaving said East Right-of-Way line of CURLEY ROAD (COUNTY ROAD 577), as described in Official Records Book 10663, Page 457, S89°56'14"E, along said South line of the Southeast 1/4 of Section 14 for 337.65 feet; thence leaving said South line of the Southeast 1/4 of Section 14, N00°33'07"E, for 35.00 feet to the Southeast corner of LOT 1, same being the Southwest corner of LOT 2, both according to the unrecorded plat of MT. CURLEY ESTATES SUBDIVISION, as described in Official Records Book 4304, Page 1761, of the Public Records of Pasco County, Florida; thence N89°56'14"W, along the South line of said LOT 1, for 325.88 feet to the Southwest corner of said LOT 1, same being the point of intersection with the East line of a perpetual easement for Right-of-Way, as described in Official Records Book 4175, Page 1387, of the Public Records of Pasco County, Florida; thence N00°11'21"E, along the West line of said LOT 1, same being said East line of a perpetual easement for Right-of-Way, as described in Official Records Book 4175, Page 1387, for 17.82 feet to the point of intersection with a non-tangent curve, concave Southerly; thence leaving said West line of LOT 1, same being said East line of a perpetual easement for Right-of-Way, as described in Official Records Book 4175, Page 1387, Easterly along the arc of said curve, with a radial bearing of S04°01'24"E, having a radius of 6,748.03 feet, a central angle of 00°30'02", an arc length of

(LEGAL DESCRIPTION CONTINUED ON SHEET 2)

NOTE: THE GEOMETRY PERTAINING TO THE PARCEL OF LAND DESCRIBED HEREIN IS BASED UPON THAT CERTAIN ALTA/NSPS LAND TITLE SURVEY AND BOUNDARY SURVEY TITLED "BOGER RANCH" PREPARED BY FLORIDA DESIGN CONSULTANTS, INC. JOB NUMBER 0595-0251, DATED 3-22-2022, TOGETHER WITH THAT CERTAIN BOUNDARY SURVEY PREPARED BY TAMPA CIVIL DESIGN, PROJECT NAME, LENNAR PLAZEWSKI, DATED 8-22-2024 AND THE RECORD DOCUMENTS AS REFERENCED HEREON AND IS SUBJECT TO AN ACCURATE FIELD BOUNDARY SURVEY.

PREPARED FOR:

### COMMUNITY DEVELOPMENT DISTRICT

SHEET DESCRIPTION:

### LEGAL DESCRIPTION AND SKETCH

SCALE:	DATE:	DRAWN:	CALCULATED:	CHECKED:
NONE	8-13-2024	RCW3	RCW3	JTP
JOB No.:	EPN:	SECTION:	TOWNSHIP:	RANGE:
0595-0251	1102	13, 14 & 23	25S	20E

SEE SHEET 1-3 FOR LEGAL DESCRIPTION  
SEE SHEET 4-7 FOR SKETCH, DETAILS & LEGEND  
SEE SHEET 8 FOR TABLES

REVISION 1: 2024-12-18

NOT VALID WITHOUT ORIGINAL  
SIGNATURE AND SEAL OF FLORIDA  
LICENSED SURVEYOR AND MAPPER  
CERTIFIED AS TO LEGAL DESCRIPTION AND SKETCH



**FLORIDA DESIGN  
CONSULTANTS, INC.**

— THINK IT. ACHIEVE IT. —

17807 APRILE DRIVE SUITE 150 LAND O' LAKES, FLORIDA 34639  
PHONE: (888) 532-1047 FAX: (727) 849-3848 WWW.FLDESIGN.COM LB NO.8707

J. JARED BATEMAN  
PROFESSIONAL SURVEYOR AND MAPPER  
LICENSE NUMBER: 6971  
STATE OF FLORIDA



# **THIS IS NOT A FIELD SURVEY**

THERE MAY BE ADDITIONAL RESTRICTIONS AFFECTING THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

THIS LEGAL DESCRIPTION AND SKETCH WAS PREPARED WITHOUT THE BENEFIT OF A TITLE POLICY.

BEARINGS ARE BASED UPON, SEE SKETCH AND LEGAL DESCRIPTION

58.96 feet, and a chord bearing N86°13'37"E, for 58.96 feet, to the point of intersection with a non-tangent curve, concave Southerly; thence Easterly along the arc of said curve, with a radial bearing of S06°22'48"E, having a radius of 5,421.24 feet, a central angle of 02°50'14", an arc length of 268.45 feet, and a chord bearing N85°02'19"E, for 268.42 feet to the point of intersection with the East line of said LOT 1, same also being the West line of LOT 2, same also being the point of intersection with a non-tangent line; thence S00°33'07"W, along said East line of LOT 1, same being said West line of LOT 2, for 11.59 feet; thence leaving said East line of LOT 1, N88°05'58"E, for 338.20 feet to the point of intersection with the East line of said unrecorded plot of MT. CURLEY ESTATES SUBDIVISION; thence N00°49'19"E, along said East line of the unrecorded plot of MT. CURLEY ESTATES SUBDIVISION, and the Northerly extension of said East line of the Unrecorded plot of MT. CURLEY ESTATES SUBDIVISION, respectively, for 1,404.83 feet; thence leaving said Northerly Extension of the East line of the Unrecorded plot of MT. CURLEY ESTATES SUBDIVISION, S89°54'37"E, for 412.64 feet; thence S00°45'10"W, for 588.27 feet; thence S89°53'49"E, for 1,112.05 feet; thence N01°02'26"E, for 187.18 feet; thence S87°59'49"E, for 194.69 feet; thence S01°55'02"W, for 33.57 feet; thence S77°03'41"E, for 199.06 feet; thence N25°13'46"E, for 28.05 feet; thence N01°14'11"E, for 267.51 feet; thence S88°26'53"E, for 18.66 feet to the point of intersection with the West line of the Southwest 1/4 of the Southwest 1/4 of Section 13, Township 25 South, Range 20 East, Pasco County, Florida; thence N01°05'25"E, along said West line of the Southwest 1/4 of the Southwest 1/4 of Section 13, and the West line of the Northwest 1/4 of said Southwest 1/4 of Section 13, respectively, for 878.26 feet; thence leaving said West line of the Northwest 1/4 of the Southwest 1/4 of Section 13, N65°22'24"E, for 489.72 feet; thence N88°55'05"E, for 235.15 feet; thence N88°55'33"E, for 229.48 feet; thence S89°24'57"E, for 428.91 feet to the point of intersection with the East line of said Northwest 1/4 of the Southwest 1/4 of Section 13; thence S00°50'07"W, along said East line of the Northwest 1/4 of the Southwest 1/4 of Section 13 for 1,043.20 feet to the Northeast corner of said Southwest 1/4 of the Southwest 1/4 of Section 13; thence S00°57'02"W, along the East line of said Southwest 1/4 of the Southwest 1/4 of Section 13 for 1,328.80 feet to the Southeast corner of the Southwest 1/4 of the Southwest 1/4 of said Section 13; thence N89°58'05"W, along the South line of the Southwest 1/4 of the Southwest 1/4 of said Section 13 for 662.18 feet; thence leaving said South line of the Southwest 1/4 of the Southwest 1/4 of Section 13, N00°58'22"E, for 296.38 feet; thence N89°59'50"W, for 571.71 feet; thence S00°01'29"W, for 296.05 feet to the point of intersection with said South line of the Southwest 1/4 of the Southwest 1/4 of Section 13; thence N89°58'05"W, along said South line of the Southwest 1/4 of the Southwest 1/4 of Section 13, for 71.43 feet to the point of intersection with a non-tangent curve, concave Westerly; thence leaving said South line of the Southwest 1/4 of the Southwest 1/4 of Section 13, along the arc of said curve, with a radial bearing S66°21'19"W, having a radius of 17.00 feet, a central angle of 66°18'39", an arc length of 19.67 feet, and a chord bearing N56°48'00"W, for 18.60 feet to the point of intersection with a non-tangent line; thence N89°55'09"W, for 8.34 feet to the point of intersection with said West line of the Southwest 1/4 of the Southwest 1/4 of Section 13; thence S01°05'25"W, along said West line of the Southwest 1/4 of the Southwest 1/4 of Section 13, for 10.18 feet to the POINT OF BEGINNING.

Containing 5,015,769 square feet or 115.146 acres, more or less.

(LEGAL DESCRIPTION CONTINUED ON SHEET 3)

NOTE: THE GEOMETRY PERTAINING TO THE PARCEL OF LAND DESCRIBED HEREIN IS BASED UPON THAT CERTAIN ALTA/NSPS LAND TITLE SURVEY AND BOUNDARY SURVEY TITLED "BOGER RANCH" PREPARED BY FLORIDA DESIGN CONSULTANTS, INC. JOB NUMBER 0595-0251, DATED 3-22-2022, TOGETHER WITH THAT CERTAIN BOUNDARY SURVEY PREPARED BY TAMPA CIVIL DESIGN, PROJECT NAME, LENNAR PLAZEWSKI, DATED 8-22-2024 AND THE RECORD DOCUMENTS AS REFERENCED HEREON AND IS SUBJECT TO AN ACCURATE FIELD BOUNDARY SURVEY.

PREPARED FOR:

## **COMMUNITY DEVELOPMENT DISTRICT**

SHEET DESCRIPTION:

## **LEGAL DESCRIPTION AND SKETCH**

SCALE:	DATE:	DRAWN:	CALCULATED:	CHECKED:
NONE	8-13-2024	RCW3	RCW3	JTP
JOB No.:	EPN:	SECTION:	TOWNSHIP:	RANGE:
0595-0251	1102	13, 14 & 23	25S	20E

SEE SHEET 1-3 FOR LEGAL DESCRIPTION  
SEE SHEET 4-7 FOR SKETCH, DETAILS & LEGEND  
SEE SHEET 8 FOR TABLES

REVISION 1: 2024-12-18  
NOT VALID WITHOUT ORIGINAL SIGNATURE AND SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER  
CERTIFIED AS TO LEGAL DESCRIPTION AND SKETCH  
JARED T. PATENAUDE  
PROFESSIONAL SURVEYOR AND MAPPER  
LICENSE NUMBER: 1566571  
STATE OF FLORIDA



**FLORIDA DESIGN CONSULTANTS, INC.**

— THINK IT, ACHIEVE IT. —

17907 APRILE DRIVE, SUITE 150, LAND O' LAKES, FLORIDA 34638  
PHONE (800) 532-1947 FAX (727) 548-3846 WWW.FDESIGN.COM L.O. NO. 8707

**THIS IS NOT A FIELD SURVEY**

THERE MAY BE ADDITIONAL RESTRICTIONS AFFECTING THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.

THIS LEGAL DESCRIPTION AND SKETCH WAS PREPARED WITHOUT THE BENEFIT OF A TITLE POLICY.

BEARINGS ARE BASED UPON: SEE SKETCH AND LEGAL DESCRIPTION

**TOGETHER WITH:**

The East 1/2 of the East 1/2 of the Northeast 1/4 of Section 23, Township 25 South, Range 20 East, Pasco County, Florida, being more particularly described as follows:

BEGIN at the Northeast Corner of Section 23, Township 25 South, Range 20 East, Pasco County, Florida; thence South 00°24'32" West, 2,657.50 feet along the East Boundary Line of the Northeast 1/4 of said Section 23 to the Southeast Corner of the Northeast 1/4 of said Section 23; thence North 89°51'06" West, 661.41 feet along the South Line of the Northeast 1/4 of said Section 23 to the Southwest Corner of the East 1/2 of the East 1/2 of the Northeast 1/4 of said Section 23; thence North 00°22'39" East, 2,656.50 feet along the West Line of the East 1/2 of the Northeast 1/4 of said Section 23 to the Northwest Corner of the East 1/2 of the East 1/2 of the Northeast 1/4 of said Section 23; thence South 89°56'14" East, 662.87 feet along the North Line of the Northeast 1/4 of said Section 23 to the POINT OF BEGINNING

Said Described Lands Containing 40.39 Acres.


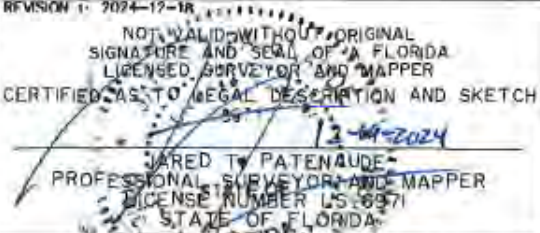
NOTE: THE GEOMETRY PERTAINING TO THE PARCEL OF LAND DESCRIBED HEREIN IS BASED UPON THAT CERTAIN ALTA/NEPS LAND TITLE SURVEY AND BOUNDARY SURVEY TITLED "BOGER RANCH" PREPARED BY FLORIDA DESIGN CONSULTANTS, INC. JOB NUMBER 0595-0251, DATED 3-22-2022, TOGETHER WITH THAT CERTAIN BOUNDARY SURVEY PREPARED BY TAMPA CIVIL DESIGN, PROJECT NAME, LENNAR PLAZEWSKI, DATED 8-22-2024 AND THE RECORD DOCUMENTS AS REFERENCED HEREON AND IS SUBJECT TO AN ACCURATE FIELD BOUNDARY SURVEY.

PREPARED FOR:

**COMMUNITY DEVELOPMENT DISTRICT**

SHEET DESCRIPTION:

**LEGAL DESCRIPTION AND SKETCH**

SCALE: <b>NONE</b>	DATE: <b>8-13-2024</b>	DRAWN: <b>RCW3</b>	CALCED: <b>RCW3</b>	CHECKED: <b>JTP</b>	SEE SHEET 1-3 FOR LEGAL DESCRIPTION SEE SHEET 4-7 FOR SKETCH, DETAILS & LEGEND SEE SHEET 8 FOR TABLES
JOB No.: <b>0595-0251</b>	EPN: <b>1102</b>	SECTION: <b>13, 14 &amp; 23</b>	TOWNSHIP: <b>25S</b>	RANGE: <b>20E</b>	
 <b>FLORIDA DESIGN CONSULTANTS, INC.</b> — THINK IT. ACHIEVE IT. — 17907 APRILE DRIVE, SUITE 150, LAND O' LAKES, FLORIDA 34654 PHONE (800) 532-1147 FAX (727) 848-3648 WWW.FLDESIGN.COM LB NO.8707					REVISION 1: 2024-12-19
					NOT VALID WITHOUT ORIGINAL SIGNATURE AND SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER CERTIFIED AS TO LEGAL DESCRIPTION AND SKETCH  <b>JARED T. PATENAUDE</b> PROFESSIONAL SURVEYOR AND MAPPER LICENSE NUMBER LS 6971 STATE OF FLORIDA

## Tab 8



**RESOLUTION 2025-30**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ACACIA  
FIELDS COMMUNITY DEVELOPMENT DISTRICT ADOPTING  
UNIFORM RULES OF PROCEDURE, IN KEEPING WITH CHAPTER  
120.54(5), *FLORIDA STATUTES*.**

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

**WHEREAS**, the Board of Supervisors of the District (hereinafter the “**Board**”) is authorized by Section 190.011(5), *Florida Statutes*, to adopt rules and orders pursuant to Chapter 120, *Florida Statutes*; and

**WHEREAS**, in accordance with Section 120.54(5), *Florida Statutes*, the District must comply with the adoption of Uniform Rules of Procedure as established by the Florida Administration Commission; and

**WHEREAS**, the District set August 12, 2025, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 120.54, *Florida Statutes*; and

**WHEREAS**, the District has complied with the rule making process as outlined in Section 120.54, *Florida Statutes*.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

Section 1: The Board hereby adopts the Rules of Procedure as attached hereto as **Exhibit “A”**.

Section 2: This resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED ON AUGUST 12, 2025.**

**ATTEST:**

**ACACIA FIELDS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Name: Kelly Evans  
Title: Chair of the Board of Supervisors

# **FORM OF RULES OF PROCEDURE**

## **ACACIA FIELDS COMMUNITY DEVELOPMENT DISTRICT**

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**RULES OF PROCEDURE**  
**ACACIA FIELDS COMMUNITY DEVELOPMENT DISTRICT**

1.0 General.

- (1) Acacia Fields Community Development District (“**District**”) was created pursuant to the provisions of Chapter 190, Florida Statutes and was established to provide for ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction.
- (2) The purpose of these Rules of Procedure (“**Rules**”) is to describe the general operations of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190, Florida Statutes.
- (3) Definitions located within any section of the Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the Board of Supervisors of the District (the “**Board**”). After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

**Specific Authority:** s.s. 190.011(5), 120.53, Fla. Stat.

**Law Implemented:** s.s. 190.011(5), 120.53, Fla. Stat.

1.1 Board of Supervisors: Officers and Voting.

- (1) Board of Supervisors. The Board shall consist of five (5) members. Members of the Board must be residents of the State of Florida and citizens of the United States of America. Board members elected or appointed by the Board to qualified elector seats must also be residents of the District, and registered to vote with the Supervisor of Elections of the county in which the District is located. The Board shall exercise the powers granted to the District.
  - (a) Board members shall hold office for the term specified by Section 190.006, Florida Statutes. If, during the term of office, any Board Member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s).



- (b) Three (3) members of the Board physically present at the meeting location shall constitute a quorum for the purposes of conducting business and exercising its powers and for all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited or abstains from participating in discussion or voting on a particular item. A Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present, so long as a physical quorum is met. If three (3) or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law.
- (2) Officers. At the first Board meeting held after each election or appointment where the newly elected members take office, the Board shall select a Chair, Vice-Chair, Secretary, Assistant Secretary, and Treasurer.
  - (a) The Chair must be a member of the Board. If the Chair resigns from that office or ceases to be a member of the Board, the Board shall select a Chair, after filling the vacancy. The Chair serves at the pleasure of the Board. The Chair or Vice-Chair shall be authorized to sign checks and warrants for the District, countersigned by the Treasurer. The Chair or Vice-Chair shall be authorized to execute agreements, resolutions, and other documents approved by the Board at a Board meeting. The Chair shall convene and conduct all meetings of the Board. In the event the Chair is unable to attend a meeting, the Vice-Chair shall convene and conduct the meeting. The Chair or Vice-Chair may request the District Manager or other district staff to convene and conduct any meeting of the Board.
  - (b) The Vice-Chair shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. If the Vice-Chair resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chair, after filling the Board vacancy. The Vice-Chair serves at the pleasure of the Board.
  - (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The District Manager may serve as Secretary.
  - (d) The Treasurer need not be a member of the Board but must be a resident of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3), Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board.

- (e) In the event that both the Chair and Vice-Chair are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chair and Vice-Chair are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “Record of Proceedings of the Acacia Fields Community Development District”, in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Records of Proceedings shall be located at the District Office and shall be available for inspection by the public.
- (5) Meetings. The Board shall establish each fiscal year, an annual schedule of regular meetings, which shall be submitted to the local governing authority. All meetings of the Board and all committee meetings shall be open to the public in accordance with the provisions of Chapter 286, Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “voting conflict of interest” shall be governed by the Florida Constitution and Chapters 112 and 190, Florida Statutes, as amended from time to time.
  - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s Secretary prior to the Board’s discussion on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes. The Board’s Secretary shall prepare a memorandum of voting conflict (Form 8B) which shall then be signed by the Board member, filed with the Board’s Secretary, and attached to the minutes of the meeting within fifteen (15) days of the meeting.
  - (b) If a Board member inadvertently votes on a matter and later learns they have a conflict on the matter, the member shall immediately notify the Board’s Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate memorandum of voting conflict, which will be attached to the minutes of the Board meeting during which the vote

on the matter occurred. The memorandum shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the written memorandum.

**Specific Authority:** s.s. 190.001, 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.006, 190.007, 112.3143, Fla. Stat.

## 1.2 Public Information and Inspection of Records.

- (1) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the “Records of Proceedings”, may be copied or inspected at the District Office during regular business hours. All written public records requests shall be directed to the District’s records custodian. The District’s records custodian shall be responsible for retaining the District’s records in accordance with applicable Florida law. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.
- (2) Copies. Copies of public records shall be made available to the requesting person at the current rate authorized under Section 119.07(4), Florida Statutes. The requesting person may be required to pay for any charges in advance.
- (3) Coordination of Necessary Financial Disclosures. Unless specifically designated by Board resolution or otherwise, the District’s records custodian shall serve as the Financial Disclosure Coordinator (“Coordinator”) for the District as required by the Florida Commission on Ethics (the “COE”).

**Specific Authority:** s.s. 190.011(5), 120.53, Fla. Stat.

**Law Implemented:** s.s. 112.31446(3), 112.3145(8)(a)1., 190.006, 119.07, 119.0701, 120.53, Fla. Stat.

## 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by Statute or these Rules, at least seven (7) days public notice shall be given of any public meeting, hearing, or workshop of the Board. Public notice shall be given as required by Florida Law and will include, as applicable:

- (a) The date, time and place of the meeting, hearing, or workshop;
  - (b) A brief description of the nature, subjects and purposes of the meeting, hearing, or workshop;
  - (c) The District Office address for the submission of requests for copies of the agenda;
  - (d) Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting, hearing, or workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting, hearing, or workshop by contacting the District Manager. If you are hearing or speech impaired, please contact Florida Relay Service at 711 who can aid you in contacting the District Office.
  - (e) A person who decides to appeal any decision made at the meeting, hearing, or workshop with respect to any matter considered at the meeting, hearing, or workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.
  - (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”
- (2) Agenda. The District Manager, under the guidance of the Chair or Vice-Chair if the Chair is unavailable, shall prepare an agenda of the meeting, hearing, or workshop. The agenda shall be available to the public at least seven (7) days before the meeting, hearing, or workshop except in an emergency. The agenda shall be posted on the District’s official website and shall be available to the public at least seven days before the meeting/hearing/workshop, except in an emergency. The agenda may be changed before or at the meeting, hearing, or workshop by a vote of the Board.
- (a) The District may, but is not required, to use the following format in preparing its agenda for its regular meetings:
    - Call to order
    - Roll call
    - Audience Questions and Comments on Agenda Items
    - Review of minutes
    - Specific items of old business
    - Specific items of new business



Staff reports

- (a) District Counsel
- (b) District Engineer
- (c) District Manager

Supervisor's requests and comments

Audience Questions and Comments

Adjournment

- (3) Minutes. The Secretary shall be responsible for keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting.
- (4) Receipt of Notice. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (5) Emergency Meetings. The Chair, or Vice-Chair if the Chair is unavailable, may convene an emergency meeting of the Board without first having complied with subsections (1), (2), (4), and (6) to act on emergency matters that may affect the public health, safety or welfare. Whenever possible, the Chair shall make reasonable efforts to notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. After an emergency meeting, the Board shall publish the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Whenever an emergency meeting is called, the District Manager shall be responsible for publishing a notice on the District's official website. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (6) Public Comment. The public shall be provided the opportunity to be heard on any proposition that will come before the Board at a meeting. The Board shall set aside a reasonable amount of time for public comment on agenda items, and the time for public comment shall be identified in the agenda. Persons wishing to address the Board should notify the Secretary of the Board prior to the "Audience Comment" section of the agenda. Each person wishing to address the Board will be given a reasonable amount of time for their comments, in the interest of time and fairness to other speakers.
- (7) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008, Florida Statutes. Once adopted in accord with Section 190.008, Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (8) Continuances. Any meeting of the Board or any item or matter included on the agenda for a meeting may be continued without re-notice or re-advertising provided that the continuance is to a specified date, time and location publicly announced at the meeting where the item or matter was included on the agenda.
- (9) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chair, can make or second a motion.

**Specific Authority:** s.s. 189.015, 190.005, 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.007, 190.008, 120.53, 286.0105, 286.0114, 120.54, Fla. Stat.

## 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to the applicable provisions of Chapter 120, Florida Statutes, and these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District.
- (2) Notice of Rule Development.
  - (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of proposed rules as required by Florida Law before providing notice of a proposed rule as required by paragraph (3). The notice of rule development shall indicate the subject area to be addressed by rule development, provide short, plain explanation of the purpose and effect of the proposed rule, cite specific legal authority for the proposed rule, and a statement of how a person may promptly obtain a copy of any preliminary draft, if available. The notice of rule development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed rule.
  - (b) All rules shall be drafted in accord with Chapter 120, Florida Statutes.
- (3) Notice of Proceedings and Proposed Rules.
  - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes or the Laws of Florida being implemented, interpreted, or

made specific. The notice shall include a summary of the District's statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2), Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice; and a statement as to whether, based on the statement of the estimated regulatory costs or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3). The notice must state the procedure for requesting a public hearing on the proposed rule unless one is otherwise scheduled or required under Florida Statutes. Except when the intended action is the repeal of a rule, the notice must include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.

- (b) The notice shall be published as required by Florida Law not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
- (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its proceedings.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the Board must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings pursuant to Section 120.54(7), Florida Statutes, must contain the name, address and telephone number of the Petitioner, specific action requested, specific reason for adoption, amendment, or repeal, the date submitted, and shall specify the text of the proposed rule and the facts showing that the Petitioner is regulated by the District, or has substantial interest in the rulemaking, shall be filed with the District. The Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes, except that copies of the petition shall not be

sent to the Administrative Procedure Committee, and notice may be given as required by Florida law.

- (6) Rulemaking Materials. After the publication of the notice to initiate rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:
  - (a) The text of the proposed rule, or any amendment or repeal of any existing rules;
  - (b) A detailed written statement of the facts and circumstances justifying the proposed rule;
  - (c) A copy of the statement of estimated regulatory costs if required by Section 120.541, Florida Statutes; and
  - (d) The published notice.
- (7) Hearing. The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the notice described in section (3) of this Rule, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. The District shall publish notice of the public hearing as required by Florida law either in the text of the notice described in section (3) of this Rule or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.
- (8) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall publish a notice on the District's official website. Notice of emergency rules shall be published as soon as possible as required by Florida Law. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.
- (9) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54, Florida Statutes.
- (10) Variances and Waivers. Variances and waivers from these Rules may be granted to the provisions and limitations contained in Section 120.542, Florida Statutes.



- (11) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be adopted pursuant to Section 190.035, Florida Statutes. For the adoption of rates, fees, rentals or other charges, the Board must hold a public hearing and publish a notice of public hearing one time, at least ten (10) days prior to the public hearing date, in a newspaper of general circulation in the District.

**Specific Authority:** s.s. 190.011(5), 190.011(15), 120.54, 190.035, Fla. Stat.

**Law Implemented:** s.s. 120.54, 190.035(2), Fla. Stat.

### 3.0 Decisions Determining Substantial Interests.

- (1) Conduct of Proceedings. Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the Chair shall designate any member of the Board (including the Chair), District Manager, District Counsel, or other person to conduct the hearing.

The person conducting the hearing may:

1. Administer oaths and affirmations;
  2. Rule upon offers of proof and receive relevant evidence;
  3. Regulate the course of the hearing, including any prehearing matters;
  4. Enter orders;
  5. Make or receive offers of settlement, stipulation, and adjustment.
- (a) The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action.
- (b) The District shall issue a final order within forty-five (45) days:
1. After the hearing is concluded, if conducted by the Board;

2. After a recommended order is submitted to the Board and mailed to all parties, if the hearing is conducted by persons other than the Board; or
  3. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.
- (2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.011(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida statutes. Prior to exercising the power of eminent domain, the District shall:
- (a) Adopt a resolution identifying the property to be taken;
  - (b) If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the county if the taking will occur in an unincorporated area, or of the municipality if the taking will occur within the municipality.

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

**Law Implemented:** s.s. 190.011(11), Fla. Stat.

#### 4.0 Purchasing, Contracts, Construction and Maintenance.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017, Florida Statutes, the following procedures, definitions and rules are outlined for the purchase of professional, construction, maintenance, and contract services, and goods, supplies, materials, and insurance.
- (2) No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (3) Definitions.
  - (a) “Continuing contract” is a contract for professional services (of a type described above), entered into in accordance with this Rule, between the District and a firm whereby the firm provides professional services for the District or for work of a specified nature with no time limitation, except that the contract shall provide a termination clause.
  - (b) “Contractual services” means rendering time and effort rather than furnishing specific goods or commodities. This term applies only to those individuals and firms rendering services as independent contractors. Contractual services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or professional services

(as defined in Section 287.055(2)(a), Florida Statutes and these Rules) and shall generally be considered the services referenced by Section 287.012(8), Florida Statutes. Contractual services do not include the extension of an existing contract for services if such extension is provided for in the contract terms. Contractual services also do not include any contract for the furnishing of labor or materials for the construction, repair, renovation, demolition, or modification of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property, as those services shall be governed by Rule 4.2.

- (c) “Emergency purchases” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive solicitation would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.
- (d) “Goods, supplies and materials” do not include printing, insurance, advertising, or legal notices.
- (e) “Invitation to Bid” is a written solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, evaluation criteria, and provides for a manual signature of an authorized representative.
- (f) “Lowest Responsible bid/proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.
- (g) “Most Advantageous bid/proposal” means, in the sole discretion of the Board, the bid or proposal (i) is submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the Board, and (iii) is the most advantageous bid or proposal to the District. Minor variations in the bid may be waived by the Board.

Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.

- (h) “Professional services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by an architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (i) “Project” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, or for a planning study activity when the fee for professional services is estimated by the District to exceed the threshold amount provided in Section 287.017, for CATEGORY TWO, as such categories may be amended from time to time by the State of Florida Department of Management Services to reflect inflation or other measures.
- (j) “Purchase” means acquisition by sale, rent, lease, purchase, or installment sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state, regional or local government entity or political subdivision of the state.
- (k) “Request for Proposal” is a written solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis and evaluation criteria as necessary.
- (l) “Responsive bid/proposal” means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these Rules, and the cost components of which are appropriately balanced. A bid/proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, Fla. Stat.



#### 4.1 Purchase of Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time, shall be purchased under the terms of these Rules. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising or legal notices.
- (2) Procedure. When a purchase of goods, supplies or materials is within the scope of this Rule, the following is appropriate:
  - (a) The Board shall cause to prepare an Invitation to Bid or Request for Proposal, as appropriate.
  - (b) The Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
  - (c) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail.
  - (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.
  - (e) The Most Advantageous Bid or Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high, or because the Board determines that it is in the best interests of the District. In the event the bids exceed the amount of funds available to be allocated by the District for this purchase, the bids may be rejected. The Board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board.
  - (f) Notice of award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, or by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.
  - (g) If only one response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement of goods, supplies or materials. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials.

- (h) If the District does not receive a response to its competitive solicitation, the District may proceed to purchase such goods, supplies, materials, or construction services in the manner it deems in the best interests of the District.
- (i) The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, Fla. Stat.

#### 4.2 Contracts for Construction of Authorized Project.

- (1) Scope. All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and comply with the bidding procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. In the event of conflict between these Rules and Section 255.20, Florida Statutes, the latter shall control. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure.
  - (a) Notice of Invitation to Bid, Request for Proposal, or request for qualifications shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than \$500,000 must be noticed at least thirty (30) days prior to the date of submittal for bids.
  - (b) The District may maintain lists of persons interested in receiving notices of Invitation to Bid, Requests for Proposals, or request for qualifications. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
  - (c) To be eligible to submit a bid, statement of qualifications, or proposal, a firm or individual must, at the time of receipt of its bid proposal:
    - 1. Hold all required applicable state professional licenses in good standing.

2. Hold all required applicable federal licenses in good standing, if applicable.
3. If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
4. Meet any special pre-qualification requirement set forth in the bid/proposal specifications.

Evidence of compliance with these Rules may be submitted with the bid or proposal, if required by the District.

- (d) Bids, statements of qualifications, or proposals shall be opened at the time, date and place noted on the Invitation to Bid, Request for Proposals, or request for qualifications. Bids or proposals shall be evaluated in accordance with the Invitation to Bid or Request for Proposal and these Rules.
- (e) To assist in the determination of the most advantageous bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.
- (f) In determining the most advantageous bidder, the District Representative may consider, in addition to the factors described in the invitation or request, the following:
  1. The ability and adequacy of the professional personnel employed by each bidder or proposer.
  2. The past performance of each bidder or proposer for the District and in other professional employment settings.
  3. The willingness of each bidder or proposer to meet time and budget requirements.
  4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
  5. The recent, current, and project workloads of the bidder or proposer.
  6. The volume of work previously awarded to each bidder or proposer.
  7. Whether the cost components of each bid or proposal are appropriately balanced.

8. Whether the bidder or proposer is a certified minority business enterprise.

- (g) The Most Advantageous Bid/Proposal/statement of qualifications shall be accepted; however, the Board shall have the right to reject all submissions, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders or proposers to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders or proposers not receiving a contract award shall not be entitled to recover costs of bid or proposal preparation or submittal from the District.
- (h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders or proposers by email or United States Mail, or by hand delivery, or by overnight delivery service, and by posting the same in the District Office and on the website for seven (7) days.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, Fla. Stat.

#### 4.3 Contracts for Maintenance Service.

- (1) Scope. All contracts for maintenance of any District facility or project shall be let under the terms of these Rules if the cost exceeds the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time by the State of Florida Department of Management Services. The maintenance of these facilities or projects may involve the purchase of contract services and /or goods, supplies or materials as defined herein. Where a contract for maintenance of such facility or project includes goods, supplies or materials and/or contract services, the District may in its sole discretion, award the contract according to the Rules in this subsection in lieu of separately bidding for maintenance, goods, supplies and materials, and contract services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.

(2) Procedure.

- (a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
- (b) The District may maintain lists of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
- (c) In order to be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of the bids or proposals:
  - 1. Hold the required applicable state and professional licenses in good standing.
  - 2. Hold all required applicable federal licenses in good standing, if any.
  - 3. Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.
  - 4. Meet any special pre-qualification requirements set forth in the bid proposal specifications.

Evidence of compliance with these Rules may be submitted with the bid, if required by the District.

- (d) Bids or Proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposal. Bids and Proposals shall be evaluated in accordance with the Invitation or Request and these Rules.
- (e) To assist in the determination of the Most Advantageous Bid or Proposal, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all respects.
- (f) In determining the Most Advantageous Bid or Proposal, the District Representative may consider, in addition to the factors described in the Invitation or request, the following:
  - 1. The ability and adequacy of the professional personnel employed by each bidder or proposer.



2. The past performance of each bidder or proposer for the District and in other professional employment settings.
  3. The willingness of each bidder or proposer to meet time and budget requirements.
  4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.
  5. The recent, current, and project workloads of the bidder or proposer.
  6. The volume of work previously awarded to each bidder or proposer.
  7. Whether the cost components of each bid or proposal are appropriately balanced.
  8. Whether the bidder or proposer is a certified minority business enterprise.
- (g) The Most Advantageous Bid or Proposal may be accepted; however, the Board shall have the right to reject all bids or proposals, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance bonds and/or other bonds with a responsive surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation to Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid or proposal. In the event the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected.
- (h) Notice of the award or intent to award, including rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by email or United States Mail, or by hand delivery, or by overnight delivery service, and by posting the same in the District Office and on the website for seven (7) days.
- (i) Emergency Purchases. In the event that an emergency purchase is necessary, the Board shall not be obligated to use the above procedure and may make an emergency purchase of maintenance services without complying with these Rules.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, Fla. Stat.

#### 4.4 Purchase of Insurance.

- (1) Scope. The purchase of life, health, accident, hospitalization, legal expense, or annuity insurance, or all or any kind of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by these Rules. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
  - (b) Notice of Invitation to Bid may be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
  - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
  - (e) If only one (1) response to an Invitation to Bid is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
  - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
  - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies which have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, if any, to the District Officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall need of the District, its officers, employees and/or dependents.
  - (h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by email or United States

Mail, or by hand delivery service, or by overnight delivery service, and by posting the same in the District Office and on the website for seven (7) days.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 112.08, Fla. Stat.

#### 4.5 Procedure for Purchasing Contractual Services.

- (1) Scope. All purchases for contractual services (except for maintenance services) may, but are not required to, be made by competitive Invitation to Bid. If state or federal law prescribes with whom the District must contract, or established the rate of payment, then these Rules shall not apply. A contract involving both goods, supplies, and materials plus contractual services may, at the discretion of the Board, be treated as a contract for goods, supplies, and materials.
- (2) Procedure. When a purchase of contractual services is within the scope of this Rule (and the District has elected to follow this procedure), the following procedure shall be followed:
  - (a) The Board shall cause to be prepared a notice of Invitation to Bid or Request for Proposal, as appropriate.
  - (b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.
  - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. The District shall make a good faith effort to provide written notice, by United States Mail, to persons who provide their names and addresses to the District Office for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be the basis for a protest of any contract award.
  - (d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid and Request for Proposal. Bids and proposals shall be evaluated in accordance with Invitation to Bid or Request for Proposal and these Rules.
  - (e) If only one (1) response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for contractual services from such bidder or proposer. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever

steps are reasonably necessary in order to proceed with the procurement of the needed contractual services.

- (f) The Board has the right to reject any and all bids or proposals. The reservation regarding the right to reject shall be included in all solicitations and advertisements. If the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders and proposers not receiving a contract award shall not be entitled to recover any costs of bid or proposal preparation or submittal from the District.
- (g) The Most Advantageous Bid or Proposal may be accepted by the District. The Board may require bidders to furnish bid, performance and/or other bonds with a reasonable surety to be approved by the Board.
- (3) Notice. Notice of contract award, including the rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, or by hand delivery, or by overnight delivery, and by posting same in the District Office and on the website for seven (7) days.
- (4) Contract Renewal. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract, unless otherwise provided in the initial contract. Renewal shall be contingent upon satisfactory performance evaluations by the District.
- (5) Contract Manager and Contract Administrator. The Board may designate a representative to function as contract manager, who shall be responsible for enforcing performance of the contract terms and conditions and serve as the liaison with the contractor. The Board may also designate a representative to function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One person may serve as both contract manager and administrator.
- (6) Emergency Purchase. The District may make an emergency purchase of contractual services without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033(3), Fla. Stat.

#### 4.6 Procedure Under Consultant's Competitive Negotiations Act.

In order to comply with the requirements of Section 287.055, Florida Statutes (regarding certain types of professional services), the following procedures are outlined for selection of firms or individuals to provide professional services exceeding the thresholds herein described and in the negotiation of such contracts.

- (1) Qualifying Procedures. In order to be eligible to submit a bid or proposal, a firm must, at the time of receipt of the bid or proposal:
  - (a) Hold all required applicable state professional licenses in good standing.
  - (b) Hold all required applicable federal licenses in good standing, if any.
  - (c) If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
  - (d) Meet any pre-qualification requirements set forth in the project or bid specifications. Qualification standards may include, but are not limited to, capability and adequacy of personnel, past record, and experience of the bidding entity.

Evidence of compliance with this Rule may be submitted with the bid, if requested by the District.

- (2) Public Announcement. Prior to a public announcement that professional services are required for a project, the Board shall identify the project as meeting the threshold requirement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when professional services are required for a project by publishing a notice providing a general description of the project and method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The District may maintain lists of persons interested in receiving such notices. These persons are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such persons who provide their name and address to the District Manager for inclusion on the list, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has the right to reject any and all bids, and such reservation shall be included in the public announcement. Bidders not receiving a contract award shall not be entitled to recover any costs of bid preparation or submittal from the District.



(3) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described above regarding qualifications and performance ability, as well as any statements of qualification on file. The Board shall conduct discussions with, and may require public presentation by firms regarding their qualifications, and/or public presentation, select and list the firms, in order of preference, deemed to be the most highly capable and qualified to perform the required professional services, after considering these and other appropriate criteria:
1. The ability and adequacy of the professional personnel employed by each firm.
  2. Each firm's past performance for the District in other professional employment settings.
  3. The willingness of each firm to meet time and budget requirements.
  4. The geographic location of each firm's headquarters or office in relation to the project.
  5. The recent, current, and projected workloads of each firm.
  6. The volume of work previously awarded to each firm.
  7. Whether a firm is a certified minority business enterprise.

Nothing in these Rules shall prevent the District from evaluating and eventually selecting a firm if less than three (3) responses, including responses indicating a desire not to submit a formal bid on a given project, are received.

- (b) If the selection process is administered by a person other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(4) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as the most qualified to perform the required professional services.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be

required to execute a truth-in-negotiation certificate stating that “wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.” In addition, any professional service contract under which such a certificate is required, shall contain a provision that “the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.”

- (c) Should the District within twenty-one (21) days be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable then unless modified by the Board, negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached within twenty-one (21) days (unless modified by the Board to the contrary) those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
  - (d) Should the District be unable to negotiate a satisfactory agreement with any of the selected firms within twenty-one (21) days (unless modified by the Board to the contrary) additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
  - (e) Once an agreement with a firm or individual is reached, notice of the award or intent to award, including the rejection of some or all bids, shall be provided in writing to all bidders by email or United States Mail, or by hand delivery, or by overnight delivery service, and by posting same in the District Office and on the website for seven (7) days.
- (5) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.
  - (6) Emergency Purchase. The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.011(3), 287.055, 190.033, Fla. Stat.

## 5.0 Bid Protests.

Purpose and Scope. In order to comply with Sections 190.033(1) through (3), Florida Statutes, the following procedures and rules are outlined for the protest of any bids or contracts awarded.

**Specific Authority:** s.s. 120.57, 190 011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, Fla. Stat.

### 5.1 Bid Protests Under the Consultants' Competitive Negotiations Act.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal shall be in accordance with this section.

- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), or by certified/registered mail return receipt requested, or by hand delivery, or by overnight delivery service (which shall be deemed delivered by the next business day), and by posting same in the District Office and on the website for seven (7) days. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Section 5.3 of the Rules of Acacia Fields Community Development District shall constitute a waiver of proceedings under those Rules."
- (2) Filing. Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within ten (10) days after the date of filing of the notice of protest. The notice of protest shall identify the procurement by title and number or any other language that will enable the District to identify it, shall state that the person intends to protest the decision, and shall state with particularity the law and facts upon which the protest is based. With respect to a protest of the specifications contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the notice of the project plans and specifications (or intended project plans and specifications) in an Invitation to Bid or Request for Proposals, and the formal written protest shall be filed within ten (10) days after the date when notice of protest is filed. Failure to file a notice of protest, or failure to file a formal written protest, shall constitute a waiver of all further proceedings.
- (3) Award Process. Upon a receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process (or the contract and award process) until the subject of the protest is resolved. However, if the District sets

forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the award process may continue.

- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within seven (7) days, excluding Saturdays, Sundays and legal holidays, upon receipt of a formal written request.
- (5) Proceedings. If the subject of a protest is not resolved by mutual agreement, a proceeding shall be conducted in accordance with the procedural guidelines set forth in Section 3.0.

**Specific Authority:** s.s. 120.57(3), 190.011(5) Fla. Stat.

**Law Implemented:** s.s. 120.57(3), 190.033, Fla. Stat.

## 5.2 Protests With Respect To Contracts Awarded Or Bid Documents.

The resolution of any protests regarding Bid Documents or the decision to award a contract for a bid or proposal shall be in accordance with section 5.2.

- (1) Notice. The District shall give all bidders or proposers written notice of a decision to award or to reject all bids by posting the notice in the District Office for seven (7) days, with a copy being provided to all submitting firms by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), or by certified/registered mail return receipt requested, or by hand delivery, or by overnight delivery service (which shall be deemed delivered by the next business day). The notice shall include the following statement: "Failure to file a written protest with the District within seventy-two (72) hours following the receipt of notice of the District's decision to award a contract shall constitute a waiver of any objection to the award of such contract."
- (2) Filing.
  - (a) Any firm or person who is affected adversely by a District decision to award a contract shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the notice of the District's decision, and shall file a formal written protest with the District within ten (10) calendar days after timely filing the initial notice of protest. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt of the District. 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 to or protest the District's decision or contract award. The formal written protest shall state with particularity the facts and law upon which the protest is based.

- (b) With respect to a protest regarding the Bid Documents, including specifications or other requirements contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy-two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The 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 to or protest with respect to the aforesaid plans, specifications or contract documents.
- (3) Award Process. Upon receipt of a timely filed notice of protest, the District shall abate the contract award process until the protest is resolved by final Board action. However, if the District determines particular facts and circumstances require the continuance of the contract award process without delay in order to avoid immediate and serious danger to the public health, safety, or welfare, the contract award process may continue. In such circumstances, the contract awarded shall be conditioned on the outcome of the protest.
- (4) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be posted in the office of the District not less than three (3) calendar days prior to such informal proceeding, with copies being mailed to the protestant and any substantially affected person or parties. Within fifteen (15) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (5) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided above, the District shall schedule a formal hearing to resolve the protest in accordance with the procedural guidelines set forth in Section 3.0.

**Specific Authority:** s.s. 120.57, 190 011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, Fla. Stat.

### 5.3 Bid Protests Relating to Any Other Award.

Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid proposal under Sections 4.1, 4.2, or 4.5 shall be in accordance with Section 5.3.



- (1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract, including rejection of some or all bids, by United States Mail (which shall be deemed delivered two (2) days after delivery to the U.S. Postal Service), or by certified/registered mail return receipt requested, or by hand delivery, or by overnight delivery service (which shall be deemed delivered on the next business day), and by posting same in the District Office and on the website for seven (7) calendar days.
- (2) Filing. Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within ten (10) days after the date of filing of the notice of protest. The formal written protest shall state with particularity facts and law upon which the protest is based. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of all further proceedings.
- (3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.
- (4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within five (5) days, excluding Saturdays, Sundays and legal holidays, of receipt of a formal written protest.
- (5) Hearing. If the subject of a protest is not resolved by mutual agreement, the District shall hold a proceeding in accordance with the procedural guidelines set forth in Section 3.0.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, Fla. Stat.

## 6.0 Design-Build Contract Competitive Proposal Selection Process.

- (1) Scope. The District may utilize design-build contracts for any public construction project for which the Board determines that use of such contracts in the best interest of the District. When letting a design-build contract, the District shall use the following procedure:
  - (a) The District shall utilize a design criteria professional meeting the requirements of Section 287.055, Florida Statutes when developing a design criteria package, evaluating the responses or bids submitted by

design-build firms, and determining compliance of the project construction with the design criteria package. The design criteria professional may be an employee of the District or may be retained using Section 4.6, Procedure Under Consultant's Competitive Negotiations Act.

- (b) A design criteria package for the construction project shall be developed and sealed by the design criteria professional. The package shall include concise, performance-oriented drawings or specifications of the project, and shall include sufficient information to put interested firms on notice of substantially all of the requirements of the project. If the project utilizes existing plans, the design criteria professional shall create a design criteria package by supplementing the plans with project specific requirements, if any. All design criteria packages shall require firms to submit information regarding the qualifications, availability and past work of the firms, including the partners and members thereof.
- (c) The Board, in consultation with the design criteria professional, shall establish the standards and procedures for the evaluation of design-build proposals which may include, but not be limited to, based on price, technical, and design aspects of the project, weighted for the project.
- (d) After the design criteria package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited, pursuant to the design criteria by the following procedure:
  - 1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least seven (7) days for submittal of proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. For sealed proposals, the notice shall allow for at least twenty-one (21) days, unless the Board, for good cause, determines a shorter period of time is appropriate. Any design-build project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
  - 2. The District may maintain qualifications information, including: capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small Business and Minority Assistance Act of 1985, and other factors, on design-build firms. Such firms shall receive a copy of the request for proposals by mail.
  - 3. In order to be eligible to submit a proposal a firm must, at the time of receipt of the proposals:

- (a) Hold the required applicable state professional license in good standing, as defined by Section 287.055(2)(h), Florida Statutes;
- (b) Hold all required applicable federal licenses in good standing, if any;
- (c) Hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation;
- (d) Meet any special prequalification requirements set forth in the design criteria package.

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

- (e) The Board shall select no fewer than three (3) design-build firms as the most qualified, based on the information submitted in the response to the request for proposals, and in consultation with the design criteria professional, shall evaluate their proposals based on the evaluation standards and procedures established prior to the solicitation of requests for proposal. If less than three (3) proposals which meet the design criteria are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no proposals meeting the design criteria are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
- (f) The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards, and shall establish a price which the Board determines to be fair, competitive, and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the Board must terminate negotiations. The Board shall then undertake negotiations with the third firm. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached.

- (g) After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
  - (h) The design criteria professional shall evaluate the compliance of the project construction with the design criteria package, and shall provide the Board with a report of the same.
- (2) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified design-build firm available at the time. The fact that an emergency purchase has occurred shall be noted in the minutes of the next Board meeting.

**Specific Authority:** s.s. 190.011(5), Fla. Stat.

**Law Implemented:** s.s. 190.033, 255.20, Fla. Stat.

#### 7.0 District Auditor Selection Procedures.

- (1) Prior to selecting an auditor to conduct the annual financial audit as required in section 218.39, Florida Statutes, the District shall use the auditor selection procedures as required under Section 218.391, Florida Statutes.

**Specific Authority:** s. 190.011(5), Fla. Stat.

**Law Implemented:** s. 218.391, Fla. Stat.

#### 8.0 Effective Date.

These Rules shall be effective June 18, 2025.

## **Tab 9**



## RESOLUTION 2025-31

### A RESOLUTION OF THE ACACIA FIELDS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES, AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the Acacia Fields Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being entirely situated in Pasco County, Florida; and

**WHEREAS**, the Board of Supervisors of the District (the “**Board**”) desires to designate the schedule (including the date, time, and location) of its regular meetings for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026, (“**FY 25-26 Meeting Schedule**”); and

**WHEREAS**, the Board is required by Section 189.015, Florida Statutes to file a schedule of its regular meetings with the local governing authority.

#### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. **Adoption of Meeting Schedule** The FY 25-26 Meeting Schedule attached hereto as **Exhibit A** and incorporated by reference herein is hereby approved and adopted.
2. **Publication and Filing of Meeting Schedule**. The District Manager is hereby directed to publish and file the FY 25-26 Meeting Schedule in accordance with the requirements of Florida law.
3. **Effective Date**. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED ON AUGUST 12, 2025.**

**ATTEST:**

**ACACIA FIELDS COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

\_\_\_\_\_  
Name: Kelly Evans  
Title: Chair of the Board of Supervisors

**EXHIBIT A**  
**Notice of FY 2025/2026 Meeting Schedule**  
**Acacia Fields Community Development District**

October 14, 2025 \*  
November 11, 2025  
December 9, 2025\*  
January 13, 2026  
February 10, 2026 \*  
March 10, 2026  
April 25, 2026  
May 12, 2026  
June 9, 2026  
July 14, 2026  
August 11, 2026  
September 8, 2026 \*

All meetings will convene at 9:00 a.m. \* except October, December, February, and September will convene at 5:00 p.m. at the Hilton Garden Inn Tampa Suncoast Parkway 2155 Northpointe Parkway Lutz, FL 33558.