

**MANGROVE POINT
AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT
DISTRICT**

May 12, 2023

**BOARD OF SUPERVISORS
REGULAR MEETING
AGENDA**

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA
LETTER**

**Mangrove Point and Mangrove Manor
Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

May 5, 2023

<p><u>ATTENDEES:</u> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.</p>

Board of Supervisors
Mangrove Point and Mangrove Manor Community Development District

Dear Board Members:

The Board of Supervisors of the Mangrove Point and Mangrove Manor Community Development District will hold a Regular Meeting on May 12, 2023 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2023-01, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
4. Consideration of Resolution 2023-02, Relating to the Amendment of the General Fund Portion of the Budget for the Fiscal Year Beginning October 1, 2021 and Ending September 30, 2022; and Providing for an Effective Date
5. Consideration of CDD/HOA Maintenance Agreement
6. Ratification of Engagement with Jere Earlywine at Kutak Rock LLP
 - Consideration of Retention and Fee Agreement
7. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
 - A. Affidavit of Publication
 - B. RFQ Package
 - C. Respondent(s)
 - I. Halff Associates, Inc.
 - II. Lighthouse Engineering, Inc.
 - D. Competitive Selection Criteria/Ranking
 - E. Award of Contract

8. Review of Responses to Request for Proposals (RFP) for Annual Audit Services
 - A. Affidavit of Publication
 - B. RFP Package
 - C. Respondent(s): Berger, Toombs, Elam, Gaines & Frank
 - D. Auditor Evaluation Matrix/Ranking
 - E. Award of Contract
9. Acceptance of Unaudited Financial Statements as of March 31, 2023
10. Approval of August 12, 2022 Public Hearings and Regular Meeting Minutes
11. Staff Reports
 - A. District Counsel: *Kutak Rock, LLP*
 - B. District Engineer (Interim): *Halff Associates, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - 56 Registered Voters in District as of April 15, 2023
 - NEXT MEETING DATE: June 9, 2023 at 10:00 AM

○ QUORUM CHECK

SEAT 1	CHRISTIAN COTTER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	MARY MOULTON	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	ANDRE CARMACK	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	TY VINCENT	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	RYAN ZOOK	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

12. Board Members' Comments/Requests
13. Public Comments
14. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294 or Andrew Kantarzhi at (415) 516-2161.

Sincerely,

Cindy Carbone

Cindy Carbone
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 867 327 4756

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

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RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Mangrove Point and Mangrove Manor Community Development District (“**District**”) prior to June 15, 2023, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set as follows:

DATE: _____

HOUR: _____

LOCATION: Forestar
4042 Park Oaks Blvd., Suite 200
Tampa, Florida 33610

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Hillsborough County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 12TH DAY OF MAY, 2023.

ATTEST:

**MANGROVE POINT AND MANGROVE
MANOR COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2023/2024 Proposed Budget

Exhibit A: Fiscal Year 2023/2024 Proposed Budget

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2024**

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
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**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll - gross	\$ 84,061				\$ 115,178
Allowable discounts (4%)	(3,362)				(4,607)
Assessment levy: on-roll - net	80,699	80,446	\$ 253	\$ 80,699	110,571
Assessment levy: off-roll	30,283	11,696	13,396	25,092	-
Landowner contribution	-	15,596	-	15,596	-
Lot Closings	-	5,191	-	5,191	-
Total revenues	<u>110,982</u>	<u>112,929</u>	<u>13,649</u>	<u>126,578</u>	<u>110,571</u>
EXPENDITURES					
Professional & administrative					
Management/accounting/recording	48,000	24,000	24,000	48,000	48,000
Legal	15,000	3,180	11,820	15,000	15,000
Engineering	10,000	443	9,557	10,000	10,000
Audit	6,000	-	4,000	4,000	4,000
Arbitrage rebate calculation	750	-	750	750	750
Dissemination agent	1,000	500	500	1,000	1,000
Trustee	5,500	-	5,500	5,500	5,500
Telephone	200	100	100	200	200
Postage	500	42	458	500	500
Printing & binding	500	250	250	500	500
Legal advertising	2,000	1,058	942	2,000	2,000
Annual special district fee	175	175	-	175	175
Insurance	5,500	5,000	-	5,000	5,500
Contingencies/bank charges	500	-	500	500	500
Tax Collector	2,942	1,608	1,334	2,942	4,031
Website hosting & maintenance	705	705	-	705	705
Website ADA compliance	210	-	210	210	210
Total expenditures	<u>99,482</u>	<u>37,061</u>	<u>59,921</u>	<u>96,982</u>	<u>98,571</u>
Excess/(deficiency) of revenues over/(under) expenditures	11,500	75,868	(46,272)	29,596	12,000
Fund balance - beginning (unaudited)	-	(5,818)	70,050	(5,818)	23,778
Fund balance - ending (projected)					
Assigned					
Working capital	11,500	11,500	11,500	11,500	28,899
Unassigned	-	58,550	12,278	12,278	6,879
Fund balance - ending	<u>\$ 11,500</u>	<u>\$ 70,050</u>	<u>\$ 23,778</u>	<u>\$ 23,778</u>	<u>\$ 35,778</u>

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording	\$ 48,000
<p>Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.</p>	
Legal	15,000
<p>General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.</p>	
Engineering	10,000
<p>The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Audit	4,000
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>	
Arbitrage rebate calculation	750
<p>To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Dissemination agent	1,000
<p>The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.</p>	
Trustee	5,500
Telephone	200
Postage	500
<p>Telephone and fax machine.</p>	
Printing & binding	500
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Legal advertising	2,000
<p>Letterhead, envelopes, copies, agenda packages</p>	
Annual special district fee	175
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Insurance	5,500
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Contingencies/bank charges	500
<p>Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.</p>	
Tax Collector	4,031
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u><u>\$ 98,571</u></u>

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2022
FISCAL YEAR 2024**

	Fiscal Year 2023				Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 3/31/2023	Projected through 9/30/2023	Total Actual & Projected	
REVENUES					
Assessment levy: on-roll	\$ 364,311				\$ 506,199
Allowable discounts (4%)	(14,572)				(20,248)
Net assessment levy - on-roll	349,739	\$ 348,600	\$ 1,139	\$ 349,739	485,951
Assessment levy: off-roll	131,246	-	108,746	108,746	-
Lot closings		22,500	-	22,500	-
Interest	-	4,600	-	4,600	-
Total revenues	480,985	375,700	109,885	485,585	485,951
EXPENDITURES					
Debt service					
Principal	135,000	-	135,000	135,000	140,000
Interest	348,531	182,124	166,407	348,531	327,685
Tax collector	12,751	6,969	5,782	12,751	17,717
Total expenditures	496,282	189,093	307,189	496,282	485,402
Excess/(deficiency) of revenues over/(under) expenditures	(15,297)	186,607	(197,304)	(10,697)	549
OTHER FINANCING SOURCES/(USES)					
Transfers out	-	(2,340)	-	(2,340)	-
Total other financing sources/(uses)	-	(2,340)	-	(2,340)	-
Net increase/(decrease) in fund balance	(15,297)	184,267	(197,304)	(13,037)	549
Fund balance:					
Beginning fund balance (unaudited)	299,182	300,633	484,900	300,633	287,596
Ending fund balance (projected)	\$283,885	\$484,900	\$ 287,596	\$ 287,596	288,145
Use of fund balance:					
Debt service reserve account balance (required)					(117,059)
Interest expense - November 1, 2024					(161,183)
Projected fund balance surplus/(deficit) as of September 30, 2024					\$ 9,903

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2022 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/22			182,123.76	182,123.76	7,850,000.00
05/01/23	135,000.00	3.800%	166,407.50	301,407.50	7,715,000.00
11/01/23			163,842.50	163,842.50	7,715,000.00
05/01/24	140,000.00	3.800%	163,842.50	303,842.50	7,575,000.00
11/01/24			161,182.50	161,182.50	7,575,000.00
05/01/25	145,000.00	3.800%	161,182.50	306,182.50	7,430,000.00
11/01/25			158,427.50	158,427.50	7,430,000.00
05/01/26	150,000.00	3.800%	158,427.50	308,427.50	7,280,000.00
11/01/26			155,577.50	155,577.50	7,280,000.00
05/01/27	160,000.00	3.800%	155,577.50	315,577.50	7,120,000.00
11/01/27			152,537.50	152,537.50	7,120,000.00
05/01/28	165,000.00	4.000%	152,537.50	317,537.50	6,955,000.00
11/01/28			149,237.50	149,237.50	6,955,000.00
05/01/29	170,000.00	4.000%	149,237.50	319,237.50	6,785,000.00
11/01/29			145,837.50	145,837.50	6,785,000.00
05/01/30	180,000.00	4.000%	145,837.50	325,837.50	6,605,000.00
11/01/30			142,237.50	142,237.50	6,605,000.00
05/01/31	185,000.00	4.000%	142,237.50	327,237.50	6,420,000.00
11/01/31			138,537.50	138,537.50	6,420,000.00
05/01/32	195,000.00	4.000%	138,537.50	333,537.50	6,225,000.00
11/01/32			134,637.50	134,637.50	6,225,000.00
05/01/33	200,000.00	4.250%	134,637.50	334,637.50	6,025,000.00
11/01/33			130,387.50	130,387.50	6,025,000.00
05/01/34	210,000.00	4.250%	130,387.50	340,387.50	5,815,000.00
11/01/34			125,925.00	125,925.00	5,815,000.00
05/01/35	220,000.00	4.250%	125,925.00	345,925.00	5,595,000.00
11/01/35			121,250.00	121,250.00	5,595,000.00
05/01/36	230,000.00	4.250%	121,250.00	351,250.00	5,365,000.00
11/01/36			116,362.50	116,362.50	5,365,000.00
05/01/37	240,000.00	4.250%	116,362.50	356,362.50	5,125,000.00
11/01/37			111,262.50	111,262.50	5,125,000.00
05/01/38	250,000.00	4.250%	111,262.50	361,262.50	4,875,000.00
11/01/38			105,950.00	105,950.00	4,875,000.00
05/01/39	260,000.00	4.250%	105,950.00	365,950.00	4,615,000.00
11/01/39			100,425.00	100,425.00	4,615,000.00
05/01/40	270,000.00	4.250%	100,425.00	370,425.00	4,345,000.00
11/01/40			94,687.50	94,687.50	4,345,000.00
05/01/41	280,000.00	4.250%	94,687.50	374,687.50	4,065,000.00
11/01/41			88,737.50	88,737.50	4,065,000.00
05/01/42	295,000.00	4.250%	88,737.50	383,737.50	3,770,000.00
11/01/42			82,468.75	82,468.75	3,770,000.00
05/01/43	305,000.00	4.375%	82,468.75	387,468.75	3,465,000.00
11/01/43			75,796.88	75,796.88	3,465,000.00
05/01/44	320,000.00	4.375%	75,796.88	395,796.88	3,145,000.00
11/01/44			68,796.88	68,796.88	3,145,000.00
05/01/45	335,000.00	4.375%	68,796.88	403,796.88	2,810,000.00
11/01/45			61,468.75	61,468.75	2,810,000.00
05/01/46	350,000.00	4.375%	61,468.75	411,468.75	2,460,000.00

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2022 AMORTIZATION SCHEDULE**

	Principal	Coupon Rate	Interest	Debt Service	Bond Balance
11/01/46			53,812.50	53,812.50	2,460,000.00
05/01/47	365,000.00	4.375%	53,812.50	418,812.50	2,095,000.00
11/01/47			45,828.13	45,828.13	2,095,000.00
05/01/48	385,000.00	4.375%	45,828.13	430,828.13	1,710,000.00
11/01/48			37,406.25	37,406.25	1,710,000.00
05/01/49	400,000.00	4.375%	37,406.25	437,406.25	1,310,000.00
11/01/49			28,656.25	28,656.25	1,310,000.00
05/01/50	420,000.00	4.375%	28,656.25	448,656.25	890,000.00
11/01/50			19,468.75	19,468.75	890,000.00
05/01/51	435,000.00	4.375%	19,468.75	454,468.75	455,000.00
11/01/51			9,953.13	9,953.13	455,000.00
05/01/52	455,000.00	4.375%	9,953.13	464,953.13	-
Total	7,850,000.00		6,309,928.80	14,159,928.80	

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2024 ASSESSMENTS**

On-Roll Assessments					FY 2023
<u>Product/Parcel</u>	<u>Units</u>	<u>FY 2024 O&M Assessment per Unit</u>	<u>FY 2024 DS Assessment per Unit</u>	<u>FY 2024 Total Assessment per Unit</u>	<u>Total Assessment per Unit</u>
TH	286	\$ 184.48	\$ 810.78	\$ 995.26	\$ 997.86
SF 50'	203	307.47	1,351.31	1,658.78	1,663.11
Total	489				

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

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RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE AMENDMENT OF THE GENERAL FUND PORTION OF THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on February 11, 2022, the Board of Supervisors (“Board”) of the Mangrove Point and Mangrove Manor Community Development District (“District”), adopted a Budget for Fiscal Year 2021/2022; and

WHEREAS, the Board desires to amend the previously adopted budget for Fiscal Year 2021/2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The Fiscal Year 2021/2022 Budget is hereby amended in accordance with Exhibit “A” attached hereto; and

Section 2. This resolution shall become effective immediately upon its adoption, and be reflected in the monthly and Fiscal Year End September 30, 2022 Financial Statements and Audit Report of the District.

PASSED AND ADOPTED this 12th day of May, 2023.

ATTEST:

**MANGROVE POINT AND MANGROVE
MANOR COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
AMENDED BUDGET
GENERAL FUND
FISCAL YEAR 2022**

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
AMENDED BUDGET
GENERAL FUND
FISCAL YEAR 2022**

	Actual thru 9/30/2022	Adopted Budget	Budget to Actual Variance	Proposed Amendmen t Increase/ (Decrease)	Amended Budget
REVENUES					
Landowner contribution	\$ 68,651	\$ 79,348	10,697	(10,697)	68,651
Total revenues	<u>68,651</u>	<u>79,348</u>	<u>10,697</u>	<u>(10,697)</u>	<u>68,651</u>
EXPENDITURES					
Professional & administrative					
Management/accounting/recording**	32,000	36,000	4,000	-	36,000
Legal	9,882	25,000	15,118	(15,118)	9,882
Engineering	3,022	2,000	(1,022)	1,022	3,022
Dissemination agent*	500	583	83	-	583
Telephone	200	200	-	-	200
Postage	31	500	469	(469)	31
Printing & binding	500	500	-	-	500
Legal advertising	30,853	6,500	(24,353)	24,353	30,853
Annual special district fee	-	175	175	(175)	-
Insurance	2,507	5,500	2,993	(2,993)	2,507
Contingencies/bank charges	362	500	138	362	862
Website hosting & maintenance	1,680	1,680	-	-	1,680
Website ADA compliance	210	210	-	-	210
Total professional & administrative	<u>81,747</u>	<u>79,348</u>	<u>(2,399)</u>	<u>6,982</u>	<u>86,330</u>
Total expenditures	<u>81,747</u>	<u>79,348</u>	<u>(2,399)</u>	<u>6,982</u>	<u>86,330</u>
Excess/(deficiency) of revenues over/(under) expenditures	(13,096)	-	13,096	(17,679)	(17,679)
Fund balances - beginning	-	-	-	-	-
Fund balances - ending	<u>\$ (13,096)</u>	<u>\$ -</u>	<u>\$ 13,096</u>	<u>\$ (17,679)</u>	<u>\$ (17,679)</u>

*These items will be realized when bonds are issued

**WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

-	Must equal zero
<i>Current month ending FB - YTD ending FB = 0</i>	

GF % on-roll assessments collected to date
DSF % on-roll assessments collected to date
GF % - DSF % must = 0%

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

5

CDD / HOA MAINTENANCE AGREEMENT

THIS CDD / HOA MAINTENANCE AGREEMENT is made and entered into this ____ day of _____, 2023, by and among:

Mangrove Point and Mangrove Manor Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in the Pasco County, Florida, and whose mailing address is c/o Wrathell Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("**District**");

Mangrove Point Community Association, Inc., a Florida not-for-profit corporation, whose address is 215 Celebration Place, Suite 115, Celebration, Florida 34747 ("**MP Association**"); and

Mangrove Manor Community Association, Inc., a Florida not-for-profit corporation, whose address is 10700 Pecan Park Blvd, Suite 150, Austin, TX 78750 ("**MM Association**", together "**Associations**").

RECITALS

WHEREAS, the District was established by ordinance adopted by Hillsborough County, Florida, pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended ("**Act**"), and is validly existing under the Constitution and laws of the State of Florida; and

WHEREAS, the District presently owns various systems, facilities and infrastructure including, but not limited to, stormwater management improvements and wetlands, and perimeter landscaping, irrigation, hardscape and other improvements; and

WHEREAS, the District desires to provide for the operation, maintenance and repair of the improvements described in **Exhibit A** attached hereto ("**Work**"), across the lands owned by the District from time to time ("**Property**"); and

WHEREAS, the Associations are not-for-profit corporations owning, operating and maintaining various improvements and facilities for the community that the District serves; and

WHEREAS, the residents within the community that are served by both the Associations and the District benefit from the improvements and may be required to pay for the cost of the Work, regardless of whether such Work is conducted by the Associations or the District; and

WHEREAS, for ease of administration, potential cost savings to property owners and residents and the benefits of full-time, on-site operation and maintenance personnel, the District desires to contract with the Associations to provide the Work; and

WHEREAS, the Associations represent that each are qualified, either in their own right or through their officers, employees, contractors and/or affiliates, to provide the Work and desires to contract with the District to do so in accordance with the terms of this Agreement.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

SECTION 1. RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

SECTION 2. SCOPE OF WORK.

- A. **Work.** Associations shall be responsible for providing, or causing to be provided, the Work in an efficient, lawful and satisfactory manner. All Work shall be performed in a neat and professional manner reasonably acceptable to the District and shall be in accordance with industry standards. Associations shall be responsible for all of their contractors or subcontractors that perform the Work as if the Associations themselves were performing such Work.
- B. **Inspection.** Associations shall conduct regular inspections of all Property and report any irregularities to the District Manager, or his designated representative, and shall correct any irregularities in accordance with the terms of this Agreement.
- C. **Repair and Maintenance.** Associations shall make, or cause to be made, such routine repair work or normal maintenance to the Property as may be required for the operation or physical protection of the Property. Associations shall promptly cause emergency repairs to be made when such repairs are necessary for the preservation and safety of persons and/or property, or when the repairs are required to be made to avoid the suspension of any Work. Associations shall immediately notify the District Manager, or a designated representative, concerning the need for emergency repairs.
- D. **Investigation and Report of Accidents/Claims.** Associations shall promptly investigate and provide a full written report to the District Manager as to all accidents or claims for damage relating to the improvements or the Work. Such report shall at a minimum include a description of any damage or destruction of property and the estimated cost of repair. Associations shall cooperate and make any and all reports required by any insurance company or the District in connection with any accident or claim. Associations shall not file any claims with the District's insurance company without the prior consent of the District's Board of Supervisors.
- E. **Adherence to District Rules, Regulations and Policies.** Associations shall ensure that Associations' officers, employees, contractors and affiliates are familiar with all District policies and procedures and are informed with respect to the rules, regulations and notices as may be promulgated by the District from time to time and Associations shall ensure that said persons conform therewith. Associations assure the District that all third parties will be dealt with at arm's length, and that the District's interest will be best served at all times.
- F. **Care of the District's Improvements.** Associations shall use all due care to protect the property of the District, its residents and landowners from damage by Associations or their officers, employees, contractors and affiliates. Associations agree to repair any damage resulting from the activities and work of the Associations or their officers, employees, contractors and affiliates. The District is not responsible for the cost of repairs from damage resulting from the acts or omissions of the Associations or their officers, employees, contractors and affiliates.

- G. **Staffing and Billing.** Associations shall be solely responsible for the staffing, budgeting, financing, billing and collection of fees, assessments, service charges, etc., necessary to perform the Work.
- H. **Designation of District Representative.** The District shall designate in writing a person to act as the District's representative with respect to the Work. The District's representative shall have complete authority to transmit instructions, receive information, interpret and define the District's policies and decisions with respect to materials, equipment, elements and systems pertinent to the Work. The District hereby designates the District Manager to act as its representative.
- I. **Weekly Reports.** The Associations agree to meet with the District's representative no less than one time per month to walk the Property to discuss conditions, schedules, and items of concern regarding this Agreement.

SECTION 3. COMPENSATION. The Associations shall provide the Work at no cost to the District. The Associations shall not be entitled, for any reason, to reimbursement or refund of any funds expended in the performance of their obligations under this Agreement. The Associations agree that there is sufficient consideration for this Agreement because, among other reasons, the Associations benefit from the contracting efficiencies in having all of the public and community infrastructure maintained by a single entity.

SECTION 4. TERM. This Agreement commences on the date first written above and continues through September 30, 2022 ("**Initial Term**"). This Agreement shall automatically renew for annual periods thereafter unless terminated pursuant to the terms of this Agreement.

SECTION 5. INSURANCE. The Associations and their contractors performing any part of the Work shall maintain or cause to be maintained, at its / or their own expense throughout the term of this Agreement, the following insurance:

- A. Worker's Compensation Insurance in accordance with the laws of the State of Florida.
- B. Commercial General Liability Insurance covering legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability.
- C. Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit for bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by the Associations and/or their contractors of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

SECTION 6. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

SECTION 7. COMPLIANCE WITH GOVERNMENTAL REGULATION. The Associations shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances relating to the Property, including but not limited to any applicable permits or other regulatory approvals.

SECTION 8. LIENS AND CLAIMS. The Associations shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by them to perform under this Agreement. The Associations shall keep the District property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Associations' performance under this Agreement, and the Associations shall immediately discharge any such claim or lien.

SECTION 9. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. Without intending to limit the foregoing, the District shall have a "self-help" remedy whereby, in the event of a default by the Associations, the District may provide the Work and charge the cost of the Work to the Associations, provided that the District first provide the Associations with a reasonable opportunity to cure any default. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

SECTION 10. CUSTOM AND USAGE. It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that each party shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the party seeking to enforce the conditions and agreements in refraining from so doing; and further, that the failure of a party at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

SECTION 11. SUCCESSORS. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the parties to this Agreement, except as expressly limited in this Agreement.

SECTION 12. TERMINATION. At any time, either party may terminate this Agreement for any reason in its sole discretion and by providing at least sixty (60) days written notice to the other party of its intent to terminate. In the event of termination by the Associations, the Associations shall be required to provide the District with sufficient funds to provide for the Work contemplated by this Agreement until the District can complete its next regular budget and assessment cycle to incorporate funding into its budget and collect any necessary assessment revenues. Regardless of which party terminates this Agreement, the Associations and the District shall cooperate in effectuating – to the extent the District so elects in its sole discretion – a transfer of the obligations under this Agreement including the assignment of maintenance contracts and the transfer of all documentation associated with the provision of Work hereunder including warranty documentation.

SECTION 13. PERMITS AND LICENSES. All permits and licenses required by any governmental agency for the operation and maintenance of the District's improvements shall be obtained and paid for by the District. In the future, the District will hold any permits applicable to the lands within its boundaries.

SECTION 14. ASSIGNMENT. No party may assign this Agreement without the prior written approval of the others. Any purported assignment without such written consent shall be void.

SECTION 15. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, the Associations shall be acting as an independent contractor. Neither the Associations nor employees of the Associations, if there are any, are employees of the District. The Associations agree to assume all liabilities or obligations imposed by any applicable laws with respect to employees of the Associations, if there are any, in the performance of this Agreement. The Associations shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Associations shall have no authority to represent the District as an agent, employee, or in any other capacity.

SECTION 16. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 17. AGREEMENT. This instrument shall constitute the final and complete expression of this Agreement between the District and Associations relating to the subject matter of this Agreement.

SECTION 18. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by the District and the Associations.

SECTION 19. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the District and the Associations, the District and the Associations have complied with all the requirements of law, and the District and the Associations have full power and authority to comply with the terms and provisions of this instrument.

SECTION 20. NOTICES. All notices, requests, consents and other communications under this Agreement (“**Notices**”) shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, certified/registered mail, or overnight delivery service, to the parties, at the addresses first set forth above. Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Associations may deliver Notice on behalf of the District and the Associations, respectively. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

SECTION 21. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the District and the Associations and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and the Associations any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Associations and their respective representatives, successors and assigns.

SECTION 22. APPLICABLE LAW AND VENUE. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida. Venue for any dispute shall be in a court of appropriate jurisdiction in Hillsborough County, Florida.

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

IF THE ASSOCIATIONS HAVE QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ASSOCIATIONS' DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT C/O CRAIG WRATHELL, WRATHELL, HUNT AND ASSOCIATES, LLC, 2300 GLADES ROAD, SUITE 410W, BOCA RATON, FLORIDA 33431 PHONE (561) 571-0010, AND E-MAIL WRATHELLC@WHHASSOCIATES.COM.

SECTION 24. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 25. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the District and the Associations as an arm's length transaction. The District and the Associations participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

SECTION 26. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

[CONTINUED ON NEXT PAGE]

IN WITNESS WHEREOF, the parties execute this Agreement to be effective the day and year first written above.

**MANGROVE POINT AND MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

By: _____

Its: _____

MANGROVE POINT COMMUNITY ASSOCIATION, INC.

By: _____

Its: _____

MANGROVE MANOR COMMUNITY ASSOCIATION, INC.

By: _____

Its: _____

- EXHIBIT A:** Scope of Work
- EXHIBIT B:** Maintenance Map

EXHIBIT A SCOPE OF WORK

DISTRICT IMPROVEMENTS

The District owns the following property:

- Tracts A and B, as identified on the plat entitled *Mangrove Manor Phase 1* which is recorded in the Public Records of Pasco County, Florida at Plat Book 141, Pages 40 et seq. (“**MM Phase 1 Plat**”)
- Tract C as identified on the plat entitled *Mangrove Manor Phase 2* which is recorded in the Public Records of Pasco County, Florida at Plat Book 142, Pages 48 et seq. (“**MM Phase 2 Plat**”)
- Tracts B, C, D and E, as identified on the plat entitled *Mangrove Point Phase 1* which is recorded in the Public Records of Pasco County, Florida at Plat Book 141, Pages 49 et seq. (“**MP Phase 1 Plat**”)
- Tract C as identified on the plat entitled *Mangrove Point Phases 2 and 3* which is recorded in the Public Records of Pasco County, Florida at Plat Book 141, Pages 288 et seq. (“**MP Phase 2 & 3 Plat**,” together with MM Phase 1 Plat, MM Phase 2 Plat and MP Phase 1 Plat, “**Plats**”).

The Associations shall operate, maintain and repair the following District improvements:

- **Roadway Improvements** – The roadway, landscaping, irrigation, hardscaping and lighting improvements located in property referenced above, all as identified on the Plats.
- **Additional Landscaping, Irrigation, Hardscaping & Lighting** – The landscaping, irrigation, hardscaping and lighting improvements within the property listed above and within all Landscape Buffer Easements, all as identified on the Plats.
- **Stormwater & Wetlands Improvements** – Stormwater and drainage facilities, within the property referenced above, as well as within the Drainage Easements, all as identified on the Plats.

MAINTENANCE PROGRAM

Weekly:

- Common mowing of the District properties (every other week from March 1 through November 1). Weeding, edging and tree trimming will be done on an as needed basis.
- Inspect and maintain irrigation system for the District’s common areas, as needed.

Monthly:

- Common mowing of the District properties (once per month from November 1 through March 1). Weeding, edging and tree trimming will be done on an as needed basis.
- On a schedule necessary to meet the applicable District permit requirements, conduct any monitoring and maintenance of any conservation / mitigation areas – including removal of

nuisance / exotic species – to ensure that the District is in compliance with applicable laws, permits, easements, and other requirements.

Yearly:

- Mulch application to all common area flower/tree beds.
- Power washing of entry monuments and decorative walls.
- Visual inspection of stormwater facilities, and maintain and repair as needed.
- Visual inspection of roadway, hardscaping, and lighting improvements to ensure that no dangerous conditions exist, and maintain and repair as needed.

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

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Mangrove Point & Mangrove Manor Community Development District
c/o Craig Wrathell and
Christian Cotter
Wrathell, Hunt & Associates, LLC
2300 Glades Road Suite 410W
Boca Raton, Florida 33431
wrathellc@whhassociates.com
christiancotter@forestar.com

RE: District Counsel Matter

Dear Sirs or Madams,

Effective February 6, 2023, Jere Earlywine will resign from KE LAW GROUP PLLC to join the law firm of KUTAK ROCK LLP.

Mr. Earlywine was providing services to you on the above-referenced matter. Therefore, this letter is to inform you that you have the option to choose to have Mr. Earlywine continue to represent you in this matter at his new law firm, or you may have KE LAW GROUP PLLC continue to represent you, in which case representation will be handled by Meredith Hammock and Lauren Gentry in KE LAW GROUP PLLC's Tampa Office. Alternatively, you can choose to retain an entirely new lawyer.

If you wish to have Jere Earlywine or a new lawyer continue to represent you, please be aware that you remain liable for fees and costs for services already provided by members of KE LAW GROUP PLLC through the date of this letter. Further, given the manner in which legal fees for open financing matters are structured, no fee has been paid to date. Should you elect to have this matter go with Mr. Earlywine, the fee may be apportioned between KE LAW GROUP PLLC and KUTAK ROCK LLP.

Please advise Jere Earlywine and KE Law Group PLLC in writing, as quickly as possible, of the District's decision so that continuity in your representation is assured. You may do so by indicating your choice below and returning a signed and dated copy. Please retain the additional copy of this designation letter for your records.

Yours truly,

/s/ Jere Earlywine

Instructions

I wish my file to stay with KE LAW GROUP PLLC.

I wish my file and trust account balance to be transferred to Jere Earlywine at KUTAK ROCK LLP.

I will retain new counsel and have them contact KE LAW GROUP PLLC to coordinate transfer of my file.


For the Client

**KUTAK ROCK LLP
FEE AGREEMENT FOR
MANGROVE POINT AND MANGROVE MANOR CDD**

I. PARTIES

THIS FEE AGREEMENT ("Fee Agreement") is made and entered into by and between the following parties, and supersedes on a going forward basis any prior fee agreement between the parties:

- A. Mangrove Point and Mangrove Manor Community Development District ("Client")
c/o Wrathell, Hunt and Associates LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

and

- B. Kutak Rock LLP ("KUTAK")
107 West College Avenue (32301)
P.O. Box 10230
Tallahassee, Florida 32302

II. SCOPE OF SERVICES

In consideration of the mutual agreements contained herein, the parties agree as follows:

- A. The Client agrees to employ and retain KUTAK as its attorney and legal representative for all legal matters involving the District.
- B. KUTAK accepts such employment and agrees to serve as attorney for and provide legal representation to the Client in connection with those matters referenced above.

III. FEES

The Client agrees to compensate KUTAK for services rendered regarding any matters covered by this Fee Agreement according to the hourly billing rates for individual KUTAK lawyers set forth herein, plus actual expenses incurred by KUTAK in accordance with the attached standard Expense Reimbursement Policy (Attachment A, incorporated herein by reference). For Calendar Year 2023, hourly rates will be \$295 per hour for shareholders, \$265 per hour associates, \$235 per hour for contract attorneys and \$190 per hour for paralegals. All hourly rates will be increased annually by \$10 per hour. To the extent that the District issues bonds during Calendar Year 2023, KUTAK will provide issuer's counsel services under a flat fee of \$38,000 per bond issuance. This flat fee will be increased annually by \$1,000 per year.

IV. CLIENT FILES

The files and work product materials ("Client File") of the Client generated or received by KUTAK will be maintained confidentially to the extent permitted by law and in accordance with the Florida Bar rules. At the conclusion of the representation, the Client File will be stored by KUTAK for a minimum of five (5) years. After the five (5) year storage period, the Client hereby acknowledges and consents that KUTAK may

confidentially destroy or shred the Client File, unless KUTAK is provided a written request from the Client requesting return of the Client File, to which KUTAK will return the Client File at Client's expense.

V. DEFAULT

In the event of a dispute arising under this Fee Agreement, whether or not a lawsuit or other proceeding is filed, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs, including attorneys' fees and costs incurred in litigating entitlement to attorneys' fees and costs, as well as in determining or quantifying the amount of recoverable attorneys' fees and costs. The reasonable costs to which the prevailing party is entitled shall include costs that are taxable under any applicable statute, rule, or guideline, as well as non-taxable costs, including, but not limited to, costs of investigation, telephone charges, mailing and delivery charges, information technology support charges, consultant and expert witness fees, travel expenses, court reporter fees, and mediator fees, regardless of whether such costs are otherwise taxable. Venue of any such action shall be exclusive in the state courts of the Second Judicial Circuit in and for Leon County, Florida.

VI. TERMINATION

Either party may terminate this Fee Agreement upon providing prior written notice to the other party at its regular place of business.

VII. EXECUTION OF FEE AGREEMENT

This Fee Agreement shall be deemed fully executed upon its signing by KUTAK and the Client. The contract formed between KUTAK and the Client shall be the operational contract between the parties.

VIII. ENTIRE CONTRACT

This Fee Agreement constitutes the entire agreement between the parties.

**MANGROVE POINT AND MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

KUTAK ROCK LLP

By: _____

By:  _____

Jere L. Earlywine

Its: _____

Date: _____

Date: _____

ATTACHMENT A

KUTAK ROCK LLP EXPENSE REIMBURSEMENT POLICY

The following is the expense reimbursement policy for the Fee Agreement. All expenses are billed monthly. Billings ordinarily reflect expenses for the most recent month, except where there are delays in receiving bills from third party vendors.

Telephone. All telephone charges are billed at an amount approximating actual cost.

Photocopying and Printing. In-house photocopying and printing is charged at \$0.05 per page, which is less than actual cost.

Facsimile. There are no charges for faxes.

Postage. Postage is billed at actual cost.

Overnight Delivery. Overnight delivery is billed at actual cost.

Computerized Legal Research. Charges for computerized legal research are billed at an amount approximating actual cost.

Travel. Travel (including air fare, rental cars, taxicabs, hotel, meals, tips, etc.) is billed at actual cost. Where air travel is required, coach class is used wherever feasible. Out-of-town mileage is billed at the State of Florida approved reimbursement rate (i.e., pursuant to Chapter 112, Florida Statutes).

Consultants. Unless prior arrangements are made, consultants are ordinarily employed directly by the Client. Where consultants are employed by the firm, their charges are passed-through with no mark-up. The Client is responsible for notifying the firm of any particular billing arrangements or procedures which the Client requires of the consultant.

Other Expenses. Other outside expenses, such as court reporters, agency copies, etc. are billed at actual cost.

Word Processing and Secretarial Overtime. No charge is made for word processing. No charge is made for secretarial overtime except in major litigation matters where unusual overtime demands are imposed.

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

7A

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

7B

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT
DISTRICT**

RFQ for Engineering Services

The Mangrove Point and Mangrove Manor Community Development District (“**District**”), located in Hillsborough County, Florida, announces that professional engineering services will be required on a continuing basis for the District’s stormwater systems, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual (“**Applicant**”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with Hillsborough County; e) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“**CCNA**”). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m. on March 9, 2023 to the attention of Wrathell, Hunt & Associates, LLC (by email to: gillyardd@whhassociates.com) (“**District Manager’s Office**”).

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00).

MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS

COMPETITIVE SELECTION CRITERIA

1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)

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

2) Consultant's Past Performance (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

3) Geographic Location (Weight: 20 Points)

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

4) Willingness to Meet Time and Budget Requirements (Weight: 15 Points)

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

5) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

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

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

7) Volume of Work Previously Awarded to Consultant by District (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

7CI

March 9, 2023

MANGROVE POINT & MANGROVE MANOR CDD

RFQ for Engineering Services

Mangrove Point and Mangrove Manor Community Development District

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25 | Past Experience and Performance

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March 9, 2023

Wrathell, Hunt & Associates, LLC
District Managers Office
2300 Glades Rd Suite 410W
Boca Raton, FL 33431

RE: Mangrove Point & Mangrove Manor Community Development District Request for Engineering Services

Dear Members of the Evaluation Committee:

Halff is pleased to submit our statement of qualifications to assist the Mangrove Point and Mangrove Manor Community Development District (CDD) by providing District Engineering services. As demonstrated in this submittal, Halff brings a unique blend of engineering, planning, environmental, landscape architecture, and construction observation professionals that have designed, entitled, and engineered similar types of master planned communities.

Halff understands the role the District Engineer provides to the Mangrove Point and Mangrove Manor CDD. We are currently the District Engineer for the Copperstone CDD, Triple Creek CDD, Reserve at Pradera CDD, and several others. Halff team members Kyle Thornton, PE, and Bruce Kaschyk, AICP, also bring their experience serving as CDD board member, respectively, and fully appreciate the importance that board members provide to the community.

Kyle is the Engineer of Record (EOR) and currently serves as the interim District Engineer for this District. With the immense experience our key team members have with CDDs, Mangrove Point and Mangrove Manor CDD will have outstanding service from Halff. We are committed to being fully engaged on any challenge and look forward to the opportunity to work with you and the Mangrove Point and Mangrove Manor CDD staff. We have assembled a local team that will address any challenges and provide long-term solutions to benefit the operation and maintenance of the community. We have a vested interest in the success of this project: to improve lives and communities by turning ideas into reality. We look forward to the opportunity to respond to any questions and discuss our qualifications.

Sincerely,

Kyle Thornton, PE
District Engineer

Bruce T. Kaschyk, AICP
Principal-in-Charge

HALFF

1000 N. ASHLEY DRIVE
SUITE 900
TAMPA, FLORIDA 33602

TEL 813.620.4500
FAX 813.221.4980
WWW.HALFF.COM

Mangrove Point and Mangrove Manor Community Development District

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ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

Halff is an employee-owned, full-service engineering and architecture firm headquartered in Richardson, Texas. The firm has provided services for more than 70 years throughout the Southeast and Southwest from 28 offices in Florida, Texas, Oklahoma, Louisiana, and Arkansas. The firm's staff of more than 1,400 includes engineers, architects, planners, scientists and surveyors. Halff was ranked No. 97 in *Engineering News-Record* magazine's 2022 list of the top 500 design firms in the United States.

The firm was founded in Dallas in 1950 by Albert H. Halff, PhD-Eng., PE. Today, Halff preserves Dr. Halff's legacy of integrity, dedication to client service, and commitment to quality. We are a progressive firm committed to providing value with creative solutions to design challenges.

Our people are individuals with diverse, yet complementary, professional backgrounds. The Halff staff proposed for the Mangrove Point and Mangrove Manor CDD Professional Engineering Services contract is committed to being responsive to the specific needs of the CDD. Our team will mobilize quickly to meet your schedule and budget requirements. We have organized our team structure to provide flexibility in responding to the CDD's needs. We have multiple Tampa-based staff that can be available under each of the key technical disciplines to make certain that we can respond timely to any request. We also have organized our team to include a wide variety of technical specialists that will successfully deliver the wide variety of work assignments that could be required under this contract.

Our proposed District Engineer, Kyle Thornton, PE, will be the main point of contact for this contract. In addition to providing project engineering and construction services, he will serve as Halff's representative at District meetings.

Kyle's contact information:

Email: kthornton@halff.com

Phone: 813.331.0974

Disciplines

- Urban Planning/Urban Design
- Visualization
- Architecture
- Landscape Architecture
- Construction Engineering and Inspection
- Environmental
- Geographic Information Systems
- Intelligent Transportation Systems
- Land & Site Development
- Mechanical/Electrical/Plumbing Engineering
- Oil & Gas
- Public Works
- Right of Way
- Software Development
- Structural Engineering
- Subsurface Utility Engineering/Utility Coordination
- Surveying
- Transportation
- Water Resources
- Water Utilities

Our Commitment to You

- ✓ We will proactively seek the best creative solutions to meet your needs
- ✓ We will focus on delivering excellence and exceptional value
- ✓ We will practice ethics at all levels based on professional standards and the principles of fairness, integrity, honesty, and respect
- ✓ We will continue to pursue innovative technological skills to improve the quality of our services

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

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

Mangrove Point & Mangrove Manor Community Development District Request for Engineering Services

2. PUBLIC NOTICE DATE

2/2/23

3. SOLICITATION OR PROJECT NUMBER

N/A

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Bruce T. Kaschyk, AICP, Senior Vice President

5. NAME OF FIRM

Half Associates, Inc.

6. TELEPHONE NUMBER

813.620.4500

7. FAX NUMBER

813.221.4980

8. E-MAIL ADDRESS

bkaschyk@Half.com

C. PROPOSED TEAM

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

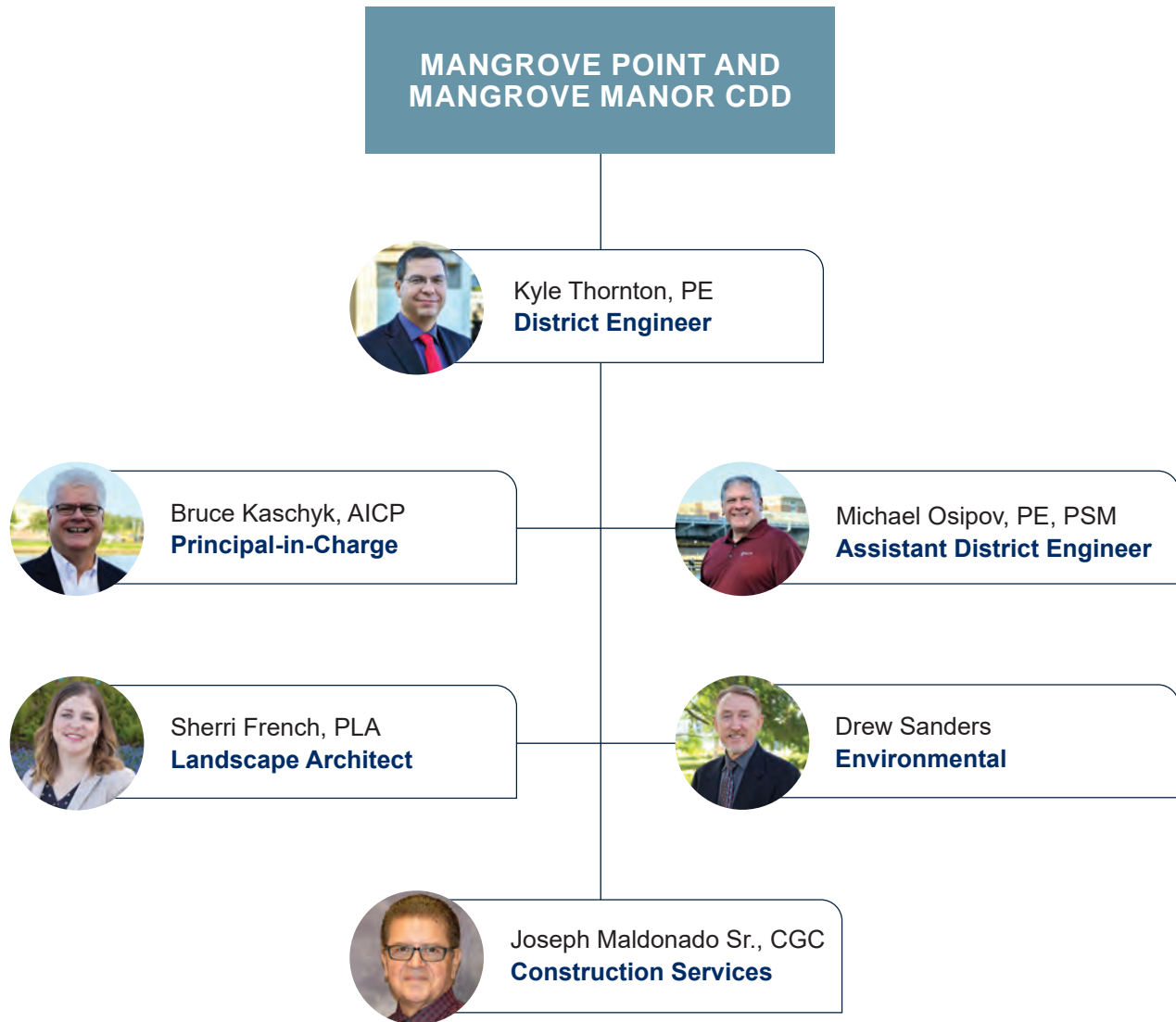
#	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.	<input checked="" type="checkbox"/>			Half Associates, Inc.	1000 N. Ashley Dr., Suite 900 Tampa, Florida 33602	Civil Engineering, Earthwork, Stormwater Management Systems, Roadway Improvements, Landscape, Irrigation, Signage and Lighting Improvements, Preserver Areas, and Other Public Improvements
			<input checked="" type="checkbox"/>	CHECK IF BRANCH OFFICE		
b.						
				CHECK IF BRANCH OFFICE		
c.						
				CHECK IF BRANCH OFFICE		
d.						
				CHECK IF BRANCH OFFICE		
e.						
				CHECK IF BRANCH OFFICE		
f.						
				CHECK IF BRANCH OFFICE		
g.						
				CHECK IF BRANCH OFFICE		
h.						
				CHECK IF BRANCH OFFICE		
m.						
				CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

ATTACHED

ORGANIZATIONAL CHART

The organizational chart below illustrates the role of each team member and the reporting structure. All of the personnel shown on the chart below are full-time Halff employees and are committed to the success and timely completion of Mangrove Point and Mangrove Manor CDD projects. Team resumes are included on the following pages.



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Kyle Thornton, PE	District Engineer	A. TOTAL	B. WITH CURRENT FIRM
		25	20
15. FIRM NAME AND LOCATION (City and State)			
Half Associates, Inc. Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
BS/Civil Engineering		Professional Engineer FL #60279	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
International Council of Shopping Centers (ICSC), Tampa Bay Builders Association (TBBA)			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Triple Creek Community Hillsborough County, Florida	Ongoing	Ongoing
<small>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</small>		
<input checked="" type="checkbox"/> Check if project performed with current firm		
<p>District Engineer, CDD Engineer and Engineer-of-Record. Responsible for master planning, design, permitting, and construction services for the CDD which is a 1,050-acre, 2,000+ unit mixed-use project. The project includes multiple amenity features including miles of paved trails, numerous wetlands, a lake, creek system, and hundreds of acres of preservation land. Additionally, there are several community pools, playgrounds, and recreation areas. Monument signs, landscape, and irrigation are also under the direction of the CDD Engineer. Example services include evaluation of flooding issues on District property, consideration of additional landscaping and/or fencing to provide buffering between District property and adjacent land, evaluation of resident complaints, negotiation of penalties resulting from unauthorized habitat impacts from adjacent property owners, oversight of District construction projects, oversight of District construction budgets, attendance at District public meetings, cost estimates, engineer's reports and assistance with bonding.</p>		
Copperstone CDD Manatee County, Florida	Ongoing	Ongoing
<small>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</small>		
<input checked="" type="checkbox"/> Check if project performed with current firm		
<p>Engineer-of-Record. Located in the Parrish area of Manatee County, Florida the Copperstone Community is an established resident controlled Community Development District. This district consists of approximately 260 acres of land located between Mocassin Wallow Drive and Eerie Road. Half was selected as the District Engineer in 2021.</p>		
Reserve at Pradera Subdivision Hillsborough County, Florida	Ongoing	Ongoing
<small>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</small>		
<input checked="" type="checkbox"/> Check if project performed with current firm		
<p>Project Manager for the multi-phased design, engineering and permitting of a 182+/- acres, 350+ lot detached, single-family development in southern Hillsborough County. Project includes off-site roadway widening, and a new, divided collector roadway with two roundabouts traversing through the development. Services also included master planning, zoning, amenity theming, enhanced landscape design, surveying, bidding assistance and construction services.</p>		
Berry Bay Subdivision Wimauma, Florida	Ongoing	Ongoing
<small>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</small>		
<input checked="" type="checkbox"/> Check if project performed with current firm		
<p>Project Manager for a multi-phased 365-acre+/- master planned subdivision. Project responsibilities include rezoning support, conceptual lot layouts, stormwater design, utility and lift station design, roundabout design, off-site utility extension design, client management, and permitting. The project includes a large creek system (Dug Creek) which was crossed with an approximately 1.5-mile collector road.</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
Bruce Kaschyk, AICP		Principal-in-Charge		A. TOTAL	B. WITH CURRENT FIRM
				40	20
15. FIRM NAME AND LOCATION (City and State)					
Half Associates, Inc. Tampa, Florida					
16. EDUCATION (DEGREE AND SPECIALIZATION)			17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)		
BA/Urban Planning and Design			American Institute of Certified Planners: #038369 Florida Real Estate Broker		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
American Planning Association, Congress for New Urbanism, Westshore Alliance, ICSC, REIC, ULI, TBBA, NAIOP					

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Triple Creek Community Hillsborough County, Florida	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Principal-in-Charge overseeing the master plan for this 1,050 acre, 2,000+ unit, mixed-use project located in Hillsborough County, Florida. This project consists of multiple amenity features including miles of paved trails, numerous wetlands, a lake, creek system, and hundreds of acres of preservation land.		
b.	Reserve at Pradera Subdivision Hillsborough County, Florida	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Principal-in-Charge providing general planning services and zoning reviews for a 182+/- acre, 358-lot, detached, single-family development in southern Hillsborough County. Project includes off-site roadway widening, and a new, divided collector roadway with two roundabouts traversing through the development. Services also include design, permitting, construction, amenity theming, enhanced landscape design, surveying, bidding assistance, and construction services.		
c.	Historic Park Street Business District Implementation Plan St. Petersburg, Florida	2008	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Principal-in-Charge overseeing concept plans, public involvement, and acting as a liaison between the business community and residents. Project improvements are for a five city block area at Central Avenue between the Pinellas Trail Crossing and Park Street North.		
d.	Meres Crossing Special Area Plan Tarpon Springs, Florida	2009	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Lead Urban Designer and Principal-in-Charge responsible for preparing concept plans and public involvement for this mixed-use retail project located on 17 acres in Tarpon Springs.		
e.	City of St. Pete Beach Continuing Services Contract St. Pete Beach, Florida	Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Principal-in-Charge providing various city-wide landscape architect and general planning services. Bruce previously assisted the City in updating its land development codes.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Michael Osipov, PE, PSM	Assistant District Engineer	A. TOTAL	B. WITH CURRENT FIRM
		38	4
15. FIRM NAME AND LOCATION (City and State)			
Half Associates, Inc. Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
BS/Civil Engineering, MA/Business Administration, MS/Real Estate, BS/Geomatics		Professional Engineer FL #41136 Professional Surveyor & Mapper, FL: LS7094	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
ASCE, ULI, ICSC, FES, ASHE and FSMS			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a.	City of St. Pete Beach Continuing Services St. Pete Beach, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Design Engineer for a continuing services contract to include roadway, drainage and utility design services for multiple projects within the City. Environmental permitting and engineer's estimates are also included in the scope.		
b.	Alta Lakes Subdivision - Amenity Center Jacksonville, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Design Engineer for site development plans that included paving, grading, drainage, water, and sewer for a master planned residential subdivision. Project included recreational and aquatic facilities with extensive landscape and hardscape components		
c.	2017/2018 Street Improvement Project City of New Port Richey, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Design Engineer for continuing services contract that included roadway, drainage and utility design services for multiple projects within the City. Scope included the evaluation of existing pavement conditions, utility requirements, and safety modifications, as well as preparation of contract plans, documents and specifications, construction estimates, and bidding assistance.		
d.	Tampa Commerce Center- Off-site Improvements & Platting Hillsborough County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2019	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Project Manager/Engineer for the design and permitting of left- and right-turn lanes, water and sewer extensions, and storm sewer improvements. Provided platting services, construction costs estimates, bid and performance bond preparation.		
e.	SR 15/US 17 Eminent Domain Services Volusia County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2019	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Project Engineer for the assessment of property impacts due to proposed right of way takings. The scope took into consideration all drainage, utilities, environmental, jurisdictional, circulation, and economic impacts. Developed solutions to mitigate impacts of right of way takings, coordinated with property owners, and provided permitting services with necessary regulatory agencies.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Sherri French, PLA	Landscape Architecture	A. TOTAL	B. WITH CURRENT FIRM
		14	6

15. FIRM NAME AND LOCATION (City and State)
Half Associates, Inc. | Tampa, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
MS/Landscape Architecture and Environmental Planning BS/Horticulture Residential Design/Build	Registered Landscape Architect FL #LA6667344

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
American Society of Landscape Architects and International Society of Arboriculture

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Triple Creek Community Hillsborough County, Florida	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm Landscape Architect. Assisted in designing, drafting, and creating notes and specifications for a multimillion-dollar, enhanced landscape and irrigation plan for this master planned community. Participated in bid phase services including answering RFIs, evaluating bids, and providing recommendations to client. Explored pavement material options for community sidewalks and walking trails. Incorporated large trees and palms to create a dramatic aesthetic. Designed unique site features to create a bold and unique appearance appropriate for viewing by vehicular and pedestrian traffic without interfering with the safety of the users.		
b.	The Reserve at Citrus Park Hillsborough County, Florida	2017	2017
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm Landscape Architect. Provided conceptual design alternatives for subdivision common areas including entry features, automated security gate access, tot lot, monument sign and pillars, and associated landscape and irrigation. Provided graphic renderings and construction estimating. Created construction documents for all proposed enhanced landscape enhancements.		
c.	Fowler and I-75 Landscape Improvements Hillsborough County, Florida	2016	2017
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm Landscape Architect. Prepare construction documentation including extensive notes and details for landscape plans at this major interchange along the I-75 corridor. Landscape enhancements provided aesthetic appeal without compromising the safety of the traveling public. Incorporated large tiered retaining walls as appropriate within infields to facilitate planting on steepest slopes.		
d.	SR 281/Avalon Blvd. at SR8 (I-10) Landscaping - FDOT District 3 Hillsborough County, Florida	2017	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm Landscape Architect. Prepared construction documentation for landscape improvements at major interchange and verified compliance with standard FDOT indexes. Aided in plant selection to verify long term viability of plantings with no supplemental irrigation after initial establishment. Made design adjustments to verify budgetary requirements were met without sacrificing aesthetics of the design.		
e.	New York Life Courtyard Enhancements Tampa, Florida	2018	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. Provided phased concept and construction plans for a revitalized social space at the New York Life's corporate campus. The space was brought to life through the restoration and regrading of an existing pond, decorative hardscape materials, seat wall, site furniture, and an architectural shade structure as the focal point of the redesign.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Joseph H. Maldonado, Sr., CGC	Construction Services	A. TOTAL	B. WITH CURRENT FIRM
		36	11
15. FIRM NAME AND LOCATION (City and State)			
Half Associates, Inc. Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
Architectural/Building Code Administration Architectural and Civil Engineering		Certified General Contractor #031697 SBCCI Registered Building Inspector #1711 FDEP Stormwater Erosion Inspector #18517	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
N/A			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a.	Triple Creek Community Subdivision Phase 1 Hillsborough County, Florida	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
	<p>Construction Manager for 383 and 122 single-family lots, respectively. Conducted weekly job meetings, coordinated meetings with private and public utilities, reviewed construction schedule, shop drawings, and pay requests. Prepared supplemental sketches for field changes, reviewed construction activities, prepared daily field reports, and supervised in-house inspectors. The subdivision included construction of a stormwater system, private and public utilities, building pads, new roadways, existing roadway improvements, and traffic striping and signage.</p>		
b.	Ladera Subdivision Hillsborough County, Florida	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2017
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
	<p>Construction Manager for 2.8-miles of 10-inch ductile iron pipe (DIP) for a water main extension on Van Dyke Road. Reviewed the proposed designs for the pump station, wastewater system, potable water system, and stormwater system. Reviewed the dry utilities for electrical, telephone, and cable conduit/equipment layout prior to, and during, construction. This site had several environmental issues that were resolved in the field. Frontage Road was constructed at night due to traffic congestion.</p>		
c.	Triple Creek Collector Road Section One THillsborough County, Florida	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
	<p>Construction Manager for construction plans and permitting for the Collector Road Section One segment of the Big Bend Road/Triple Creek Boulevard extension project. Project extended Triple Creek Boulevard from the terminus at the roundabout with Dorado Shores, northerly to an intersection with the extension of Big Bend Road, to a terminus at a roundabout adjacent to the future Amenity Center project.</p>		
d.	Reserve at Citrus Park Redesign Two Tampa, Florida	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
	<p>Construction Manager for the complete redesign of the Reserve at Citrus Park, formally known as the Bennett Property Subdivision. The redesign included revising any approvals previously obtained. These redesigns included off-site requirements to Lake Sunset, the reconfiguration of an intersection with Sheldon Road, resurfacing of existing pavement to maintain a minimum of 20 feet of asphalt, and the addition of a sidewalk along Lake Sunset to the project entrance.</p>		
e.	Deer Creek Asphalt Resurfacing Tampa, Florida	PROFESSIONAL SERVICES 2016	CONSTRUCTION (If applicable) 2017
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
	<p>Project Manager who assisted in the repavement and improvements to existing roads in the Deer Creek Community. Improvements began from the gated entry and extended approximately one mile.</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Drew Sanders	Environmental Scientist	A. TOTAL	B. WITH CURRENT FIRM
		30	3
15. FIRM NAME AND LOCATION (City and State)			
Half Associates, Inc. Tampa, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
BS/Biology Graduate Courses		N/A	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
FDOT 2.0 Project Development Environmental Studies			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Triple Creek CDD THillsborough County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	Ongoing	Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
<p>a. Environmental Scientist. Half provides master planning, design, permitting, and construction services. Half also serves as the District Engineer for the CDD on the 1,050-acre, 2,000+ unit mixed-use project. The project includes multiple amenity features including miles of paved trails, numerous wetlands, a lake, creek system, and hundreds of acres of preservation land. Additionally, there are several community pools, playgrounds, and recreation areas. Monument signs, landscape, and irrigation are also under the direction of the CDD Engineer.</p>		
Mira Bay Hillsborough County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2019	2019
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
<p>b. Environmental Scientist. Provided assistance with the environmental analysis and preparation of the application of the Harbor Bay Development of Regional Impact (DRI) for this private, 600-acre development. The scope included wetland delineations, listed species surveys, environmental permitting assistance, the design of the wetland mitigation plan to create a mix of fresh and saltwater wetland, and enhancement of both upland and wetland communities. The scope also included the preparation of a canal enhancement plan with five miles of maintenance dredging of residential canals in Apollo Beach, Florida, and the development and implementation of a Manatee Protection Plan for the adjacent Tampa Bay waters.</p>		
Ashley Glen Pasco County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	Ongoing	2017
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm
<p>c. Environmental Scientist. Mr. Sanders assisted the client with wildlife surveys, wetland delineations and environmental permitting assistance for a mixed-use community in Pasco County, Florida. As a part of this effort, he also assisted with developing a wetland mitigation plan and obtaining approvals to relocate listed wildlife.</p>		
Citrus Grove Development Okeechobee County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	2017	2019
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm
<p>d. Environmental Scientist. Completed wetland delineations, listed species surveys, and provided environmental permitting assistance for this 14,000-acre project. The listed wildlife species observed during the species surveys included the burrowing owl, caracara, gopher tortoise, Florida grasshopper sparrow, Florida sandhill crane, and a variety of wading birds.</p>		

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER	
		1	
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Triple Creek Community CDD Hillsborough County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	Ongoing
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Triple Creek CDD/Green Pointe Communities, LLC	Taylor Nielson/Jim McGowan	813.533.2950	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			

Halff is providing master planning, design, permitting, and construction services. Halff also serves as the District Engineer for the CDD on the 1,050 acre, 2,000+ unit mixed-use project. The project includes multiple amenity features including miles of paved trails, numerous wetlands, a lake, creek system, and hundreds of acres of preservation land. Additionally, there are several community pools, playgrounds, and recreation areas. Monument signs, landscape, and irrigation are also under the direction of the CDD Engineer. Example services include evaluation of flooding issues on District property, consideration of additional landscaping and/or fencing to provide buffering between District property and adjacent land, evaluation of resident complaints, negotiation of penalties resulting from unauthorized habitat impacts from adjacent property owners, oversight of District construction projects, oversight of District construction budgets, attendance at District public meetings, cost estimates, engineer's reports, and assistance with bonding. Services related to this project have been provided for multiple clients in numerous phases spanning more than 15 years.

Cost: \$1.5 million (Professional Service Fees)



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Halff Associates, Inc.	Tampa, Florida	Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER	
		2	
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Reserve at Pradera Subdivision CDD Hillsborough County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	Ongoing
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Reserve at Pradera c/o Rizzetta & Company	Bryan Radcliff	813.533.2950	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			

Located in southern Hillsborough County, the Reserve at Pradera is a multi-phased, master planned community consisting of 358 lots on approximately 182 acres. The project includes a master amenity center with recreation fields, sports courts, and a swimming pool. Other community amenities include miles of paved trails, lakes/ponds, a dog park, and numerous community gathering areas. The community also includes an extensive landscaped entry with community sign. All of these items are under the operation and maintenance purview of the CDD. Halff serves as the Engineer of Record and the CDD Engineer for this project.

Cost: \$5,000 (CDD Engineer) / \$600,000 (Engineer of Record)



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Halff Associates, Inc.	Tampa, Florida	Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER	
		3	
21. TITLE AND LOCATION (City and State) Copperstone Community Development District Manatee County, Florida		22. YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Copperstone CDD	Christina Newsome	813.533.2950	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			

Located in the Parrish area of Manatee County, Florida the Copperstone Community is an established resident controlled Community Development District. This district consists of approximately 260 acres of land located between Mocassin Wallow Drive and Eerie Road. Halff was selected as the District Engineer in 2021.

Cost: \$20,000



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Halff Associates, Inc.	Tampa, Florida	Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER	
		4	
21. TITLE AND LOCATION (City and State) Bloomington Community Design Services Hillsborough County, Florida		22. YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2019	N/A
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Bloomington Special Tax District	Tom Leech	813.681.2051	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			

The Bloomington Special Tax District includes 32 neighborhoods and approximately 5,500 home sites that were constructed over a 30-year period. The resulting community includes a variety of signs, common areas, entry features, and landscaping. In an effort to revitalize and provide a cohesive brand, the Taxing District retained Halff's professionals to evaluate signage and landscaping throughout the community and provide recommendations for improvements.

Cost: \$50,000+



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Halff Associates, Inc.	Tampa, Florida	Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER	
		5	
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Berry Bay Subdivision Wimauma, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	Ongoing
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Eisenhower Property Group, LLC	Ryan Motko	813.443.0809	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			

Halff is providing professional engineering services to develop the initial 663 units for a residential community on approximately 420 acres. The project also includes a 1.5-mile collector road, roundabout, master stormwater infrastructure, and approximately three miles of off-site utilities. The CDD-governed community is expected to be in excess of 1,100 units with future phases planned.

Cost: \$600,000 (Professional Services Fee)



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Halff Associates, Inc.	Tampa, Florida	Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER	
		6	
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Mangrove Manor and Point CDD Apollo Beach, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		Ongoing	Ongoing
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Forestar Real Estate Group, Inc.	John Garrity	813.740.9693	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			

Halff is providing services for a multi-phased, 121-acre, 486 single-family unit community. Project responsibilities include rezoning and land use support, conceptual lot layouts, stormwater, utility and lift station design, off-site utility extension design, client management, and permitting with all required agencies. The project includes master infrastructure for several future commercial outparcels, coordination with another consultant for the redesign and signalization of the US 41 and Leisey Road intersection adjacent to the project, and coordination with two adjacent, similarly-timed construction projects. A revision to the Hillsborough County regional Stormwater Model (HCSWMM) was necessary to establish the riverine flood elevation for the project and was completed using the Environmental Protection Agency's SWMM 5.1.

This project includes assistance in the establishment of the Community Development District as the District Engineer.

Cost: \$300,000 (Professional Services Fee) / \$6,000,000 (Estimated Construction Cost) / \$10,000+/- (District Engineer Fees)



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Halff Associates, Inc.	Tampa, Florida	Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER	
		7	
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Asturia Community Development District Riverview, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2022	N/A
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Asturia CDD	Bob Nanni	813.991.1116	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			

Halff was recently chosen to provide engineering services on a continuing basis for the Asturia CDD. The engineering scope includes stormwater management facilities, roadways, water, sewer, and re-use systems. The landscape architecture scope includes entrance features, hardscape and landscaping, amenity, and recreational facilities.

Cost: \$100,000+/-



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Halff Associates, Inc.	Tampa, Florida	Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER	
		8	
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Deer Creek Asphalt Resurfacing Tampa, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2016	2017
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Deer Creek HOA	David Wheeler	813.936.4153	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			

Deer Creek was constructed as a gated community with approximately one mile of private streets. Halff assisted with an evaluation of pavement and sidewalk failures within the community, and oversaw a series of roadway resurfacing and sidewalk replacement projects starting from the gated entry.

Cost: \$150,000



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Halff Associates, Inc.	Tampa, Florida	Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER	
		9	
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
Brooker Ridge Subdivision Hillsborough County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2017	2018
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
Belleair Capital Group/Hillsborough County	Bruce Danielson	727.461.7653	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			

Halff prepared a preliminary plat for approval by Hillsborough County for the development of a 35.65-acre site to include 129 single-family home sites. Halff also prepared site development construction plans, and obtained site development permits. The site has access to John Moore Road, and the project included a southbound left turn lane into the project site, and a 2,400 +/- LF, 12-inch force main extension south of the project on John Moore Road.

Halff provided a warranty inspection of the community upon completion of the housing construction to identify areas that should be repaired, and coordinated with the various parties to establish responsibility for those repairs.

Cost: \$183,900 (Design) / \$184,000 (Construction)



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Halff Associates, Inc.	Tampa, Florida	Prime

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER	
		10	
21. TITLE AND LOCATION (City and State)		22. YEAR COMPLETED	
New Port Richey Street Program New Port Richey, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2015	Ongoing
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER	
City of New Port Richey	Robert Rivera	727.841.4536	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			

After assisting the City to develop the annual non-advorem street assessment, Halff prepared multiple years of street improvement plans. The street improvement program is designed to complete a maintenance cycle of all of the City's roads within a 20-year period. The roadways were ranked by need, and each year the lowest-ranked roads are included in that year's project. The plans are prepared using aerial photographs, GIS data, limited topographic survey, and field observations. This data is combined to determine the limits of patching, base replacements, and milling. Valley gutter and drainage flumes are installed in limited circumstances to address pavement failure caused by historic flooding. This hybrid plan preparation process allows Halff to provide cost-effective construction plans that correct minor damage problems, and avoid the high costs of right of way acquisition, full survey, and unnecessary studies.

Cost: \$150,000/year



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Halff Associates, Inc.	Tampa, Florida	Prime

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Kyle L. Thornton, PE	District Engineer	✓	✓	✓		✓	✓		✓	✓	
Bruce T. Kaschyk, AICP	Principal-in-Charge Master Planning	✓	✓		✓	✓	✓		✓		✓
Michael A. Osipov, PE, PSM	Assistant District Engineer	✓							✓		✓
Sherri French, PLA, ISA	PLA Regional Practice Leader Landscape Architect Certified Arborist	✓	✓		✓	✓			✓	✓	
Drew E. Sanders	Senior Environmental Scientist	✓		✓							
Joseph H. Maldonado, Sr., CGC	Project Manager- Construction Services	✓	✓	✓		✓	✓		✓	✓	✓

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Triple Creek Community CDD	6	Mangrove Manor and Point CDD
2	Reserve at Pradera Subdivision CDD	7	Asturia Community Development District
3	Copperstone CDD	8	Deer Creek Asphalt Resurfacing
4	Bloomington Community Design Services	9	Brooker Ridge Subdivision
5	Berry Bay Subdivision	10	New Port Richey Street Program



H. ADDITIONAL INFORMATION

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

GEOGRAPHIC LOCATION LOCAL OFFICE INFORMATION

Halff Local Office

The Halff Tampa branch will fully execute this contract. Dedicated staff will be available by phone and email, and office space for all the team members will be maintained in our Tampa office for the duration of the project.

Additional Halff Florida offices are located in Tavares, Tallahassee, Jacksonville, Miramar Beach, Chipley, and Panama City Beach. Halff is supported by more than 1,400 employees in 28 offices, nationally.

Halff Local Contact

1000 N. Ashley Drive, Suite 900
Tampa, Florida 33602
813.620.4500

Kyle Thornton, PE | District Engineer
kthornton@halff.com
813.331.0974

HALFF'S UNIQUE QUALIFICATIONS

Halff understands there are many important qualifications to selecting a qualified engineering firm. Halff has assembled a highly-qualified team with a proven history of working together and specialized experience in all aspects of the anticipated project. Our team is committed to the success of the project and will apply our knowledge and experience to:

- Be available and immediately responsive.
- Listen to and understand your objectives, goals and constraints
- Understand the regulatory and permitting requirements associated with the project
- Provide varying options for each design problem to enable selection of solutions which best fit your needs

These factors will contribute to a successful project that meets your needs, goals, milestones, budget and schedule.

HALFF BY THE NUMBERS



ABILITY TO MEET TIME AND BUDGET REQUIREMENTS

Halff is committed to meet the schedule and budget requirements established by the Mangrove Point and Mangrove Manor CDD. Having worked with numerous public and private clients during our many years in practice, Halff is acutely aware of the importance of completing assignments within budget constraints. We have developed specific steps to maintain control of project budgets from initiation through completion. Halff will work closely with the CDD to develop a clear and detailed scope of work. We utilize a web-based program to track all charges on projects. This data is updated weekly to provide current budget reports/details for the project manager, and can be provided to the CDD at any time. For construction and cost estimates, we maintain local relationships with contractors to verify current cost data.



ON TIME ON BUDGET

AVAILABILITY

Halff's personnel are committed to the successful completion of this project. We will be ready to begin service within 24 hours of the Notice to Proceed. The Halff team will utilize Deltek Vantagepoint software to support the management of human resources. This system allows for project managers to monitor all project efforts in real time and quickly assess project status and needs. Staff assignments will be modified, as needed, to make sure that required staff are available to support Mangrove Point and Mangrove Manor CDD. With Halff's network of more than 1,400 professional staff members, we have designated backup team members for each role should the need arise.

CERTIFIED MINORITY BUSINESS ENTERPRISE

Halff is not a certified minority business, but has a long history of teaming with minority business firms. We work with our clients to support their minority business programs, and maintain strong relationships with a large number of minority business firms that compliment our services.

RECENT, CURRENT, AND PROJECTED WORKLOAD

The Halff team is fully prepared to undertake this assignment. Our key professional and technical staff have the available time to fully commit to any requests identified by the CDD.

A comprehensive list of our firm's current projects is reviewed and updated weekly. Staffing assignments are made with the goal to provide staff continuity to our clients and to confirm that the appropriate technical qualified staff are assigned to client projects.

Halff has many years of experience with managing multiple projects simultaneously. The success of our team's approach to management of contracts is reflected in our ability to continue to secure this type of work from a wide variety of clients within both state and local government.

PAST EXPERIENCE AND PERFORMANCE

Halff is currently working for Mangrove Point and Mangrove Manor Community Development District.



LICENSES

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ABST Delinquent
Inquiries & Activity
List Search

Licensee Details

Licensee Information

Name:	HALFF ASSOCIATES, INC. (Primary Name)
Main Address:	BESH HALFF (DBA Name) 1201 N BOWSER RD RICHARDSON Texas 75061
County:	OUT OF STATE
License Mailing:	
License Location:	

License Information

License Type:	Registry
Rank:	Registry
License Number:	33380
Status:	Current
Licensure Date:	09/12/2019
Expires:	

Special Qualifications Qualification Effective

Alternate Names

Ron DeSantis, Governor Julie I. Brown, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

FRENCH, SHERRI MARIE
HALFF ASSOCIATES, INC.
7116 QUAIL HOLLOW BLVD
WESLEY CHAPEL FL 33544

LICENSE NUMBER: LA6667344
EXPIRATION DATE: NOVEMBER 30, 2023
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

Ron DeSantis, Governor Melanie S. Griffin, Secretary

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

OSIPOV, MICHAEL ANTHONY
7327 SWAN LAKE DRIVE
NEW PORT RICHEY FL 34655

LICENSE NUMBER: PE41136
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LS7094**
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

MICHAEL A OSIPOV
7327 SWAN LAKE DR
NEW PORT RICHEY, FL 34655-4045

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

State of Florida

Department of State

I certify from the records of this office that HALFF ASSOCIATES, INC. is a Texas corporation authorized to transact business in the State of Florida, qualified on November 6, 2018.


The document number of this corporation is F18000005458.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on February 16, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixteenth day of February,
2023*




Secretary of State

Tracking Number: 9868402955CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

3/3/23

33. NAME AND TITLE

Kyle Thornton, PE

PART II

ARCHITECT-ENGINEER QUALIFICATIONS	1. SOLICITATION NUMBER <i>(if any)</i> N/A
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PART II – GENERAL QUALIFICATIONS

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

2a. FIRM (OR BRANCH OFFICE) NAME Half Associates, Inc.				3. YEAR ESTABLISHED 1950		4. UNIQUE ENTITY IDENTIFIER K1QEH96MKAF1	
2b. STREET 1000 North Ashley Drive, Suite 900				5. OWNERSHIP			
				a. TYPE Corporation			
2c. CITY Tampa		2d. STATE FL		2e. ZIP CODE 33602		b. SMALL BUSINESS STATUS Large Business	
6a. POINT OF CONTACT NAME AND TITLE Jessica Baker Daily, PE, CFM, PMP – Chief Marketing Officer				7. NAME OF FIRM (if Block 2a is a Branch Office) Half Associates, Inc.			
6b. TELEPHONE NUMBER (813) 620-4500		6c. E-MAIL ADDRESS jbaker@halff.com					

8a. FORMER FIRM NAME(S) (if any) Genesis Halff, Inc.		8b. YEAR ESTABLISHED 2019		8c. UNIQUE ENTITY IDENTIFIER	
--	--	-------------------------------------	--	-------------------------------------	--

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	C. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number <i>(see below)</i>
		(1) FIRM	(2) BRANCH			
02	Administrative	178	8	A06	Airports; Terminals and Hangars; Freight Handling	3
06	Architect	18		B02	Bridges	5
08	CADD Technician	89	2	C10	Commercial Building; (low rise); Shopping Centers	8
10	Chemical Engineer	11		C12	Communications Systems; TV; Microwave	4
12	Civil Engineer	390	28	E02	Educational Facilities; Classrooms	5
14	Computer Programmer	36	1	E03	Electrical Studies and Design	5
15	Construction Inspector	41	13	E09	Environmental Impact Studies, Assessments or Statements	6
16	Construction Manager	7	1	G04	Geographic Information System Services: Development, Analysis, and Data Collection	6
21	Electrical Engineer	20		H07	Highways; Streets; Airfield Paving; Parking Lots	9
24	Enviro. Scientist	37	6	H09	Hospitals & Medical Facilities	4
29	GIS Specialist	49	1	H11	Housing (Residential, Multifamily, Apartments, Condominiums)	6
30	Geologist	8		I01	Industrial Buildings; Manufacturing Plants	6
38	Land Surveyor	150		L03	Landscape Architecture	7
39	Landscape Architect	47	6	P04	Pipelines (Cross-country—Liquid & Gas)	8
42	Mechanical Engineer	26		P06	Planning (Site, Installation and Project)	5
47	Planner Urban/Reg.	38	5	R11	Rivers; Canals; Waterways; Flood Control	8
57	Structural Engineer	14		S04	Sewage Collection, Treatment and Disposal	7
58	Technician/Analyst	75	6	S10	Surveying; Platting; Mapping; Flood Plain Studies	8
60	Transportation Engineer	74		S11	Sustainable Design	6
62	Water Resources Engineer	84		S13	Storm Water Handling & Facilities	7
Total		1,392	77	W03	Water Supply; Treatment and Distribution	6

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

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.	
a. SIGNATURE 	b. DATE February 28 th , 2023
c. NAME AND TITLE Jessica Baker Daily, PE, CFM, PMP – Chief Marketing Officer	

STANDARD FORM 330 (REV. 7/2021)

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

7C11

February 27, 2023
Wrathell, Hunt and Associates, LLC
C/O Daphne Gillyard
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431



Re: Mangrove Point and Mangrove Manor Community Development District: Request for Qualifications for Engineering Services

Dear Selection Committee,

Lighthouse Engineering (LHE) submits this proposal for professional services with a strong interest to enter a partnership with Mangrove Point and Mangrove Manor Community Development District (CDD) as your **District Engineer**. LHE is a multi-discipline civil/site engineering firm with three senior professional engineers and affiliates who are highly qualified for this work. One (1) electronic copy of Standard Form No. 330 and Qualification Statement are included in this proposal, along with all applicable licenses.

Lighthouse Engineering has professionals experienced with CDD operations.

Lighthouse Engineering (LHE) had provided engineering services for Meadow Pointe II CDD in Wesley Chapel, Florida with Bob Nanni is the District Manager. We are also currently working as the District Engineer for Harbor Bay CDD with Jordan Lansford as the District Manager.

WHY HIRE LHE? Quite simply, we offer the best value for our professional services. LHE is an engineering firm with very competitive overhead and the highest quality standards. Our engineers have a combined experience of over 100 years and this knowledge allows us to examine, evaluate and quickly solve both complex and minor tasks. We feel this knowledge provides the best value for our clients.

LHE provides this value through having executive/ senior professionals that are highly qualified for their work. In addition, our operations run efficiently through purchasing and acquiring the same or greater IT infrastructure and office equipment utilized by our competitors and placing them in home offices. As the District Engineer, we would adopt a **safety-first approach**. We will protect the safety of the community first and foremost. We will support the **economic** interests of the community through adhering to capital budgeting requirements. For our part, we commit that we will provide the engineering services for the CDD in accordance with the budget.

WHY IS THIS IMPORTANT TO THE CDD? It means that our engineering work is easily bid by contractors and produces regular low bids for work. Also, Design-Build projects typically have zero change orders. This allows the CDD to finish more work with less financial and management resources.

If you wish to discuss our abilities further, we would welcome the opportunity to meet face to face with you.

If you have any additional questions, please let us know.

Sincerely,

A handwritten signature in blue ink that reads 'Bradley S. Foran'.

Brad Foran, PE
Lighthouse Engineering, Inc.

Lighthouse Engineering, Inc.
701 Enterprise Road East, Suite 410
Safety Harbor, FL 34695
727-726-7856 (office) 727-683-9848 (fax)

ARCHITECT – ENGINEER QUALIFICATIONS

PART I – CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*
Request for Qualifications for Engineering Services Mangrove Point and Mangrove Manor Community Development District, Hillsborough County
2. PUBLIC NOTICE DATE
 February 27, 2023
3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT – ENGINEER POINT OF CONTACT

4. NAME AND TITLE
 Brad Foran, P.E., President
5. NAME OF FIRM
 Lighthouse Engineering, Inc.
6. TELEPHONE NUMBER
 727.726.7856
7. FAX NUMBER
 727.683.9848
8. E-MAIL ADDRESS
 bforan@lighthouseenginc.com

C. PROPOSED TEAM

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

#	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCON-TRACTOR			
a.	<input checked="" type="checkbox"/>			Lighthouse Engineering, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	701 Enterprise Road East Suite 410 Safety Harbor, FL 34695	Project Management, Environmental Permitting, Drainage, Traffic, Design, QA/QC, Specifications
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

[X] *(Attached)*

ORGANIZATIONAL CHART



X	A. Design Phase
X	B. Construction and Inspection Phase Services (Minor Projects Only)
X	C. Project Administration
X	D. General Civil/ Stormwater Engineering
X	E. Traffic Engineering
X	F. Water / Wastewater Engineering
X	G. Geotechnical Engineering
X	H. Pavement Management
X	I. Geographic Information Systems Services (GIS)
X	J. Grant Administration
X	K. General Engineering Consultation / Peer Review / Quality Assurance Review

**CDD
PROJECT MANAGER**

**PROJECT MANAGER
Brad Foran, P.E.**

**OFFICE ADMINISTRATION AND
MARKETING
Amy Palmer**

DESIGN TEAM

**QA/QC
Frank Foran, P.E.**

**ASSISTANT PROJECT MANAGER
Thomas Liu, P.E.**

**DESIGN ENGINEERING
CEI
PROJECT ADMINISTRATION**

**Brad Foran, PE
Thomas Liu, PE
Sandy Fabrizio**

**GEN CIV PLAN REVIEW, COST EST.
PROJECT CONCEPTUALIZATION**

**Brad Foran, PE
Frank Foran, PE
Thomas Liu, PE**

TRAFFIC ENGINEERING

**Brad Foran, PE
Frank Foran, PE
Thomas Liu, PE**

**WATER/ WASTEWATER
ENGINEERING**

**Thomas Liu, PE
Frank Foran, PE**

**GEN CIV SURVEYING
MAPPING**

Geodata

PAVEMENT MANAGEMENT

**Brad Foran, PE
Thomas Liu, PE**

GEOTECHNICAL ENGINEERING

Driggers

GRANT ADMINISTRATION

**Renee Foran
Sandy Fabrizio**

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Bradley S. Foran, P.E.	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 27	b. WITH CURRENT FIRM 16
15. FIRM NAME AND LOCATION <i>(City and State)</i> Lighthouse Engineering, Inc. Safety Harbor, FL			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> B.S.C.E. / Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Professional Engineer: Florida, 1998, #52634	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> FDOT Training / Contract Estimating System, Access Mgmt Guidelines for Project Development, Basic Lighting and Electricity, Advanced Work Zone Traffic Control Course, Specifications, Electronic Submittal			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
a.	Meadow Pointe II CDD – Wesley Chapel, Florida	2021	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE EOR for the gen. engineering consultant for this CDD community which contains 108 ponds, is home to almost 3500 residents and has almost 75 miles of roads. Over a 12-year period LHE was tasked to produce pavement evaluations, pond evaluations and evaluations of all the existing facilities that include the 2500 SF club house, pool, multipurpose courts and all of their existing wholly owned and operated infrastructure. As the GEC for the CDD we routinely interacted with the board and provided reports, evaluation, and financial guidance for current and future needs of the community. We engaged in the reissuance of bonds for the CDD that totaled more than ten million dollars and upgraded the existing infrastructure and produced monies for future expansion of the community facilities. As the GEC for the CDD, he was responsible to the CDD for all its engineering needs.		
b.	City of Clearwater – Bayshore Blvd. multi-use path	2016	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm Project Manager for the design of a new 10-foot-wide multi use path on the east side of Bayshore Blvd. Beginning at the Ream Wilson Trail Crossing and continuing to Bayshore Blvd's Tee into SR 60. This new trail will be the final link between Pinellas and Hillsborough County. The Bayshore Trail will interconnect the Friendship Trail and the Pinellas Trail that extends throughout Pinellas County. Extensive permits were required with a full Southwest Florida Water Management District (SWFWMD) ERP and US Army Core of Engineering Nationwide #14 permits.		
c.	City of Tampa – Hawthorne Road from MacDill to Bayshore Blvd. Improvements	2021	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm Project Manager and EOR for the design services for the Hawthorne Rd between Bayshore Blvd. and MacDill Ave. improvements. Project included saving the existing Oak trees, eliminating ponding on roadways, reprofiling of Hawthorne Road, removal of portions of the curb, and placement of curb inlets.		
d.	City of Tampa – Howard Ave-Dekle Ave-De Soto Ave Improvements	2015	2019
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm Project Manager and EOR for intersection redesign to improve the ADA access and operational maneuvering of this three-way intersection. Coordinated with the public and have assisted with the City for the Howard Ave corridor. (\$110,000)		
e.	I-275 / SR 93 Bus on Shoulder from Alt US 19/SR595/5th Ave N to SR 694/ Gandy Blvd. – Pinellas County FL *AWARD WINNING*	2019-2021	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE [X] Check if project performed with current firm Project Manager/EOR contracted to generate the Project System Engineering Plan (PSEMP) and the Requirement Traceability Verification Matrix (RTVM). Responsible for the installation of the RSS at the northbound and southbound ramps from 38th Ave. N. and 54th Ave. N. Also executed the removal and replacement of an ITS system components that are impacted by the Design-Build Firm's scope of work. Project also included paved shoulder widening, milling and resurfacing, drainage, signing and pavement markings, and lighting.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Thomas Liu, P.E.	13. ROLE IN THIS CONTRACT Project Engineering and Environmental Permitting	11. YEARS EXPERIENCE	
		a. TOTAL 22	b. WITH CURRENT FIRM 11
15. FIRM NAME AND LOCATION <i>(City and State)</i> Lighthouse Engineering, Inc., Safety Harbor, FL			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> B.S.C.E./1994/Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Professional Engineer: Florida, 2000, #58258	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> FDOT Training: Project Management, Drainage, HY-8, AdICPR, HydroCAD, erosion control, Advanced Traffic Control, Specifications, Electronic Submittals			

19. RELEVANT PROJECTS

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

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

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

19. RELEVANT PROJECTS

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

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1 THEA Project P-02113
21. TITLE AND LOCATION <i>(City and State)</i> Tampa Hillsborough Expressway Authority, Selmon Greenway Tampa, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2015 CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Tampa Hillsborough Expressway Authority THEA	b. POINT OF CONTACT NAME Bob Frey	c. POINT OF CONTACT TELEPHONE NUMBER 813-276-2466
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

The project scope for the Tampa-Hillsborough County Expressway Authority (THEA) was the design/build project entitled "Design/Build - Selmon Greenway Project Phase I" for the design, permitting, construction and performing all other services necessary for a 15' wide (12' to 24' in some locations) multi-use trail to connect the City of Tampa's River Walk in the vicinity of Ashley Drive to the vicinity of 19th Street. Project site is in Tampa, Hillsborough County, Florida.

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

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 2
21. TITLE AND LOCATION <i>(City and State)</i> BayShore Boulevard – Urban Multi-Use Trail City of Clearwater, FL		22. YEAR COMPLETED PROFESSIONAL SERVICES 2015
		CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Clearwater	b. POINT OF CONTACT NAME Leroy chin	c. POINT OF CONTACT TELEPHONE NUMBER 727-562-4856
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The project scope was for the design of a new multi-use path along the east side of Bayshore Boulevard with boardwalk and asphalt path from the Ream Wilson Trail to SR 60. The project included the removal and replacement of the existing sidewalk within the project limits and provided a new 10 foot wide multi-use path. It also required drainage design necessary to reroute drainage flow into an existing inlet which was located in the area that is not desirable, to a modified or new inlet that did not impede the physical travel lane. It also required addressing the sidewalk profile to raise the existing profile of the sidewalk and ensure positive stormwater conveyance into the existing open drainage system.

LHE provided contract administration, design, drainage improvements, erosion control, drainage studies, permitting mitigation impacts, management services, utility coordination, construction engineering inspection services, and quality acceptance reviews of all work associated with the development and preparation of the contract plans and construction of the improvements. Project cost was 1 million dollars.



Before



After

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 3 Contract # E7R25
21. TITLE AND LOCATION <i>(City and State)</i> FDOT District 7 – Withlacoochee Trail from Hernando County Line to Marion County Line Citrus County - Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2020 CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER FDOT District 7	b. POINT OF CONTACT NAME Kevin Lee, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 813-975-6272
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

The Withlacoochee State Trail is a shared use path that connects Pasco, Hernando and Citrus Counties. This trail is 46 miles long. The improvements proposed consisted of rehabilitating segment of the Trail that were experiencing pavement failure. Parts of the existing trail were raised approximately 1.5 to 3 inches to above existing grade to minimize standing water. Signing and pavement markings along with the installation of Rectangular Rapid Flashing Beacon (RRFB) was installed for pedestrian safety at the trail crossing at CR 48 East Orange Avenue.

Responsible for the coordination of survey, geotechnical investigation, design, preparation of all documentation related to the acquisition of all permits not acquired by the Department, maintenance of traffic, demolition, and construction on or before the Project completion date, and utility relocations. Also responsible for the compliance with Design and Construction Criteria regarding survey, design, construction, and maintenance of traffic during construction, project management, scheduling, and coordination with other agencies and entities such as state and local government, utilities and public.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 4 21717
21. TITLE AND LOCATION <i>(City and State)</i> US 41 / SR 45/S. 50 th St. from Denver St to N. of 27 th Ave. S. Hillsborough, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2021 CONSTRUCTION <i>(If applicable)</i>
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER FDOT District 7	b. POINT OF CONTACT NAME Pia Cormier	c. POINT OF CONTACT TELEPHONE NUMBER 813-975-6176
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

US 41/SR 45/S. 50th St., from Denver St. to north of 27th Ave. S., is classified as an urban principal arterial on the State Highway System with a context classification designated as C3C -Suburban Commercial roadway. Cracking was identified throughout the existing roadway. To extend the life of the existing pavement, the proposal called for the milling and resurfacing of US 41 from Denver St. to north of 27th Ave. S. for a total project length of 1.100 miles. The project also included upgrading curb ramps to meet current ADA standards and perform general safety modification works. There was an existing railroad crossing at US 41 that required coordination through the District Rail Office.

Due to heavy truck traffic and narrow outside thru lane width of the roadway, the existing curb and gutter inlet tops were damaged. Structurally deficient drainage structures were evaluated for repair and/or replacement throughout the project limits.

LHE prepared contract documents including plans, specification, supporting engineering analysis, calculation and other technical documents.

FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Prime Consultant
b.	(1) FIRM NAME Bala Consulting Services, LLC	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Signing and pavement markings
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 5
21. TITLE AND LOCATION <i>(City and State)</i> I-275 / SR 93 Bus on Shoulder from ALT US 19 / SR 595 / 5 th Ave N. to SR 694 / Gandy Blvd. Pinellas County, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2020 CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER FDOT District 7	b. POINT OF CONTACT NAME Craig Fox, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 813-975-6082
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

I-275/SR93 (from Alt. US19/SR595/5th Ave. N. to SR694/Gandy Blvd.) is an Urban Principal Arterial Interstate. Located in Pinellas County, the project corridor is a northbound and southbound interstate with existing three (3) 12-foot travel lanes in each direction, 12 foot outside shoulder, and 8 foot (median) inside shoulder. The total project length was 5.203 miles.

Due to increasing public demand for transit ridership, the Department partnered with Pinellas Suncoast Transit Authority (PSTA) to implement the I-275 Bus on Shoulder Pilot Project which consisted of widening and resurfacing the northbound and southbound outside paved shoulder of I-275 (from Alt. US19/SR595/5th Ave. N. to SR694/Gandy Blvd.) from 10 feet to 12 feet. The shoulder widening will allow for transit vehicles to travel along the shoulder when traffic congestions slowed down the travel lanes to 35 mph. The existing three (3) 12-foot travel lanes were maintained along the northbound and southbound of I-275.

Project improvements consisted of shoulder milling/resurfacing, and shoulder widening. Existing drainage structures, pavement markings, signs, guardrail, lighting, and other features impacted by the project were replaced or relocated. Furthermore, side slopes affected by the shoulder widening were regraded and stabilized.

This was a roadway milling and resurfacing project which included pavement evaluation, mainline cross slope correction, and utility coordination. Signing and pavement marking design, specifications and cost estimating were also included. Project cost was 5 million dollars.



FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 6
21. TITLE AND LOCATION <i>(City and State)</i> FDOT District 7 – SR 39 from County Line to Bay Ave. Pasco County - Florida	22. YEAR COMPLETED PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER FDOT District 7	b. POINT OF CONTACT NAME Pia Cormier	c. POINT OF CONTACT TELEPHONE NUMBER 813-975-6176
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

The purpose of this RRR project was to preserve and extend the life of the existing pavement and perform general safety modification work. It included design of keyhole widening, cross slope correction, milling and resurfacing, signing and pavement markings, utility coordination, and permitting from SR 39 (Paul S. Buchman Hwy.) from Hillsborough County Line to South of Bay Ave. The segment of SR39 is classified as an urban principal arterial roadway with two typical sections. The first section consists of two lane undivided with 12' wide travel lanes, 8" wide shoulder (5' paved with bike lanes), and ditches on both sides. The second section is a two-lane divided with 12' wide travel lanes, 12' paved median, 8' shoulder (5' paved with bike lanes) and ditches on both sides. The project limit is from milepost 0.000 to milepost 0.679.

LHE provided drainage plans to accomplish the following goals:

- *Identify existing drainage issues and provide the most cost-effective solutions.
- *Enhance the safety level of the drainage structures
- * Replace or repair structurally deficient drainage structures
- *Ensure existing drainage features were not adversely impacted by the project
- *Desilt all storm drain/side drain/cross drainpipes within the project limits.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 7
21. TITLE AND LOCATION <i>(City and State)</i> City of Tampa – Himes and Azeele Signal Improvements Tampa, Florida	22. YEAR COMPLETED PROFESSIONAL SERVICES 2015	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Tampa	b. POINT OF CONTACT NAME Vik Bhide	c. POINT OF CONTACT TELEPHONE NUMBER 813-274-3101
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The project scope was for the design of signal and ADA upgrades of the subject intersection. The project included new pedestrian countdown signals, sidewalk, roadway improvements, and mast arms. Additional elements included public involvement, utility relocation, signing and pavement marking, and all project management to complete the design.

Our scope of services included the following tasks:

- * The design accommodated 4 legs of the intersection. Survey was required.
- * Survey included all utilities above and below ground as well as all other above ground entities.
- * Underground utilities were located via Subsurface Utility Engineering (SUE) in the vicinity of proposed pole foundation.
- * Geotechnical services were required for mast arm pole.
- * The limits of the project were milled and resurfaced to remove conflicting pavement markings.
- * Himes was crowned to remove the "bump" both north and south of Azeele and to drain to the inlets in all four corners of the intersection.
- * Data collection including traffic data and count information, sewer, water, storm sewer data, other planned projects in the vicinity, and all utilities
- * Field Review and Analysis of project site conditions.
- * Design Survey/SUE/Utility Coordination
- * Design and Construction Plan Preparation
- * Quality Assurance / Quality Review

Project cost was \$200,000.



Before



After

FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 8 Contract #14-D-560
21. TITLE AND LOCATION <i>(City and State)</i> City of Tampa General Engineering Services – Palm Ave Tampa, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Tampa	b. POINT OF CONTACT NAME Milton Martinez, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 813-274-8998
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

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

Project Cost was \$100,000.



FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 9
21. TITLE AND LOCATION <i>(City and State)</i> City of Tampa General Engineering Services – Howard Ave at Dekle / DeSoto Ave. Tampa, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2020 CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Tampa	b. POINT OF CONTACT NAME Milton Martinez, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 813-274-8998
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

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

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

LHE provided utility coordination, design and construction plan preparation, pedestrian ramp/crosswalk design, design review, construction plans, quality assurance / quality review; as well as attended all field and coordination meetings. Project Cost was \$500,000.



Before



After

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 10
21. TITLE AND LOCATION <i>(City and State)</i> Meadow Pointe II Community Development District (CDD) General Engineering Consultant (GEC) – Wesley Chapel, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2021 CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Meadow Pointe II CDD	b. POINT OF CONTACT NAME Bob Nanni	c. POINT OF CONTACT TELEPHONE NUMBER 813-991-1116 X105
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

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

The project consisted of the milling and resurfacing of the existing roadway within eleven sub-divisions of Meadow Point II CDD including the clubhouse. The communities included are listed below:

- | | |
|-----------------|----------------|
| 1. Charlesworth | 7. Long leaf |
| 2. Colehaven | 8. Manor Isle |
| 3. Covina Key | 9. Sedgwick |
| 4. Glenham | 10. Vermillion |
| 5. Iverson | 11. Wrencrest |
| 6. Lettingwell | |

The scope included the following requirements:

1. Mobilization
2. Maintenance of traffic
3. Prevent asphalt and/or debris from entering existing inlets during construction
4. Mill existing asphalt pavement
5. Resurface the milled roadway with asphalt
6. Pavement restriping
7. Clean up site

FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Lighthouse Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Safety Harbor, FL	(3) ROLE Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

H. ADDITIONAL INFORMATION

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

LHE's strong local presence in the Tampa Bay area is supported by local professionals with a spectrum of expertise, enabling us to provide our clients with the most effective project solutions on time and under budget.

Introduction: The Lighthouse Engineering Team

Founded in 2006, LIGHTHOUSE ENGINEERING, INC. is a multi-disciplinary engineering firm located in Pinellas County and is a **Certified Statewide SBE and Small Local Business Enterprise (SLBE)**.

Over the past 16 years, Lighthouse Engineering (LHE) has advanced the concept of providing a total package of engineering services to public and private clients. We maintain a broad spectrum of expertise, including our primary service areas:

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



This diversity enables our organization to offer a unified "in-house" team approach composed of highly skilled and experienced professionals in a variety of specialties. The result is high-quality consulting services provided in a professional and timely manner. **The advantage to selecting LHE is that our engineers are diverse and multi-discipline.** As a small business, this is a unique advantage as we can service a project with as few as three professionals and deliver the project to you. By keeping the project team small, compact, and efficient, LHE can service this contract and provide immense value to Mangrove Point and Mangrove Manor Community Development District. Logically, Mangrove Point and Mangrove Manor CDD should see that when three multi-discipline engineers work together, the project is much more manageable when compared to the engineering team that the larger corporations need to finish this project.

Even though we have a small staff, we have a combined experience of over 100 years in the design of roadway transportation design, water, sewer, drainage, intersection improvements, permitting and other similar types of designs normally required by CDDs. We are familiar with and are experienced in design, construction inspection, project administration, and general civil support for any project that the CDD may undertake. We have designed, permitted and performed construction phase services for hundreds of projects ranging from the most complex Interstate highways to projects as small as local traffic calming, park design or small parking lot additions.

Local Knowledge

LHE has on staff a number of professionals who have a great deal of experience in roadway design. *Previous staff experience was obtained on City projects such as the Intersection Improvement Project for Dale Mabry and Kennedy Blvd, Himes and Azeele Signal upgrades, Palm Ave Improvements and Intersection Improvement Project for Fowler Avenue and 50th Street.* In addition, our staff has extensive local experience in roadway, storm water and utility design projects for clients such as Hillsborough County, Pasco County and the Florida Department of Transportation (FDOT), District Seven; as well as many private clients including Meadow Pointe II Community Development District (CDD).

In the past 16 years, LHE has completed over 70 roadway projects, solidifying an expertise that reduces project risk for our clients.

Accelerated Schedules Resulting from Permitting Expertise

Our project staff knows the pitfalls that delay permitting and how to avoid them from both a design and timing standpoint. **Because of our competence and speed in obtaining permitting from Southwest Florida Water Management District (SWFWMD) and the US Army Corps of Engineers (USACE), and proactive coordination with the various utility companies in the area, we are able to accelerate project plans and production schedules.**

Comprehensive Transportation Expertise Provided by Local Professionals

LHE has assembled a qualified team of professionals with extensive transportation engineering experience. Our combined team of multi-disciplined personnel specifically designated for this project is highly skilled in the areas of roadway and drainage design as well as utility conflict avoidance, coordination, and permitting. Including support staff, the LHE Tampa Bay area office currently has 5 full time employees. Our team has relationships and workflow processes that are established within the group to efficiently complete work and deliver quality products to the City of Tampa.

Capability and Ability to Deliver Project

We have a seasoned design team that is more than capable of delivering all the necessary components of a project and routinely handle larger scale projects with high dollar values. Our Project Manager completed an FDOT project in Pinellas County within the City of Tarpon Springs whereby the City will be reborn with a downtown revitalization of new sidewalk, utilities, lighting and upgraded pedestrian features. **This project was placed on an accelerated schedule and involved more than seven local utilities.** The utility work alone took almost a year to complete and the total cost of this exceeds more than 17 million dollars. We have the business tools, necessary design team, proper computer technology and a seasoned staff who are excited at the opportunity to serve the City and the place we call home.

Exceptional Staff Competence from Continued Training and Education

LHE is committed to ensuring that every staff member affecting product quality is fully competent to perform their assigned tasks. All personnel assigned to production have recent experience in their respective areas of responsibility. Competency is established through education, training, experience, and demonstration of skills.

Continuing education of our technical and professional staff is strongly encouraged. Many of our employees are enrolled in continuing education seminars and conferences offered by FDOT and other professional associations. Examples of these courses include the FDOT Project Management Course, Quality Assurance/Quality Control Training, FDOT Project Engineer Training, Traffic Control Zone Certification, Cost Estimating, and Long-Range Estimates Systems. Many of our engineers attend national seminars, where a variety of engineering trends and innovations are presented. Keeping up to date with the latest in technology and management solutions allows us to provide more value to our clients.

Proposed LHE Staff Members

The **accompanying resumes in Section E** present proposed staff members and their education, years of experience, role on this proposed contract, and specialized experience. The following paragraphs illustrate highlights of the qualifications and experience of our proposed project management team and key staff:

Project Manager

Brad Foran, P.E., has a long history of working with both State and Local agencies and has helped many Cities, CDDs and Counties achieve their capital work programs. He was the Project Manager for the State's rehabilitation project in Tarpon Springs where new sidewalk, roadway, water and sewer upgrades as well as streetscaping improvements were constructed. In addition, he served as the Project Manager for the City of Safety Harbor's SR 590 improvements. He also possesses a work experience that highlights his knowledge of highway design, permitting, and hydraulic analysis of existing and proposed facilities. He served as project manager and Engineer of Record for the Florida Department of Transportation on design contracts for Districts 1, 2, 3, 4, 6 and 7 and has worked on numerous major and minor roadway restoration projects. He designed the signalization improvement at Himes and Azeele for the City of Tampa and the enhancement project at Howard and Dekle. He is experienced in the evaluation, design, and permitting of existing and proposed facilities through either 3R or New Construction standards. He recently completed the Selmon Greenway Design Build Contract with Tampa-Hillsborough Expressway Authority (THEA) and will be coordinating with the City's TIGER grant project.

His most recent projects have focused on Florida Department of Transportation's 3R criteria and work with local agencies throughout Tampa Bay. These projects have included the complete evaluation of the enhancement projects new design projects criteria including the hydraulic analysis, pavement design, and variance approval for urban and rural projects. He is experienced in taking the design plans to completion and subsequently toward the construction phase of the project. **Mr. Foran brings to this project a wealth of experience and has the resources to assign and address design issues, ensure compliance with schedules, and provide a successful contract for the City of Tampa.** Mr. Foran was the former Florida Engineering Society's (FES) Pinellas Chapter President and was a member of its Board of Directors.

Assistant Project Manager/ Roadway Design / Drainage Design

Thomas Liu, P.E. Mr. Liu has over 20 years of roadway design and drainage experience on City, Florida Department of Transportation, County, and Private Development projects in Florida. Mr. Liu has served as Project Engineer on several projects in the City of Tampa. Mr. Liu's drainage experience includes design of stormwater treatment systems including treatment and attenuation requirements for SWFWMD and SFWMD permits. Mr. Liu also has both design and project management experience in traffic operations (signalization, signing and marking, highway lighting). He has extensive experience in transportation engineering

"We have a long-standing relationship with LHE and have collaborated on multiple jobs together. We can always depend on Brad and his team to be knowledgeable of all design aspects of the project, be innovative with their approach, dependable with deadlines and communication, and responsive to any challenges that may arise. When anyone asks for a recommendation for an engineer, I do not hesitate to put them in touch with Brad and Lighthouse."

**Jeff Nelson, President
Nelson Construction**

including design for rural and urban highways, limited access expressways, and rural and urban interchanges. Technical aspects of design include horizontal and vertical geometry, development of traffic control plans, drainage design, utility conflicts, and permitting. His expertise also includes basin delineation, pond siting reports, inlet locations, pavement drainage, hydraulic calculation for storm sewer networks, cross-drain analysis, stormwater routing, floodplain analysis, water quality, optional culvert material, dredge and fill impacts, coordination with water management agencies for permitting, and formulating technical stormwater reports.

Principal-In-Charge, Quality Assurance/Quality Control

Frank Foran, P.E., LHE's Vice President for Southeast Transportation with oversight responsibility of the Florida operations, is a Highway Design Engineer with more than 40 years of experience in the Tampa Bay Area. He will provide the direction for our **Quality Control** program out of our Tampa Bay area office located in Safety Harbor. Mr. Foran is certified with the Florida Department of Transportation (FDOT) in the preparation of traffic control plans and has also received training from the Department in cost estimating and long-range estimating systems. In addition to writing Quality Control Plans for various assignments at LHE,

Mr. Foran has performed quality assurance plan reviews for other consulting firms. Recent projects include the Largo Medical Office Complex, St. Catherine's Catholic Church in Largo, First Community Bank in St. Petersburg, Blake Medical Center Expansion in Bradenton, Water and Sewer line replacement work in Tarpon Springs, Water and Sewer Line Relocation in Safety Harbor and many other projects in Manatee County, Sarasota County and Lee County.

Customer Centric Focus Yields Repeat Business

The LHE Team understands that adherence to schedule, quality, and budget standards are not the only measures of past performance. We also measure the quality of our services through customer satisfaction and the level of business-like concern for governmental client interests.

We pride ourselves on a reputation for reasonable and cooperative behavior from proposal and initial negotiations through contract modifications and final delivery. The LHE project team members take great pride in both their individual and team record of service for our clients. We recognize that the **quality of service provided to a client is directly related to the potential for repeat business.**

The number of letters of appreciation, repeat clients, and repeat contracts we have been awarded reflects our product quality and consistent history of preparing innovative and realistic design solutions that are consistently within four (4) percent of the competitive low bid and meet the client's most demanding schedules. **Repeat business now constitutes roughly ninety (90) percent of our business.**

LHE seeks to continually improve our job performance, quality of products and services, and responsiveness. We have formally interviewed both private and public sector clients to determine how our staff could better fill their needs. We have implemented many of their suggestions and will provide you with a top team of experienced professionals ready to respond to every need.

Current and Projected Workload

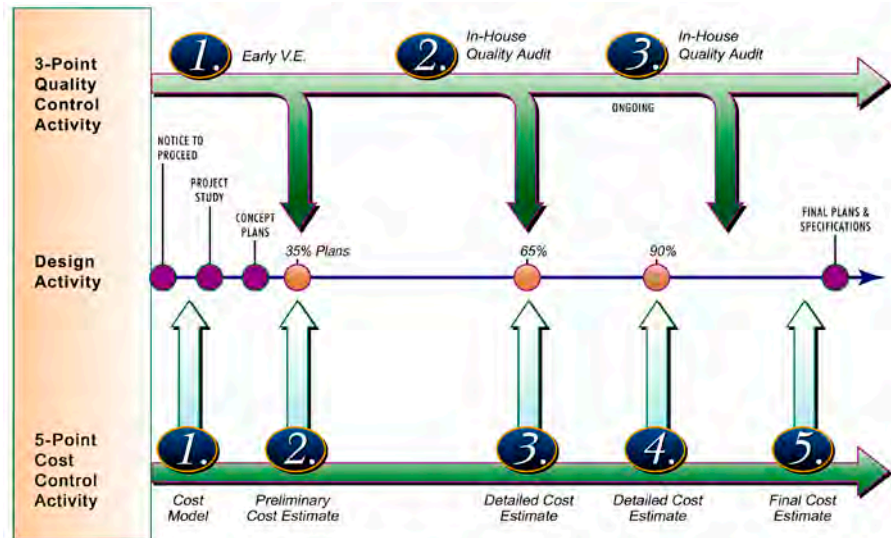
The current workload of LHE will allow us to begin work immediately. We recently finished working for Hillsborough County on a Design job at US 41/SR 45 from Denver St. to N. of 27th Ave. S. We are finishing up several other large projects with various counties. Our available design staff can provide more than 200 staff hours per month from our office in Safety Harbor. LHE routinely handles a multitude of project involving various disciplines.

We recently completed several significant projects including the AWARD WINNING I-275 bus on Shoulder project or Pinellas County, and Bayshore Blvd – Urban Multi-Use Trail for the City of Clearwater. Our projected workload falls within the capacity of our staff.

As with any firm, our workload is not always constant, but has peaks and valleys. The dedication of our staff enables LHE to meet our clients' goals by working overtime during peaks and improving out technical skills during slower periods. LHE assures the CDD that we have competent personnel available to deliver a quality project on schedule and our entire team will pull together to ensure that we meet the CDD's needs.

Successful Projects Result from Our Quality Assurance Program

Lighthouse Engineering believes that leadership in our industry can be achieved only through quality. Meeting quality goals at Lighthouse Engineering means commitment to the full satisfaction of every internal and external client. We continuously improve our management and technical processes in order to meet client requirements the first time, every time. Every team member of Lighthouse Engineering is dedicated to continuous improvement.



LHE Construction Cost and Quality Control Process.

The head of the QA/QC Team for this contract will be Frank Foran. Mr. Foran, P.E. will serve as the Management Representative responsible for implementing and maintaining the quality system and for regularly reporting system, process, or product failures with a view to continually improving the quality system. LHE recognizes that a quality product is the key to the successful performance of a contract, having maintained QA/QC standards and procedures since the company was founded in 2006. LHE has embraced the philosophy of Six Sigma Quality Management, which focuses on constantly monitoring performance, anticipating and preventing future problems by changing processes rather than merely reacting to mistakes. Our Six Sigma Program is client-and-product focused and is an established part of our corporate culture. The QA Program provides the controls and continuity necessary to perform a project in a defined, systematic manner and includes adequate provisions for changes. Our subcontractors are briefed on this process and fully comply with all procedures.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

Bradley S. Foran

32. DATE

2/27/2023

33. NAME AND TITLE

Bradley S. Foran, P.E., President

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Florida Coastal Insurance Agency		NAMED INSURED Lighthouse Engineering, Inc	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Hired & Non Owned Auto included in Bankers BOP Policy



Ron DeSantis, Governor



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

FORAN, BRADLEY SCOTT

701 ENTERPRISE ROAD E
SUITE 410
SAFETY HARBOR FL 34695

LICENSE NUMBER: PE52634

EXPIRATION DATE: FEBRUARY 28, 2023

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Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

LIU, THOMAS

8509 W. HANNA AVE.
TAMPA FL 33615

LICENSE NUMBER: PE58258

EXPIRATION DATE: FEBRUARY 28, 2023

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RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, 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

FORAN, HUBERT F.

24 TWIN PEAKS DRIVE
MAGGIE VALLEY NC 28751

LICENSE NUMBER: PE11635

EXPIRATION DATE: FEBRUARY 28, 2021

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Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

July 11, 2022

Bradley Foran, President
LIGHTHOUSE ENGINEERING, INC. d/b/a LHE
701 Enterprise Road East, Suite 410
Safety Harbor, Florida 34695

Dear Mr. Foran:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following types of work:

- Group 3 - Highway Design - Roadway
 - 3.1 - Minor Highway Design
 - 3.2 - Major Highway Design
 - 3.3 - Controlled Access Highway Design

- Group 6 - Traffic Engineering and Operations Studies
 - 6.3.1 - Intelligent Transportation Systems Analysis and Design
 - 6.3.2 - Intelligent Transportation Systems Implementation

- Group 7 - Traffic Operations Design
 - 7.1 - Signing, Pavement Marking and Channelization
 - 7.2 - Lighting
 - 7.3 - Signalization

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2023, for contracting purposes.

Approved Rates

Home/ Branch Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense
203.39%	2.306%	Reimbursed	No	0.24%

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

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,



Carliayn Kell
Professional Services
Qualification Administrator

Licensee Details

Licensee Information

Name: **LIGHTHOUSE ENGINEERING INC. DBA LHE, INC. (Primary Name)**

Main Address: **701 ENTERPRISE ROAD EAST
SUITE 410
SAFETY HARBOR Florida 34695**

County: **PINELLAS**

License Mailing:

LicenseLocation:

License Information

License Type: **Registry**

Rank: **Registry**

License Number: **28576**

Status: **Current**

Licensure Date: **05/15/2009**

Expires:

Special Qualifications **Qualification Effective**

Alternate Names

[View Related License Information](#)

[View License Complaint](#)

2601 Blair Stone Road, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee.

However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public.



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

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[Events](#) **No Name History**

Detail by Entity Name

Florida Profit Corporation
LIGHTHOUSE ENGINEERING INC.

Filing Information

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

Principal Address

701 ENTERPRISE ROAD EAST
SUITE 410
SAFETY HARBOR, FL 34695

Changed: 03/31/2016

Mailing Address

701 ENTERPRISE ROAD EAST
SUITE 410
SAFETY HARBOR, FL 34695

Changed: 03/31/2016

Registered Agent Name & Address

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

SAFETY HARBOR, FL 34695

Name Changed: 03/07/2014

Address Changed: 03/07/2014

Officer/Director Detail**Name & Address**

Title PTD

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

Annual Reports

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

Document Images

03/08/2022 -- ANNUAL REPORT	View image in PDF format
03/08/2021 -- ANNUAL REPORT	View image in PDF format
01/22/2020 -- ANNUAL REPORT	View image in PDF format
01/13/2019 -- ANNUAL REPORT	View image in PDF format
01/11/2018 -- ANNUAL REPORT	View image in PDF format
01/13/2017 -- ANNUAL REPORT	View image in PDF format
01/12/2016 -- ANNUAL REPORT	View image in PDF format
01/09/2015 -- ANNUAL REPORT	View image in PDF format
03/07/2014 -- ANNUAL REPORT	View image in PDF format
02/19/2013 -- ANNUAL REPORT	View image in PDF format
03/21/2012 -- ANNUAL REPORT	View image in PDF format
03/21/2011 -- ANNUAL REPORT	View image in PDF format
03/23/2010 -- ANNUAL REPORT	View image in PDF format
05/01/2009 -- REINSTATEMENT	View image in PDF format
08/23/2007 -- ANNUAL REPORT	View image in PDF format
12/12/2006 -- Domestic Profit	View image in PDF format

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CITY OF SAFETY HARBOR

BRAD FOLAN
701 ENTERPRIDE RD E
SAFETY HARBOR, FL 34695

ACCOUNT NO: 2022-13802

ISSUED: 07/22/2021

EXPIRES: 09/30/2022

BUSINESS TAX RECEIPT FOR FISCAL YEAR 2021-2022

KEEP CONSPICUOUSLY POSTED AT THE PLACE OF BUSINESS SHOWN

INDIVIDUAL/BUSINESS NAME AND ADDRESS

LIGHTHOUSE ENGINEERING
701 ENTERPRISE RD E 410
SAFETY HARBOR, FL 34695

OWNER NAME AND ADDRESS

BRAD FOLAN
701 ENTERPRISE RD E 410
SAFETY HARBOR, FL 34695

THE PERSON OR FIRM NAMED ABOVE IS HEREBY REGISTERED TO ENGAGE
IN THE BUSINESS, PROFESSION OR TRADE LISTED BELOW IN THE CITY OF
SAFETY HARBOR, FLORIDA.

<u>FEE DESCRIPTION(S)</u>	<u>AMOUNT PAID</u>
PROFESSIONAL STATE OR BOARD CERTIFIED	\$190.00
FIRE INSPECTION FEE	\$25.00
TOTAL:	\$215.00



From: Pinellas County Economic Development, Small Business Enterprise Program
April 27, 2022
Subject: Pinellas County Small Business Enterprise Program Renewal Application Approved

Dear Bradley Foran, P.E.:

Congratulations! Your [Renewal]application for designation as a Small Business Enterprise in the SBE Program is approved. The approval is contingent upon your firm successfully completing the eligibility listed below. We have designated Lighthouse Engineering, Inc. DBA LHE as eligible to [continue to] participate in the SBE program, and sheltered market program with an effective date of 4/8/2022. This certificate is specific to Pinellas County and covers only the company that is listed in this letter, not any other company with which you may be associated. Your firm will appear on the list of approved registered vendors.

As part of our SBE program, **we do require you to register your business** in our SBDC system as well. This registration will make it easier to sign up for classes and any time you need one-on-one free counseling for questions with procuring contracts with Government (County or Federal). Please visit our website, at <https://www.pced.org/page/Consulting>, to register and learn more or call 727-453-7200 for your consultation. During the registration process it will ask for nature of "counseling requested", select from any of the boxes you wish and then scroll down to the bottom and in the additional area please indicate "*Pinellas County SBE*" in the text box.

No additional eligibility. You are successfully registered. We encourage your firm to view our list of workshops to assist your business with getting the most out of working with Pinellas County. Please visit our website, at <https://pinellas.obsres.com/economic/Info.aspx?EventID=3005>, to register and learn more. These workshops are not mandatory, however, recommended.

Please visit our website, at <https://pinellas.obsres.com/economic/Info.aspx?EventID=3005>, to register and learn more or call 727-453-7200 for your consultation.

Form Name: Pinellas County Small Business Enterprise Program Renewal Application
Business: Lighthouse Engineering, Inc. DBA LHE
Contact: Bradley Foran, P.E.
Submission Date: 4/8/2022
Review Date: 4/12/2022
Expiration Date: 4/11/2025

Your approved Pinellas County Small Business Enterprise Program Renewal Application will expire 4/11/2025. If there are changes to your business, please contact staff to ensure the most accurate representation of your business. This includes changes to your company contacts, products, or services.

Thank you for your continued interest in participating with Pinellas County and the SBE Program. If you have any additional questions please email us at Businesshelp@pinellascounty.org or call 727-453-7200.

PINELLAS COUNTY
SMALL BUSINESS ENTERPRISE
PROGRAM

THIS CERTIFICATE IS AWARDED TO

**Lighthouse Engineering, Inc. DBA
LHE**

HAS SUCCESSFULLY COMPLETED THE
SBE Certification Requirements for:
Construction
Professional, Scientific, and Technical Services
Certification Expires:
4/11/2025

Approved:
4/12/2022



SIGNED, *Corey McCaster*





Minority and Small Business Development

Certification Program

This is to certify that in accordance with City of Tampa Ordinance 2008-89

Lighthouse Engineering, Inc. DBA LHE

is hereby certified as a

Small Local Business Enterprise (SLBE)

In the following specialty(ies)

Construction-Related Services

The certification is valid from January 15, 2021 to January 15, 2023

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

**Gregory K. Hart, Manager
Minority and Small Business Manager**



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

Small Business Registration

Lighthouse Engineering, Inc. DBA LHE

HC-1873/22

Valid from March 2, 2022 - March 2, 2024

Approved Lines of Business:

Engineering - Civil, Construction-Related Services

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

Theresa Kempa
Minority and Disadvantaged Business Manager
Economic Development Department



PORT TAMPA BAY™

Small Business Enterprise Certification

Lighthouse Engineering Inc.

Federal ID #20-8032896

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

Valid from 04/25/2022 to 04/24/2023

Donna L. Casey

SBE & Contracts Manager

***Please note this certificate is valid only with Port Tampa Bay.
It is not reciprocal with the City of Tampa or Hillsborough County and may not be reciprocal with any other local governmental agency.***

Member since 2023



The City of St. Petersburg Small Business Enterprise Certification

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

SBE Certification Number: 124586

This certificate is applicable in
Engineering - Civil, Construction-Related Services, The City of St. Petersburg

Certified: April 4, 2022

Expires: March 2, 2024

Stephanie Swinson, Esq.
Contracts Compliance Manager
727-893-4109
Stephanie.Swinson@stpete.org

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

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

7D

Mangrove Point and Mangrove Manor Community Development District

Request for Qualifications – District Engineering Services

Competitive Selection Criteria

	Ability and Adequacy of Professional Personnel	Consultant’s Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	TOTAL SCORE
<i>weight factor</i>	25	25	20	15	5	5	5	100
NAME OF RESPONDENT								
1 Halff Associates, Inc.								
2 Lighthouse Engineering, Inc.								

 Board Member’s Signature

 Date

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

8A

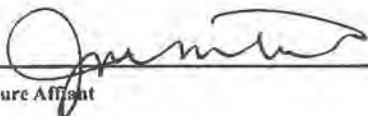
Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hillsborough

} ss

Before the undersigned authority personally appeared **Jean Mitotes** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: RFP for Annual Audit Services** was published in said newspaper by print in the issues of: **2/22/23** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hillsborough** County, Florida and that the said newspaper has heretofore been continuously published in said **Hillsborough** County, Florida each day and has been entered as a second class mail matter at the post office in said **Hillsborough** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature Affiant

Sworn to and subscribed before me this **02/22/2023**



Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____

MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Mangrove Point and Mangrove Manor Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2022, with an option for additional annual renewals, subject to mutual agreement by both parties. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Hillsborough County, Florida. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2022, be completed no later than June 30, 2023.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) electronic copy and one (1) unbound copy of their proposal to the offices of the District Manager, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("District Manager"), in an envelope marked on the outside "Auditing Services, Mangrove Point and Mangrove Manor Community Development District." Proposals must be received by 12:00 p.m., on March 2, 2023, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

District Manager
2/22/23

0000273533



**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

8B

**MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

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District Manager

MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2022

Hillsborough County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than March 2, 2023, at 12:00 p.m., at the offices of District Manager, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) electronic copy and one (1) unbound copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Mangrove Point and Mangrove Manor Community Development District" on the face of it. **Please include pricing for each additional bond issuance.**

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (“**Proposal Documents**”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of the District’s limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of four (4) annual renewals.

SECTION 13. PROTESTS. In accordance with the District’s Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be

filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

8C

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
PROPOSAL FOR AUDIT SERVICES**

PROPOSED BY:

Berger, Toombs, Elam, Gaines & Frank
CERTIFIED PUBLIC ACCOUNTANTS, PL

600 Citrus Avenue, Suite 200
Fort Pierce, Florida 34950

(772) 461-6120

CONTACT PERSON:

J. W. Gaines, CPA, Director

DATE OF PROPOSAL:

March 2, 2023

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Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

March 2, 2023

Mangrove Point and Mangrove Manor Community Development District
Wrathell Hunt & Associates
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Mangrove Point and Mangrove Manor Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Mangrove Point and Mangrove Manor Community Development District. We will provide you with top quality, responsive service.

Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

Mangrove Point and Mangrove Manor Community Development District
March 2, 2023

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Mangrove Point and Mangrove Manor Community Development District.

Very truly yours,

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

PROFILE OF THE PROPOSER

Description and History of Audit Firm

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 69 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 69 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 34 of the 38 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

Professional Staff Resources

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has a total of 27 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (2 CPA's)	3
Staff Accountants (1 CPA)	7
Computer Specialist	1
Paraprofessional	6
Administrative	<u>4</u>
Total – all personnel	28

Following is a brief description of each employee classification:

Staff Accountant – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

Senior Accountant – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

Managers – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

Principal – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor-in-charge. A principal has no financial interest in the firm.

Partner/Director – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

Professional Staff Resources (Continued)

Independence – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Mangrove Point and Mangrove Manor Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

Ability to Furnish the Required Services

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

ADDITIONAL SERVICES PROVIDED

Arbitrage Rebate Services

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., “rebate”) to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer’s auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all “Gross Proceeds” (as that term is defined in the Code) of the bond issue, including those requiring analysis due to “transferred proceeds” and/or “commingled funds” circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue’s excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

GOVERNMENTAL AUDITING EXPERIENCE

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

Continuing Professional Education

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

Certificate of Achievement for Excellence in Financial Reporting (CAFR)

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

References

Terracina Community Development
District
Jeff Walker, Special District Services
(561) 630-4922

Gateway Community Development
District
Stephen Bloom, Severn Trent Management
(954) 753-5841

The Reserve Community Development District

Darrin Mossing, Governmental Management
Services LLC
(407) 841-5524

Port of the Islands Community Development
District
Cal Teague, Premier District Management

(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

Community Development Districts

Aberdeen Community Development
District

Beacon Lakes Community
Development District

Alta Lakes Community Development
District

Beaumont Community Development
District

Amelia Concourse Community
Development District

Bella Collina Community Development
District

Amelia Walk Community
Development District

Bonnet Creek Community
Development District

Aqua One Community Development
District

Buckeye Park Community
Development District

Arborwood Community Development
District

Candler Hills East Community
Development District

Arlington Ridge Community
Development District

Cedar Hammock Community
Development District

Bartram Springs Community
Development District

Central Lake Community
Development District

Baytree Community Development
District

Channing Park Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Heritage Harbor Community Development District	Madeira Community Development District
Heritage Isles Community Development District	Marhsall Creek Community Development District
Heritage Lake Park Community Development District	Meadow Pointe IV Community Development District
Heritage Landing Community Development District	Meadow View at Twin Creek Community Development District
Heritage Palms Community Development District	Mediterra North Community Development District
Heron Isles Community Development District	Midtown Miami Community Development District
Heron Isles Community Development District	Mira Lago West Community Development District
Highland Meadows II Community Development District	Montecito Community Development District
Julington Creek Community Development District	Narcoossee Community Development District
Laguna Lakes Community Development District	Naturewalk Community Development District
Lake Bernadette Community Development District	New Port Tampa Bay Community Development District
Lakeside Plantation Community Development District	Overoaks Community Development District
Landings at Miami Community Development District	Panther Trace II Community Development District
Legends Bay Community Development District	Paseo Community Development District
Lexington Oaks Community Development District	Pine Ridge Plantation Community Development District
Live Oak No. 2 Community Development District	Piney Z Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Triple Creek Community
Development District

Vizcaya in Kendall
Development District

TSR Community Development
District

Waterset North Community
Development District

Turnbull Creek Community
Development District

Westside Community Development
District

Twin Creeks North Community
Development District

WildBlue Community Development
District

Urban Orlando Community
Development District

Willow Creek Community
Development District

Verano #2 Community
Development District

Willow Hammock Community
Development District

Viera East Community
Development District

Winston Trails Community
Development District

VillaMar Community
Development District

Zephyr Ridge Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Seminole Improvement District
Viera Stewardship District	Troup Indiantown Water Control District

Current or Recent Single Audits.

St. Lucie County, Florida
Early Learning Coalition, Inc.
Treasure Coast Food Bank, Inc.

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River
Martin
Okeechobee
Palm Beach

Municipalities

City of Port St. Lucie
City of Vero Beach
Town of Orchid

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Special Districts

Bannon Lakes Community Development District
Boggy Creek Community Development District
Capron Trail Community Development District
Celebration Pointe Community Development District
Coquina Water Control District
Diamond Hill Community Development District
Dovera Community Development District
Durbin Crossing Community Development District
Golden Lakes Community Development District
Lakewood Ranch Community Development District
Martin Soil and Water Conservation District
Meadow Pointe III Community Development District
Myrtle Creek Community Development District
St. Lucie County – Fort Pierce Fire District
The Crossings at Fleming Island
St. Lucie West Services District
Indian River County Mosquito Control District
St. John's Water Control District
Westchase and Westchase East Community Development Districts
Pier Park Community Development District
Verandahs Community Development District
Magnolia Park Community Development District

Schools and Colleges

Federal Student Aid Programs – Indian River Community College
Indian River Community College
Okeechobee County District School Board
St. Lucie County District School Board

State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)
Florida School for Boys at Okeechobee
Indian River Community College Crime Laboratory
Indian River Correctional Institution

FEE SCHEDULE

We propose the fee for our audit services described below to be \$3,250 for the year ended September 30, 2022, with an option for annual renewals if agreed upon by both parties. Our fee for the year ended September 30, 2022 with bond issuances will be \$3,975. The fee is contingent upon the financial records and accounting systems of Mangrove Point and Mangrove Manor Community Development District being “audit ready” and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

SCOPE OF WORK TO BE PERFORMED

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Mangrove Point and Mangrove Manor Community Development District as of September 30, 2022, 2023, 2024, 2025, and 2026. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP

Director – 41 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association
- ◆ Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- ◆ Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- ◆ Past President of Ft. Pierce Kiwanis Club, 1994 - 95, Member/Board Member since 1982
- ◆ Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- ◆ Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- ◆ Member Lawnwood Regional Medical Center Board of Trustees, 2000 – Present, Chairman 2013 - Present
- ◆ Member of St. Lucie County Citizens Budget Committee, 2001 – 2002
- ◆ Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 – 2011
- ◆ Member of Ft. Pierce Civil Service Appeals Board, 2013 - Present

Professional Experience

- ◆ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ◆ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ◆ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ◆ Over 40 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP (Continued)

Director

Continuing Professional Education

- ◆ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:
 - Governmental Accounting Report and Audit Update
 - Analytical Procedures, FICPA
 - Annual Update for Accountants and Auditors
 - Single Audit Sampling and Other Considerations

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP

Accounting and Audit Principal – 18 years

Accounting and Audit Manager – 4 years

Staff Accountant – 11 years

Education

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – 2017)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – 2017)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)
- ◆ Board Member – Phrozen Pharoes (2019-2021)

Professional Experience

- ◆ Twenty-eight years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
 - St. Lucie County, Florida
 - 19th Circuit Office of Medical Examiner
 - Troup Indiantown Water Control District
 - Exchange Club Center for the Prevention of Child Abuse, Inc.
 - Healthy Kids of St. Lucie County
 - Mustard Seed Ministries of Ft. Pierce, Inc.
 - Reaching Our Community Kids, Inc.
 - Reaching Our Community Kids - South
 - St. Lucie County Education Foundation, Inc.
 - Treasure Coast Food Bank, Inc.
 - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP (Continued)

Accounting and Audit Principal

Continuing Professional Education

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

Not-for-Profit Auditing Financial Results and Compliance Requirements

Update: Government Accounting Reporting and Auditing

Annual Update for Accountants and Auditors

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA

Accounting and Audit Manager – 30 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

Professional Experience

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

Counties:

St. Lucie County

Municipalities:

City of Fort Pierce

City of Stuart

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA (Continued)

Accounting and Audit Manager

Professional Experience (Continued)

Special Districts:

Bluewaters Community Development District
Country Club of Mount Dora Community Development District
Fiddler's Creek Community Development District #1 and #2
Indigo Community Development District
North Springs Improvement District
Renaissance Commons Community Development District
St. Lucie West Services District
Stoneybrook Community Development District
Summerville Community Development District
Terracina Community Development District
Thousand Oaks Community Development District
Tree Island Estates Community Development District
Valencia Acres Community Development District

Non-Profits:

The Dunbar Center, Inc.
Hibiscus Children's Foundation, Inc.
Hope Rural School, Inc.
Maritime and Yachting Museum of Florida, Inc.
Tykes and Teens, Inc.
United Way of Martin County, Inc.
Workforce Development Board of the Treasure Coast, Inc.

- ◆ While with the Auditor General's Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ◆ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

Continuing Professional Education

- ◆ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

Commitment to Quality Service

Personnel Qualifications and Experience

Matthew Gonano, CPA

Senior Staff Accountant – 10 years

Education

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

Professional Affiliations/Community Service

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

Professional Experience

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ◆ Mr. Gonano has participated in numerous continuing professional education courses.

Commitment to Quality Service

Personnel Qualifications and Experience

Paul Daly

Staff Accountant – 9 years

Education

- ◆ Florida Atlantic University, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Melissa Marlin, CPA

Senior Staff Accountant – 9 years

Education

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Bryan Snyder

Staff Accountant – 8 years

Education

- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ◆ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

Continuing Professional Education

- ◆ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ◆ Mr. Snyder is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Maritza Stonebraker, CPA
Senior Accountant – 7 years

Education

- ◆ Indian River State College, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

Continuing Professional Education

- ◆ Mrs. Stonebraker participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Jonathan Herman, CPA

Senior Staff Accountant – 9 years

Education

- ◆ University of Central Florida, B.S. – Accounting
- ◆ Florida Atlantic University, MACC

Professional Experience

- ◆ Accounting graduate with nine years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Herman participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Sean Stanton, CPA

Staff Accountant – 5 years

Education

- ◆ University of South Florida, B.S. – Accounting
- ◆ Florida Atlantic University, M.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

Continuing Professional Education

- ◆ Mr. Stanton participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Tifanee Terrell

Staff Accountant – 2 years

Education

- ◆ Florida Atlantic University, M.A.C.C. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Terrell participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Terrell is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Dylan Dixon

Staff Accountant – 1 year

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Dixon is currently pursuing a bachelor's degree in Accounting.
- ◆ Mr. Dixon participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Dixon is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Maurice Wally
Staff Accountant

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Wally is currently enrolled at Indian River State College and will complete his degree in December 2022.
- ◆ Mr. Wally participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Wally is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Brennen Moore

Staff Accountant

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Moore is currently enrolled at Indian River State College and will complete his bachelor's degree in spring of 2023.
- ◆ Mr. Moore participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Moore is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Jordan Wood
Staff Accountant

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Wood is currently enrolled at Indian River State College to complete her bachelor's degree.
- ◆ Ms. Wood participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Wood is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



Judson B. Baggett | 6815 Dairy Road
MBA, CPA, CVA, Partner | Zephyrhills, FL 33542
Marci Reutimann | (813) 788-2155
CPA, Partner | (813) 782-8606

Report on the Firm's System of Quality Control

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

October 30, 2019

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

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

Firm's Responsibility

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

Peer Reviewer's Responsibility

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

Required Selections and Considerations

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

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

Opinion

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

Baggett, Reutimann & Associates, CPAs PA
BAGGETT, REUTIMANN & ASSOCIATES, CPAs, PA
Signed Electronically by Baggett, Reutimann & Associates, CPAs PA, L.P. 10/30/19 email: judb@baggett.com

Member American Institute of Certified Public Accountants (AICPA) and Florida Institute of Certified Public Accountants (FICPA)
National Association of Certified Valuation Analysts (NACVA)

**MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services for Fiscal Year 2022
Hillsborough County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than March 2, 2023, at 12:00 p.m., at the offices of District Manager, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit one (1) electronic copy and one (1) unbound copy of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Mangrove Point and Mangrove Manor Community Development District" on the face of it. Please include pricing for each additional bond issuance.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions ("Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of the District's limited waiver of liability contained in Section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of four (4) annual renewals.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other or current Community Development District(s) in other contracts; character, integrity, reputation of Proposer, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

5. Price. (20 Points)***

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

Total (100 Points)

***Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

8D

MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT DISTRICT

AUDITOR EVALUATION MATRIX

RFP FOR ANNUAL AUDIT SERVICES	ABILITY OF PERSONNEL	PROPOSER'S EXPERIENCE	UNDERSTANDING OF SCOPE OF WORK	ABILITY TO FURNISH REQUIRED SERVICES	PRICE	TOTAL POINTS
PROPOSER	20 POINTS	20 POINTS	20 POINTS	20 POINTS	20 POINTS	100 POINTS
Berger, Toombs, Elam, Gaines & Frank						

NOTES:

Completed by: _____
Board Member's Signature

Date: _____

Printed Name of Board Member

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED
FINANCIAL
STATEMENTS**

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
MARCH 31, 2023**

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
MARCH 31, 2023**

	General Fund	Debt Service Fund Series 2022	Capital Projects Fund Series 2022	Total Governmental Funds
ASSETS				
Cash	\$ 75,473	\$ -	\$ -	\$ 75,473
Investments				
Revenue	-	367,840	-	367,840
Reserve	-	117,059	-	117,059
Capitilized interest	-	1	-	1
Construction	-	-	8,027	8,027
Undeposited funds	577	-	-	577
Due from Landowner	11,815	62,527	-	74,342
Total assets	<u>\$ 87,865</u>	<u>\$ 547,427</u>	<u>\$ 8,027</u>	<u>\$ 643,319</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Contracts payable	\$ -	\$ -	\$ 5,618	\$ 5,618
Landowner advance	6,000	-	-	6,000
Total liabilities	<u>6,000</u>	<u>-</u>	<u>5,618</u>	<u>11,618</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred receipts	11,815	62,527	-	74,342
Total deferred inflows of resources	<u>11,815</u>	<u>62,527</u>	<u>-</u>	<u>74,342</u>
Fund balances:				
Restricted for:				
Debt service	-	484,900	-	484,900
Capital projects	-	-	2,409	2,409
Unassigned	70,050	-	-	70,050
Total fund balances	<u>70,050</u>	<u>484,900</u>	<u>2,409</u>	<u>557,359</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 87,865</u>	<u>\$ 547,427</u>	<u>\$ 8,027</u>	<u>\$ 643,319</u>

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED MARCH 31, 2023**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ -	\$ 80,446	\$ 80,699	100%
Assessment levy: off-roll	-	11,696	30,283	39%
Lot closings	577	5,191	-	N/A
Landowner contribution	-	15,596	-	N/A
Total revenues	<u>577</u>	<u>112,929</u>	<u>110,982</u>	102%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	4,000	24,000	48,000	50%
Legal	109	3,180	15,000	21%
Engineering	-	443	10,000	4%
Audit	-	-	6,000	0%
Arbitrage rebate calculation*	-	-	750	0%
Dissemination agent	83	500	1,000	50%
Trustee*	-	-	5,500	0%
Telephone	16	100	200	50%
Postage	10	42	500	8%
Printing & binding	42	250	500	50%
Legal advertising	1,058	1,058	2,000	53%
Annual special district fee	-	175	175	100%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	-	-	500	0%
Tax collector	-	1,608	2,942	55%
Website hosting & maintenance	705	705	705	100%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>6,023</u>	<u>37,061</u>	<u>99,482</u>	37%
Excess/(deficiency) of revenues over/(under) expenditures	(5,446)	75,868	11,500	
Fund balances - beginning	75,496	(5,818)	-	
Assigned:				
Committed:				
3 months working capital	11,500	11,500	11,500	
Unassigned	58,550	58,550	-	
Fund balances - ending	<u>\$ 70,050</u>	<u>\$ 70,050</u>	<u>\$ 11,500</u>	

*These items will be realized the year after bonds are issued.

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2022
FOR THE PERIOD ENDED MARCH 31, 2023**

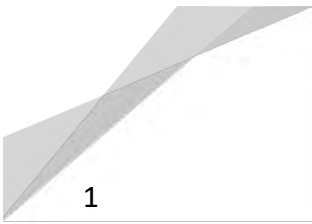
	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll	\$ -	\$ 348,600	\$ 349,739	100%
Assessment levy: off-roll	-	-	131,246	0%
Lot closings	2,500	22,500	-	N/A
Interest	1,434	4,600	-	N/A
Total revenues	<u>3,934</u>	<u>375,700</u>	<u>480,985</u>	78%
EXPENDITURES				
Debt service				
Principal	-	-	135,000	0%
Interest	-	182,124	348,531	52%
Total debt service	<u>-</u>	<u>182,124</u>	<u>483,531</u>	38%
Other fees & charges				
Tax collector	-	6,969	12,751	55%
Total other fees and charges	<u>-</u>	<u>6,969</u>	<u>12,751</u>	55%
Total expenditures	<u>-</u>	<u>189,093</u>	<u>496,282</u>	38%
Excess/(deficiency) of revenues over/(under) expenditures	3,934	186,607	(15,297)	
OTHER FINANCING SOURCES/(USES)				
Transfer out	-	(2,340)	-	N/A
Total other financing sources	<u>-</u>	<u>(2,340)</u>	<u>-</u>	N/A
Net change in fund balances	3,934	184,267	(15,297)	
Fund balances - beginning	480,966	300,633	299,182	
Fund balances - ending	<u>\$ 484,900</u>	<u>\$ 484,900</u>	<u>\$ 283,885</u>	

**MANGROVE POINT & MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2022
FOR THE PERIOD ENDED MARCH 31, 2023**

	Current Month	Year To Date
REVENUES		
Developer contribution	\$ -	\$ 3,963
Interest	25	69
Total revenues	25	4,032
EXPENDITURES	-	-
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	25	4,032
OTHER FINANCING SOURCES/(USES)		
Transfers in	-	2,340
Total other financing sources/(uses)	-	2,340
Net change in fund balances	25	6,372
Fund balances - beginning	2,384	(3,963)
Fund balances - ending	\$ 2,409	\$ 2,409

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

MINUTES



**MINUTES OF MEETING
MANGROVE POINT AND MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

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The Board of Supervisors of the Mangrove Point and Mangrove Manor Community Development District held Multiple Public Hearings and a Regular Meeting on August 12, 2022 at 10:00 a.m., at the offices of Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 32610.

Present at the meeting were:

Christian Cotter	Chair
Mary Moulton	Vice Chair
Ryan Zook	Assistant Secretary
Andre Carmack (via telephone)	Assistant Secretary

Also present were:

Cindy Cerbone	District Manager
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC (WHA)
Jere Earlywine (via telephone)	District Counsel
Ashley Ligas (via telephone)	KE Law Group, PLLC

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Cerbone called the meeting to order at 10:01 a.m. Supervisors Cotter, Moulton and Zook were present in person. Supervisor Carmack attended via telephone. Supervisor Vincent was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

**Public Hearing on Adoption of Fiscal Year
2022/2023 Budget**

A. Affidavit of Publication

The affidavit of publication was included for informational purposes.

B. Consideration of Resolution 2022-39, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending

40 **September 30, 2023; Authorizing Budget Amendments; and Providing an Effective**
41 **Date**

42 Ms. Cerbone stated that this proposed Fiscal Year 2023 budget is different from the one
43 presented at the previous meeting. There was a concern about the assessments not aligning
44 with the projection of the community so, per the Board’s direction, she coordinated with Mr.
45 Zook to determine what adjustments could be made to the budgeted line items to reduce
46 assessments. After conferring with District Counsel and the District Engineer, the “Legal” and
47 “Engineering” line items were decreased, which reduced the townhome Operation and
48 Maintenance (O&M) assessment to \$187.08 and the single-family assessment to \$311.80.

49

50 **On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the**
51 **Public Hearing was opened.**

52

53

54 No members of the public spoke.

55

56 **On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the**
57 **Public Hearing was closed.**

58

59

60 Ms. Cerbone presented Resolution 2022-39 and read the title.

61

62 **On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor,**
63 **Resolution 2022-39, Relating to the Annual Appropriations and Adopting the**
64 **Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September**
65 **30, 2023; Authorizing Budget Amendments; and Providing an Effective Date,**
66 **was adopted.**

67

68

69 **FOURTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and
Objections on the Imposition of
Maintenance and Operation Assessments
to Fund the Budget for Fiscal Year
2022/2023, Pursuant to Florida Law**

70

71

72

73

74

75 **A. Proof/Affidavit of Publication**

76 **B. Mailed Notice(s) to Property Owners**

77 These items were included for informational purposes.

78 **C. Consideration of Resolution 2022-40, Making a Determination of Benefit and Imposing**
79 **Special Assessments for Fiscal Year 2022/2023; Providing for the Collection and**
80 **Enforcement of Special Assessments; Including but Not Limited to Penalties and**
81 **Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the**
82 **Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

83

84 **On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the**
85 **Public Hearing was opened.**

86

87

88

No members of the public spoke.

89

90 **On MOTION by Ms. Moulton and seconded by Mr. Cotter, with all in favor, the**
91 **Public Hearing was closed.**

92

93

94

Ms. Cerbone presented Resolution 2022-40 and read the title.

95

96 **On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor,**
97 **Resolution 2022-40, Making a Determination of Benefit and Imposing Special**
98 **Assessments for Fiscal Year 2022/2023; Providing for the Collection and**
99 **Enforcement of Special Assessments; Including but Not Limited to Penalties**
100 **and Interest Thereon; Certifying an Assessment Roll; Providing for**
101 **Amendments to the Assessment Roll; Providing a Severability Clause; and**
102 **Providing an Effective Date, was adopted.**

103

104

105 **FIFTH ORDER OF BUSINESS**

**Consideration of District Agreement with
the Hillsborough County Tax Collector**

106

107

108

Ms. Cerbone presented the Agreement with the Hillsborough County Tax Collector, who
charges 2% to place items on the tax rolls. It is a standard agreement.

110

111 **On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the**
112 **District Agreement with the Hillsborough County Tax Collector, was approved.**

113

114 **SIXTH ORDER OF BUSINESS** **Consideration of HOA Maintenance**
115 **Agreement**
116

117 Ms. Cerbone presented the HOA Maintenance Agreement and requested approval in
118 substantial form, as the tract info and exhibits will need to be updated.
119

120 **On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the**
121 **HOA Maintenance Agreement, in substantial, was approved.**

122
123
124 **SEVENTH ORDER OF BUSINESS** **Ratification Items**
125

- 126 Ms. Cerbone presented the following:
- 127 **A. Letter Agreement for Acquisition of Mangrove Manor Stormwater Improvements**
 - 128 **B. Letter Agreement for Acquisition of Mangrove Point Roadway & Stormwater**
129 **Improvements**
 - 130 **C. Stormwater Management Needs Analysis**

131 Mr. Earlywine stated these items are bond-related and can be ratified in one motion.
132

133 **On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the**
134 **Letter Agreement for Acquisition of Mangrove Manor Stormwater**
135 **Improvements, Letter Agreement for Acquisition of Mangrove Point Roadway**
136 **& Stormwater Improvements and Stormwater Management Needs Analysis,**
137 **were ratified.**

138
139
140 **EIGHTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**
141 **Statements as of June 30, 2022**
142

143 Ms. Cerbone presented the Unaudited Financial Statements as of June 30, 2022.
144

145 **On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the**
146 **Unaudited Financial Statements as of June 30, 2022, were accepted.**

147
148
149 **NINTH ORDER OF BUSINESS** **Approval of May 13, 2022 Regular Meeting**
150 **Minutes**
151

152 Ms. Cerbone presented the May 13, 2022 Regular Meeting Minutes.

153 **On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the**
154 **May 13, 2022 Regular Meeting Minutes, as presented, were approved.**

155
156
157 **TENTH ORDER OF BUSINESS**

Staff Reports

158
159 **A. District Counsel: *KE Law Group, PLLC***

160 Mr. Earlywine stated that the bond issue is straightforward. Staff will follow up with the
161 District Engineer regarding project completion. Once the project is complete, a Project
162 Completion Resolution will be prepared and put in place.

163 Asked how soon the release of the reserves can be authorized, Mr. Earlywine stated it is
164 timed with the rooftops and, once all the homes are sold, the reserves can be released. In
165 response to Mr. Earlywine's question regarding the status of the rooftops, Ms. Moulton stated
166 construction commenced; there are rooftops on both sides but there are still lots to be taken
167 down by Horton and many additional rooftops to be built.

168 **B. District Engineer (Interim): *Halff Associates, Inc.***

169 There was no report.

170 **C. District Manager: *Wrathell, Hunt and Associates, LLC***

- 171 • **NEXT MEETING DATE: September 9, 2022 at 10:00 A.M.**

- 172 ○ **QUORUM CHECK**

173 The next meeting would be held on September 9, 2022, unless canceled.

174
175 **ELEVENTH ORDER OF BUSINESS**

Board Members' Comments/Requests

176
177 There were no Board Members' comments or requests.

178
179 **TWELFTH ORDER OF BUSINESS**

Public Comments

180
181 There were no public comments.

182
183 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

184
185
186 **On MOTION by Mr. Cotter and seconded by Ms. Moulton, with all in favor, the**
187 **meeting adjourned at 10:15 a.m.**

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Secretary/Assistant Secretary

Chair/Vice Chair

**MANGROVE POINT AND
MANGROVE MANOR
COMMUNITY DEVELOPMENT DISTRICT**

**STAFF
REPORTS**



Craig Latimer
Supervisor of Elections

Our Vision: To be the best place in America to vote

GOVERNOR'S
STERLING
AWARD
RECIPIENT

April 21, 2023

To whom it may concern,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2023, listed below.

Community Development District	Number of Registered Electors
Mangrove Point & Mangrove Manor	56

We ask that you respond to our office with a current list of CDD office holders by **June 1st** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or ewhite@votehillsborough.gov.

Respectfully,

Enjoli White
Senior Candidate Services Manager

VoteHillsborough.gov



(813) 744 - 5900

Fred B. Karl County Center
601 E. Kennedy Blvd., 16th Floor, Tampa, FL 33602

Robert L. Gilder Elections Service Center
2514 N. Falkenburg Rd., Tampa, FL 33619

See website for regional office locations.

MANGROVE POINT AND MANGROVE MANOR COMMUNITY DEVELOPMENT DISTRICT**BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE****LOCATION***Forestar, 4042 Park Oaks Blvd., Suite 200, Tampa, Florida 33610*

October 14, 2022 CANCELED	Regular Meeting	10:00 AM
November 11, 2022 CANCELED	Regular Meeting	10:00 AM
December 9, 2022 CANCELED	Regular Meeting	10:00 AM
January 13, 2023 CANCELED	Regular Meeting	10:00 AM
February 10, 2023 CANCELED	Regular Meeting	10:00 AM
March 10, 2023 CANCELED	Regular Meeting	10:00 AM
April 14, 2023 CANCELED	Regular Meeting	10:00 AM
May 12, 2023	Regular Meeting	10:00 AM
June 9, 2023	Regular Meeting	10:00 AM
July 14, 2023	Regular Meeting	10:00 AM
August 11, 2023	Regular Meeting	10:00 AM
September 8, 2023	Regular Meeting	10:00 AM