

*Cypress Ridge
Community Development District*

Meeting Agenda

May 26, 2021

AGENDA

Cypress Ridge

Community Development District

219 E. Livingston St., Orlando, Florida 32801

Phone: 407-841-5524 – Fax: 407-839-1526

May 19, 2021

**Board of Supervisors
Cypress Ridge
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Cypress Ridge Community Development District** will be held **Wednesday, May 26, 2021, at 11:45 AM** at **Holiday Inn Express & Suites, 2102 N. Park Rd., Plant City, FL 33563.**

Zoom Video Link: <https://zoom.us/j/95334637675>

Zoom Call-In Information: 1-646-876-9923

Meeting ID: 953 3463 7675

Following is the advance agenda for the meeting:

Landowners' Meeting

1. Determination of Number of Voting Units Represented
2. Call to Order
3. Election of Chairman for the Purpose of Conducting the Landowners' Meeting
4. Nominations for the Position of Supervisor
5. Casting of Ballots
6. Ballot Tabulation
7. Landowner's Questions and Comments
8. Adjournment

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Organizational Matters
 - A. Administration of Oaths of Office to Newly Elected Board Members

¹ Comments will be limited to three (3) minutes

- B. Consideration of Resolution 2021-27 Canvassing and Certifying the Results of the Landowners' Election
 - C. Election of Officers
 - D. Consideration of Resolution 2021-28 Electing Officers
- 4. Approval of Minutes of the April 20, 2021 Organizational Meeting
- 5. Public Hearings
 - A. Public Hearing on the Imposition of Special Assessments
 - i. Presentation of Engineer's Report
 - ii. Presentation of Assessment Methodology
 - iii. Consideration of Resolution 2021-29 Levying Special Assessments
 - iv. Consideration of Notice of Special Assessments
 - B. Public Hearing on Adoption of District Rules of Procedure
 - i. Consideration of Resolution 2021-30 Adopting the Rules of Procedure
 - C. Public Hearing on the District's Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments
 - i. Consideration of Resolution 2021-31 Expressing the District's Intent to Utilize the Uniform Method of Collection
- 6. Ranking of Proposals for District Engineering Services and Selection of District Engineer
- 7. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
- 8. Other Business
- 9. Supervisors Requests and Audience Comments
- 10. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items. Speakers must fill out a Request to Speak form and submit it to the District Manager prior to the beginning of the meeting.

The third order of business is Organizational Matters. Section A is the Administration of Oaths of Office to the Newly Elected Board Members. Section B is the Consideration of Resolution 2021-27 Canvassing and Certifying the Results of the Landowners' Election. A copy of the resolution is enclosed for your review. Section C is the Election of Officers and Section D is the Consideration of Resolution 2021-28 Electing Officers. A copy of the resolution is enclosed for your review.

The fourth order of business is the approval of the minutes of the April 20, 2021 Organizational Meeting. A copy of the minutes is enclosed for your review.

The fifth order of business opens the Public Hearings. Section A is the Public Hearing on the Imposition of Special Assessments. Sub-Section 1 is the Presentation of the Engineer's Report. Sub-Section 2 is the Presentation of the Assessment Methodology. Sub-Section 3 is the Consideration of Resolution 2021-29 Levying Special Assessments. A copy of the resolution and reports are enclosed for your review. Sub-Section 4 is the Consideration of Notice of Special Assessments. Section B is the Public Hearing to Adopt the District's Rules of Procedure. Sub-Section 1 is the Consideration of Resolution 2021-30 Adopting the Rules of Procedure. A copy of the resolution is enclosed for your review. Section C is the Public Hearing on the District's Use of the Uniform Method of Levying, Collection, and Enforcement of Non-Ad Valorem Assessments. Sub-Section 1 is the Consideration of Resolution 2021-31 Expressing the District's Intent to Utilize the Uniform Method of Collection. A copy of the resolution is enclosed for your review.

The sixth order of business is the Ranking of Proposals for District Engineering Services and the Selection of a District Engineer. A copy of the proposals and ranking sheet are included for your review.

The seventh order of business is Staff Reports. Any staff reports will be discussed at this time.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

Jill Burns
District Manager

CC: Roy Van Wyk, District Counsel

Enclosures

Landowners' Meeting

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **Wednesday, May 26, 2021**

TIME: **11:45 AM**

LOCATION: **Holiday Inn Express & Suites, 2102 N. Park Rd., Plant City, FL 33563**

Pursuant to Chapter 190, Florida Statutes, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

Five (5) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The three candidates receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

LANDOWNER PROXY
CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
LANDOWNERS' MEETING – WEDNESDAY, MAY 26, 2021 @ 11:45 AM

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints _____ ("**Proxy Holder**") for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Cypress Ridge Community Development District to be held at _____, on _____, _____, at _____m. and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

Printed Name of Legal Owner

Signature of Legal Owner

Date

Parcel Description

Acreage

Authorized Votes

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

Total Number of Authorized Votes:

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes* (2019), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

OFFICIAL BALLOT
CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
HILLSBOROUGH COUNTY, FLORIDA
LANDOWNERS' MEETING – WEDNESDAY, MAY 26, 2021 @ 11:45 AM

For Election (5 Supervisors): The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the three (3) candidates receiving the next highest number of votes will each receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Cypress Ridge Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

Attach Proxy.

I, _____, as Landowner, or as the proxy holder of _____ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

NAME OF CANDIDATE	NUMBER OF VOTES
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Date: _____

Signed: _____

Printed Name: _____

Board of Supervisors Meeting

SECTION III

SECTION B

RESOLUTION 2021-27

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS
RIDGE COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND
CERTIFYING THE RESULTS OF THE LANDOWNER'S ELECTION OF
SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA
STATUTES, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Cypress Ridge Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within unincorporated Hillsborough County, Florida; and

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

WHEREAS, such landowners meeting was held on May 26, 2021, the Minutes of which are attached hereto as **Exhibit A**, and at which the below recited persons were duly elected by virtue of the votes cast in his/her favor; and

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

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

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

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

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

_____	4 Year Term
_____	4 Year Term
_____	2 Year Term

2 Year Term
2 Year Term

SECTION 3. This resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 26th day of May, 2021.

ATTEST:

**CYPRESS RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A
Minutes of Landowners Election

SECTION D

RESOLUTION 2021-28

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors (“**Board**”), shall organize by electing one of its members as Chairperson and by electing a Secretary, and such other officers as the Board may deem necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT:

1. DISTRICT OFFICERS. The District officers are as follows:

_____	is appointed Chairperson.
_____	is appointed Vice-Chairperson.
_____	is appointed Secretary.
_____	is appointed Assistant Secretary.
_____	is appointed Assistant Secretary.
_____	is appointed Assistant Secretary.
_____	is appointed Assistant Secretary.

2. CONFLICTS. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

3. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 26th day of May, 2021.

ATTEST:

**CYPRESS RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

MINUTES

**MINUTES OF MEETING
CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

The Organizational meeting of the Board of Supervisors of the Cypress Ridge Community Development District was held Tuesday, **April 20, 2021** at 11:05 a.m. at the Holiday Inn Express & Suites 2102 N. Park Rd., Lakeland, Florida.

Present and constituting a quorum:

Brian Walsh	Chairman
Joel Adams	Vice Chairman
Milton Andrade	Assistant Secretary
Jeff Shenefield	Assistant Secretary
Garret Parkinson	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk (<i>via zoom</i>)	District Counsel
Michelle Rigoni	Hopping Green and Sams
Ashton Bligh (<i>via zoom</i>)	Greenberg Traurig
Heather Wertz (<i>via zoom</i>)	Absolute Engineering

FIRST ORDER OF BUSINESS

Introduction

A. Call to Order

Ms. Burns called the meeting to order and called the roll. Five Board members were present constituting a quorum.

B. Public Comment Period

There were no members of the public present for the meeting.

C. Oath of Office

Ms. Burns swore in five Supervisors: Mr. Joel Adams, Mr. Milton Andrade, and Mr. Brian Walsh, Mr. Jeff Shenefield, and Mr. Garret Parkinson. Ms. Burns asked that all forms be completed and turned in to her. She discussed compensation for Board members.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Confirmation of Notice of Meeting

B. Information on Community Development Districts and Public Official Responsibilities and Florida Statutes Chapter 190

Ms. Burns stated since all five Supervisors were familiar with Sunshine Laws, they would not cover that topic.

C. Election of Officers

1. Resolution 2021-01 Appointing Officers

Ms. Burns stated that the Board is required to elect officers and they needed to name a Chair, a Vice-Chair, she asked that she be named Secretary, Mr. George Flint the Assistant Secretary, and the other three Supervisors as Assistant Secretaries. The Board nominated Mr. Brian Walsh as Chair, Mr. Joel Adams as Vice-Chair, and Mr. Milton Andrade, Mr. Jeff Shenefield and Mr. Garret Parkinson as Assistant Secretaries. Ms. Burns was named Secretary and Mr. Flint was named Assistant Secretary.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, Resolution 2021-01 Appointing Officers with Mr. Brian Walsh as Chairman, Mr. Joel Adams as Vice Chairman, Mr. Milton Andrade, Mr. Jeff Shenefield, Mr. Garret Parkinson as Assistant Secretaries, Ms. Burns as Secretary, and Mr. George Flint as Assistant Secretary, was approved.

2. Resolution 2021-02 Appointing Treasurer and Assistant Treasurer

Ms. Burns stated that the Board is required to elect officers and asked that Mr. George Flint be named the Treasurer, and Ms. Katie Costa as Assistant Treasurer.

On MOTION by Mr. Andrade, seconded by Mr. Adams, with all in favor, Resolution 2021-02 Appointing Treasurer and Assistant Treasurer with Mr. George Flint as Treasurer, and Ms. Katie Costa as Assistant Treasurer, was approved.

THIRD ORDER OF BUSINESS

Retention of District Staff

A. Consideration of Agreement for District Management Services

i. Consideration of Resolution 2021-03 Appointing District Manager

Ms. Burns reported that this resolution would appoint GMS as the District Manager. She noted the fee schedule was attached.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, Resolution 2021-03 Appointing GMS as the District Manager, was approved.

B. Consideration of Agreement for District Counsel Services

i. Consideration of Resolution 2021-04 Appointing District Counsel

Ms. Burns stated that this resolution will appoint Hopping Green & Sams as District Counsel. She noted that Ms. Rigoni was available for any questions.

On MOTION by Mr. Adams, seconded by Mr. Shenefield, with all in favor, Resolution 2021-04 Appointing Hopping Green & Sams as District Counsel, was approved.

C. Consideration of Resolution 2021-05 Selection of Registered Agent and Office

Ms. Burns stated that it is required by the state to have a registered agent and designate the office of this agent. Ms. Burns noted this would name Roy Van Wyk as a registered agent and his office address as the registered office location.

On MOTION by Mr. Walsh, seconded by Mr. Adams, with all in favor, Resolution 2021-05 Selecting Mr. Roy Van Wyk as the Registered Agent and his office as the Registered Office, was approved.

D. Consideration of Resolution 2021-06 Appointing Interim District Engineer

Ms. Burns noted D and E could be taken together and stated this would appoint Absolute Engineering as the Interim District Engineer.

E. Consideration of Interim District Engineering Agreement

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, Resolution 2021-06 Appointing Absolute Engineering as the Interim District Engineer, and the District Engineering Agreement, was approved.

F. Request Authorization to Issue RFQ for Engineering Services

Ms. Burns stated Absolute would be the District Engineer until we go through the RFQ process in order to solicit proposals for a District Engineer as required by the statutes. These would be due May 17th in time for the next meeting.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, Authorization of Staff to Issue an RFQ for Engineering Services, was approved.

FOURTH ORDER OF BUSINESS

Designation of Meetings and Hearing Dates

A. Consideration of Resolution 2021-07 Designation of Regular Monthly Meeting Date, Time and Location for Fiscal Year 2021

Ms. Burns stated the District is required to develop a meeting schedule. They had discussed options and offered the 4th Wednesday at 11:45 at the Holiday Inn Express & Suite, 2102 N. Park Rd., Lakeland, FL. 33801.

On MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, Resolution 2021-07 Designating the Regular Monthly Meeting Date for the Fourth Wednesday of the Month at 11:45a.m., at the Holiday Inn Express & Suites, 2102 N. Park Rd., Lakeland, Florida, 33801, was approved.

B. Consideration of Resolution 2021-08 Designation of Landowner's Meeting Date, Time and Location

Ms. Burns recommended that the Landowner meeting be held at the next regular meeting which would be on May 26, 2021 at 11:45 at the Holiday Inn Express & Suites 2102 N. Park Rd., Lakeland Florida. 33801.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2021-08 Designation of Landowner's Meeting for May 26, 2021 at 11:45a.m., location at the Holiday Inn Express & Suites 2102 N. Park Rd., Lakeland, Florida 33801, was approved.

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

1. Consideration of Resolution 2021-09 Setting a Public Hearing to Consider the Proposed Rules of the District

Ms. Burns noted the Rules were included in the agenda package. She suggested the Public Hearing be May 26, 2021 at 11:45 at the Holiday Inn Express & Suites 2102 N. Park Rd., Lakeland Florida. 33801.

On MOTION by Mr. Walsh, seconded by Mr. Adams, with all in favor, Resolution 2021-09 Setting the Public Hearing for May 26, 2021 at 11:45 a.m., at the Holiday Inn Express & Suites 2102 N. Park Rd., Lakeland, FL, 33801, was approved.

D. Designation of Dates of Public Hearing on the Budget for Fiscal Year 2021 and 2022

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

Ms. Burns noted this was included in the package and at least 60 days was needed, and this would line up with the budget adoption for the July 28th meeting at 11:45 at the Holiday Inn Express & Suites 2102 N. Park Rd., Lakeland, FL. 33801.

On MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, Resolution 2021-10 Setting the Public Hearing for May 26, 2021 at 11:45a.m. at Holiday Inn Express & Suites 2102 N. Park Rd., Lakeland, FL 33801, and Approving the Proposed Budget for Fiscal Years 2021 and 2022 Budgets, was approved.

2. Approval of the Fiscal Year 2021 and 2022 Developer Funding Agreement

Ms. Burns presented the Budget Funding Agreement with Clayton Property's Group. They agree to fund on the 2021 – 2022 budget that was just approved.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, the Fiscal Year 2021 and 2022 Developer Funding Agreement, was approved.

E. Consideration of Resolution 2021-11 Setting Date of Public Hearing Expressing the District's Intent to Utilize the Uniform Method of Levying, Collecting and Enforcing Non-Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes

Ms. Burns suggested this Public Hearing be held on May 26th. The Board had no questions.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2021-11 Setting Date of Public Hearing for May 26, 2021 at 11:45a.m., Expressing the District's Intent to Utilize the Uniform method of Levying, Collecting and Enforcing non-Ad-Valorem Assessments in accordance with Section 197.3632, Florida Statutes, was approved.

FIFTH ORDER OF BUSINESS

Other Organizational Matters

A. Resolution 2021-12 Designating a Qualified Public Depository

Ms. Burns stated that generally SunTrust is used at all of the Districts. The Board asked if this was for O&M funds, Ms. Burns replied that it was.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, Resolution 2021-12 Designating SunTrust Bank as the District Depository, was approved.

B. Resolution 2021-13 Authorization of Bank Account Signatories

Ms. Burns asked that the signatories be herself, George Flint, and Katie Costa.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, Resolution 2021-13 Authorizing Jill Burns, George Flint and Katie Costa as Bank Account Signatories, was approved.

C. Consideration of Resolution 2021-14 Relating to Defense of Board Members

Ms. Burns noted that this resolution outlines legal support to Board members and staff as outlined in the resolution when acting in their capacity as Board members.

On MOTION by Mr. Adams, seconded by Mr. Shenefield, with all in favor, Resolution 2021-14 Relating to Defense of Board Members, was approved.

D. Consideration of Resolution 2021-15 Authorizing the District Counsel to Record in the Property Records of Hillsborough County the “Notice of Establishment” in accordance with Chapter 190.0485, Florida Statutes

1. Notice of Establishment

Ms. Burns reported this is a statutory requirement.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, Resolution 2021-15 Authorizing District Counsel to Record in the Property Records of Hillsborough County the Notice of Establishment in Accordance with Chapter 190.0485, Florida Statutes, was ratified.

E. Consideration of Resolution 2021-16 Adopting Investment Guidelines

Ms. Burns stated was included in the package and this an alternative investment guideline for investment of public funds that are in excess of the amounts needed to make current operating expenses. There are four options outlined.

On MOTION by Mr. Adams, seconded by Mr. Shenefield, with all in favor, Resolution 2021-16 Adopting Alternative Investment Guidelines, was approved.

F. Consideration of Resolution 2021-17 Authorizing Execution of Public Depositor Report

Ms. Burns reported that this authorizes the District Manager or Treasurer to file the report with the Treasurer of the State of Florida. The Board had no questions.

On MOTION by Mr. Walsh, seconded by Mr. Adams, with all in favor, Resolution 2021-17 Authorizing Execution of Public Depositor Report, was approved.

G. Consideration of Resolution 2021-18 Designating a Policy for Public Comment

Ms. Burns stated that this resolution sets forth guidelines and rules to govern public comment at public meetings. Florida Statute required that members be given a reasonable opportunity to be heard on any proposition.

On MOTION by Mr. Walsh, seconded by Mr. Adams, with all in favor, Resolution 2021-18 Designating a Policy for Public Comment, was approved.

H. Consideration of Resolution 2021-19 Adopting a Travel and Reimbursement Policy

Ms. Burns stated the Board of Statutes establishes travel reimbursement rates, applicable to all public officers, employees, and authorized persons who are authorized to travel on behalf of a public agency, and this adopts those rates. The Board had no questions.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2021-19 Adopting a Travel and Reimbursement Policy, was approved.

I. Consideration of Resolution 2021-20 Adopting Prompt Payment Policy

Ms. Burns noted Florida statute requires timely payment to vendors and contractors and this policy outlines the terms attached as Exhibit A.

On MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, Resolution 2021-20 Adopting Prompt Payment Policy, was approved.

J. Consideration of Resolution 2021-21 Adopting a Records Retention Policy

Ms. Burns stated that Resolution 2021-21 provides two options and attached is a memorandum from Hopping, Green, and Sams that outlines these options. Option 1 would allow for the timely destruction of records, while ensuring the District's policy is in compliance with state and federal laws. Option 2 states the District will not destroy any records at any point in time. She suggested going with Option 1.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor Resolution 2021-21 Adopting a Records Retention Policy of Option 1, was approved.

K. Consideration of Compensation to Board Members

Ms. Burns reviewed the subject of Board compensation of \$200 per meeting. All Supervisors, with the exception of Mr. Adams will be accepting compensation.

L. Resolution 2021-22 Selecting District Records Office Within Hillsborough County

Ms. Burns stated the District Office would be Absolute Engineering's office at 1000 N. Ashley Drive, Suite 925 Tampa, Florida.

On MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor Resolution 2021-22 Selecting District Records Office Within Hillsborough as Absolute Engineering's Office at 1000 N. Ashley Drive, Suite 925 Tampa, FL., was approved.

M. Resolution 2021-23 Designating the Primary Administrative Office and Principal Headquarters of the District

Ms. Burns stated the Primary Administrative Office would be GMS's office in Orlando at 219 East Livingston Street. The principal headquarters for establishing a venue would be Absolute Engineering in Hillsborough County.

On MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor Resolution 2021-23 Designating the Primary Administrative Office in Orlando and Principal Headquarters of the District as Absolute Engineering in Hillsborough, was approved.

N. Consideration of Website Services Agreement

Ms. Burns stated the agreement with Realign Web Design is to create the District's ADA compliant website. The fee is \$1,750. The Board had no questions.

On MOTION by Mr. Adams, seconded by Mr. Shenefield, with all in favor, the Website Agreement with Realign Web Design, was approved.

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

Ms. Burns stated this will authorize staff to prepare a Public Facilities Report to be filed in Hillsborough County before August 1st.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Authorization for staff to prepare a Public Facilities Report in Accordance with Chapter 189.08 Florida Statutes to Coincide with Special District Filing Date of August 1st in Hillsborough County, was approved.

SIXTH ORDER OF BUSINESS

Capital Improvements

A. Appointment of the Financing Team

1. Bond Counsel

Ms. Burns reported that the first agreement in the package is for bond counsel from Greenberg Traurig. Ms. Burns stated this was \$50,000 for each series of bonds.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, the Agreement with Greenberg Traurig to Serve as Bond Counsel, was approved.

2. Investment Banker

Ms. Burns presented the agreement for underwriting services with FMS Bonds and is included in the package. She also stated their disclosure is also included in the agenda package for review.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, the Agreement with FMS Bonds to Serve as the Underwriter, was approved.

3. Assessment Administrator

Ms. Burns stated this was already outlined in the agreement with the GMS contract that was approved.

On MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, Appointing GMS as the Assessment Administrator, was approved.

4. Trustee

Ms. Burns stated they have an agreement from US Bank to serve as the Trustee. She noted this was for \$3750 for each series of bonds, with a not to exceed limit.

On MOTION by Mr. Walsh, seconded by Mr. Adams, with all in favor, the Proposal from US Bank to Serve as the Trustee, was approved.

B. Approval of Financing Team Funding Agreement

Ms. Burns stated this agreement is with Clayton Properties Group. Because the District has not levied funds, this agreement states that Clayton Properties Group will fund the financing of the District's funds.

On MOTION by Mr. Walsh, seconded by Mr. Adams, with all in favor, the Financing Team Funding Agreement with Clayton Properties Group, was approved.

SEVENTH ORDER OF BUSINESS

Financing Matters

A. Consideration of Engineer's Report

Ms. Burns asked Heather Wertz, District Engineer to review the report. Ms. Wertz noted that a new report had been email out this morning dated April 2021. This updated the acreage to be 481.5 acres and also included the CDD sketch and legal that was prepared for the District boundary which excluded the 50 acres in the southeast. This consist of 1,056 single family lots and all other infrastructure. The funding of improvements are approved for zoning of 1,056 lots and proposed capital improvements to be constructed. Ms. Wertz outlined what the proposed infrastructure included. The permits for Phase 1 are expected to be obtained in September of 2021, Phase 2 in March of 2023 and Phase 3 in March of 2026. Probable cost for all three Phases totaling 1,056 lots is \$38,536,750. It was confirmed that there were three different products and three different lot sizes. Ms. Burns noted this amount could be revised.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, the Engineer's Report, was approved.

B. Consideration of Assessment Methodology

Ms. Burns stated the Methodology Report had some changes that would tie to the updated Engineer's Report. She reviewed the report and updated tables. The Board did discuss using three different product types. Mr. Van Wyk suggested using the acreage and parcel numbers and moving forward and refining with product types.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, the Assessment Methodology in substantial form pending verification of parcels, was approved.

C. Consideration of Resolution 2021-24 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings

Mr. Bligh presented this resolution and stated this kicks off the bond issuance process. It is authorized in the issuance of not to exceed of \$50,000,000 principal amount of bonds for the District. She noted they would come back to the Board with a Delegation Resolution with details describing a specific series of bonds the District intends to issue. Chapter 190 of Florida statutes requires any bonds to be secured by a trust agreement. She further outlined the sections of the resolution and the updates with the new dates for the Engineer's Report.

On MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, Resolution 2021-24 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings, was approved as amended.

D. Consideration of Resolution 2021-25 Declaring Special Assessments and Approval of Assessment Methodology

Ms. Burns noted this would include those changes just noted on the record. She reviewed the resolution and noted it will kick off the assessment process. She stated this will be published in the paper twice in Hillsborough.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, Resolution 2021-25 Declaring Special Assessment and Approval of Assessment Methodology, was approved.

E. Consideration of Resolution 2021-26 Setting Public Hearing for Special Assessments

Ms. Burns suggested the May 26th meeting at 11:45 at the Holiday Inn Express & Suites 2102 N. Park Rd., Lakeland, FL. 33801.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, Resolution 2021-26 Setting the Public Hearing for Special Assessments for May 26, 2021 at 11:45 at the Holiday Inn Express & Suites 2102 N. Park Rd., Lakeland, FL 33801, was approved.

EIGHTH ORDER OF BUSINESS

Other Business

A. Staff Reports

i. Attorney

Mr. Rigoni stated she did not have anything further to report.

ii. Manager

There being none, the next item following.

B. Supervisors Requests

There being none, the next item followed.

C. Approval of Funding Request No. 1

Ms. Burns noted Funding Request No.1 was in the package and will be the funds to open up the account and handle the legal advertising for all public hearings and get insurance for the District.

On MOTION by Mr. Andrade, seconded by Mr. Adams, with all in favor, Funding Request No. 1, was approved.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting at 11:37 a.m.

On MOTION by Mr. Andrade, seconded by Mr. Shenefield, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

SECTION A

SECTION 1

**CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT
PRELIMINARY ENGINEER'S REPORT**

Prepared for:

**BOARD OF SUPERVISORS
CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

Prepared by:

ABSOLUTE ENGINEERING, INC.

APRIL 2021

**CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

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EXHIBIT 8- Zoning Map

ENGINEER'S REPORT CYPRESS RIDGE

I. INTRODUCTION

The Cypress Ridge Community Development District (or "CDD") is located along the west side of CR 579, south of Bishop Road, Hillsborough County, Florida. The District currently contains approximately 481.5 acres and is expected to consist of 1056 single family lots, recreation / amenity areas, parks, and associated infrastructure.

The CDD will own and operate the stormwater management facilities, as well as the landscape, irrigation, signage, and recreational facilities within the Community. The roadways and water and sewer utilities will be dedicated to Hillsborough County for ownership and operation.

Improvements and facilities financed, acquired, and/or constructed by the CDD will be required to conform to regulatory criteria of Hillsborough County, SWFWMD, and other applicable agencies with regulatory jurisdiction over the development. All improvements acquired by the District will be on land owned, or subject to a permanent easement for the benefit of, the District or another governmental entity. An overall estimate of probable cost is provided in Section 9 of this report.

The development plan prepared by the CDD reflects the present intentions of the CDD. It should be noted that the location of proposed facilities and improvements may be adjusted during the final design, permitting, and implementation phases. It should also be noted that these modifications are not expected to diminish the benefits received by the Community. The CDD reserves the right to make reasonable adjustments to the development plan to meet applicable regulatory requirements of agencies with jurisdiction over the development, while maintaining comparable level of benefits to the Community served by the improvements. Changes and modifications are expected as changes in regulatory criteria are implemented.

Implementation of any proposed facilities or improvements outlined in this report requires written approval from the CDD's Board of Supervisors. Estimated costs outlined in this report were based on best available information, which includes but is not limited to previous experience with similar projects. Actual costs could be different than estimates because final engineering and specific field conditions may affect construction costs.

II. PURPOSE AND SCOPE

The purpose of this report is to provide engineering support to fund improvements in the Cypress Ridge ("Community"). Cypress Ridge is entitled through a PD plan-controlled zoning for 1056 units. This report will identify the proposed capital improvements to be constructed or acquired by the District along with an opinion of probable cost.

Contained within this report is a description of the public infrastructure to be constructed or acquired by the District (the "Capital Improvements".) The District will finance, construct, operate, and maintain specific portions of the proposed Capital Improvements. An assessment methodology consultant has been retained by the District, who will develop the assessment and financing methodology to be applied to this report.

The predominant portion of this report provides descriptions of the proposed public infrastructure improvements, determination of estimated probable construction costs, and the corresponding benefits associated with the implementation of the described improvements. Detailed site construction plans and specifications have not yet been completed but will require permits through Hillsborough County, SWFMWD, and FDEP of the improvements described herein. The engineer has considered, and in specific instances has relied upon, the information and documentation prepared or supplied by others, and information that may have been provided by public entities, public employees, the developer, site construction contractors, other engineering professionals, land surveyors, the District Board of Supervisors, and its staff and consultants.

III. THE DEVELOPMENT

The Cypress Ridge Community will consist of 1056 single family homes and associated infrastructure ("The Development"). The Development is a planned residential community located on the west side of CR579 south of Bishop Road in Hillsborough County, Florida. The Development lies within, Sections 20 & 21 Township 32 South, Range 20 East, all within Hillsborough County, Florida. The Development received zoning approval by the Hillsborough County Planning Commission as a planned development and has an underlying Future Land Use Designation of WVR-2. The Development will be constructed in 3 phases.

IV. THE PROJECT

The Capital Improvements consists of infrastructure. The primary portions of the Capital Improvements will entail stormwater pond construction, roadways built to an "urban" typical section, water and sewer facilities and off-site improvements including water and sewer extensions and roadway improvements.

There will also be stormwater structures and conveyance culverts within the Capital Improvements which will outfall into the on-site retention ponds. These structures and pond areas comprise the overall stormwater facilities of the Capital Improvements. Installation of the water distribution and wastewater collection system will also occur at this time. Below ground installation of conduits for power, telecommunications, and cable TV, and street lights within the public right of way and in the adjacent utility easement will be funded by the District.

As a part of the recreational component of the Development, a public park will be constructed in the center of the Development and is accessed by the public roadways.

V. PROPOSED IMPROVEMENTS

The Capital Improvements include the following:

Stormwater Management Facilities

Stormwater management facilities consisting of storm conveyance systems and retention ponds are contained within the District boundaries. Stormwater runs off via roadway curb and gutter to storm inlets. From that point storm culverts convey the runoff into the proposed retention ponds for water quality treatment and attenuation. The proposed stormwater systems will utilize wet detention for biological pollutant assimilation to achieve water quality treatment. The design criteria for the District's stormwater management systems is regulated by the Hillsborough County and the Southwest Florida Water Management District (SWFWMD). There are surface waters and natural wetlands within the project.

FEMA Community Panel Numbers 12057C0680, 12057C0685, 12057C0690 and 12057C0695, all of which are dated 8/28/08, demonstrates that the property is located within Flood Zones A, AE and X. The Project has been designed to provide adequate floodplain compensation for proposed floodplain encroachment.

During the construction of stormwater management facilities, utilities and roadway improvements, the contractor will be required to adhere to a *Stormwater Pollution Prevention Plan* (SWPPP) as required by FDEP as delegated by the Environmental Protection Agency (EPA). The SWPPP will be prepared to depict for the contractor the proposed locations of required erosion control consisting of floating and staked turbidity barriers specifically along the down gradient side of any proposed construction activity and adjacent to the edge of existing ponds, surface water ditches, wetland edges and the perimeter of the site. The site contractor will be required to provide the necessary reporting on various forms associated with erosion control, its maintenance and any rainfall events that occur during construction activity.

Roadways

The proposed public roadway sections are to be 50' R/W with 20' of asphalt and Miami curb and gutter on both sides. The proposed roadway section will consist of stabilized subgrade, crushed concrete or cement treated base and asphalt wearing surface. The proposed curb is to be 2' wide and placed along the edge of the proposed roadway section for purposes of protecting the integrity of the pavement and also to provide stormwater runoff conveyance to the proposed stormwater inlets. Underdrain is provided as necessary to control groundwater and protect the roadway base material.

The proposed roadways will require signing and pavement markings within the public rights-of-way, as well as street signs depicting street name identifications, and addressing, which will be utilized by the residents and public. As stated above, the District's funding of roadway construction will occur for all public roadways.

Water and Wastewater Facilities

A potable water system inclusive of water main, gate valves, fire hydrants and appurtenances will be installed for the Development. The water service provider will be the Hillsborough County Public Utilities Department. The water system will be a "looped" system consisting of 4", 6", 8" and 12" diameter PVC water main. These facilities will be installed within the proposed public rights-of-way within the District. This water will provide the potable (domestic) and fire protection services which will serve the entire District.

A domestic wastewater collection system inclusive of gravity sanitary sewer mains, sewer laterals, two pump stations and pressure force mains will be installed. The gravity sanitary sewer mains will be 8" diameter PVC. The gravity sanitary sewer lines will be placed inside of the proposed public rights-of-way, under the proposed paved roadways. Branching off from these sewer lines will be laterals to serve the individual lots. Two (2) sanitary sewer pump stations are currently proposed within the District to collect the gravity sanitary sewer and pump it to the existing Hillsborough County Force main system in the existing US301 right of way.

Reclaimed water is not available for this site. An irrigation well to be funded by the District will be installed onsite to provide irrigation within the public right of way. Any water, sewer, or reclaim water pipes or facilities placed on private property will not be publicly funded.

Off-Site Improvements

The District will provide funding for the required off-site improvements on Bishop Road & CR579 and at the Project entrances.

Upon completion of these improvements, inspection / certifications will be obtained from the Southwest Florida Water Management District (SWFWMD) and Hillsborough County.

Miscellaneous:

The stormwater improvements, landscaping and irrigation, mitigation area(s), and certain permits and professional fees as described in this report, are being financed by the District with the intention for benefiting all of the developable real property within the District. The construction and maintenance of the proposed public Capital Improvements will benefit the Development for the intended use as a mixed use planned development.

VI. PERMITTING

Construction permits are currently obtained, which include the Southwest Florida Water Management District (SWFWMD) Environmental Recourse Permit (ERP) and Hillsborough County. There are no Army Corps of Engineer (ACOE) jurisdictional wetlands within the Development, therefore no permits are required from that agency.

Following is a summary of required permits obtained and pending for the construction of the public Capital Improvements for the District:

Phase 1

Permits / Approvals	Approval / Date
Zoning Approval (Hillsborough)	PD
Preliminary Plat (Hillsborough)	Exp. May 2020
SWFWMD ERP	September 2021
Construction Permits (Hillsborough)	September 2021
FDEP Water	September 2021
FDEP Sewer	September 2021

Phase 2

Permits / Approvals	Approval / Date
Zoning Approval (Hillsborough)	PD
Preliminary Plat (Hillsborough)	Exp. Dec 2022
SWFWMD ERP	March 2023
Construction Permits (Hillsborough)	March 2023
FDEP Water	March 2023
FDEP Sewer	March 2023

Phase 3

Permits / Approvals	Approval / Date
Zoning Approval (Hillsborough)	PD
Preliminary Plat (Hillsborough)	Exp. Dec 2025
SWFWMD ERP	March 2026
Construction Permits (Hillsborough)	March 2026
FDEP Water	March 2026
FDEP Sewer	March 2026

VII. RECOMMENDATION

As previously described within this report, the public Capital Improvements as described is necessary for the development and functional operation as required by Hillsborough County, Florida. The site planning, engineering design and construction plans for the infrastructure are in accordance with the applicable requirements of the Hillsborough County and the Southwest Florida Water Management District (SWFWMD). It should be noted that the Capital Improvements will provide its intended use and function so long as the construction and installation is in substantial conformance with the design construction plans and regulatory permits.

Items utilized in the *Opinion of Probable Costs* for this report are based upon current plan quantities for the infrastructure as shown on construction drawings incorporating specifications in the most recent review comments received from SWFWMD and Hillsborough County as well as estimated quantities for the future phases.

VIII. REPORT MODIFICATION

During development and implementation of the public Capital Improvements as described for the District, it may be necessary to make modifications and/or deviations for the plans. However, if such deviations and/or revisions do not change the overall primary objective of the plan for such improvements, then the costs differences would not materially affect the proposed cost estimates.

IX. CONCLUSION

It is our professional opinion that the public Capital Improvements costs for the District provided in this report are reasonable to complete the construction of the infrastructure. Furthermore, the public infrastructure improvements will benefit and add value to lands within the District at least equal to the costs of such improvements.

The *Opinion of Probable Costs* of the Capital Improvements is only an estimate and is not a guaranteed maximum price. The estimated costs are based upon unit prices currently experienced on an ongoing and similar basis for work in Hillsborough County. Furthermore, the quantities are a derivative of line items from specific construction documents and construction contracts as of this date. However, labor market, future costs of equipment, materials, changes to the regulatory permitting agencies activities, and the actual construction processes employed by the chosen site contractor are beyond the engineer's control. Due to this inherent opportunity for changes (upward or downward) in the construction costs, the total, final construction cost may be more or less than this estimate.

Based upon the presumption that the construction of the Capital Improvements continues in a timely manner, it is our professional opinion that the proposed public Capital Improvements when constructed and built in substantial conformance with the approved plans and specifications, can be completed and used for their intended function. Be advised that we have utilized historical costs and direct unit costs from site contractors and consultants in Hillsborough County, which we believe to be necessary in order to facilitate accuracy associated with the *Opinion of Probable Costs*. Based upon the information above, it is our professional opinion that the acquisition and construction costs of the proposed Capital Improvements can be completed at the cost stated.

TABLE 1:
SUMMARY OF OPINION OF
PROBABLE COSTS

TABLE 1

**CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

Summary of Opinion of Probable Cost

Number of Lots	369	343	344	1056
Infrastructure ⁽¹⁾⁽³⁾⁽⁶⁾	Phase 1	Phase 2	Phase 3	Total
Offsite Improvements	\$ 4,123,000	\$ 1,729,000	\$ -	\$ 5,852,000
Stormwater Management ⁽²⁾⁽³⁾⁽⁵⁾⁽⁶⁾	\$ 7,115,500	\$ 5,453,000	\$ 5,652,500	\$ 18,221,000
Utilities (Water, Sewer, & Street Lighting) ⁽⁸⁾	\$ 1,995,000	\$ 1,995,000	\$ 1,330,000	\$ 5,320,000
Roadway ⁽⁴⁾	\$ 997,500	\$ 931,000	\$ 997,500	\$ 2,926,000
Entry Feature & Signage ⁽⁷⁾	\$ 591,850	\$ 332,500	\$ 332,500	\$ 1,256,850
Parks and Amenities	\$ 1,330,000	\$ -	\$ -	\$ 1,330,000
Contingency	\$ 1,602,650	\$ 1,163,750	\$ 864,500	\$ 3,630,900
TOTAL	\$ 17,755,500	\$ 11,604,250	\$ 9,177,000	\$ 38,536,750

1. Infrastructure consists of public roadway improvements, Stormwater management facilities, master sanitary sewer lift station and utilities, entry feature, landscaping and signage, and neighborhood parks. Any land or other acquisitions will be made at the lower of cost or fair market value.
2. Stormwater does not include grading associated with building pads, both for initial construction and in conjunction with home construction.
3. Includes Stormwater pond excavation, and storage of fill, but not the cost of transporting the fill to private lots.
4. Includes sub-grade, base, asphalt paving, curbing, and civil/site engineering. All roadways will be public and accessible by public.
5. Includes subdivision infrastructure and civil/site engineering.
6. Estimates are based on 2020 costs.
7. Includes entry features, signage, hardscape, landscape, irrigation and buffer fencing.
8. CDD will enter into a Lighting Agreement with Tampa Electric for the street light poles and lighting service. Only the incremental cost to underground wires in public rights-of-way and on District land will be funded by the CDD.

1

Detailed Cost Breakdown

Description	Estimate
Mobilization/Phasing	\$ 412,500
Erosion Control / Construction Entrance	\$ 100,768
Earthwork and Grading	\$ 4,719,556
Demolition	\$ 306,875
Clearing & Grinding	\$ 468,750
Construction Layout and Asbuilts	\$ 660,000
Onsite Sewer	\$ 3,132,507
Offsite Forcemain	\$ 1,197,633
Onsite Forcemain	\$ 299,352
Lift station	\$ 925,000
Drainage	\$ 4,761,430
Roadway	\$ 6,684,146
Offsite Roadway Improvements	\$ 2,871,230
Onsite Water	\$ 1,911,289
Sodding	\$ 631,889
Engineering	\$ 1,500,000
Geotechnical/Environmental Studies	\$ 43,750
Platting	\$ 396,000
Engineering/Inspection Review Fees	\$ 125,000
Construction Material Testing	\$ 462,000
Well Abandonments	\$ 56,250
Primary/Secondary/Crossings Electrical Cond	\$ 590,500
Amenity (pool, cabana, dog park, playground)	\$ 1,875,000
Hardscape/Landscape	\$ 1,000,000
TOTAL	\$ 35,131,426

NOTE: This Detailed Cost Breakdown supporting the estimated costs of construction in this Exhibit 7 , is a result of the robust demand for housing, additional costs for impact fees, and the rising costs of materials resulting from the current pandemic. In addition, Hillsborough County has requested additional off-site improvements as well as the up-sizing of certain utilities for this specific project. This Detailed Cost Breakdown chart does not include the contingency costs included in the Summary of Opinion of Probable Costs.

TABLE 2:
SUMMARY OF PROPOSED DISTRICT
FACILITIES

**CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT
TABLE 2 - SUMMARY OF PROPOSED DISTRICT FACILITIES**

DISTRICT INFRASTRUCTURE	CONSTRUCTION	OWNERSHIP	CAPITAL FINANCING	OPERATION & MAINTENANCE
ENTRY SIGNAGE AND FEATURES	DISTRICT	DISTRICT	DISTRICT BONDS	DISTRICT
PARKS AND AMENITIES	DISTRICT	DISTRICT	DISTRICT BONDS	DISTRICT
STORMWATER FACILITIES	DISTRICT	DISTRICT	DISTRICT BONDS	DISTRICT
WATER AND SEWER UTILITIES	DISTRICT	HILLSBOROUGH COUNTY	DISTRICT BONDS	HILLSBOROUGH COUNTY
STREET LIGHTING/CONDUIT	DISTRICT	DISTRICT	DISTRICT BONDS	TECO
ROAD CONSTRUCTION	DISTRICT	HILLSBOROUGH COUNTY	DISTRICT BONDS	HILLSBOROUGH COUNTY

**EXHIBIT 1:
LOCATION MAP**

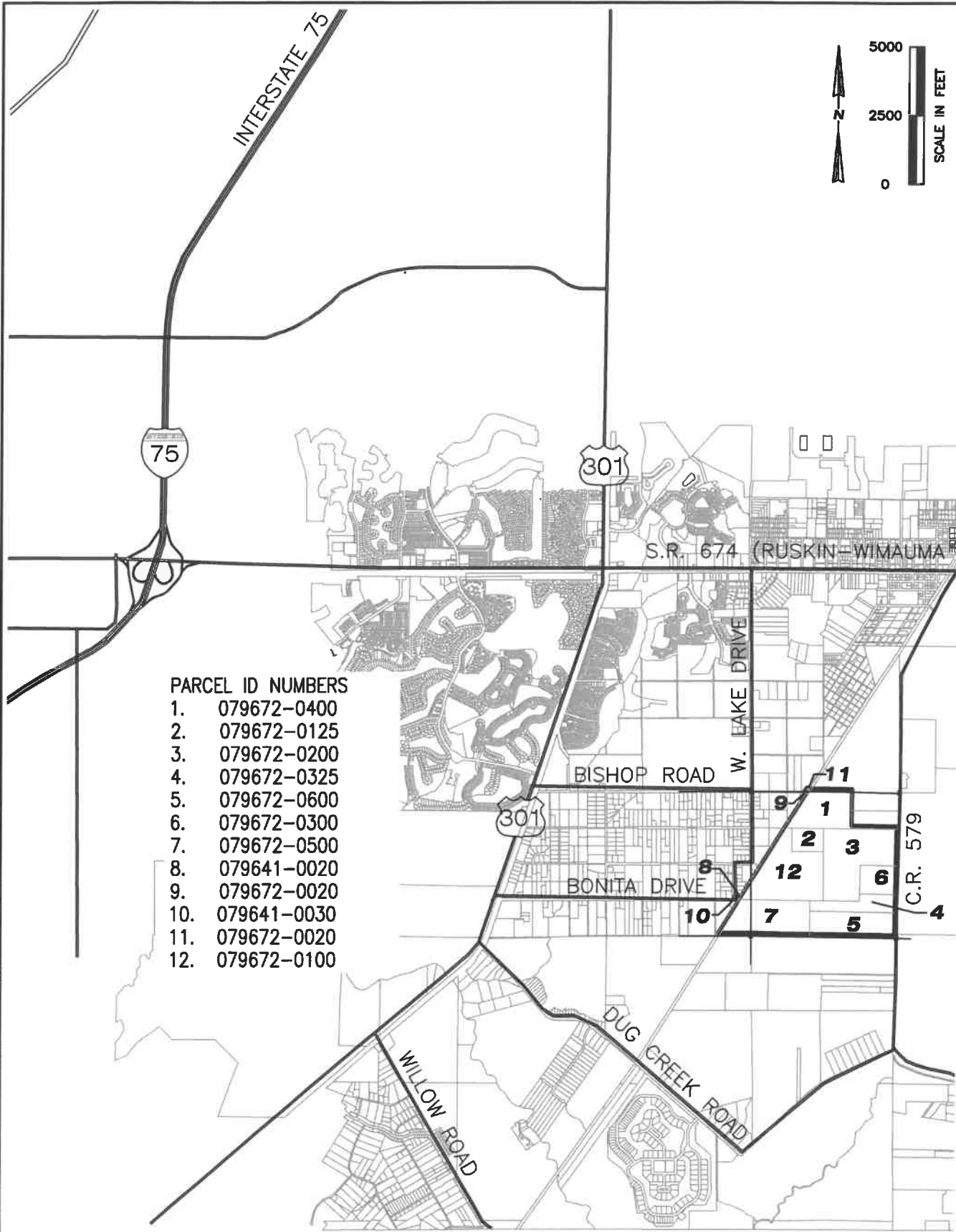


EXHIBIT 1 - LOCATION MAP **CYPRESS RIDGE SUBDIVISION**

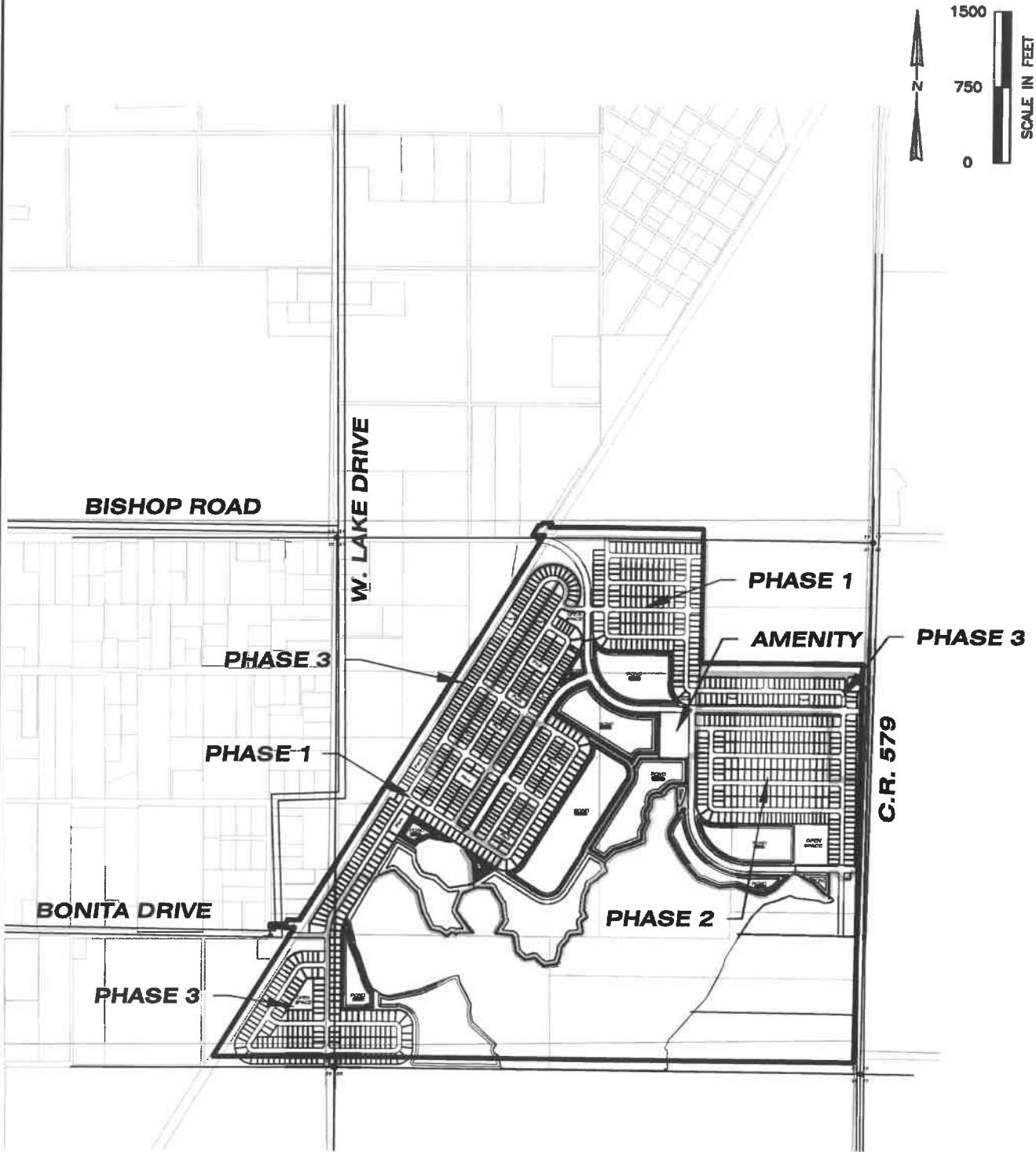
**ABSOLUTE
ENGINEERING, INC.**

SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
16,20,21-32-20	A20-0012-0002	ROA	10-01-2020	1

1000 N. ASHLEY DRIVE, SUITE 925
TAMPA, FLORIDA 33602
C.A. NO. 28358
TEL (813) 221-1516
FAX (813) 344-0100

**EXHIBIT 2:
OVERALL SITE PLAN**

P:\20-0012_Hillbend\0002_Cypress Ridge\Water\CDD\ER\EXH 2 - OVERALL SITE PLAN.dwg (8.5 x 11 Landscape) Heather Wertz Apr 20, 2021 - 9:48am



CYPRESS RIDGE RANCH - LOT SUMMARY

PHASE	LOT WIDTH	LOT WIDTH	LOT WIDTH	LOT WIDTH	SF TOTAL
	40'	PREM. 40' (50')	50'	60'	
PHASE 1	106	34	199	30	369
PHASE 2	74	28	201	40	343
PHASE 3	84	25	195	40	344
TOTAL	264	87	595	110	1056

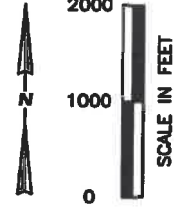
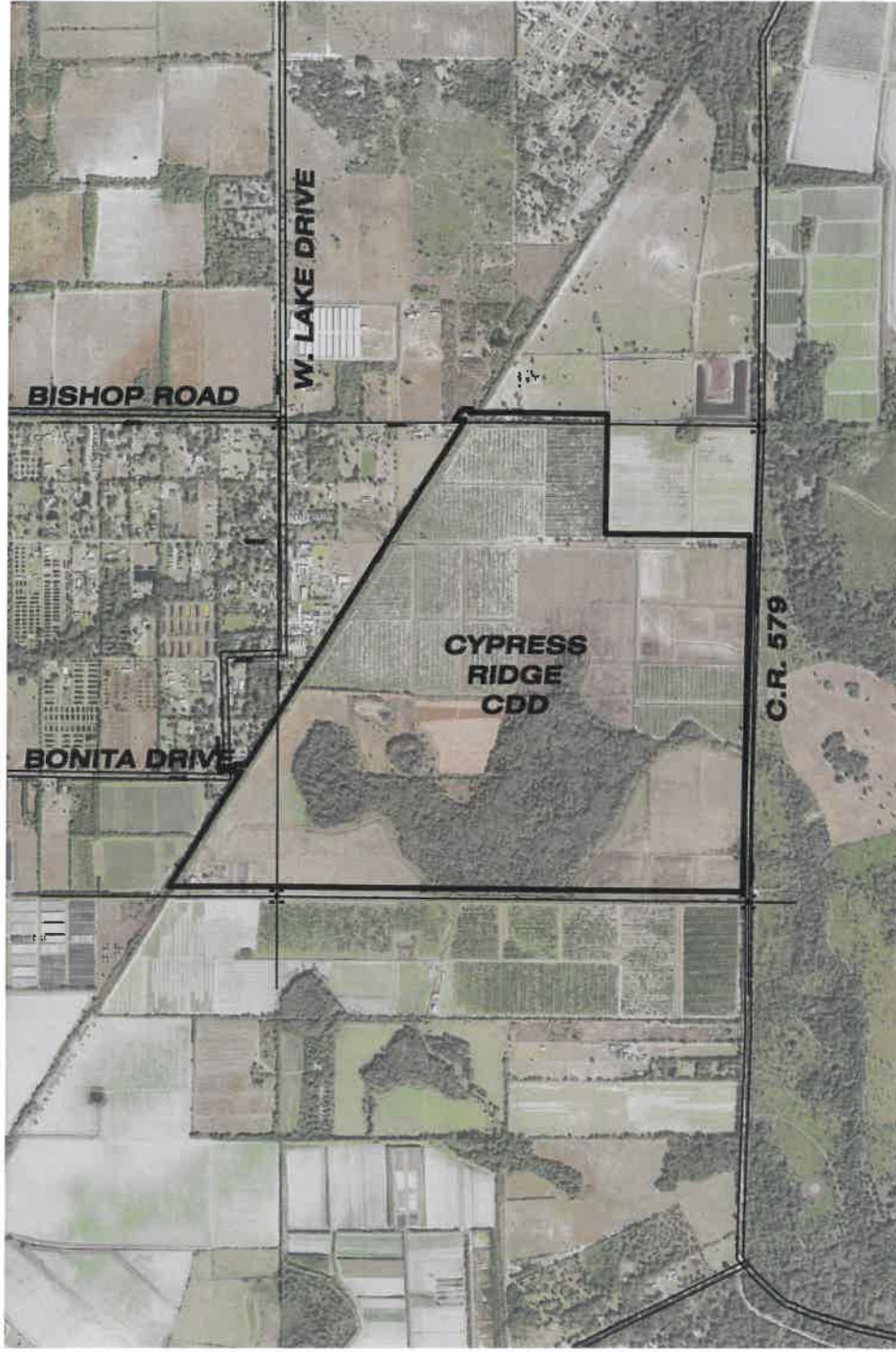
**EXHIBIT 2 - OVERALL SITE PLAN
CYPRESS RIDGE CDD**

SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
16,20,21-32-20	A20-0012-0002	ROA	3-24-2021	1

**ABSOLUTE
ENGINEERING, INC.**

(813) 221-1516 TEL
(813) 344-0100 FAX
1000 N. ASHLEY DRIVE, SUITE 925
TAMPA, FLORIDA 33602
C.A. NO. 28358

EXHIBIT 3:
AERIAL SITE PLAN



AE **ABSOLUTE
ENGINEERING, INC.**
(813) 221-1516 TEL 1000 N. ASHLEY DRIVE, SUITE 925
(813) 344-0100 FAX TAMPA, FLORIDA 33602
C.A. NO. 28358

**EXHIBIT 3 - AERIAL SITE PLAN
CYPRESS RIDGE SUBDIVISION**

SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
16,20,21-32-20	A20-0012-0002	ROA	10-01-2020	1

EXHIBIT 4:
LEGAL DESCRIPTION



Description Sketch

CYPRESS RIDGE CDD

DESCRIPTION: A portion of the Southeast 1/4 of Section 20 and a portion of Section 21, Township 32 South, Range 20 East, lying in Hillsborough County, Florida, and being more particularly described as follows:

BEGIN at the Southeast corner of said Section 20; run thence along the South line of the Southeast 1/4 of said Section 20, N.89°56'40"W., a distance of 1190.49 feet to the East boundary of the lands described in Official Records Book 5289, Page 660 of the public records of Hillsborough County, Florida; thence along said East Boundary, N.32°12'04"E., a distance of 1511.67 feet to the South boundary of Parcel 1 of the lands described in Official Records Book 24058, Page 1681 of the public records of Hillsborough County, Florida; thence along said South boundary, N.89°55'49"W., a distance of 118.09 feet to the West boundary of the lands described in aforesaid Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 11.80 feet to the South boundary of the lands described in Official Records Book 23524, Page 1177 of the public records of Hillsborough County, Florida; thence along the South, West and North boundary of said lands the following three (3) courses: 1) N.89°56'09"W., a distance of 131.80 feet; 2) N.00°04'51"W., a distance of 30.00 feet; and 3) S.89°56'09"E., a distance of 150.72 feet to the aforesaid West boundary of the lands described in Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 47.24 feet to the North boundary of Parcel 1 of the lands described in aforesaid Official Records Book 24058, Page 1681; thence along said North boundary, S.89°56'09"E., a distance of 118.09 feet to the aforesaid East boundary of the lands described in Official Records Book 5289, Page 660; thence along said East boundary, N.32°12'04"E., a distance of 4537.33 feet to the South boundary of Parcel 2 of the aforesaid lands described in Official Records Book 24058, Page 1681; thence along said South boundary, N.89°58'47"W., a distance of 118.15 feet to the aforesaid West boundary of the lands described in Official Records Book 5289, Page 660; thence along said West boundary and the West boundary of the lands described in Official Records Book 26522, Page 769 of the public records in Hillsborough County, Florida, N.32°12'04"E., a distance of 114.20 feet to the North boundary of said lands described in Official Records Book 26522, Page 769; thence along said North boundary, S.89°58'47"E., a distance of 23.63 feet to the aforesaid West boundary of Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 26.97 feet to the North boundary of aforesaid Parcel 2; thence along said North boundary, S.89°58'47"E., a distance of 94.52 feet to the aforesaid East boundary of lands described in Official Records Book 5289, Page 660; thence along said East boundary, S.32°12'04"W., a distance of 47.06 feet to the North boundary of the Northwest 1/4 of aforesaid Section 21; thence along said North boundary S.89°58'47"E., a distance of 499.31 feet to the Northwest corner of the Northeast 1/4 of said Section 21;

-- CONTINUE ON PAGE 2 OF 8 --

PROJECT: Cypress Ridge			Prepared For: Absolute Engineering		
PHASE: CDD Boundary Description Sketch			(Not A Survey)  <small>This item has been electronically signed and sealed by CHARLES M. ARNETT using a digital certificate and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.</small>		
DRAWN: JCM DATE: 10/1/20 CHECKED BY: BC					
REVISIONS					
DATE	DESCRIPTION	DRAWN BY			
Charles M. Arnett FLORIDA PROFESSIONAL SURVEYOR & MAPPER NO. LS6884			213 Hobbs Street Tampa, Florida 33619 Phone: (813) 248-8888 Licensed Business No.: LB 7768  GeoPoint Surveying, Inc.		
FILE PATH: P:\CYPRESS RIDGE\DESCRIPTIONS\CYPRESS RIDGE-CDD-DS.DWG LAST SAVED BY: JORDANM			1 of 8		

Description Sketch

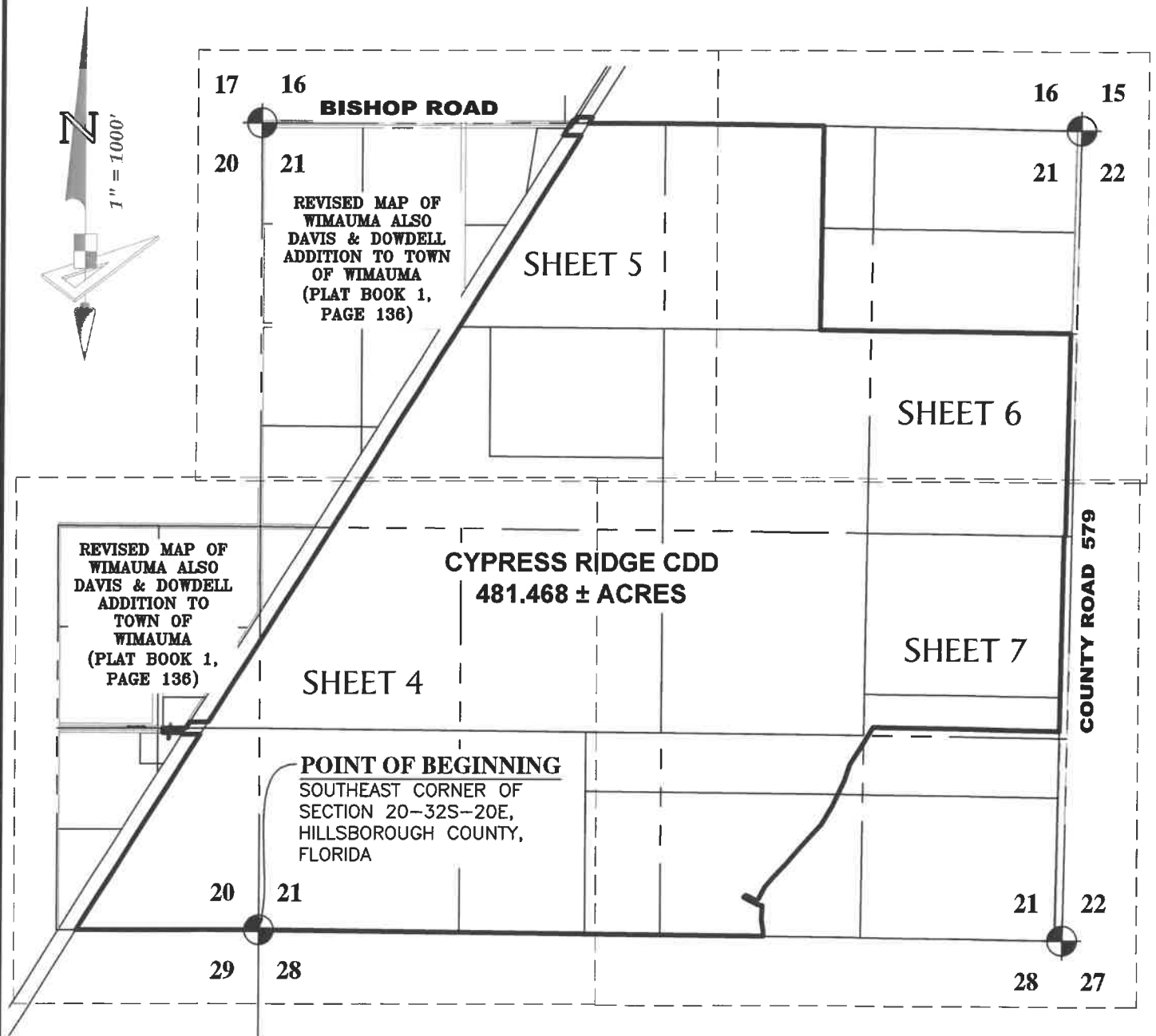
-- CONTINUED FROM PAGE 1 OF 8 --

thence along the North boundary of said Northeast 1/4, S.89°11'29"E., a distance of 1037.43 feet to the East boundary of the lands described in Official Records Book 16047, Page 1065 of the public records of Hillsborough County, Florida; thence along said East boundary, S.00°42'49"W., a distance of 1334.80 feet to the North boundary of the lands described in Official Records Book 19019, Page 1485 of the public records of Hillsborough County, Florida; thence along said North boundary, S.89°31'37"E., a distance of 1619.00 feet to the West Maintained Right-of-Way line of County Road 579 per the resolution of SRD No.1 Section No. 1057 State Road No. S-579, Hillsborough County dated June 13th, 1952; thence along said West Maintained Right-of-Way line, S.00°57'02"W., a distance of 1324.78 feet to the North boundary of the Southeast 1/4 of said Section 21; thence along said North boundary, N.89°32'23"W., a distance of 9.90 feet to the West Right-of-Way line of said County Road 579 said line also being 50 feet West of and parallel with the East boundary of said Southeast 1/4; thence along said West Right-of-Way line, S.00°57'10"W., a distance of 1278.52 feet; thence N.89°02'50"W., a distance of 1208.41 feet; thence S.30°26'11"W., a distance of 146.34 feet; thence S.32°14'37"W., a distance of 141.92 feet; thence S.18°46'46"W., a distance of 115.22 feet; thence S.25°25'09"W., a distance of 176.77 feet; thence S.30°41'23"W., a distance of 147.54 feet; thence S.42°23'23"W., a distance of 207.91 feet; thence S.41°03'28"W., a distance of 129.55 feet; thence S.43°12'04"W., a distance of 133.67 feet; thence S.40°15'50"W., a distance of 80.07 feet; thence S.27°08'53"W., a distance of 82.96 feet; thence S.38°32'22"W., a distance of 15.33 feet; thence N.63°13'31"W., a distance of 80.86 feet; thence S.46°48'42"W., a distance of 21.21 feet; thence S.62°26'42"E., a distance of 107.82 feet; thence S.79°12'28"E., a distance of 27.67 feet; thence S.03°11'57"W., a distance of 91.25 feet; thence S.08°15'43"E., a distance of 77.72 feet; thence S.00°38'04"W., a distance of 31.66 feet to the South boundary of said Southeast 1/4; thence along said South boundary, N.89°21'56"W., a distance of 675.08 feet to the Southeast corner of the Southwest 1/4 of said Section 21; thence along the South line of said Southwest 1/4, N.89°21'47"W., a distance of 2622.98 feet to the **POINT OF BEGINNING**.

Containing 481.468 acres, more or less.

PROJECT: Cypress Ridge			Prepared For: Absolute Engineering	
PHASE: CDD Boundary Description Sketch			<div style="font-size: 24px; font-weight: bold;">(Not A Survey)</div>	
DRAWN: JCM	DATE: 10/1/20	CHECKED BY: BC		
REVISIONS				
DATE	DESCRIPTION	DRAWN BY		
			<div style="font-size: 10px;"> 213 Hobbs Street Tampa, Florida 33619 Phone: (813) 248-8888 Licensed Business No.: LB 7768 </div> <div style="font-size: 24px; font-weight: bold; margin-top: 10px;">GeoPoint</div> <div style="font-size: 14px; margin-top: 5px;">Surveying, Inc.</div>	
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Description Sketch



BASIS OF BEARINGS

Bearings shown hereon are based on the South boundary of Section 21, Township 32 South, Range 20 East, Hillsborough County, Florida, having a Grid bearing of N.89°21'47"W. The Grid Bearings as shown hereon refer to the State Plane Coordinate System, North American Horizontal Datum of 1983 (NAD 83-2011 Adjustment) for the West Zone of Florida.

PROJECT: Cypress Ridge

Prepared For: Absolute Engineering

PHASE: CDD Boundary Description Sketch

DRAWN: JCM DATE: 10/1/20 CHECKED BY: BC

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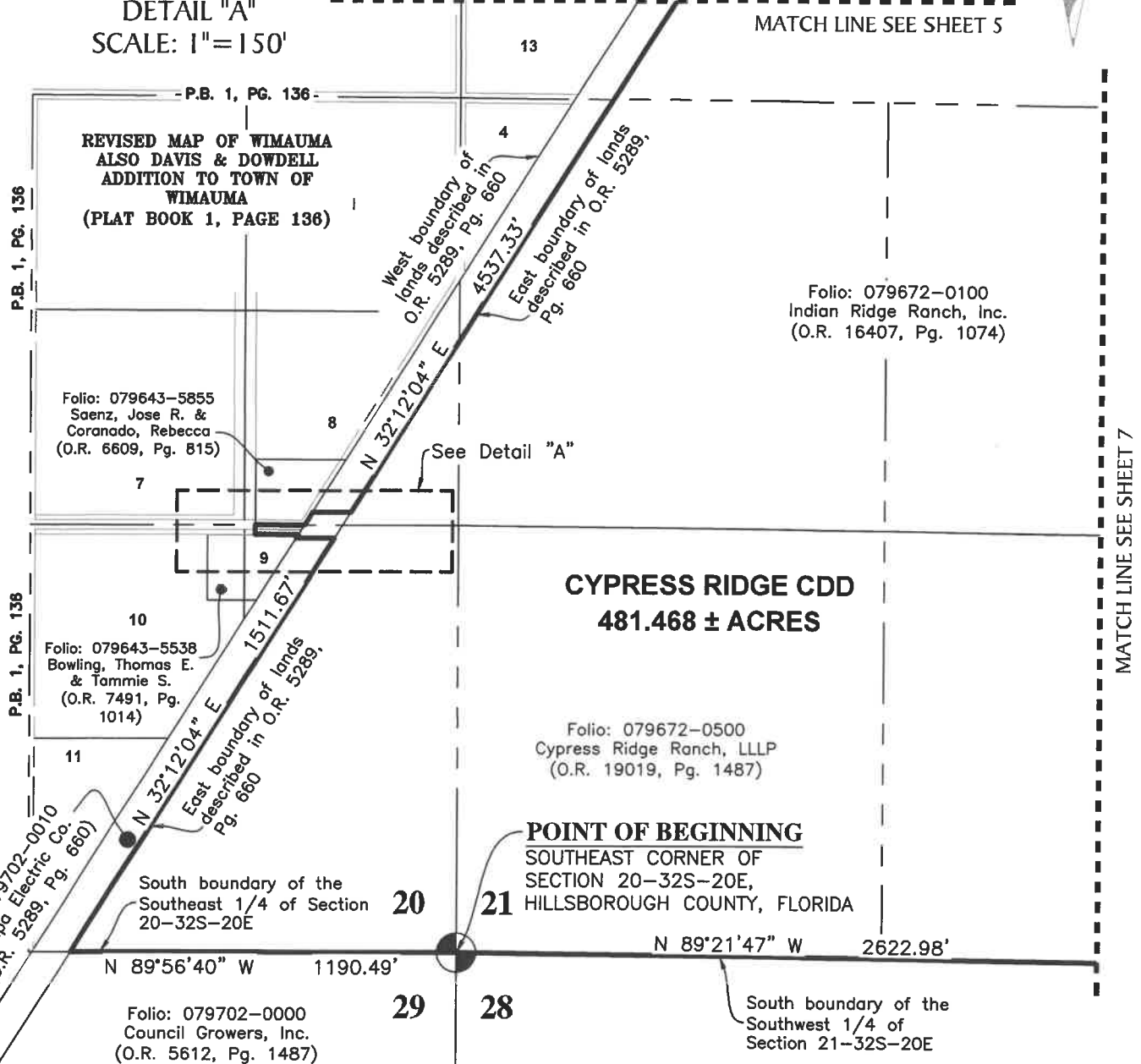
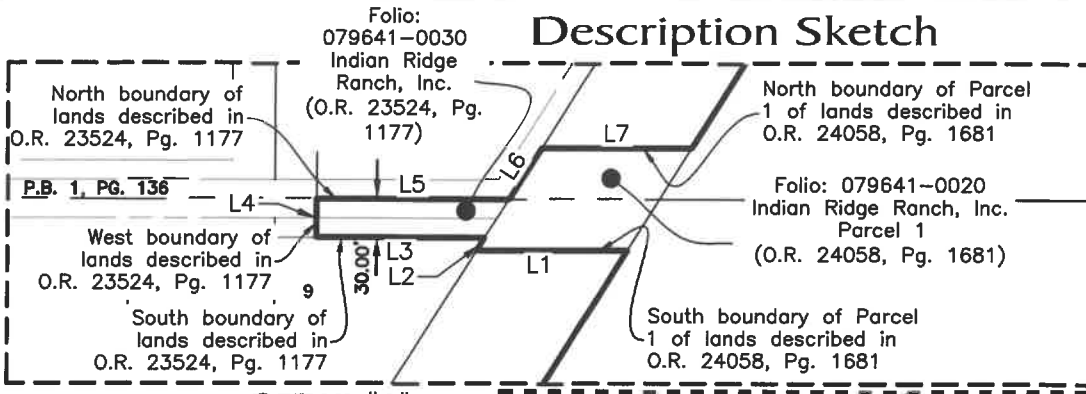
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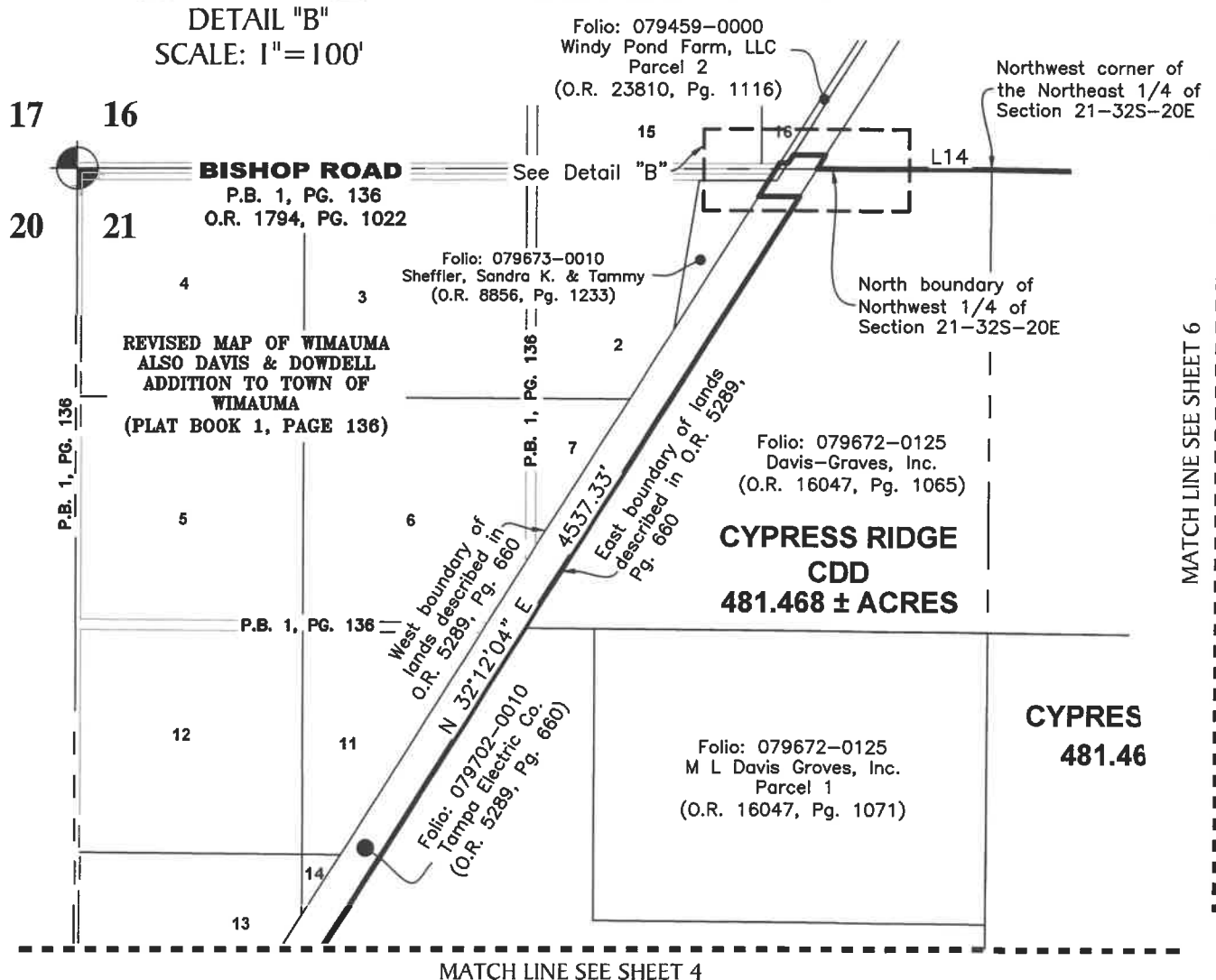
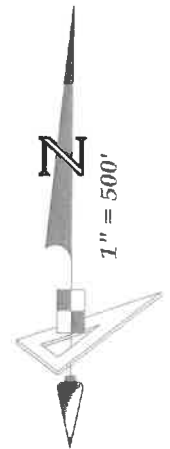
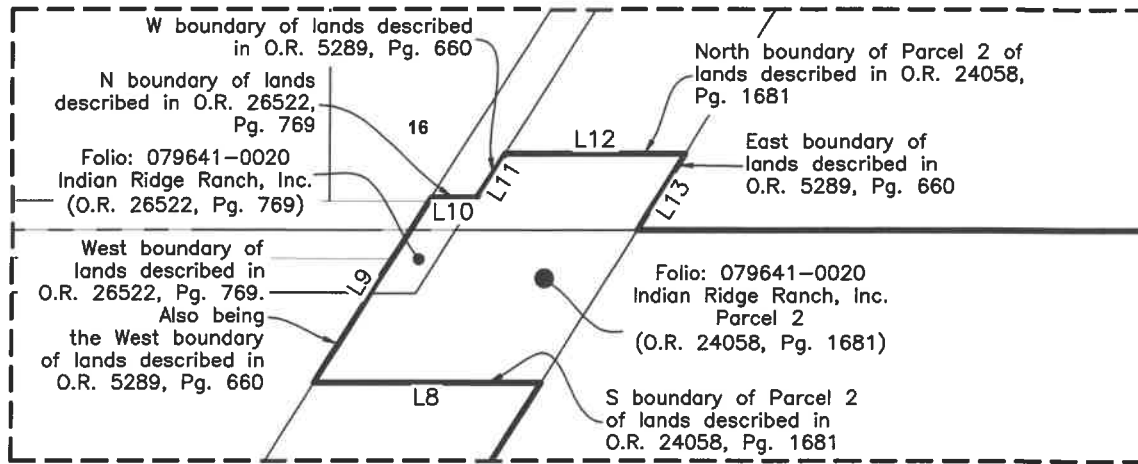
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Surveying, Inc.


Description Sketch



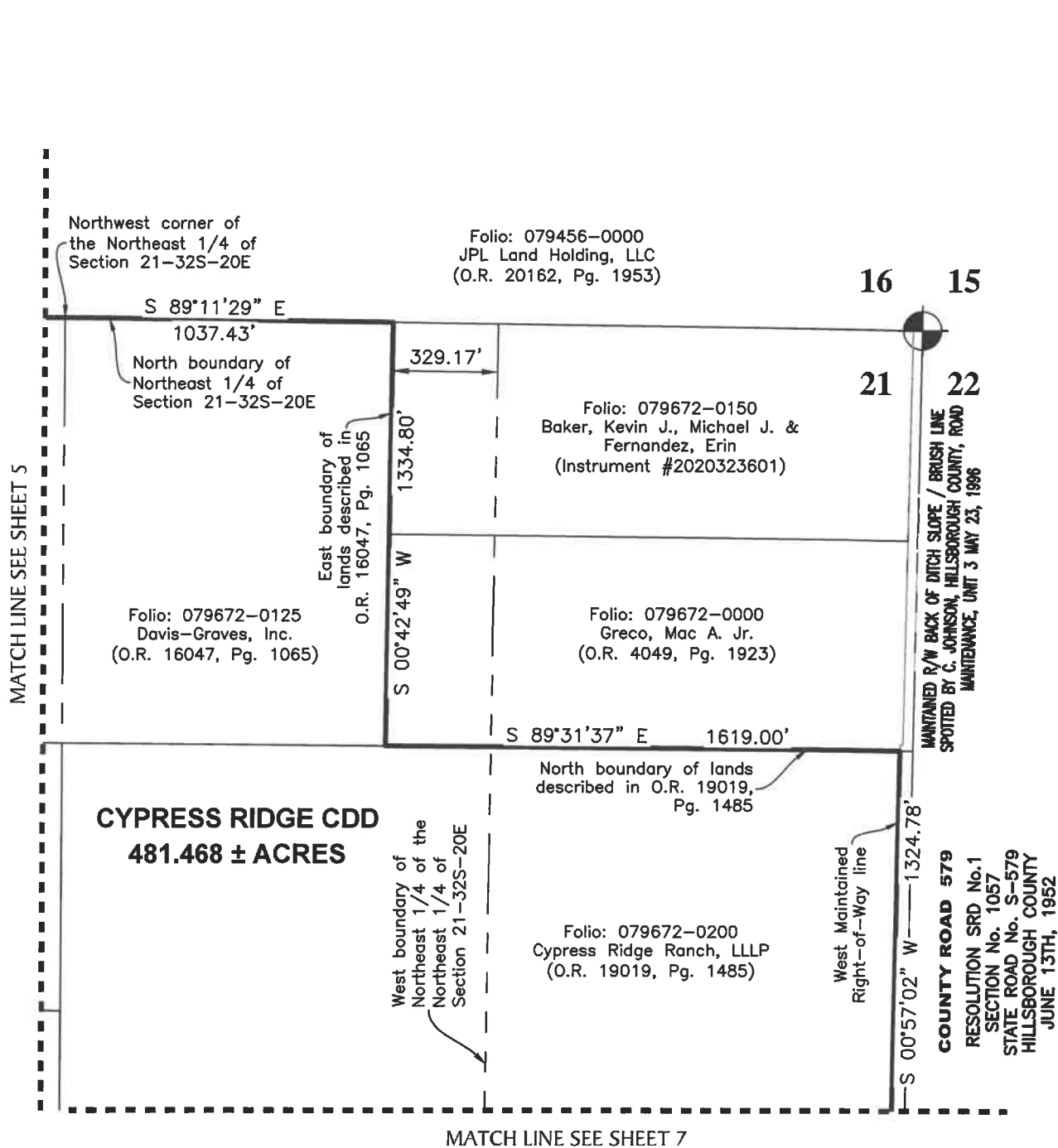
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Description Sketch



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Description Sketch



PROJECT: Cypress Ridge

PHASE: CDD Boundary Description Sketch

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DATE	DESCRIPTION	DRAWN BY

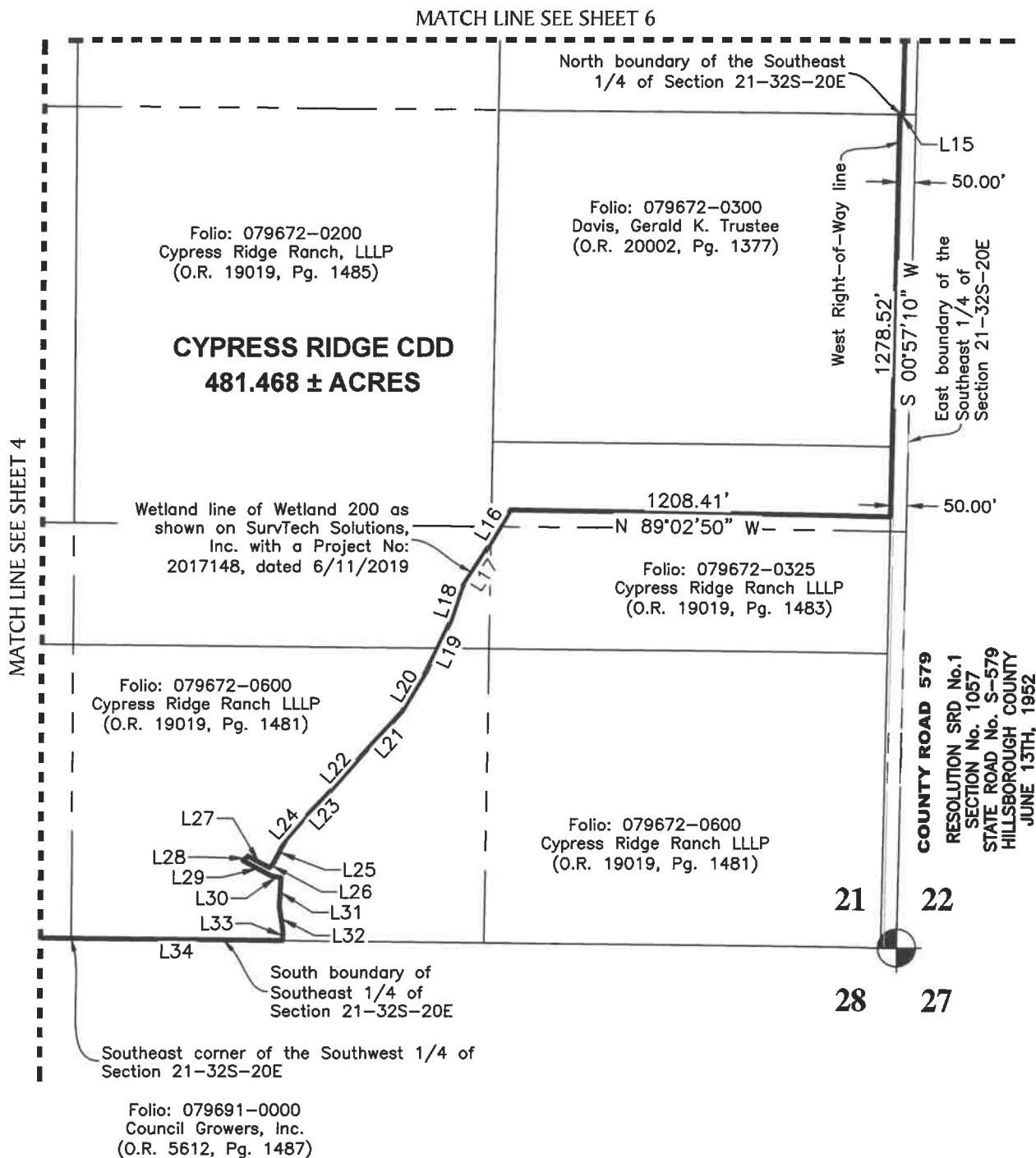
Prepared For: Absolute Engineering

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Surveying, Inc.

Description Sketch



PROJECT: Cypress Ridge

PHASE: CDD Boundary Description Sketch

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Phone: (813) 248-8888
Licensed Business No.: LB 7768

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Surveying, Inc.

Description Sketch

LINE DATA TABLE

NO.	BEARING	LENGTH
L1	N 89°55'49" W	118.09'
L2	N 32°12'04" E	11.80'
L3	N 89°56'09" W	131.80'
L4	N 00°04'51" W	30.00'
L5	S 89°56'09" E	150.72'
L6	N 32°12'04" E	47.24'
L7	S 89°56'09" E	118.09'
L8	N 89°58'47" W	118.15'
L9	N 32°12'04" E	114.20'
L10	S 89°58'47" E	23.63'
L11	N 32°12'04" E	26.97'
L12	S 89°58'47" E	94.52'
L13	S 32°12'04" W	47.06'
L14	S 89°58'47" E	499.31'
L15	N 89°32'23" W	9.90'
L16	S 30°26'11" W	146.34'
L17	S 32°14'37" W	141.92'

LINE DATA TABLE

NO.	BEARING	LENGTH
L18	S 18°46'46" W	115.22'
L19	S 25°25'09" W	176.77'
L20	S 30°41'23" W	147.54'
L21	S 42°23'23" W	207.91'
L22	S 41°03'28" W	129.55'
L23	S 43°12'04" W	133.67'
L24	S 40°15'50" W	80.07'
L25	S 27°08'53" W	82.96'
L26	S 38°32'22" W	15.33'
L27	N 63°13'31" W	80.86'
L28	S 46°48'42" W	21.21'
L29	S 62°26'42" E	107.82'
L30	S 79°12'28" E	27.67'
L31	S 03°11'57" W	91.25'
L32	S 08°15'43" E	77.72'
L33	S 00°38'04" W	31.66'
L34	N 89°21'56" W	675.08'

PROJECT: Cypress Ridge

Prepared For: Absolute Engineering

PHASE: CDD Boundary Description Sketch

DRAWN: JCM DATE: 10/1/20 CHECKED BY: BC

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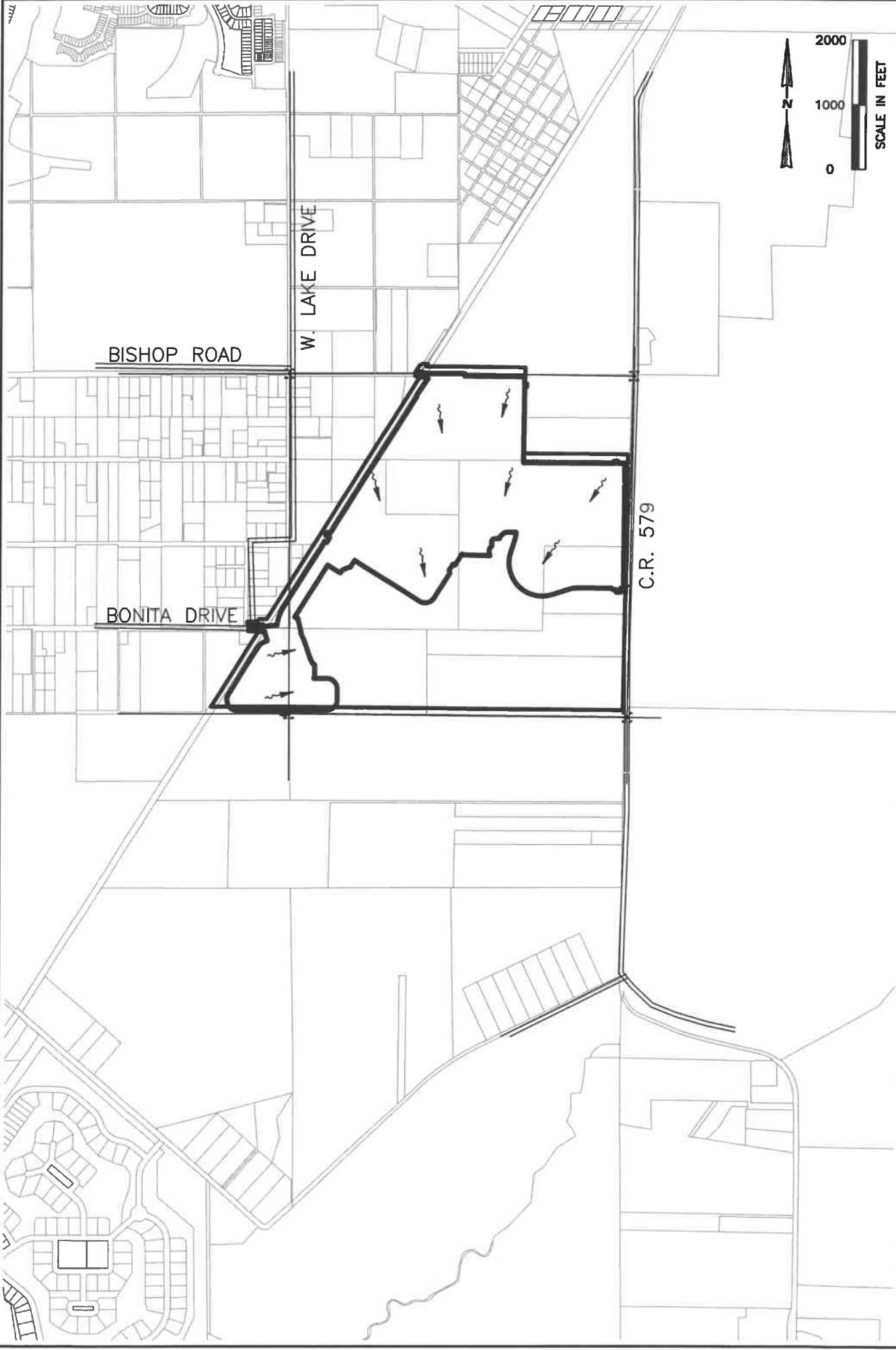
DATE	DESCRIPTION	DRAWN BY

(Not A Survey)

213 Hobbs Street
Tampa, Florida 33619
Phone: (813) 248-8888
Licensed Business No.: LB 7768

GeoPoint
Surveying, Inc.

**EXHIBIT 5:
DRAINAGE MAP**



AE ABSOLUTE ENGINEERING, INC.
 (813) 221-1516 TEL
 (813) 344-0100 FAX
 1000 N. ASHLEY DRIVE, SUITE 925
 TAMPA, FLORIDA 33602

EXHIBIT 5 - DRAINAGE MAP CYPRESS RIDGE SUBDIVISION

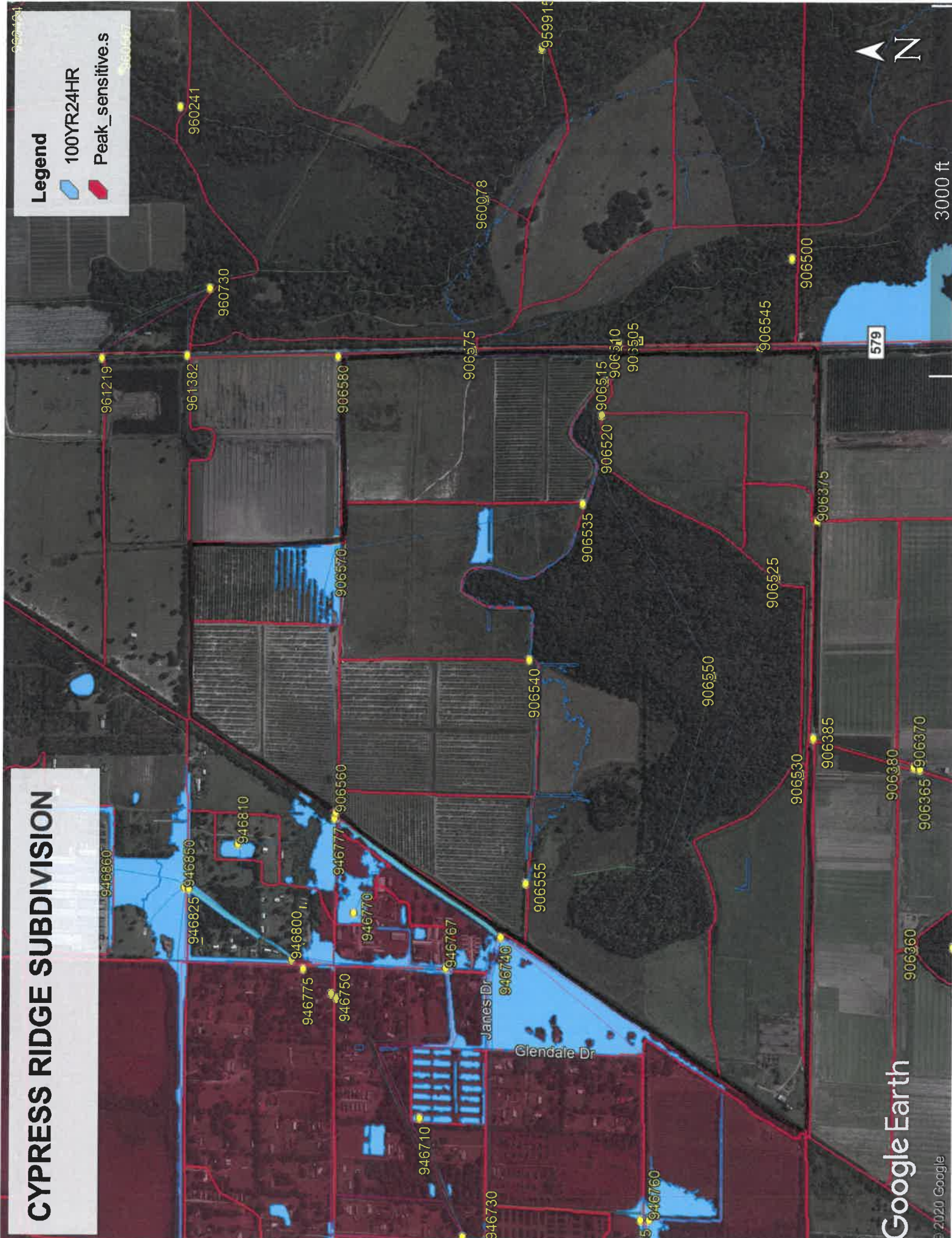
SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
16,20,21-32-20	A20-0012-0002	ROA	10-01-2020	1

CYPRESS RIDGE SUBDIVISION

Legend

100YR24HR

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SCALE OF 1" = 500'
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SCALE OF 1" = 500'
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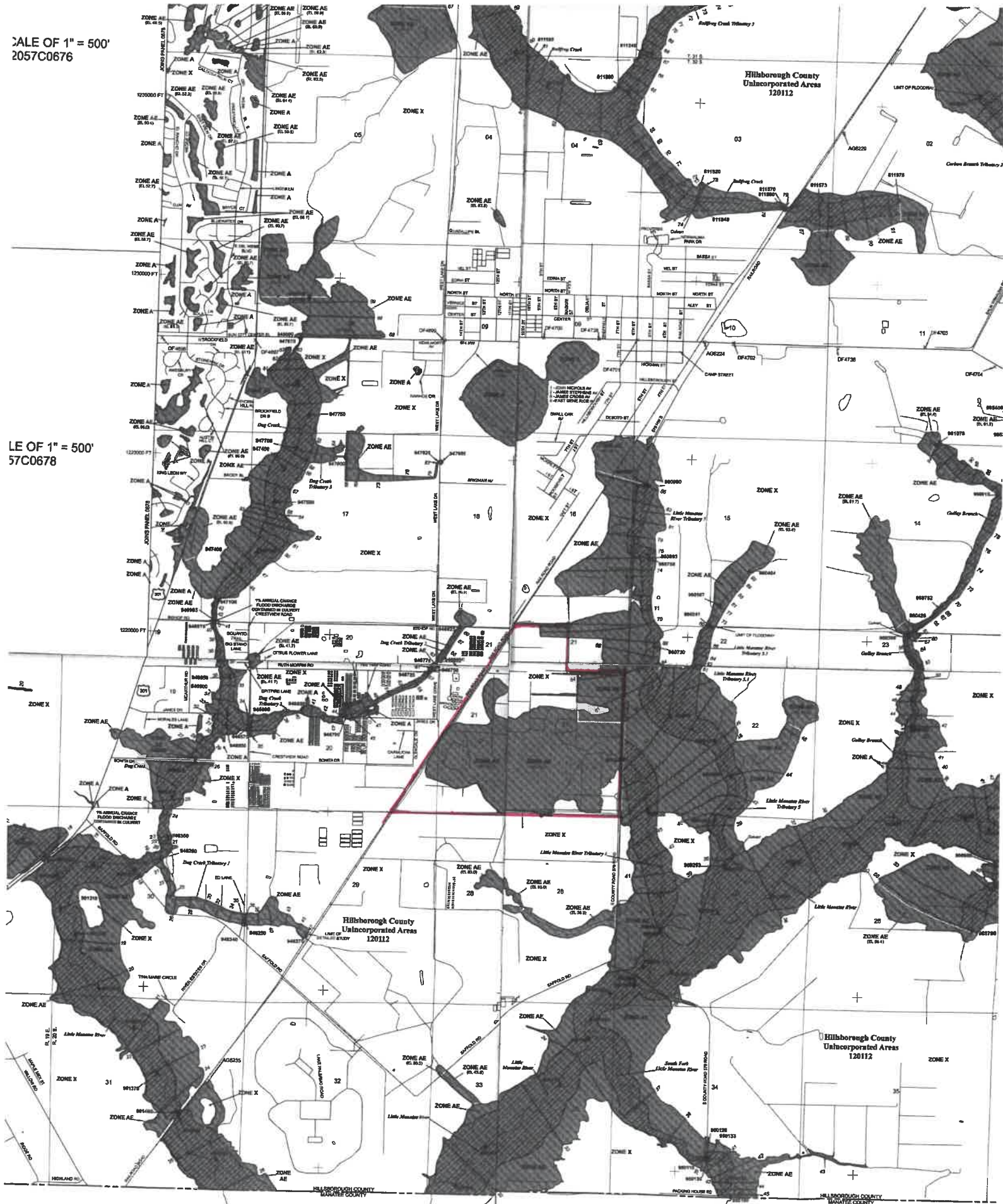


EXHIBIT 6:
UTILITY LOCATION MAP



EXHIBIT 6 - UTILITY LOCATION MAP **CYPRESS RIDGE SUBDIVISION**

**ABSOLUTE
ENGINEERING, INC.**

SEC TWP RGE 16,20,21-32-20	JOB NUMBER A20-0012-0002	DRAWN BY ROA	DATE 10-01-2020	SHEET 1
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(813) 221-1516 TEL
 (813) 344-0100 FAX
 1000 N. ASHLEY DRIVE, SUITE 925
 TAMPA, FLORIDA 33602
 C.A. NO. 28358

EXHIBIT 7:
FUTURE LAND USE MAP

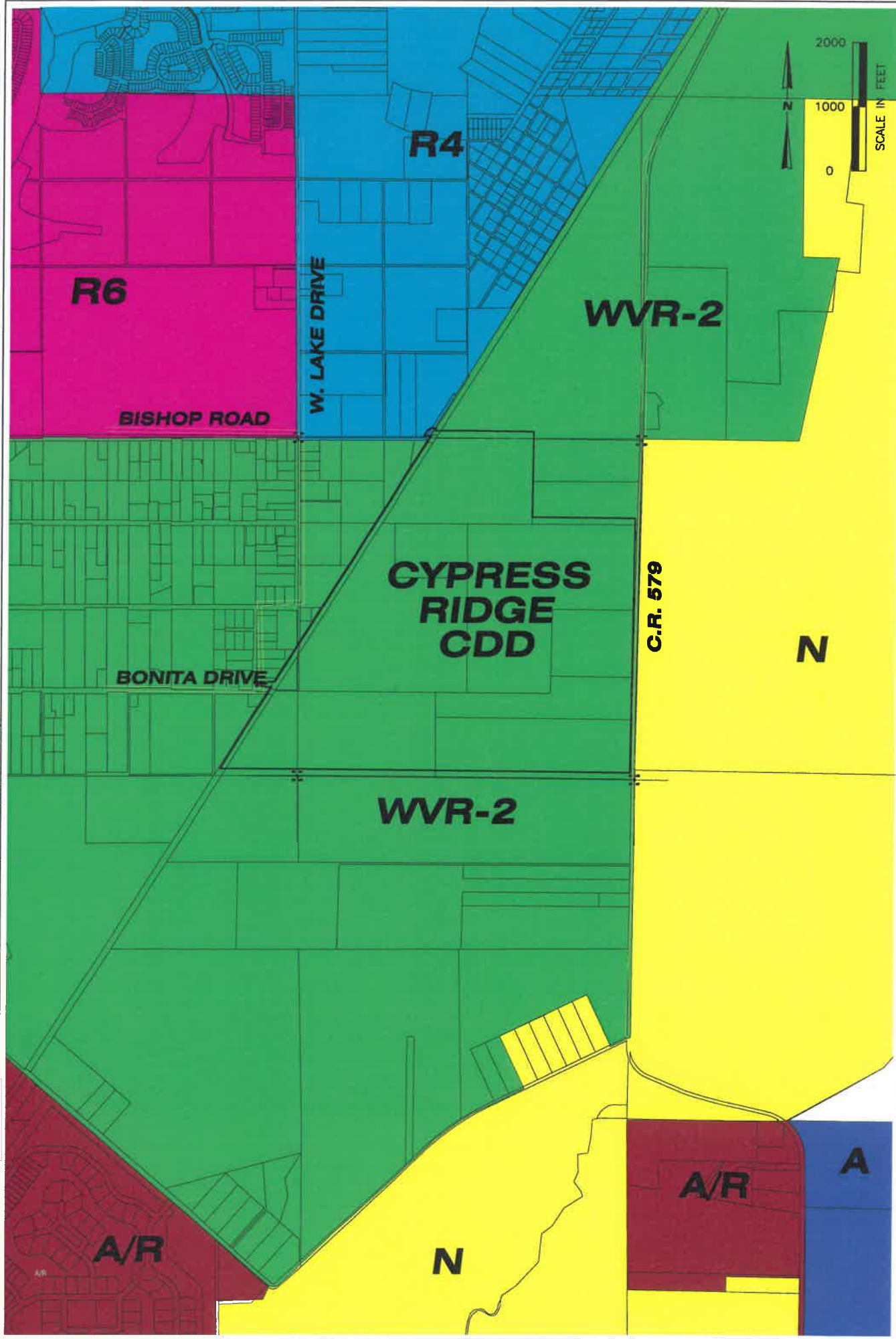


EXHIBIT 7 - FUTURE LAND USE MAP **CYPRESS RIDGE SUBDIVISION**

**ABSOLUTE
ENGINEERING, INC.**

1000 N. ASHLEY DRIVE, SUITE 925
TAMPA, FLORIDA 33602

(813) 221-1516 TEL
(813) 344-0100 FAX

C.A. NO. 28358

SEC TWP RGE
16,20,21-32-20

JOB NUMBER
A20-0012-0002

DRAWN BY
ROA

DATE
10-10-2020

SHEET
1

**EXHIBIT 8:
ZONING MAP**

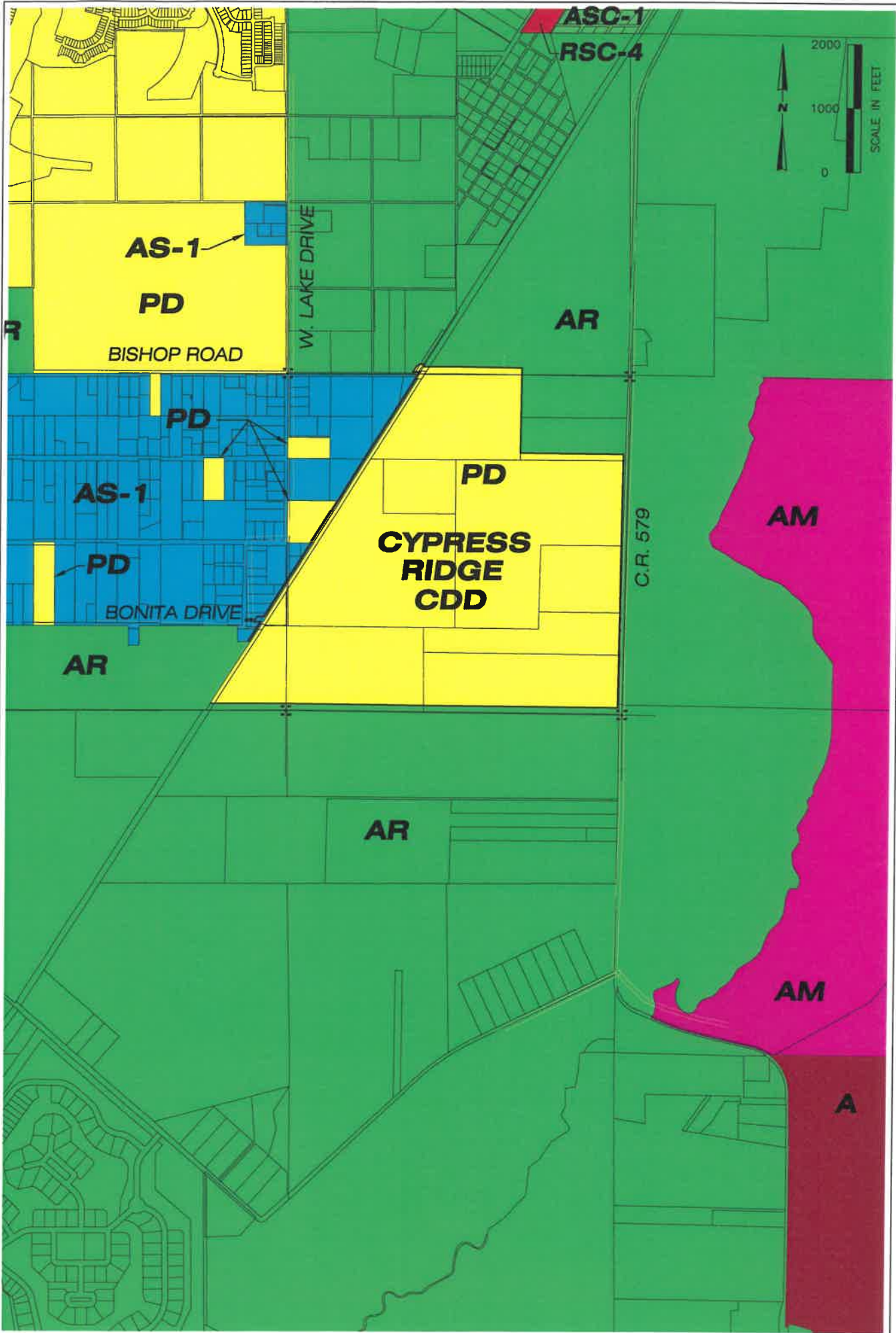


EXHIBIT 8 - ZONING MAP CYPRESS RIDGE SUBDIVISION

SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
16,20,21-32-20	A20-0012-0002	ROA	10-10-2020	1

**ABSOLUTE
ENGINEERING, INC.**

(813) 221-1516 TEL
(813) 344-0100 FAX
C.A. NO. 28358
1000 N. ASHLEY DRIVE, SUITE 925
TAMPA, FLORIDA 33602

SECTION 2

**MASTER
ASSESSMENT METHODOLOGY

FOR

CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

Date: April 20, 2021

Prepared by

**Governmental Management Services – Central Florida, LLC
219 E. Livingston St.
Orlando, FL 32801**

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GMS-CF, LLC does not represent the Cypress Ridge Community Development District as a Municipal Advisor or Securities Broker nor is GMS-CF, LLC registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, GMS-CF, LLC does not provide the Cypress Ridge Community Development District with financial advisory services or offer investment advice in any form.

1.0 Introduction

The Cypress Ridge Community Development District (the “District”) is a local unit of special-purpose government organized and existing under Chapter 190, Florida Statutes as amended. The District anticipates the issuance at this time of not to exceed \$49,500,000 of tax-exempt bonds in one or more series (the “Bonds”) for the purpose of financing certain infrastructure improvements (“Capital Improvement Plan”) within the District more specifically described in the Engineer’s Report dated April 2021 prepared by Absolute Engineering, Inc. as may be amended and supplemented from time to time (the “Engineer’s Report”). The District anticipates the construction of all or a portion of the Capital Improvements or Capital Improvement Plan (“Capital Improvements”) that benefit property owners within the District.

1.1 Purpose

This Master Assessment Methodology (the “Assessment Report”) provides for an assessment methodology that allocates the debt to be incurred by the District to benefiting properties within the District. This Assessment Report allocates the debt to properties based on the special benefits each receives from the Capital Improvements. This Assessment Report will be supplemented with one or more supplemental methodology reports to reflect the actual terms and conditions at the time of the issuance of each series of Bonds issued to finance all or a portion of the Capital Improvements. This Assessment Report is designed to conform to the requirements of Chapters 190 and 170, Florida Statutes, with respect to special assessments and is consistent with our understanding of case law on this subject.

The District intends to levy, impose and collect non ad valorem special assessments (“Special Assessments”) on the benefited lands within the District securing repayment of the Bonds based on this Assessment Report. It is anticipated that all of the proposed Special Assessments will be collected through the Uniform Method of Collection described in Section 197.3632, Florida Statutes or any other legal means available to the District. It is not the intent of this Assessment Report to address any other assessments, if applicable, that may be levied by the District including those for maintenance and operation of the Bonds, a homeowner’s association, or any other unit of government.

1.2 Background

The District currently includes approximately 481.47 acres within Hillsborough City, Florida. The development program for the District currently envisions approximately 1,056 residential units. The proposed development program is depicted in Table 1. It is recognized that such development plan may change, and this Assessment Report will be modified or supplemented accordingly.

The Capital Improvements contemplated by the District in the Capital Improvement Plan will provide facilities that benefit certain property within the District. Specifically, the District will construct and/or acquire a portion of certain offsite improvements,

stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features. The acquisition and construction costs are summarized in Table 2.

The assessment methodology is a four-step process.

1. The District Engineer must first determine the public infrastructure improvements that may be provided by the District and the costs to implement the Capital Improvements.
2. The District Engineer determines the assessable acres that benefit from the District's Capital Improvements.
3. A calculation is made to determine the funding amounts necessary to acquire and/or construct the Capital Improvements.
4. This amount is initially divided equally among the benefited properties on a prorated assessable acreage basis. Ultimately, as land is platted, this amount will be assigned to each of the benefited properties based on the number and type of platted units.

1.3 Special Benefits and General Benefits

Capital Improvements undertaken by the District create special and peculiar benefits to the property, different in kind and degree, for properties within its borders as well as general benefits to the public at large. However, as discussed within this Assessment Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits, which accrue to property within the District. The implementation of the Capital Improvement Plan enables properties within the boundaries of the District to be developed. Without the District's Capital Improvement Plan, there would be no infrastructure to support development of land within the District. Without these improvements, development of the property within the District would be prohibited by law.

The general public and property owners outside of the District may benefit from the provision of the Capital Improvements. However, any such benefit will be incidental for the purpose of the Capital Improvement Plan, which is designed solely to meet the needs of property within the District. Properties outside of the District boundaries do not depend upon the District's Capital Improvements. The property owners within the District are therefore receiving special benefits not received by the general public and those outside the District's boundaries.

1.4 Requirements of a Valid Assessment Methodology

There are two requirements under Florida law for a valid special assessment:

- 1) The properties must receive a special benefit from the Capital Improvements being paid for.

- 2) The assessments must be fairly and reasonably allocated or apportioned to the properties being assessed based on the special benefit such properties receive.

Florida law provides for a wide application of special assessments that meet these two characteristics of special assessments.

1.5 Special Benefits Will Equal or Exceed the Costs Allocated

The special benefits provided to the property within the District will be equal to or greater than the costs associated with providing these benefits. The District Engineer estimates that the District's Capital Improvement Plan that is necessary to support full development of property within the District will cost approximately \$38,536,750. The District's Underwriter projects that financing costs required to fund the Capital Improvement Plan costs, the cost of issuance of the Bonds, the funding of a debt service reserve account and capitalized interest, will be approximately \$49,500,000. Without the Capital Improvement Plan, the property within the District would not be able to be developed and occupied by future residents of the community.

2.0 Assessment Methodology

2.1 Overview

The District anticipates issuing approximately \$49,500,000 in Bonds in one or more series to fund the District's Capital Improvement Plan, provide for capitalized interest, a debt service reserve account and pay cost of issuance. It is the purpose of this Assessment Report to allocate the \$49,500,000 in debt to the properties within the District benefiting from the Capital Improvement Plan. This report will be supplemented to reflect actual bond terms.

Table 1 identifies the land uses and lot sizes in the development as identified by the Developer within the District. The District has commissioned an Engineer's Report that includes estimated construction costs for the Capital Improvements needed to support the development; these construction costs are outlined in Table 2. The Capital Improvements needed to support the development are described in detail in the Engineer's Report and are estimated to cost \$38,536,750. Based on the estimated costs, the size of the Bond issue under current market conditions needed to generate funds to pay for the Capital Improvements and related costs was determined by the District's Underwriter to total approximately \$49,500,000. Table 3 shows the breakdown of the Bond sizing.

2.2 Allocation of Debt

Allocation of debt is a continuous process until the development plan for the District is completed. Until the platting process occurs, the Capital Improvements funded by District Bonds benefits all acres within the District.

The initial assessments will be levied on an equal basis to all gross acreage within the District. A fair and reasonable methodology allocates the debt incurred by the District proportionately to the properties receiving the special benefits. At this point all of the lands within the District are benefiting from the Capital Improvements.

Once platting or the recording of a declaration of condominium of any portion of the District into individual lots or units ("Assigned Properties") has begun, the Special Assessments will be levied to the Assigned Properties based on the benefits they receive, on a first platted, first assigned basis. The "Unassigned Properties" defined as property that has not been platted or subjected to a declaration of condominium, will continue to be assessed on a per acre basis. Eventually the development plan will be completed and the debt relating to the Bonds will be allocated to the assigned properties within the District, which are the beneficiaries of the Capital Improvement Plan, as depicted in Table 5 and Table 6. If there are changes to development plan, a true up of the assessment will be calculated to determine if a debt reduction or true-up payment from the Developer is required. The process is outlined in Section 3.0.

The assignment of debt in this Assessment Report sets forth the process by which debt is apportioned. As mentioned herein, this Assessment Report will be supplemented from time to time.

2.3 Allocation of Benefit

The Capital Improvement Plan consists of offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features and professional fees along with related incidental costs. There are three product types within the planned development. The single-family 50' home has been set as the base unit and has been assigned one equivalent residential unit ("ERU"). A single-family 40' unit is assigned .8 ERU, and a single-family 60' lot is assigned 1.2 ERU. Table 4 shows the allocation of benefit to the particular product type. It is important to note that the benefit derived from the Capital Improvements on a particular unit will exceed the cost that the unit will be paying for such benefits.

2.4 Lienability Test: Special and Peculiar Benefit to the Property

Construction and/or acquisition by the District of its proposed Capital Improvements will provide several types of systems, facilities and services for its residents. These

include offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features. The benefit from the Capital Improvements accrue in differing amounts and are somewhat dependent on the product type receiving the special benefits peculiar to that property type, which flow from the logical relationship of the Capital Improvements to the assigned properties.

Once these determinations are made, they are reviewed in the light of the special benefits peculiar to the property, which flow to the properties as a result of their logical connection from the Capital Improvements actually provided.

For the provision of the Capital Improvement Plan, the special and peculiar benefits are:

- 1) the added use of the property,
- 2) added enjoyment of the property, and
- 3) the increased marketability and value of the property.

These special and peculiar benefits are real and ascertainable but are not yet capable of being calculated as to value with mathematical certainty. However, each is more valuable than either the cost of, or the actual Special Assessment levied for the Capital Improvement as allocated.

2.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay Non-Ad Valorem Assessments

A reasonable estimate of the proportion of special and peculiar benefits received from the public improvements described in the Capital Improvement Plan is delineated in Table 5 (expressed as Allocation of Par Debt per Product Type). This is also shown on Table 7 depicting Allocation of Par Debt per Product Type.

The determination has been made that the duty to pay the non-ad valorem special assessments is fairly and reasonably apportioned because the special and peculiar benefits to the property derived from the acquisition and/or construction of Capital Improvement Plan have been apportioned to the property within the District according to reasonable estimates of the special and peculiar benefits provided consistent with the product type of assignable properties.

Accordingly, no acre or parcel of property within the boundaries of the District will have a lien for the payment of any Special Assessment more than the determined special benefit particular to that property and therefore, the debt allocation will not be increased more than the debt allocation set forth in this Assessment Report.

In accordance with the benefit allocation suggested for the product types in Table 4, a total debt per unit and an annual assessment per unit have been calculated for each

product type (Table 6). These amounts represent the preliminary anticipated per unit debt allocation assuming all anticipated assigned properties are built and sold as planned, and the entire proposed Capital Improvement Plan is constructed.

3.0 True Up Mechanism

Although the District does not process plats, declaration of condominiums, site plans or revisions thereto, it does have an important role to play during the course of platting and site planning. Whenever a plat, declaration of condominium or site plan is approved, the District must allocate a portion of its debt to the property according to this Assessment Report outlined herein ("Assigned Property"). In addition, the District must also prevent any buildup of debt on property or land that could be fully conveyed and/or platted without all of the debt being allocated ("Unassigned Property"). To preclude this, when platting for 25%, 50%, 75% and 100% of the units planned for platting has occurred within the District, the District will determine the amount of anticipated Bond Special Assessment revenue that remains on the Unassigned Properties, taking into account the full development plan of the District. If the total anticipated Bond Special Assessment revenue to be generated from the Assigned and Unassigned Properties is greater than or equal to the maximum annual debt service then no debt reduction or true-up payment is required. In the case that the revenue generated is less than the required amount then a debt reduction or true-up payment by the landowner in the amount necessary to reduce the par amount of the outstanding Bonds plus accrued interest to a level that will be supported by the new net annual debt service assessments will be required.

If a true-up payment is made less than 45 days prior to an interest payment date, the amount of accrued interest will be calculated to the next succeeding interest payment date.

4.0 Assessment Roll

The District will initially distribute the Special Assessments across the property within the District boundaries on a gross acreage basis. As Assigned Properties become known with certainty, the District will refine its allocation of debt from a per acre basis to a per unit basis as shown in Table 6. If the land use plan or product type changes, then the District will update Table 6 to reflect the changes as part of the foregoing true-up process. As a result, the assessment liens are not finalized with certainty on any acre of land in the District prior to the time final Assigned Properties become known. The preliminary assessment roll is attached as Table 7.

TABLE 1
 CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
 DEVELOPMENT PROGRAM
 MASTER ASSESSMENT METHODOLOGY

Land Use*	Phase 1	Phase 2	Phase 3	Units	ERUs per Unit (1)	Total ERUs
Single Family - 40'	140	102	109	351	0.80	281
Single Family - 50'	199	201	195	595	1.00	595
Single Family - 60'	30	40	40	110	1.20	132
Total Units	369	343	344	1,056		1,008

(1) Benefit is allocated on an ERU basis; based on density of planned development, with 40' at .8 ERU, 50 ' lot at 1 ERU, ;

* Unit mix is subject to change based on marketing and other factors

<p>TABLE 2</p> <p>CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT</p> <p>CAPITAL IMPROVEMENT PLAN COST ESTIMATES</p> <p>MASTER ASSESSMENT METHODOLOGY</p>
--

Capital Improvement Plan ("CIP") (1)	Total Cost Estimate
Offsite Improvements	\$ 5,852,000
Stormwater Management	\$ 18,221,000
Utilities (Water, Sewer, & Street Lighting)	\$ 5,320,000
Roadway	\$ 2,926,000
Entry Feature	\$ 1,256,850
Parks and Amenities	\$ 1,330,000
Contingencies	\$ 3,630,900
	\$ 38,536,750

(1) A detailed description of these improvements is provided in the Engineer's Report dated April 2021.

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 3
 CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
 BOND SIZING
 MASTER ASSESSMENT METHODOLOGY

Bond Sizing

Description	Total
Construction Funds	\$ 38,536,750
Debt Service Reserve	\$ 3,596,121
Capitalized Interest	\$ 5,940,000
Underwriters Discount	\$ 990,000
Cost of Issuance	\$ 220,000
Contingency	\$ 217,129
Par Amount*	\$ 49,500,000

Bond Assumptions:

Average Coupon	4.00%
Amortization	30 years
Capitalized Interest	12 months
Debt Service Reserve	Max Annual
Underwriters Discount	2%

* Par amount is subject to change based on the actual terms at the sale of the bonds

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 4
 CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF IMPROVEMENT COSTS
 MASTER ASSESSMENT METHODOLOGY

Land Use	No. of Units *	ERU Factor	Total ERUs	% of Total ERUs	Total Improvements Costs Per Product Type	Improvement Costs Per Unit
Single Family - 40'	351	0.8	281	27.86%	\$ 10,737,368	\$ 30,591
Single Family - 50'	595	1	595	59.04%	\$ 22,751,901	\$ 38,238
Single Family - 60'	110	1.2	132	13.10%	\$ 5,047,481	\$ 45,886
	1,056		1,008	100.00%	\$ 38,536,750	

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 5
 CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF TOTAL PAR DEBT TO EACH PRODUCT TYPE
 MASTER ASSESSMENT METHODOLOGY

Land Use	No. of Units *	Total Improvements Costs Per Product Type	Allocation of Par Debt Per Product Type	Per Unit Revised Par
Single Family - 40'	351	\$ 10,737,368	\$ 13,792,022	\$ 39,294
Single Family - 50'	595	\$ 22,751,901	\$ 29,224,549	\$ 49,117
Single Family - 60'	110	\$ 5,047,481	\$ 6,483,429	\$ 58,940
	1,056	\$ 38,536,750	\$ 49,500,000	

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 6
 CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
 PAR DEBT AND ANNUAL ASSESSMENTS FOR EACH PRODUCT TYPE
 MASTER ASSESSMENT METHODOLOGY

Land Use	No. of Units *	Allocation of Par Debt Per Product Type	Total Par Debt Per Unit	Maximum Annual Debt Service	Net Annual Debt Assessment Per Unit	Gross Annual Debt Assessment Per Unit (1)
Single Family - 40'	351	\$ 13,792,022	\$ 39,294	\$ 1,001,975	\$ 2,855	\$ 3,069
Single Family - 50'	595	\$ 29,224,549	\$ 49,117	\$ 2,123,132	\$ 3,568	\$ 3,837
Single Family - 60'	110	\$ 6,483,429	\$ 58,940	\$ 471,014	\$ 4,282	\$ 4,604
	1,056	\$ 49,500,000		\$ 3,596,121		

(1) This amount includes estimated collection fees and early payment discounts when collected on the Polk County Tax Bill

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 7
CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
PRELIMINARY ASSESSMENT ROLL
MASTER ASSESSMENT METHODOLOGY

Owners	Property ID #'s*	Acres	Total Par Debt Allocation Per Acre	Total Par Debt Allocated	Net Annual Debt Assessment Allocation	Gross Annual Debt Assessment Allocation (1)
Davis-Graves Inc	079672-0400	59.81	\$ 102,810	\$ 6,148,561	\$ 446,686	\$ 480,308
M L Davis Groves Inc	079672-0125	21.98	\$ 102,810	\$ 2,259,767	\$ 164,170	\$ 176,526
Cypress Ridge Ranch LLLP	079672-0200	120.44	\$ 102,810	\$ 12,381,940	\$ 899,534	\$ 967,241
Cypress Ridge Ranch LLLP	079672-0325**	21.95	\$ 102,810	\$ 2,256,683	\$ 163,946	\$ 176,286
Cypress Ridge Ranch LLLP	079672-0600**	28.71	\$ 102,810	\$ 2,951,679	\$ 214,436	\$ 230,577
Davis Gerald K Trustee	079672-0300	30.79	\$ 102,810	\$ 3,165,524	\$ 229,972	\$ 247,282
Cypress Ridge Ranch LLLP	079672-0500	88.14	\$ 102,810	\$ 9,061,172	\$ 658,284	\$ 707,833
Indian Ridge Ranch Inc	079641-0020	0.22	\$ 102,810	\$ 22,618	\$ 1,643	\$ 1,767
Indian Ridge Ranch Inc	079672-0020	0.32	\$ 102,810	\$ 32,899	\$ 2,390	\$ 2,570
Indian Ridge Ranch Inc	079641-0030	0.10	\$ 102,810	\$ 10,281	\$ 747	\$ 803
Indian Ridge Ranch Inc	079672-0100	109.03	\$ 102,810	\$ 11,208,876	\$ 814,313	\$ 875,605
Totals		481.47		\$ 49,500,000	\$ 3,596,121	\$ 3,866,797

* - Legal Attached

** - Acre Total reduced for portions outside the CDD

Annual Assessment Periods	30
Projected Bond Rate (%)	4.00%
Maximum Annual Debt Service	\$3,596,121

(1) This amount includes estimated collection fees and early payment discounts when collected on the Polk County Tax Bill

Prepared by: Governmental Management Services - Central Florida, LLC

Description Sketch

CYPRESS RIDGE CDD

DESCRIPTION: A portion of the Southeast 1/4 of Section 20 and a portion of Section 21, Township 32 South, Range 20 East, lying in Hillsborough County, Florida, and being more particularly described as follows:

BEGIN at the Southeast corner of said Section 20; run thence along the South line of the Southeast 1/4 of said Section 20, N.89°56'40"W., a distance of 1190.49 feet to the East boundary of the lands described in Official Records Book 5289, Page 660 of the public records of Hillsborough County, Florida; thence along said East Boundary, N.32°12'04"E., a distance of 1511.67 feet to the South boundary of Parcel 1 of the lands described in Official Records Book 24058, Page 1681 of the public records of Hillsborough County, Florida; thence along said South boundary, N.89°55'49"W., a distance of 118.09 feet to the West boundary of the lands described in aforesaid Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 11.80 feet to the South boundary of the lands described in Official Records Book 23524, Page 1177 of the public records of Hillsborough County, Florida; thence along the South, West and North boundary of said lands the following three (3) courses: 1) N.89°56'09"W., a distance of 131.80 feet; 2) N.00°04'51"W., a distance of 30.00 feet; and 3) S.89°56'09"E., a distance of 150.72 feet to the aforesaid West boundary of the lands described in Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 47.24 feet to the North boundary of Parcel 1 of the lands described in aforesaid Official Records Book 24058, Page 1681; thence along said North boundary, S.89°56'09"E., a distance of 118.09 feet to the aforesaid East boundary of the lands described in Official Records Book 5289, Page 660; thence along said East boundary, N.32°12'04"E., a distance of 4537.33 feet to the South boundary of Parcel 2 of the aforesaid lands described in Official Records Book 24058, Page 1681; thence along said South boundary, N.89°58'47"W., a distance of 118.15 feet to the aforesaid West boundary of the lands described in Official Records Book 5289, Page 660; thence along said West boundary and the West boundary of the lands described in Official Records Book 26522, Page 769 of the public records in Hillsborough County, Florida, N.32°12'04"E., a distance of 114.20 feet to the North boundary of said lands described in Official Records Book 26522, Page 769; thence along said North boundary, S.89°58'47"E., a distance of 23.63 feet to the aforesaid West boundary of Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 26.97 feet to the North boundary of aforesaid Parcel 2; thence along said North boundary, S.89°58'47"E., a distance of 94.52 feet to the aforesaid East boundary of lands described in Official Records Book 5289, Page 660; thence along said East boundary, S.32°12'04"W., a distance of 47.06 feet to the North boundary of the Northwest 1/4 of aforesaid Section 21; thence along said North boundary S.89°58'47"E., a distance of 499.31 feet to the Northwest corner of the Northeast 1/4 of said Section 21;

-- CONTINUE ON PAGE 2 OF 8 --

PROJECT: Cypress Ridge

PHASE: CDD Boundary Description Sketch

DRAWN: JCM DATE: 10/1/20 CHECKED BY: BC

REVISIONS

DATE	DESCRIPTION	DRAWN BY

Prepared For: Absolute Engineering

(Not A Survey)



Charles M. Arnett

FLORIDA PROFESSIONAL
SURVEYOR & MAPPER NO.

LS6884

213 Hobbs Street
Tampa, Florida 33619
Phone: (813) 248-8888
Licensed Business No.: LB 7768

GeoPoint
Surveying, Inc.

Description Sketch

-- CONTINUED FROM PAGE 1 OF 8 --

thence along the North boundary of said Northeast 1/4, S.89°11'29"E., a distance of 1037.43 feet to the East boundary of the lands described in Official Records Book 16047, Page 1065 of the public records of Hillsborough County, Florida; thence along said East boundary, S.00°42'49"W., a distance of 1334.80 feet to the North boundary of the lands described in Official Records Book 19019, Page 1485 of the public records of Hillsborough County, Florida; thence along said North boundary, S.89°31'37"E., a distance of 1619.00 feet to the West Maintained Right-of-Way line of County Road 579 per the resolution of SRD No.1 Section No. 1057 State Road No. S-579, Hillsborough County dated June 13th, 1952; thence along said West Maintained Right-of-Way line, S.00°57'02"W., a distance of 1324.78 feet to the North boundary of the Southeast 1/4 of said Section 21; thence along said North boundary, N.89°32'23"W., a distance of 9.90 feet to the West boundary of said Southeast 1/4; thence along said line also being 50 feet West of and parallel with the East boundary of said Southeast 1/4; thence along said West Right-of-Way line, S.00°57'10"W., a distance of 1278.52 feet; thence N.89°02'50"W., a distance of 1208.41 feet; thence S.30°26'11"W., a distance of 146.34 feet; thence S.32°14'37"W., a distance of 141.92 feet; thence S.18°46'46"W., a distance of 115.22 feet; thence S.25°25'09"W., a distance of 176.77 feet; thence S.30°41'23"W., a distance of 147.54 feet; thence S.42°23'23"W., a distance of 207.91 feet; thence S.41°03'28"W., a distance of 129.55 feet; thence S.43°12'04"W., a distance of 133.67 feet; thence S.40°15'50"W., a distance of 80.07 feet; thence S.27°08'53"W., a distance of 82.96 feet; thence S.38°32'22"W., a distance of 15.33 feet; thence N.63°13'31"W., a distance of 80.86 feet; thence S.46°48'42"W., a distance of 21.21 feet; thence S.62°26'42"E., a distance of 107.82 feet; thence S.79°12'28"E., a distance of 27.67 feet; thence S.03°11'57"W., a distance of 91.25 feet; thence S.08°15'43"E., a distance of 77.72 feet; thence S.00°38'04"W., a distance of 31.66 feet to the South boundary of said Southeast 1/4; thence along said South boundary, N.89°21'56"W., a distance of 675.08 feet to the Southeast corner of the Southwest 1/4 of said Section 21; thence along the South line of said Southwest 1/4, N.89°21'47"W., a distance of 2622.98 feet to the **POINT OF BEGINNING**.

Containing 481.468 acres, more or less.

PROJECT: Cypress Ridge			Prepared For: Absolute Engineering	
PHASE: CDD Boundary Description Sketch			(Not A Survey)	
DRAWN: JCM	DATE: 10/1/20	CHECKED BY: BC		
REVISIONS				
DATE	DESCRIPTION	DRAWN BY		
<small>FILE PATH: P:\CYPRESS RIDGE\DESCRIPTIONS\CYPRESS RIDGE-CDD-DS.DWG LAST SAVED BY: JORDANM</small>			<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p style="margin: 0;">213 Hobbs Street Tampa, Florida 33619 Phone: (813) 248-8888 Licensed Business No.: LB 7768</p> <p style="font-size: 24px; margin: 0;">GeoPoint</p> <p style="margin: 0;">Surveying, Inc.</p> </div> </div>	
			2 of 8	

SECTION 3

RESOLUTION 2021-29

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING DISTRICT PROJECTS FOR CONSTRUCTION AND/OR ACQUISITION OF INFRASTRUCTURE IMPROVEMENTS; EQUALIZING, APPROVING, CONFIRMING, AND LEVYING SPECIAL ASSESSMENTS ON PROPERTY SPECIALLY BENEFITED BY SUCH PROJECTS TO PAY THE COST THEREOF; PROVIDING FOR THE PAYMENT AND THE COLLECTION OF SUCH SPECIAL ASSESSMENTS BY THE METHODS PROVIDED FOR BY CHAPTERS 170, 190, AND 197, FLORIDA STATUTES; CONFIRMING THE DISTRICT'S INTENTION TO ISSUE SPECIAL ASSESSMENT BONDS; MAKING PROVISIONS FOR TRANSFERS OF REAL PROPERTY TO GOVERNMENTAL BODIES; PROVIDING FOR THE RECORDING OF AN ASSESSMENT NOTICE; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, the Cypress Ridge Community Development District (the "District") previously indicated its intention to construct certain types of infrastructure improvements and to finance such infrastructure improvements through the issuance of bonds, which bonds would be repaid by the imposition of special assessments on benefited property within the District; and

WHEREAS, the District Board of Supervisors (the "Board") noticed and conducted a public hearing pursuant to Chapters 170, 190, and 197, *Florida Statutes*, relating to the imposition, levy, collection and enforcement of such assessments.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT AS FOLLOWS:

SECTION 1. AUTHORITY FOR THIS RESOLUTION. This Resolution is adopted pursuant to Chapters 170, 190, and 197, *Florida Statutes*, including without limitation, Section 170.08, *Florida Statutes*.

SECTION 2. FINDINGS. The Board hereby finds and determines as follows:

(a) The District is a local unit of special-purpose government organized and existing under and pursuant to Chapter 190, *Florida Statutes*, as amended.

(b) The District is authorized by Chapter 190, *Florida Statutes*, to finance, fund, plan, establish, acquire, install, equip, operate, extend, construct, or reconstruct stormwater management facilities; roadways; water and wastewater facilities; off-site improvements (turn lanes); electrical utilities (street lighting); entry features and signage; parks and amenities; and other infrastructure

projects and services necessitated by the development of, and serving lands within, the District, together the “Improvements.”

(c) The District is authorized by Chapter 190, *Florida Statutes*, to levy and impose special assessments to pay all, or any part of, the cost of such infrastructure projects and services and to issue special assessment bonds payable from such special assessments as provided in Chapters 170, 190, and 197, *Florida Statutes*.

(d) It is necessary to the public health, safety and welfare and in the best interests of the District that (i) the District provide the capital improvements (“Capital Improvements”), the nature and location of which was initially described in Resolution 2021-25, and is shown in the *Preliminary Engineer’s Report*, dated April 2021 (the “Engineer’s Report”) (attached as **Exhibit A** hereto and incorporated herein by this reference), and which the plans and specifications are on file at the office of the District Manager c/o Governmental Management Services – Central Florida, LLC, 219 East Livingston Street, Orlando, Florida 32801 (“District Records Offices”); (ii) the cost of such Capital Improvements be assessed against the lands specially benefited by such Capital Improvements; and (iii) the District issue bonds to provide funds for such purposes pending the receipt of such special assessments.

(e) The provision of said Capital Improvements, the levying of such Assessments (hereinafter defined) and the sale and issuance of such bonds serves a proper, essential, and valid public purpose and is in the best interests of the District, its landowners, and residents.

(f) In order to provide funds with which to pay all or a portion of the costs of the Capital Improvements which are to be assessed against the benefitted properties, pending the collection of such Assessments, it is necessary for the District from time to time to sell and issue its Special Assessment Bonds, in one or more series (the “Bonds”).

(g) By Resolution 2021-25, the Board determined to provide the Capital Improvements and to defray the costs thereof by making Assessments on benefitted property and expressed an intention to issue Bonds, notes or other specific financing mechanisms to provide all or a portion of the funds needed for the Capital Improvements prior to the collection of such Assessments. Resolution 2021-25 was adopted in compliance with the requirements of Section 170.03, *Florida Statutes*, and prior to the time it was adopted, the requirements of Section 170.04, *Florida Statutes*, had been met.

(h) As directed by Resolution 2021-25, said Resolution 2021-25 was published as required by Section 170.05, *Florida Statutes*, and a copy of the publisher’s affidavit of publication is on file with the Secretary of the Board.

(i) As directed by Resolution 2021-25, a preliminary assessment roll was adopted and filed with the Board as required by Section 170.06, *Florida Statutes*.

(j) As required by Section 170.07, *Florida Statutes*, upon completion of the preliminary assessment roll, the Board adopted Resolution 2021-26, fixing the time and place of a public hearing at which owners of the property to be assessed and other persons interested therein may appear before the Board and be heard as to (1) the propriety and advisability of making the infrastructure improvements, (2) the cost thereof, (3) the manner of payment therefore, and (4) the amount thereof

to be assessed against each specially benefited property or parcel and provided for publication of notice of such public hearing and individual mailed notice in accordance with Chapters 170, 190, and 197, *Florida Statutes*.

(k) Notice of such public hearing was given by publication and also by mail as required by Section 170.07, *Florida Statutes*. Affidavits as to such publications and mailings are on file in the office of the Secretary of the Board.

(l) On May 26, 2021, at the time and place specified in Resolution 2021-26 and the notice referred to in paragraph (k) above, the Board met as an Equalization Board, conducted such public hearing, and heard and considered all complaints and testimony as to the matters described in paragraph (j) above. The Board has made such modifications in the preliminary assessment roll as it deems necessary, just and right in the making of the final assessment roll.

(m) Having considered the estimated costs of the Capital Improvements, estimates of financing costs and all complaints and evidence presented at such public hearing, the Board further finds and determines:

i. that the estimated costs of the Capital Improvements is as specified in the Engineer's Report, which Engineer's Report is hereby adopted and approved, and that the amount of such costs is reasonable and proper; and

ii. it is reasonable, proper, just and right to assess the cost of such Capital Improvements against the properties specially benefited thereby using the method determined by the Board set forth in the *Master Assessment Methodology* dated April 20, 2021 (the "Assessment Report," attached hereto as **Exhibit B** and incorporated herein by this reference), for the Bonds, which results in the special assessments set forth on the final assessment roll included within such Exhibit B (the "Assessments"); and

iii. the Assessment Report is hereby approved, adopted and confirmed. The District ratifies its use in connection with the issuance of the Bonds;

iv. it is hereby declared that the Capital Improvements will constitute a special benefit to all parcels of real property listed on said final assessment roll and that the benefit, in the case of each such parcel, will be equal to or in excess of the Assessments thereon when allocated as set forth in Exhibit B;

v. that the costs of the Capital Improvements are fairly and reasonably apportioned to the properties specifically benefitted as set forth in Exhibit B;

vi. it is in the best interests of the District that the Assessments be paid and collected as herein provided; and

vii. it is reasonable, proper, just and right for the District to utilize the true-up mechanisms and calculations contained in the Assessment Report in order to ensure that all parcels of real property benefiting from the Capital Improvements are assessed accordingly and that sufficient assessment receipts are being generated in

order to pay the corresponding Bond debt-service when due;

SECTION 3. AUTHORIZATION OF DISTRICT PROJECT. That construction of Capital Improvements initially described in Resolution No. 2021-25, and more specifically identified and described in Exhibit A attached hereto, is hereby authorized and approved and the proper officers, employees and/or agents of the District are hereby authorized and directed to take such further action as may be necessary or desirable to cause the same to be made.

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

SECTION 5. EQUALIZATION, APPROVAL, CONFIRMATION AND LEVY OF SPECIAL ASSESSMENTS. The Assessments on the parcels specially benefited by the Capital Improvements, all as specified in the final assessment roll set forth in Exhibit B, attached hereto, are hereby equalized, approved, confirmed and levied. Immediately following the adoption of this Resolution, these Assessments, as reflected in Exhibit B attached hereto, shall be recorded by the Secretary of the Board of the District in a special book, to be known as the "Improvement Lien Book." The Assessment or assessments against each respective parcel shown on such final assessment roll and interest, costs and penalties thereon, as hereafter provided, shall be and shall remain a legal, valid and binding first lien on such parcel until paid and such lien shall be coequal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims. Prior to the issuance of any Bonds, including refunding bonds, the District may, by subsequent resolution, adjust the acreage assigned to particular parcel identification numbers listed on the final assessment roll to reflect accurate apportionment of acreage within the District amongst individual parcel identification numbers. The District may make any other such acreage and boundary adjustments to parcels listed on the final assessment roll as may be necessary in the best interests of the District as determined by the Board by subsequent resolution. Any such adjustment in the assessment roll shall be consistent with the requirements of law. In the event the issuance of Bonds, including refunding bonds, by the District would result in a decrease of the Assessments, then the District shall by subsequent resolution, adopted within sixty (60) days of the sale of such Bonds at a publicly noticed meeting and without the need for further public hearing, evidence such a decrease and amend the final assessment roll as shown in the Improvement Lien Book to reflect such a decrease.

SECTION 6. FINALIZATION OF SPECIAL ASSESSMENTS. When the entire Capital Improvements project has both been constructed or otherwise provided to the satisfaction of the Board, the Board shall adopt a resolution accepting the same and determining the actual costs (including financing costs) thereof, as required by Sections 170.08 and 170.09, *Florida Statutes*. Pursuant to the provisions of Section 170.08, *Florida Statutes*, regarding completion of a project funded by a particular series of bonds, the District shall credit to each Assessment the difference, if any, between the Assessment as hereby made, approved and confirmed and the proportionate part of the actual costs of the Capital Improvements, as finally determined upon completion thereof, but in no event shall the final amount of any such special assessment exceed the amount of benefits originally assessed hereunder. In making such credits, no credit shall be given for bond financing costs, capitalized interest, funded reserves or bond discounts. Such credits, if any, shall be entered in the Improvement Lien Book.

SECTION 7. PAYMENT OF SPECIAL ASSESSMENTS AND METHOD OF COLLECTION.

(a) The Assessments may be paid in not more than thirty (30) substantially equal consecutive annual installments of principal and interest. The Assessments may be paid in full without interest at any time within thirty (30) days after the completion of the Capital Improvements and the adoption by the Board of a resolution accepting the Capital Improvements, unless such option has been waived by the owner of the land subject to the Assessments; provided, however, that the Board shall at any time make such adjustments by resolution, at a noticed meeting of the Board, to that payment schedule as may be necessary and in the best interests of the District to account for changes in long and short term debt as actually issued by the District. All impact fee credits received and/or value received for impact fee credits shall be applied against the Capital Improvements costs and/or the outstanding indebtedness of any debt issuance that funded the improvement giving rise to the credits which application may be addressed by such resolutions. At any time subsequent to thirty (30) days after the Capital Improvements have been completed and a resolution accepting the Capital Improvements has been adopted by the Board, the Assessments may be prepaid in full including interest amounts to the next succeeding interest payment date or to the second succeeding interest payment date if such a prepayment is made within forty-five (45) calendar days before an interest payment date. The owner of property subject to Assessments may prepay the entire remaining balance of the Assessments at any time, or a portion of the remaining balance of the Assessment one time if there is also paid, in addition to the prepaid principal balance of the Assessment, an amount equal to the interest that would otherwise be due on such prepaid amount on the next succeeding interest payment date, or, if prepaid during the forty-five day (45) period preceding such interest payment date, to the interest payment date following such next succeeding interest payment date. Prepayment of Assessments does not entitle the property owner to any discounts for early payment.

(b) The District may elect to use the method of collecting Assessments authorized by Sections 197.3632 and 197.3635, *Florida Statutes* (the "Uniform Method"). The District has heretofore taken or will use its best efforts to take as timely required, any necessary actions to comply with the provisions of said Sections 197.3632 and 197.3635, *Florida Statutes*. Such Assessments may be subject to all of the collection provisions of Chapter 197, *Florida Statutes*. Notwithstanding the above, in the event the Uniform Method of collecting its special or non-ad valorem assessments is not available to the District in any year, or if determined by the District to be in its best interest, the Assessments may be collected as is otherwise permitted by law. The District may, in its sole discretion, collect Assessments by directly assessing landowner(s) and enforcing said collection in any manner authorized by law.

(c) For the period the District uses the Uniform Method, the District shall enter into an agreement with the Tax Collector of Hillsborough County who may notify each owner of a lot or parcel within the District of the amount of the special assessment, including interest thereon, in the manner provided in Section 197.3635, *Florida Statutes*.

SECTION 8. APPLICATION OF TRUE-UP PAYMENTS.

(a) Pursuant to the Assessment Report, attached hereto as Exhibit B, there may be required from time to time certain true-up payments. As parcels of land or lots are platted, the Assessments securing the Bonds shall be allocated as set forth in the Assessment Report. In

furtherance thereof, at such time as parcels or land or lots are platted, it shall be an express condition of the lien established by this Resolution that any and all initial plats of any portion of the lands within the District, as the District's boundaries may be amended from time to time, shall be presented to the District Manager for review, approval and calculation of the percentage of acres and numbers of units which will be, after the plat, considered to be developed. No further action by the Board of Supervisors shall be required. The District's review shall be limited solely to this function and the enforcement of the lien established by this Resolution. The District Manager shall cause the Assessments to be reallocated to the units being platted and the remaining property in accordance with Exhibit B, cause such reallocation to be recorded in the District's Improvement Lien Book, and shall perform the true-up calculations described in Exhibit B, which process is incorporated herein as if fully set forth (the "True-Up Methodology"). Any resulting true-up payment shall become due and payable that tax year by the landowner(s) of record of the remaining unplatted property, in addition to the regular assessment installment payable with respect to such remaining unplatted acres.

(b) The District will take all necessary steps to ensure that true-up payments are collected in a timely fashion to ensure its debt service obligations are met. The District shall record all true-up payments in its Improvement Lien Book.

(c) The foregoing is based on the District's understanding with Clayton Properties Group, Inc., that it intends to develop the unit numbers and types shown in Exhibit B, on the net developable acres and is intended to provide a formula to ensure that the appropriate ratio of the Assessments to gross acres is maintained if fewer units are developed. However, no action by the District prohibits more than the maximum units shown in Exhibit B from being developed. In no event shall the District collect Assessments pursuant to this Resolution in excess of the total debt service related to the Capital Improvements, including all costs of financing and interest. The District recognizes that such events as regulatory requirements and market conditions may affect the timing and scope of the development in the District. If the strict application of the True-Up Methodology to any assessment reallocation pursuant to this paragraph would result in Assessments collected in excess of the District's total debt service obligation for the Capital Improvements, the Board shall by resolution take appropriate action to equitably reallocate the Assessments. Further, upon the District's review of the final plat for the developable acres, any unallocated Assessments shall become due and payable and must be paid prior to the District's approval of that plat.

(d) The application of the monies received from true-up payments or Assessments to the actual debt service obligations of the District, whether long term or short term, shall be set forth in the supplemental assessment resolution adopted for each series of Bonds actually issued. Such subsequent resolution shall be adopted at a noticed meeting of the District, and shall set forth the actual amounts financed, costs of issuance, expected costs of collection, and the total amount of the assessments pledged to that issue, which amount shall be consistent with the lien imposed by this Resolution. Each such supplemental resolution shall also address the allocation of any impact fee credits expected to be received from the provision of the project funded by the corresponding series of Bonds issued or to be issued.

SECTION 9. GOVERNMENT PROPERTY; TRANSFERS OF PROPERTY TO UNITS OF LOCAL, STATE, AND FEDERAL GOVERNMENT. Property owned by units of local, state, and federal government shall not be subject to the Assessments without specific consent thereto. If at any time,

any real property on which Assessments are imposed by this Resolution is sold or otherwise transferred to a unit of local, state, or federal government (without consent of such governmental unit to the imposition of Assessments thereon), all future unpaid Assessments for such tax parcel shall become due and payable immediately prior to such transfer without any further action of the District.

SECTION 10. ASSESSMENT NOTICE. The District's Secretary is hereby directed to record a general Notice of Assessments in the Official Records of Hillsborough County, Florida, which shall be updated from time to time in a manner consistent with changes in the boundaries of the District.

SECTION 11. SEVERABILITY. If any section or part of a section of this Resolution be declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

SECTION 12. CONFLICTS. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, superseded and repealed.

SECTION 13. EFFECTIVE DATE. This Resolution shall become effective upon its adoption.

[Remainder of this page intentionally left blank]

APPROVED AND ADOPTED this 26th day of May, 2021.

ATTEST:

**CYPRESS RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: *Preliminary Engineer's Report*, dated April 2021

Exhibit B: *Master Assessment Methodology* dated April 20, 2021

**CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT
PRELIMINARY ENGINEER'S REPORT**

Prepared for:

**BOARD OF SUPERVISORS
CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

Prepared by:

ABSOLUTE ENGINEERING, INC.

APRIL 2021

**CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

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ENGINEER'S REPORT CYPRESS RIDGE

I. INTRODUCTION

The Cypress Ridge Community Development District (or "CDD") is located along the west side of CR 579, south of Bishop Road, Hillsborough County, Florida. The District currently contains approximately 481.5 acres and is expected to consist of 1056 single family lots, recreation / amenity areas, parks, and associated infrastructure.

The CDD will own and operate the stormwater management facilities, as well as the landscape, irrigation, signage, and recreational facilities within the Community. The roadways and water and sewer utilities will be dedicated to Hillsborough County for ownership and operation.

Improvements and facilities financed, acquired, and/or constructed by the CDD will be required to conform to regulatory criteria of Hillsborough County, SWFWMD, and other applicable agencies with regulatory jurisdiction over the development. All improvements acquired by the District will be on land owned, or subject to a permanent easement for the benefit of, the District or another governmental entity. An overall estimate of probable cost is provided in Section 9 of this report.

The development plan prepared by the CDD reflects the present intentions of the CDD. It should be noted that the location of proposed facilities and improvements may be adjusted during the final design, permitting, and implementation phases. It should also be noted that these modifications are not expected to diminish the benefits received by the Community. The CDD reserves the right to make reasonable adjustments to the development plan to meet applicable regulatory requirements of agencies with jurisdiction over the development, while maintaining comparable level of benefits to the Community served by the improvements. Changes and modifications are expected as changes in regulatory criteria are implemented.

Implementation of any proposed facilities or improvements outlined in this report requires written approval from the CDD's Board of Supervisors. Estimated costs outlined in this report were based on best available information, which includes but is not limited to previous experience with similar projects. Actual costs could be different than estimates because final engineering and specific field conditions may affect construction costs.

II. PURPOSE AND SCOPE

The purpose of this report is to provide engineering support to fund improvements in the Cypress Ridge ("Community"). Cypress Ridge is entitled through a PD plan-controlled zoning for 1056 units. This report will identify the proposed capital improvements to be constructed or acquired by the District along with an opinion of probable cost.

Contained within this report is a description of the public infrastructure to be constructed or acquired by the District (the "Capital Improvements".) The District will finance, construct, operate, and maintain specific portions of the proposed Capital Improvements. An assessment methodology consultant has been retained by the District, who will develop the assessment and financing methodology to be applied to this report.

The predominant portion of this report provides descriptions of the proposed public infrastructure improvements, determination of estimated probable construction costs, and the corresponding benefits associated with the implementation of the described improvements. Detailed site construction plans and specifications have not yet been completed but will require permits through Hillsborough County, SWFMWD, and FDEP of the improvements described herein. The engineer has considered, and in specific instances has relied upon, the information and documentation prepared or supplied by others, and information that may have been provided by public entities, public employees, the developer, site construction contractors, other engineering professionals, land surveyors, the District Board of Supervisors, and its staff and consultants.

III. THE DEVELOPMENT

The Cypress Ridge Community will consist of 1056 single family homes and associated infrastructure ("The Development"). The Development is a planned residential community located on the west side of CR579 south of Bishop Road in Hillsborough County, Florida. The Development lies within, Sections 20 & 21 Township 32 South, Range 20 East, all within Hillsborough County, Florida. The Development received zoning approval by the Hillsborough County Planning Commission as a planned development and has an underlying Future Land Use Designation of WVR-2. The Development will be constructed in 3 phases.

IV. THE PROJECT

The Capital Improvements consists of infrastructure. The primary portions of the Capital Improvements will entail stormwater pond construction, roadways built to an "urban" typical section, water and sewer facilities and off-site improvements including water and sewer extensions and roadway improvements.

There will also be stormwater structures and conveyance culverts within the Capital Improvements which will outfall into the on-site retention ponds. These structures and pond areas comprise the overall stormwater facilities of the Capital Improvements. Installation of the water distribution and wastewater collection system will also occur at this time. Below ground installation of conduits for power, telecommunications, and cable TV, and street lights within the public right of way and in the adjacent utility easement will be funded by the District.

As a part of the recreational component of the Development, a public park will be constructed in the center of the Development and is accessed by the public roadways.

V. PROPOSED IMPROVEMENTS

The Capital Improvements include the following:

Stormwater Management Facilities

Stormwater management facilities consisting of storm conveyance systems and retention ponds are contained within the District boundaries. Stormwater runs off via roadway curb and gutter to storm inlets. From that point storm culverts convey the runoff into the proposed retention ponds for water quality treatment and attenuation. The proposed stormwater systems will utilize wet detention for biological pollutant assimilation to achieve water quality treatment. The design criteria for the District's stormwater management systems is regulated by the Hillsborough County and the Southwest Florida Water Management District (SWFWMD). There are surface waters and natural wetlands within the project.

FEMA Community Panel Numbers 12057C0680, 12057C0685, 12057C0690 and 12057C0695, all of which are dated 8/28/08, demonstrates that the property is located within Flood Zones A, AE and X. The Project has been designed to provide adequate floodplain compensation for proposed floodplain encroachment.

During the construction of stormwater management facilities, utilities and roadway improvements, the contractor will be required to adhere to a *Stormwater Pollution Prevention Plan* (SWPPP) as required by FDEP as delegated by the Environmental Protection Agency (EPA). The SWPPP will be prepared to depict for the contractor the proposed locations of required erosion control consisting of floating and staked turbidity barriers specifically along the down gradient side of any proposed construction activity and adjacent to the edge of existing ponds, surface water ditches, wetland edges and the perimeter of the site. The site contractor will be required to provide the necessary reporting on various forms associated with erosion control, its maintenance and any rainfall events that occur during construction activity.

Roadways

The proposed public roadway sections are to be 50' R/W with 20' of asphalt and Miami curb and gutter on both sides. The proposed roadway section will consist of stabilized subgrade, crushed concrete or cement treated base and asphalt wearing surface. The proposed curb is to be 2' wide and placed along the edge of the proposed roadway section for purposes of protecting the integrity of the pavement and also to provide stormwater runoff conveyance to the proposed stormwater inlets. Underdrain is provided as necessary to control groundwater and protect the roadway base material.

The proposed roadways will require signing and pavement markings within the public rights-of-way, as well as street signs depicting street name identifications, and addressing, which will be utilized by the residents and public. As stated above, the District's funding of roadway construction will occur for all public roadways.

Water and Wastewater Facilities

A potable water system inclusive of water main, gate valves, fire hydrants and appurtenances will be installed for the Development. The water service provider will be the Hillsborough County Public Utilities Department. The water system will be a "looped" system consisting of 4", 6", 8" and 12" diameter PVC water main. These facilities will be installed within the proposed public rights-of-way within the District. This water will provide the potable (domestic) and fire protection services which will serve the entire District.

A domestic wastewater collection system inclusive of gravity sanitary sewer mains, sewer laterals, two pump stations and pressure force mains will be installed. The gravity sanitary sewer mains will be 8" diameter PVC. The gravity sanitary sewer lines will be placed inside of the proposed public rights-of-way, under the proposed paved roadways. Branching off from these sewer lines will be laterals to serve the individual lots. Two (2) sanitary sewer pump stations are currently proposed within the District to collect the gravity sanitary sewer and pump it to the existing Hillsborough County Force main system in the existing US301 right of way.

Reclaimed water is not available for this site. An irrigation well to be funded by the District will be installed onsite to provide irrigation within the public right of way. Any water, sewer, or reclaim water pipes or facilities placed on private property will not be publicly funded.

Off-Site Improvements

The District will provide funding for the required off-site improvements on Bishop Road & CR579 and at the Project entrances.

Upon completion of these improvements, inspection / certifications will be obtained from the Southwest Florida Water Management District (SWFWMD) and Hillsborough County.

Miscellaneous:

The stormwater improvements, landscaping and irrigation, mitigation area(s), and certain permits and professional fees as described in this report, are being financed by the District with the intention for benefiting all of the developable real property within the District. The construction and maintenance of the proposed public Capital Improvements will benefit the Development for the intended use as a mixed use planned development.

VI. PERMITTING

Construction permits are currently obtained, which include the Southwest Florida Water Management District (SWFWMD) Environmental Recourse Permit (ERP) and Hillsborough County. There are no Army Corps of Engineer (ACOE) jurisdictional wetlands within the Development, therefore no permits are required from that agency.

Following is a summary of required permits obtained and pending for the construction of the public Capital Improvements for the District:

Phase 1

Permits / Approvals	Approval / Date
Zoning Approval (Hillsborough)	PD
Preliminary Plat (Hillsborough)	Exp. May 2020
SWFWMD ERP	September 2021
Construction Permits (Hillsborough)	September 2021
FDEP Water	September 2021
FDEP Sewer	September 2021

Phase 2

Permits / Approvals	Approval / Date
Zoning Approval (Hillsborough)	PD
Preliminary Plat (Hillsborough)	Exp. Dec 2022
SWFWMD ERP	March 2023
Construction Permits (Hillsborough)	March 2023
FDEP Water	March 2023
FDEP Sewer	March 2023

Phase 3

Permits / Approvals	Approval / Date
Zoning Approval (Hillsborough)	PD
Preliminary Plat (Hillsborough)	Exp. Dec 2025
SWFWMD ERP	March 2026
Construction Permits (Hillsborough)	March 2026
FDEP Water	March 2026
FDEP Sewer	March 2026

VII. RECOMMENDATION

As previously described within this report, the public Capital Improvements as described is necessary for the development and functional operation as required by Hillsborough County, Florida. The site planning, engineering design and construction plans for the infrastructure are in accordance with the applicable requirements of the Hillsborough County and the Southwest Florida Water Management District (SWFWMD). It should be noted that the Capital Improvements will provide its intended use and function so long as the construction and installation is in substantial conformance with the design construction plans and regulatory permits.

Items utilized in the *Opinion of Probable Costs* for this report are based upon current plan quantities for the infrastructure as shown on construction drawings incorporating specifications in the most recent review comments received from SWFWMD and Hillsborough County as well as estimated quantities for the future phases.

VIII. REPORT MODIFICATION

During development and implementation of the public Capital Improvements as described for the District, it may be necessary to make modifications and/or deviations for the plans. However, if such deviations and/or revisions do not change the overall primary objective of the plan for such improvements, then the costs differences would not materially affect the proposed cost estimates.

IX. CONCLUSION

It is our professional opinion that the public Capital Improvements costs for the District provided in this report are reasonable to complete the construction of the infrastructure. Furthermore, the public infrastructure improvements will benefit and add value to lands within the District at least equal to the costs of such improvements.

The *Opinion of Probable Costs* of the Capital Improvements is only an estimate and is not a guaranteed maximum price. The estimated costs are based upon unit prices currently experienced on an ongoing and similar basis for work in Hillsborough County. Furthermore, the quantities are a derivative of line items from specific construction documents and construction contracts as of this date. However, labor market, future costs of equipment, materials, changes to the regulatory permitting agencies activities, and the actual construction processes employed by the chosen site contractor are beyond the engineer's control. Due to this inherent opportunity for changes (upward or downward) in the construction costs, the total, final construction cost may be more or less than this estimate.

Based upon the presumption that the construction of the Capital Improvements continues in a timely manner, it is our professional opinion that the proposed public Capital Improvements when constructed and built in substantial conformance with the approved plans and specifications, can be completed and used for their intended function. Be advised that we have utilized historical costs and direct unit costs from site contractors and consultants in Hillsborough County, which we believe to be necessary in order to facilitate accuracy associated with the *Opinion of Probable Costs*. Based upon the information above, it is our professional opinion that the acquisition and construction costs of the proposed Capital Improvements can be completed at the cost stated.

TABLE 1:
SUMMARY OF OPINION OF
PROBABLE COSTS

TABLE 1

**CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

Summary of Opinion of Probable Cost

Number of Lots	369	343	344	1056
Infrastructure ⁽¹⁾⁽³⁾⁽⁶⁾	Phase 1	Phase 2	Phase 3	Total
Offsite Improvements	\$ 4,123,000	\$ 1,729,000	\$ -	\$ 5,852,000
Stormwater Management ⁽²⁾⁽³⁾⁽⁵⁾⁽⁶⁾	\$ 7,115,500	\$ 5,453,000	\$ 5,652,500	\$ 18,221,000
Utilities (Water, Sewer, & Street Lighting) ⁽⁸⁾	\$ 1,995,000	\$ 1,995,000	\$ 1,330,000	\$ 5,320,000
Roadway ⁽⁴⁾	\$ 997,500	\$ 931,000	\$ 997,500	\$ 2,926,000
Entry Feature & Signage ⁽⁷⁾	\$ 591,850	\$ 332,500	\$ 332,500	\$ 1,256,850
Parks and Amenities	\$ 1,330,000	\$ -	\$ -	\$ 1,330,000
Contingency	\$ 1,602,650	\$ 1,163,750	\$ 864,500	\$ 3,630,900
TOTAL	\$ 17,755,500	\$ 11,604,250	\$ 9,177,000	\$ 38,536,750

1. Infrastructure consists of public roadway improvements, Stormwater management facilities, master sanitary sewer lift station and utilities, entry feature, landscaping and signage, and neighborhood parks. Any land or other acquisitions will be made at the lower of cost or fair market value.
2. Stormwater does not include grading associated with building pads, both for initial construction and in conjunction with home construction.
3. Includes Stormwater pond excavation, and storage of fill, but not the cost of transporting the fill to private lots.
4. Includes sub-grade, base, asphalt paving, curbing, and civil/site engineering. All roadways will be public and accessible by public.
5. Includes subdivision infrastructure and civil/site engineering.
6. Estimates are based on 2020 costs.
7. Includes entry features, signage, hardscape, landscape, irrigation and buffer fencing.
8. CDD will enter into a Lighting Agreement with Tampa Electric for the street light poles and lighting service. Only the incremental cost to underground wires in public rights-of-way and on District land will be funded by the CDD.

1

Detailed Cost Breakdown

Description	Estimate
Mobilization/Phasing	\$ 412,500
Erosion Control / Construction Entrance	\$ 100,768
Earthwork and Grading	\$ 4,719,556
Demolition	\$ 306,875
Clearing & Grinding	\$ 468,750
Construction Layout and Asbuilts	\$ 660,000
Onsite Sewer	\$ 3,132,507
Offsite Forcemain	\$ 1,197,633
Onsite Forcemain	\$ 299,352
Lift station	\$ 925,000
Drainage	\$ 4,761,430
Roadway	\$ 6,684,146
Offsite Roadway Improvements	\$ 2,871,230
Onsite Water	\$ 1,911,289
Sodding	\$ 631,889
Engineering	\$ 1,500,000
Geotechnical/Environmental Studies	\$ 43,750
Platting	\$ 396,000
Engineering/Inspection Review Fees	\$ 125,000
Construction Material Testing	\$ 462,000
Well Abandonments	\$ 56,250
Primary/Secondary/Crossings Electrical Cond	\$ 590,500
Amenity (pool, cabana, dog park, playground)	\$ 1,875,000
Hardscape/Landscape	\$ 1,000,000
TOTAL	\$ 35,131,426

NOTE: This Detailed Cost Breakdown supporting the estimated costs of construction in this Exhibit 7 , is a result of the robust demand for housing, additional costs for impact fees, and the rising costs of materials resulting from the current pandemic. In addition, Hillsborough County has requested additional off-site improvements as well as the up-sizing of certain utilities for this specific project. This Detailed Cost Breakdown chart does not include the contingency costs included in the Summary of Opinion of Probable Costs.

TABLE 2:
SUMMARY OF PROPOSED DISTRICT
FACILITIES

**CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT
TABLE 2 - SUMMARY OF PROPOSED DISTRICT FACILITIES**

DISTRICT INFRASTRUCTURE	CONSTRUCTION	OWNERSHIP	CAPITAL FINANCING	OPERATION & MAINTENANCE
ENTRY SIGNAGE AND FEATURES	DISTRICT	DISTRICT	DISTRICT BONDS	DISTRICT
PARKS AND AMENITIES	DISTRICT	DISTRICT	DISTRICT BONDS	DISTRICT
STORMWATER FACILITIES	DISTRICT	DISTRICT	DISTRICT BONDS	DISTRICT
WATER AND SEWER UTILITIES	DISTRICT	HILLSBOROUGH COUNTY	DISTRICT BONDS	HILLSBOROUGH COUNTY
STREET LIGHTING/CONDUIT	DISTRICT	DISTRICT	DISTRICT BONDS	TECO
ROAD CONSTRUCTION	DISTRICT	HILLSBOROUGH COUNTY	DISTRICT BONDS	HILLSBOROUGH COUNTY

**EXHIBIT 1:
LOCATION MAP**

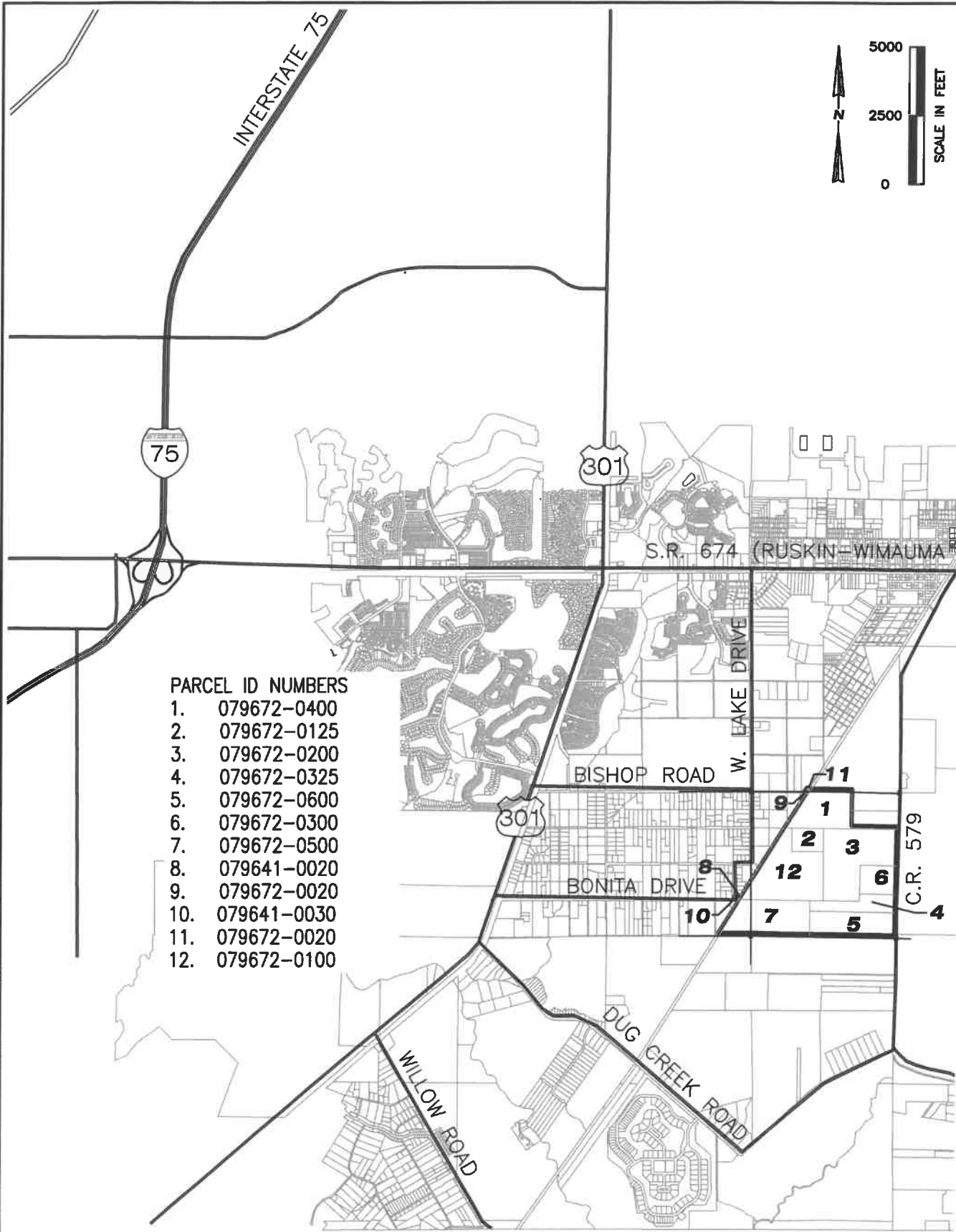


EXHIBIT 1 - LOCATION MAP CYPRESS RIDGE SUBDIVISION

AE **ABSOLUTE
ENGINEERING, INC.**

(813) 221-1516 TEL
(813) 344-0100 FAX

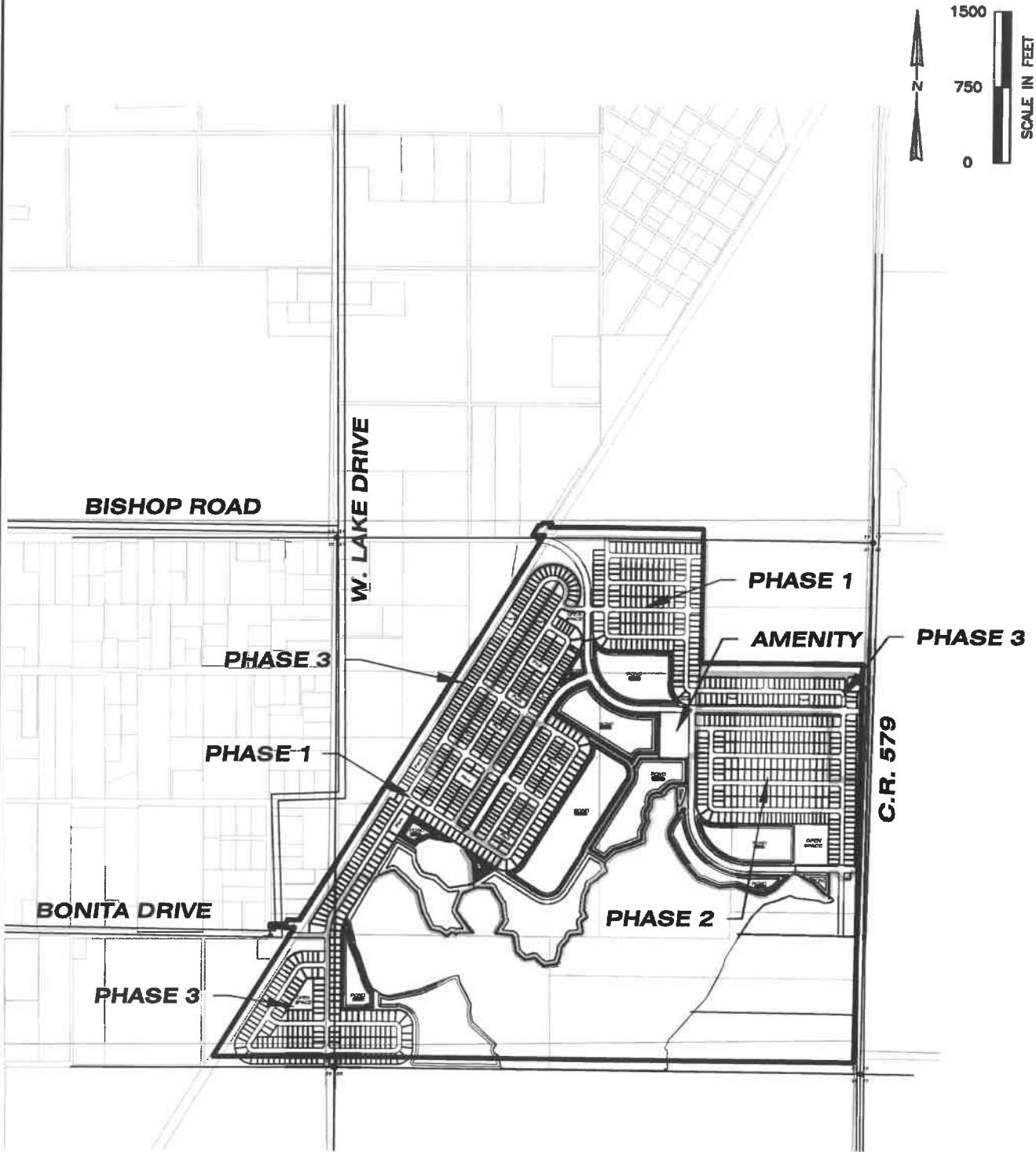
1000 N. ASHLEY DRIVE, SUITE 925
TAMPA, FLORIDA 33602

C.A. NO. 28358

SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
16,20,21-32-20	A20-0012-0002	ROA	10-01-2020	1

EXHIBIT 2:
OVERALL SITE PLAN

P:\20-0012_Hillbend\0002_Cypress Ridge\Water\CDD\ER\EXH 2 - OVERALL SITE PLAN.dwg (8.5 x 11 Landscape) Heather Wertz Apr 20, 2021 - 9:48am



CYPRESS RIDGE RANCH - LOT SUMMARY

PHASE	LOT WIDTH	LOT WIDTH	LOT WIDTH	LOT WIDTH	SF TOTAL
	40'	PREM. 40' (50')	50'	60'	
PHASE 1	106	34	199	30	369
PHASE 2	74	28	201	40	343
PHASE 3	84	25	195	40	344
TOTAL	264	87	595	110	1056

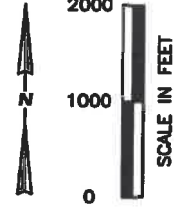
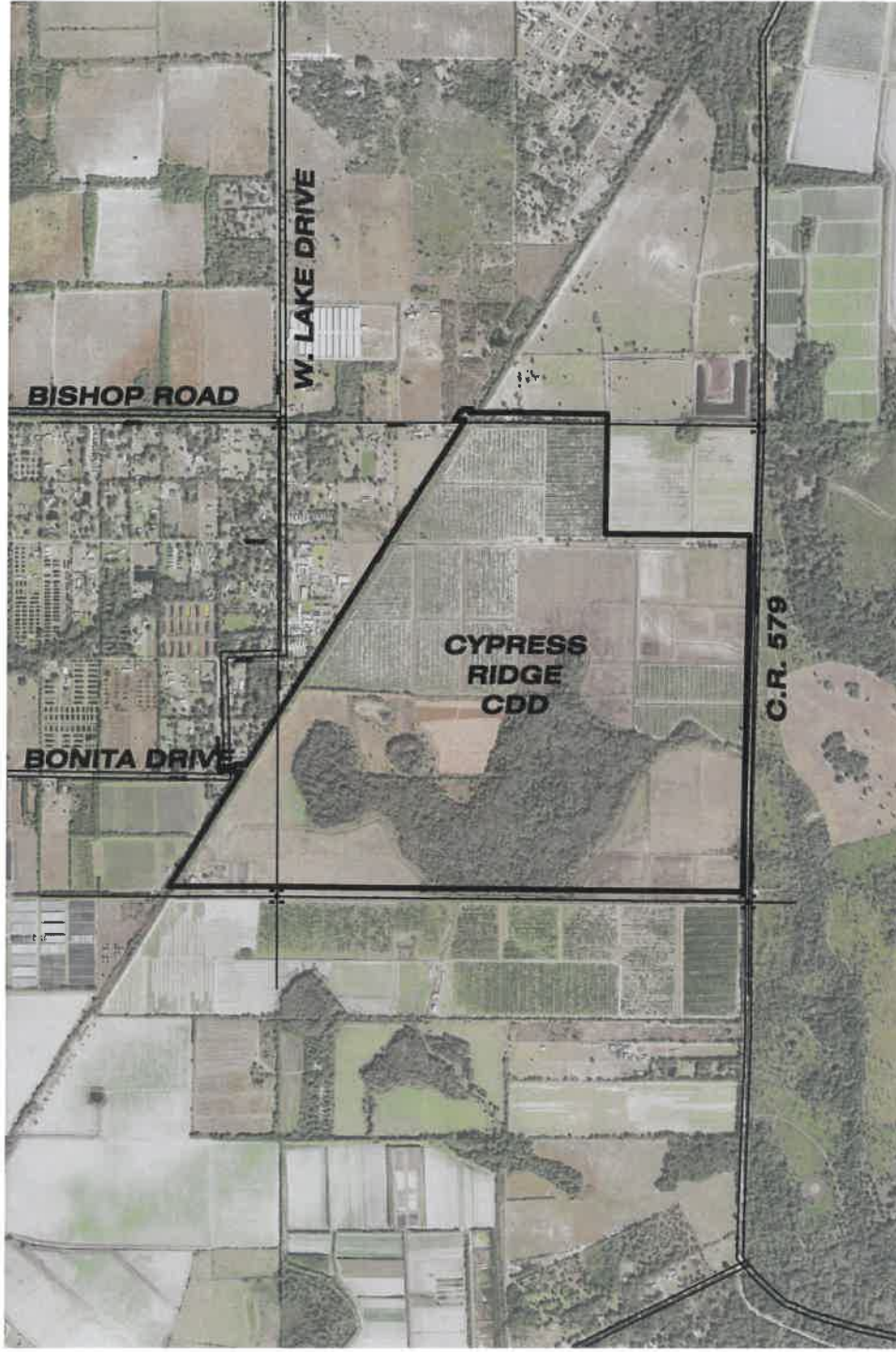
**EXHIBIT 2 - OVERALL SITE PLAN
CYPRESS RIDGE CDD**

SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
16,20,21-32-20	A20-0012-0002	ROA	3-24-2021	1

**ABSOLUTE
ENGINEERING, INC.**

(813) 221-1516 TEL
(813) 344-0100 FAX
1000 N. ASHLEY DRIVE, SUITE 925
TAMPA, FLORIDA 33602
C.A. NO. 28358

EXHIBIT 3:
AERIAL SITE PLAN



AE **ABSOLUTE
ENGINEERING, INC.**
(813) 221-1516 TEL 1000 N. ASHLEY DRIVE, SUITE 925
(813) 344-0100 FAX TAMPA, FLORIDA 33602
C.A. NO. 28358

**EXHIBIT 3 - AERIAL SITE PLAN
CYPRESS RIDGE SUBDIVISION**

SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
16,20,21-32-20	A20-0012-0002	ROA	10-01-2020	1

EXHIBIT 4:
LEGAL DESCRIPTION



Description Sketch

CYPRESS RIDGE CDD

DESCRIPTION: A portion of the Southeast 1/4 of Section 20 and a portion of Section 21, Township 32 South, Range 20 East, lying in Hillsborough County, Florida, and being more particularly described as follows:

BEGIN at the Southeast corner of said Section 20; run thence along the South line of the Southeast 1/4 of said Section 20, N.89°56'40"W., a distance of 1190.49 feet to the East boundary of the lands described in Official Records Book 5289, Page 660 of the public records of Hillsborough County, Florida; thence along said East Boundary, N.32°12'04"E., a distance of 1511.67 feet to the South boundary of Parcel 1 of the lands described in Official Records Book 24058, Page 1681 of the public records of Hillsborough County, Florida; thence along said South boundary, N.89°55'49"W., a distance of 118.09 feet to the West boundary of the lands described in aforesaid Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 11.80 feet to the South boundary of the lands described in Official Records Book 23524, Page 1177 of the public records of Hillsborough County, Florida; thence along the South, West and North boundary of said lands the following three (3) courses: 1) N.89°56'09"W., a distance of 131.80 feet; 2) N.00°04'51"W., a distance of 30.00 feet; and 3) S.89°56'09"E., a distance of 150.72 feet to the aforesaid West boundary of the lands described in Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 47.24 feet to the North boundary of Parcel 1 of the lands described in aforesaid Official Records Book 24058, Page 1681; thence along said North boundary, S.89°56'09"E., a distance of 118.09 feet to the aforesaid East boundary of the lands described in Official Records Book 5289, Page 660; thence along said East boundary, N.32°12'04"E., a distance of 4537.33 feet to the South boundary of Parcel 2 of the aforesaid lands described in Official Records Book 24058, Page 1681; thence along said South boundary, N.89°58'47"W., a distance of 118.15 feet to the aforesaid West boundary of the lands described in Official Records Book 5289, Page 660; thence along said West boundary and the West boundary of the lands described in Official Records Book 26522, Page 769 of the public records in Hillsborough County, Florida, N.32°12'04"E., a distance of 114.20 feet to the North boundary of said lands described in Official Records Book 26522, Page 769; thence along said North boundary, S.89°58'47"E., a distance of 23.63 feet to the aforesaid West boundary of Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 26.97 feet to the North boundary of aforesaid Parcel 2; thence along said North boundary, S.89°58'47"E., a distance of 94.52 feet to the aforesaid East boundary of lands described in Official Records Book 5289, Page 660; thence along said East boundary, S.32°12'04"W., a distance of 47.06 feet to the North boundary of the Northwest 1/4 of aforesaid Section 21; thence along said North boundary S.89°58'47"E., a distance of 499.31 feet to the Northwest corner of the Northeast 1/4 of said Section 21;

-- CONTINUE ON PAGE 2 OF 8 --


PROJECT: Cypress Ridge			Prepared For: Absolute Engineering		
PHASE: CDD Boundary Description Sketch			(Not A Survey)  <small>This item has been electronically signed and sealed by CHARLES M. ARNETT using a digital certificate and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.</small>		
DRAWN: JCM DATE: 10/1/20 CHECKED BY: BC					
REVISIONS					
DATE	DESCRIPTION	DRAWN BY			
Charles M. Arnett FLORIDA PROFESSIONAL SURVEYOR & MAPPER NO. LS6884			213 Hobbs Street Tampa, Florida 33619 Phone: (813) 248-8888 Licensed Business No.: LB 7768 GeoPoint Surveying, Inc. 		
FILE PATH: P:\CYPRESS RIDGE\DESCRIPTIONS\CYPRESS RIDGE-CDD-DS.DWG LAST SAVED BY: JORDANM			1 of 8		

Description Sketch

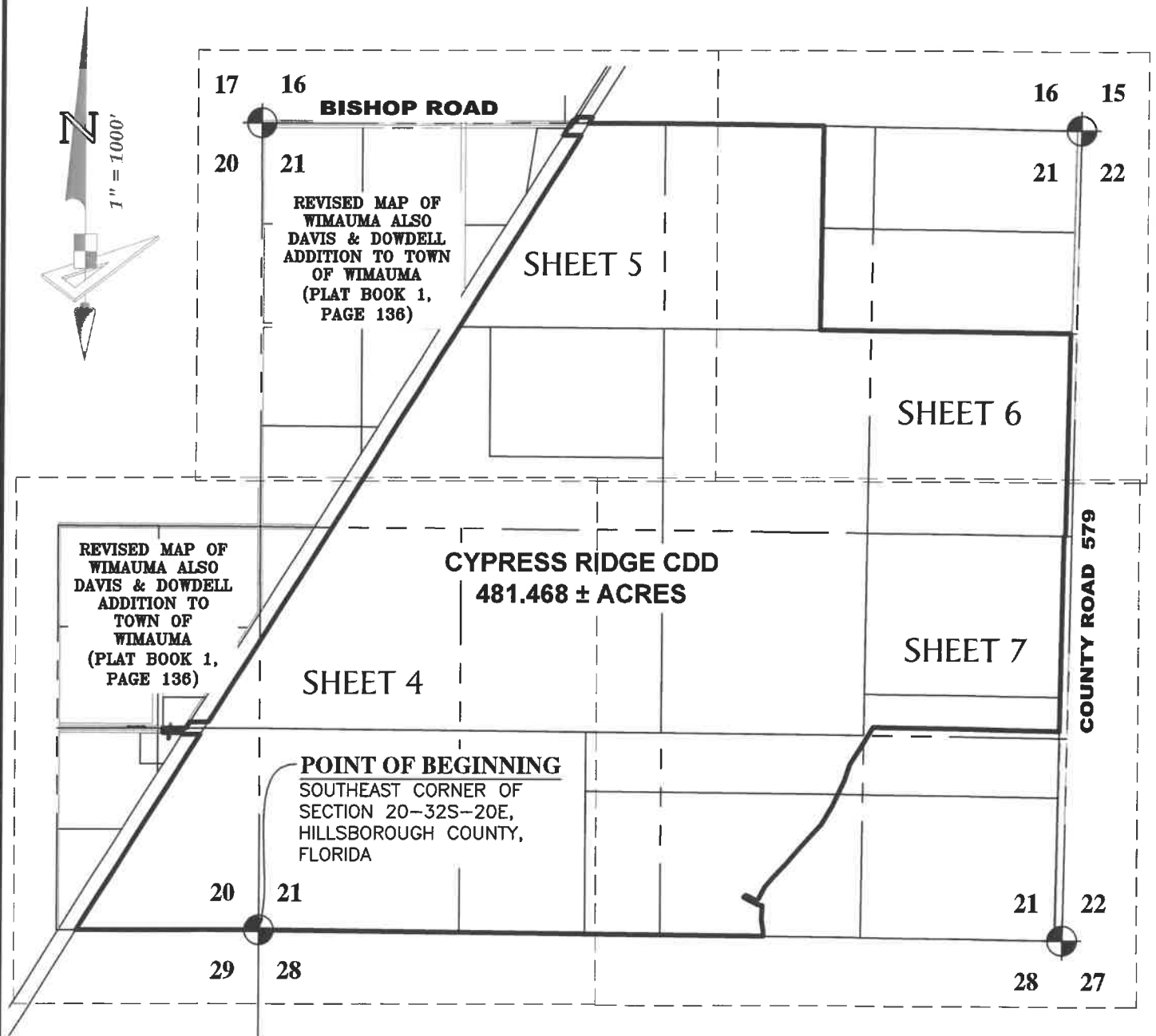
- - CONTINUED FROM PAGE 1 OF 8 - -

thence along the North boundary of said Northeast 1/4, S.89°11'29"E., a distance of 1037.43 feet to the East boundary of the lands described in Official Records Book 16047, Page 1065 of the public records of Hillsborough County, Florida; thence along said East boundary, S.00°42'49"W., a distance of 1334.80 feet to the North boundary of the lands described in Official Records Book 19019, Page 1485 of the public records of Hillsborough County, Florida; thence along said North boundary, S.89°31'37"E., a distance of 1619.00 feet to the West Maintained Right-of-Way line of County Road 579 per the resolution of SRD No.1 Section No. 1057 State Road No. S-579, Hillsborough County dated June 13th, 1952; thence along said West Maintained Right-of-Way line, S.00°57'02"W., a distance of 1324.78 feet to the North boundary of the Southeast 1/4 of said Section 21; thence along said North boundary, N.89°32'23"W., a distance of 9.90 feet to the West Right-of-Way line of said County Road 579 said line also being 50 feet West of and parallel with the East boundary of said Southeast 1/4; thence along said West Right-of-Way line, S.00°57'10"W., a distance of 1278.52 feet; thence N.89°02'50"W., a distance of 1208.41 feet; thence S.30°26'11"W., a distance of 146.34 feet; thence S.32°14'37"W., a distance of 141.92 feet; thence S.18°46'46"W., a distance of 115.22 feet; thence S.25°25'09"W., a distance of 176.77 feet; thence S.30°41'23"W., a distance of 147.54 feet; thence S.42°23'23"W., a distance of 207.91 feet; thence S.41°03'28"W., a distance of 129.55 feet; thence S.43°12'04"W., a distance of 133.67 feet; thence S.40°15'50"W., a distance of 80.07 feet; thence S.27°08'53"W., a distance of 82.96 feet; thence S.38°32'22"W., a distance of 15.33 feet; thence N.63°13'31"W., a distance of 80.86 feet; thence S.46°48'42"W., a distance of 21.21 feet; thence S.62°26'42"E., a distance of 107.82 feet; thence S.79°12'28"E., a distance of 27.67 feet; thence S.03°11'57"W., a distance of 91.25 feet; thence S.08°15'43"E., a distance of 77.72 feet; thence S.00°38'04"W., a distance of 31.66 feet to the South boundary of said Southeast 1/4; thence along said South boundary, N.89°21'56"W., a distance of 675.08 feet to the Southeast corner of the Southwest 1/4 of said Section 21; thence along the South line of said Southwest 1/4, N.89°21'47"W., a distance of 2622.98 feet to the **POINT OF BEGINNING**.

Containing 481.468 acres, more or less.

PROJECT: Cypress Ridge			Prepared For: Absolute Engineering		
PHASE: CDD Boundary Description Sketch			(Not A Survey)		
DRAWN: JCM	DATE: 10/1/20	CHECKED BY: BC			
REVISIONS					
DATE	DESCRIPTION	DRAWN BY			
			<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: small;"> 213 Hobbs Street Tampa, Florida 33619 Phone: (813) 248-8888 Licensed Business No.: LB 7768 </div> <div style="font-size: 2em;">  </div> </div> <div style="font-size: 1.5em; font-weight: bold; margin-top: 10px;">GeoPoint</div> <div style="font-weight: bold;">Surveying, Inc.</div>		
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					2 of 8

Description Sketch



BASIS OF BEARINGS

Bearings shown hereon are based on the South boundary of Section 21, Township 32 South, Range 20 East, Hillsborough County, Florida, having a Grid bearing of N.89°21'47"W. The Grid Bearings as shown hereon refer to the State Plane Coordinate System, North American Horizontal Datum of 1983 (NAD 83-2011 Adjustment) for the West Zone of Florida.

PROJECT: Cypress Ridge

Prepared For: Absolute Engineering

PHASE: CDD Boundary Description Sketch

DRAWN: JCM DATE: 10/1/20 CHECKED BY: BC

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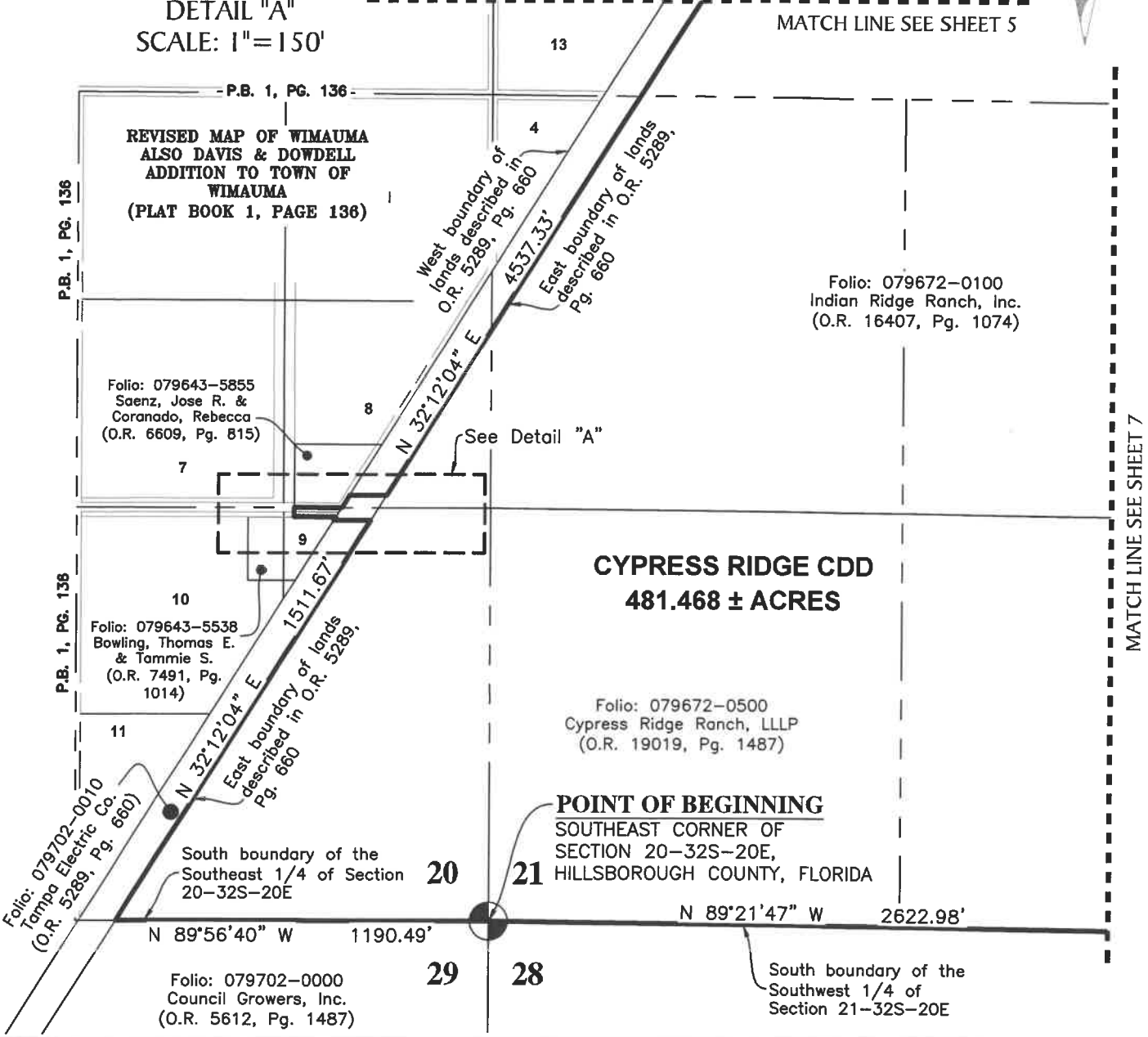
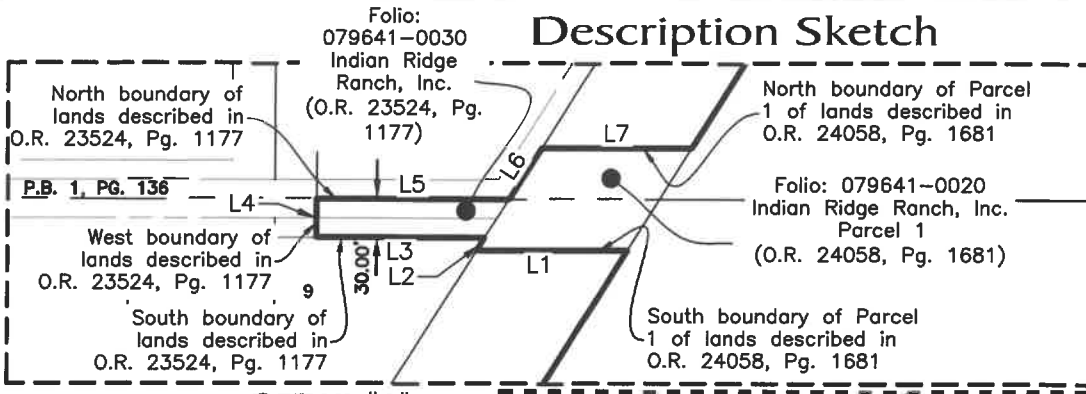
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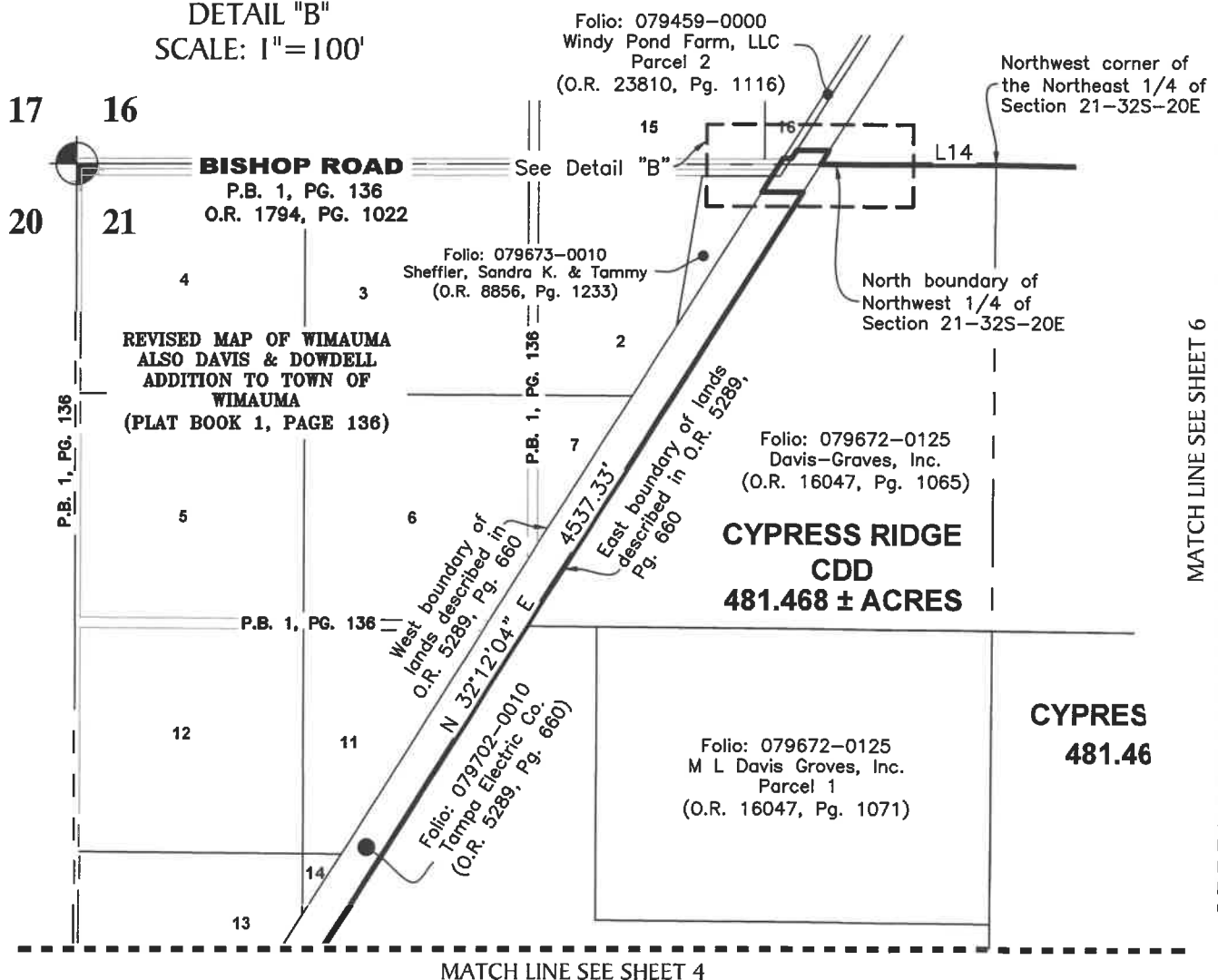
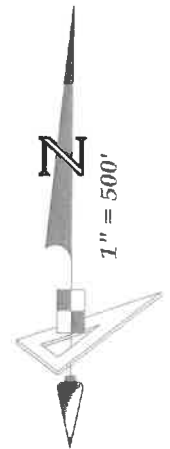
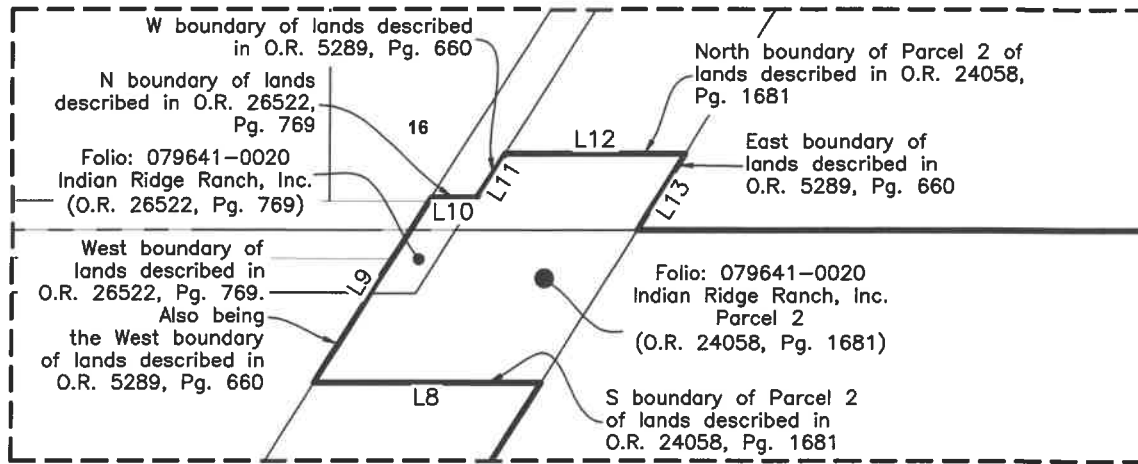
GeoPoint
Surveying, Inc.

Description Sketch



PROJECT: Cypress Ridge			Prepared For: Absolute Engineering		
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REVISIONS					
DATE	DESCRIPTION	DRAWN BY			
			<div style="text-align: right;"> 213 Hobbs Street Tampa, Florida 33619 Phone: (813) 248-8888 Licensed Business No.: LB 7768 GeoPoint Surveying, Inc. </div>		
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4 of 8					

Description Sketch



PROJECT: Cypress Ridge

Prepared For: Absolute Engineering

PHASE: CDD Boundary Description Sketch

DRAWN: JCM DATE: 10/1/20 CHECKED BY: BC

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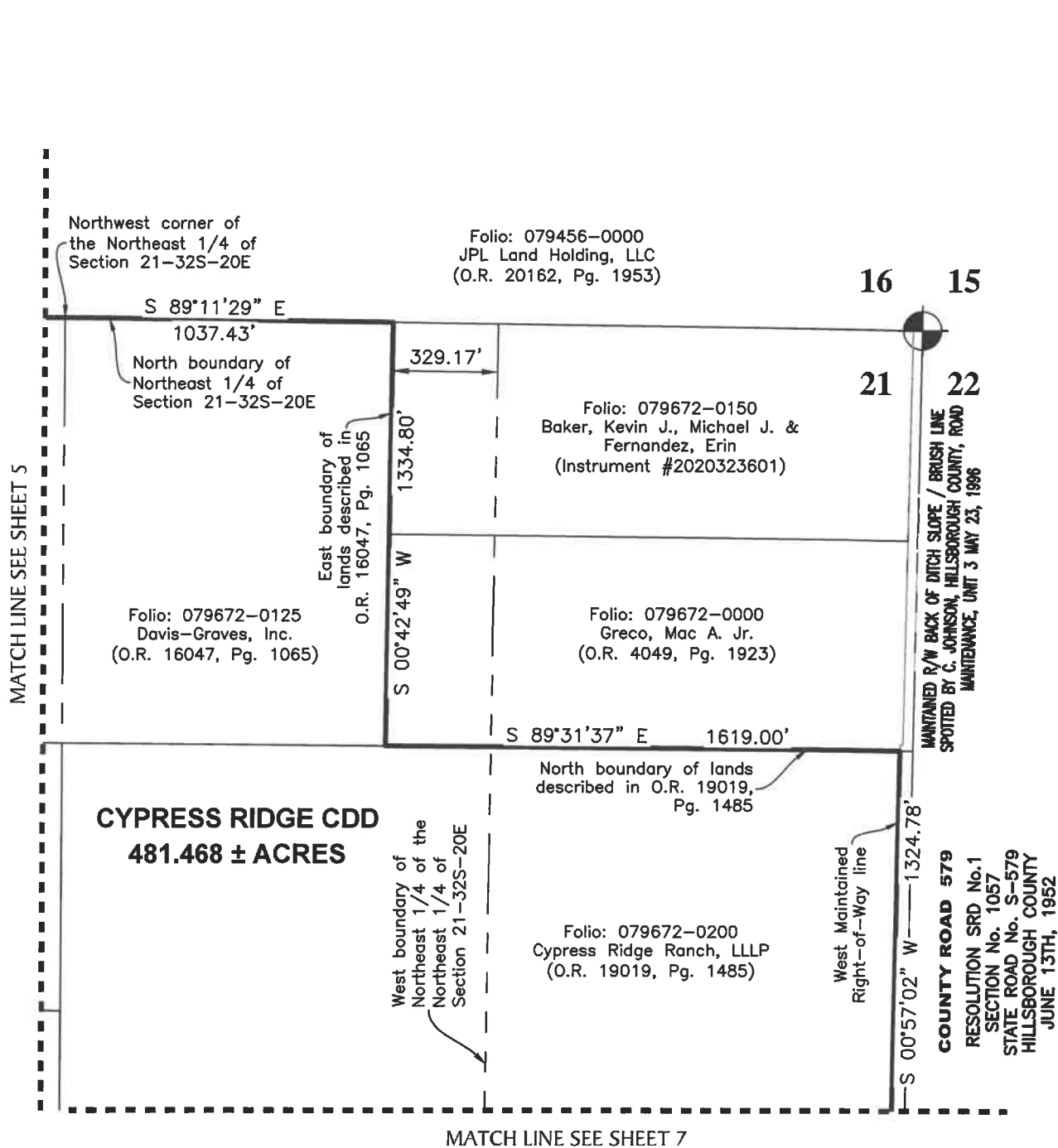
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(Not A Survey)

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Licensed Business No.: LB 7768

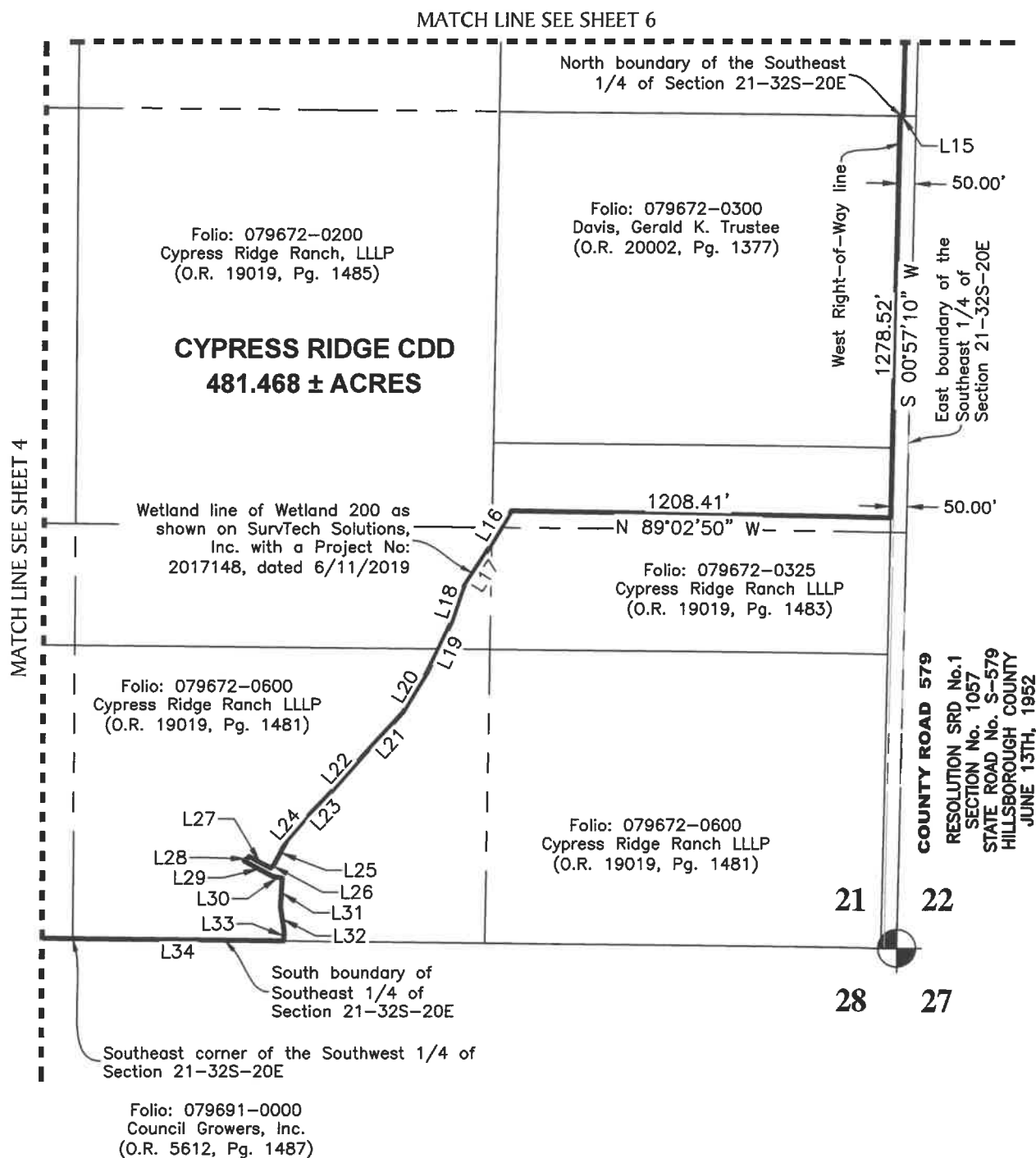
GeoPoint
Surveying, Inc.

Description Sketch



PROJECT: Cypress Ridge			Prepared For: Absolute Engineering	
PHASE: CDD Boundary Description Sketch			(Not A Survey)	<div>213 Hobbs Street Tampa, Florida 33619 Phone: (813) 248-8888 Licensed Business No.: LB 7768</div> <div> GeoPoint Surveying, Inc.</div>
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DATE	DESCRIPTION	DRAWN BY		
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Description Sketch



PROJECT: Cypress Ridge

PHASE: CDD Boundary Description Sketch

DRAWN: JCM DATE: 10/1/20 CHECKED BY: BC

REVISIONS

DATE	DESCRIPTION	DRAWN BY

Prepared For: Absolute Engineering

(Not A Survey)

213 Hobbs Street
Tampa, Florida 33619
Phone: (813) 248-8888
Licensed Business No.: LB 7768

GeoPoint
Surveying, Inc.

Description Sketch

LINE DATA TABLE

NO.	BEARING	LENGTH
L1	N 89°55'49" W	118.09'
L2	N 32°12'04" E	11.80'
L3	N 89°56'09" W	131.80'
L4	N 00°04'51" W	30.00'
L5	S 89°56'09" E	150.72'
L6	N 32°12'04" E	47.24'
L7	S 89°56'09" E	118.09'
L8	N 89°58'47" W	118.15'
L9	N 32°12'04" E	114.20'
L10	S 89°58'47" E	23.63'
L11	N 32°12'04" E	26.97'
L12	S 89°58'47" E	94.52'
L13	S 32°12'04" W	47.06'
L14	S 89°58'47" E	499.31'
L15	N 89°32'23" W	9.90'
L16	S 30°26'11" W	146.34'
L17	S 32°14'37" W	141.92'

LINE DATA TABLE

NO.	BEARING	LENGTH
L18	S 18°46'46" W	115.22'
L19	S 25°25'09" W	176.77'
L20	S 30°41'23" W	147.54'
L21	S 42°23'23" W	207.91'
L22	S 41°03'28" W	129.55'
L23	S 43°12'04" W	133.67'
L24	S 40°15'50" W	80.07'
L25	S 27°08'53" W	82.96'
L26	S 38°32'22" W	15.33'
L27	N 63°13'31" W	80.86'
L28	S 46°48'42" W	21.21'
L29	S 62°26'42" E	107.82'
L30	S 79°12'28" E	27.67'
L31	S 03°11'57" W	91.25'
L32	S 08°15'43" E	77.72'
L33	S 00°38'04" W	31.66'
L34	N 89°21'56" W	675.08'

PROJECT: Cypress Ridge

Prepared For: Absolute Engineering

PHASE: CDD Boundary Description Sketch

DRAWN: JCM DATE: 10/1/20 CHECKED BY: BC

REVISIONS

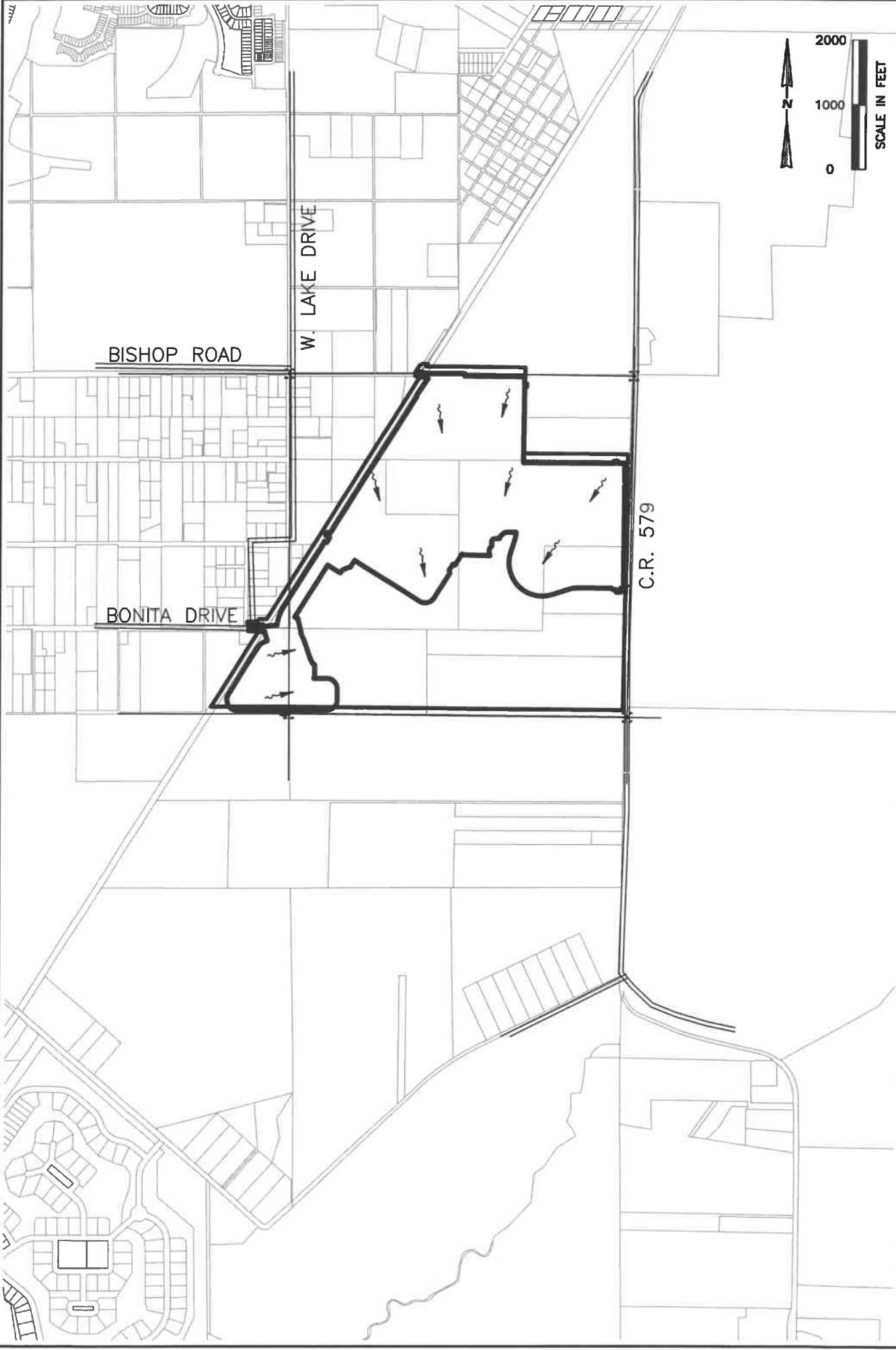
DATE	DESCRIPTION	DRAWN BY

(Not A Survey)

213 Hobbs Street
Tampa, Florida 33619
Phone: (813) 248-8888
Licensed Business No.: LB 7768


GeoPoint
Surveying, Inc.

EXHIBIT 5:
DRAINAGE MAP



**AE ABSOLUTE
ENGINEERING, INC.**
(813) 221-1516 TEL
(813) 344-0100 FAX
1000 N. ASHLEY DRIVE, SUITE 925
TAMPA, FLORIDA 33602
C.A. NO. 28358

**EXHIBIT 5 - DRAINAGE MAP
CYPRESS RIDGE SUBDIVISION**

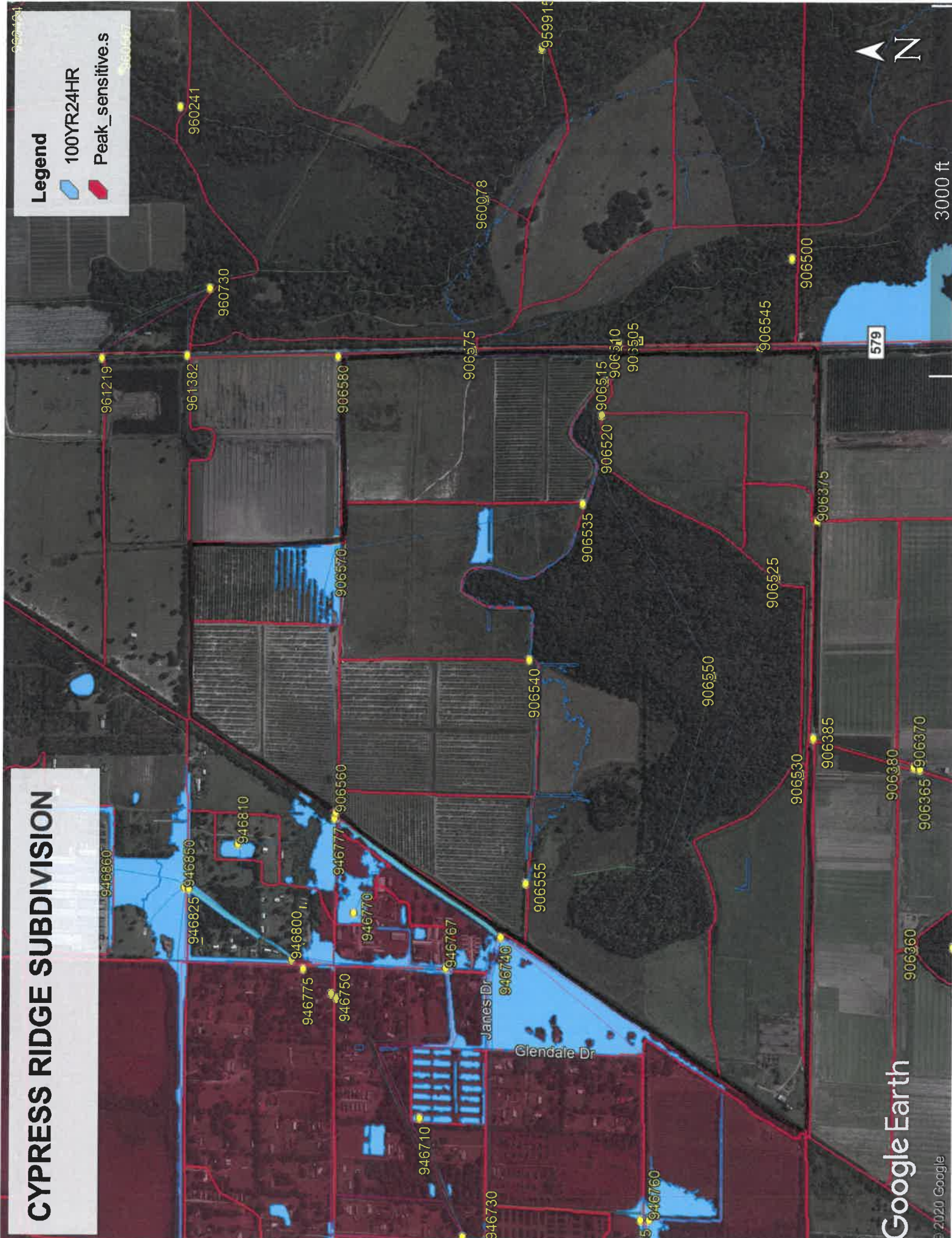
SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
16,20,21-32-20	A20-0012-0002	ROA	10-01-2020	1

CYPRESS RIDGE SUBDIVISION

Legend

100YR24HR

Peak_sensitive.s



SCALE OF 1" = 500'
2057C0676

SCALE OF 1" = 500'
57C0678

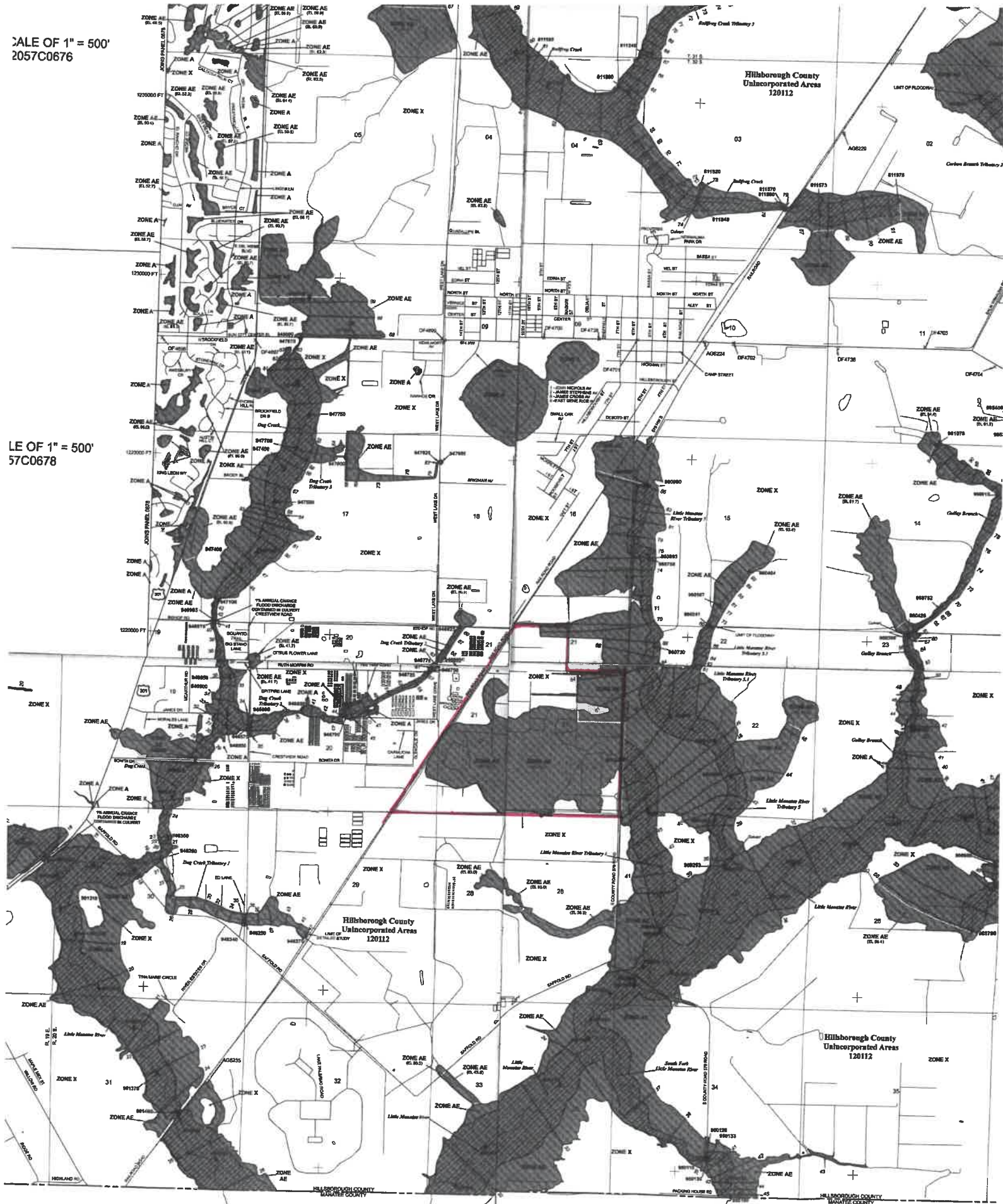


EXHIBIT 6:
UTILITY LOCATION MAP



EXHIBIT 6 - UTILITY LOCATION MAP **CYPRESS RIDGE SUBDIVISION**

**ABSOLUTE
ENGINEERING, INC.**

SEC TWP RGE 16,20,21-32-20	JOB NUMBER A20-0012-0002	DRAWN BY ROA	DATE 10-01-2020	SHEET 1
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1000 N. ASHLEY DRIVE, SUITE 925
TAMPA, FLORIDA 33602
C.A. NO. 28358
(813) 221-1516 TEL
(813) 344-0100 FAX

EXHIBIT 7:
FUTURE LAND USE MAP

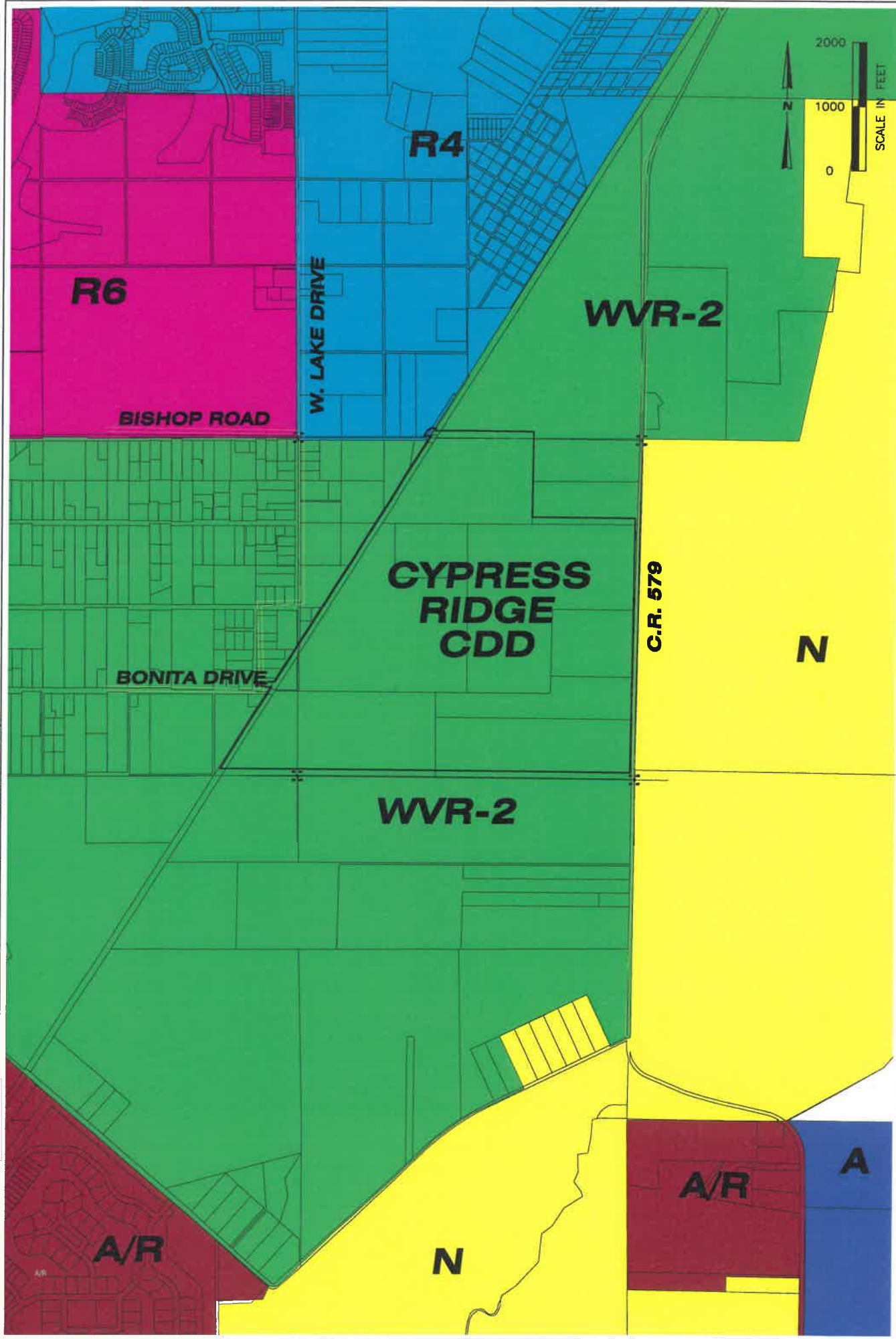


EXHIBIT 7 - FUTURE LAND USE MAP CYPRESS RIDGE SUBDIVISION

**ABSOLUTE
ENGINEERING, INC.**
(813) 221-1516 TEL
(813) 344-0100 FAX
1000 N. ASHLEY DRIVE, SUITE 925
TAMPA, FLORIDA 33602
C.A. NO. 28358

SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
16,20,21-32-20	A20-0012-0002	ROA	10-10-2020	1

**EXHIBIT 8:
ZONING MAP**

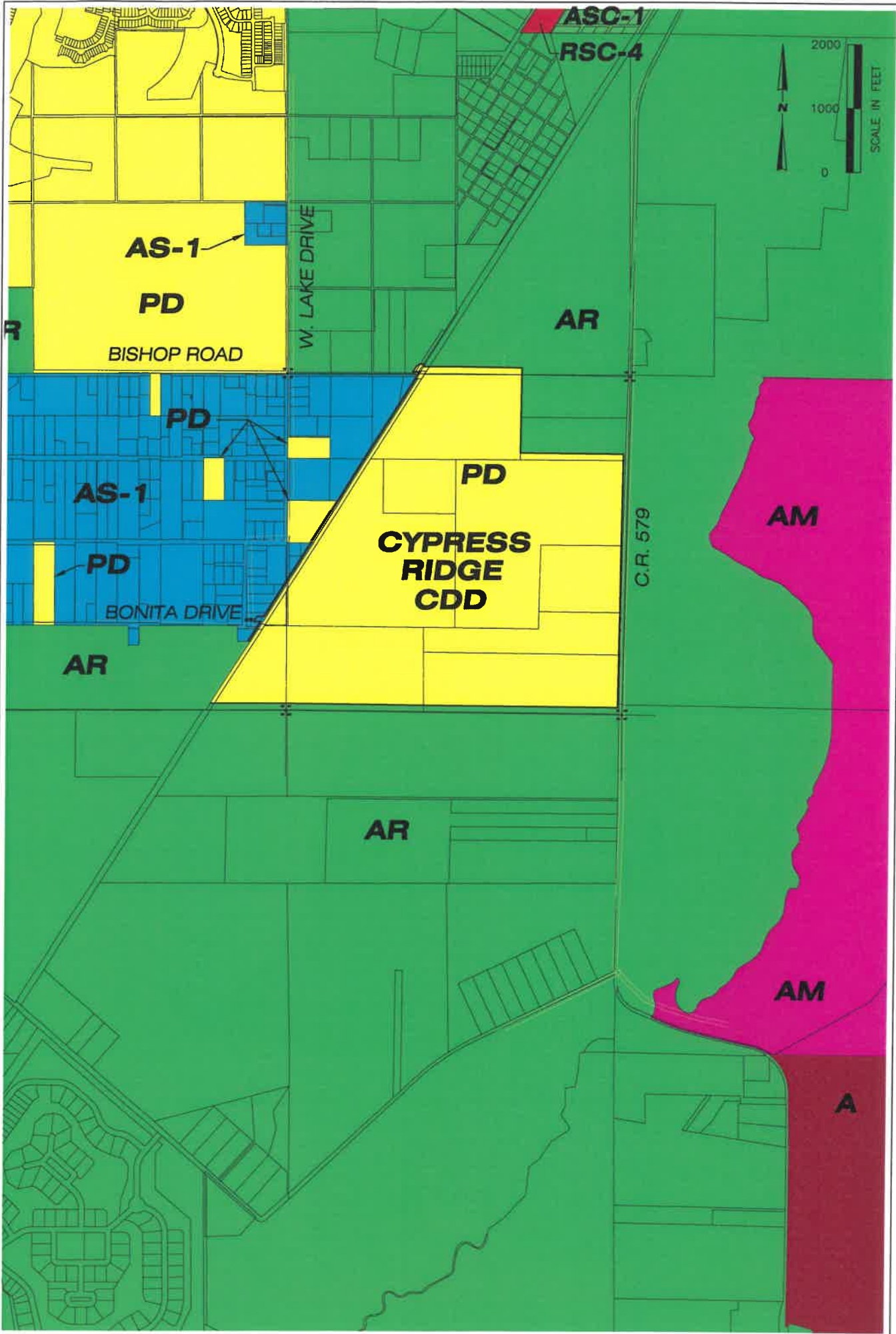


EXHIBIT 8 - ZONING MAP CYPRESS RIDGE SUBDIVISION

SEC TWP RGE	JOB NUMBER	DRAWN BY	DATE	SHEET
16,20,21-32-20	A20-0012-0002	ROA	10-10-2020	1

**ABSOLUTE
ENGINEERING, INC.**

(813) 221-1516 TEL
(813) 344-0100 FAX
C.A. NO. 28358
1000 N. ASHLEY DRIVE, SUITE 925
TAMPA, FLORIDA 33602

**MASTER
ASSESSMENT METHODOLOGY

FOR

CYPRESS RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

Date: April 20, 2021

Prepared by

**Governmental Management Services - Central Florida, LLC
219 E. Livingston St.
Orlando, FL 32801**

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GMS-CF, LLC does not represent the Cypress Ridge Community Development District as a Municipal Advisor or Securities Broker nor is GMS-CF, LLC registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, GMS-CF, LLC does not provide the Cypress Ridge Community Development District with financial advisory services or offer investment advice in any form.

1.0 Introduction

The Cypress Ridge Community Development District (the “District”) is a local unit of special-purpose government organized and existing under Chapter 190, Florida Statutes as amended. The District anticipates the issuance at this time of not to exceed \$49,500,000 of tax-exempt bonds in one or more series (the “Bonds”) for the purpose of financing certain infrastructure improvements (“Capital Improvement Plan”) within the District more specifically described in the Engineer’s Report dated April 2021 prepared by Absolute Engineering, Inc. as may be amended and supplemented from time to time (the “Engineer’s Report”). The District anticipates the construction of all or a portion of the Capital Improvements or Capital Improvement Plan (“Capital Improvements”) that benefit property owners within the District.

1.1 Purpose

This Master Assessment Methodology (the “Assessment Report”) provides for an assessment methodology that allocates the debt to be incurred by the District to benefiting properties within the District. This Assessment Report allocates the debt to properties based on the special benefits each receives from the Capital Improvements. This Assessment Report will be supplemented with one or more supplemental methodology reports to reflect the actual terms and conditions at the time of the issuance of each series of Bonds issued to finance all or a portion of the Capital Improvements. This Assessment Report is designed to conform to the requirements of Chapters 190 and 170, Florida Statutes, with respect to special assessments and is consistent with our understanding of case law on this subject.

The District intends to levy, impose and collect non ad valorem special assessments (“Special Assessments”) on the benefited lands within the District securing repayment of the Bonds based on this Assessment Report. It is anticipated that all of the proposed Special Assessments will be collected through the Uniform Method of Collection described in Section 197.3632, Florida Statutes or any other legal means available to the District. It is not the intent of this Assessment Report to address any other assessments, if applicable, that may be levied by the District including those for maintenance and operation of the Bonds, a homeowner’s association, or any other unit of government.

1.2 Background

The District currently includes approximately 481.47 acres within Hillsborough City, Florida. The development program for the District currently envisions approximately 1,056 residential units. The proposed development program is depicted in Table 1. It is recognized that such development plan may change, and this Assessment Report will be modified or supplemented accordingly.

The Capital Improvements contemplated by the District in the Capital Improvement Plan will provide facilities that benefit certain property within the District. Specifically, the District will construct and/or acquire a portion of certain offsite improvements,

stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features. The acquisition and construction costs are summarized in Table 2.

The assessment methodology is a four-step process.

1. The District Engineer must first determine the public infrastructure improvements that may be provided by the District and the costs to implement the Capital Improvements.
2. The District Engineer determines the assessable acres that benefit from the District's Capital Improvements.
3. A calculation is made to determine the funding amounts necessary to acquire and/or construct the Capital Improvements.
4. This amount is initially divided equally among the benefited properties on a prorated assessable acreage basis. Ultimately, as land is platted, this amount will be assigned to each of the benefited properties based on the number and type of platted units.

1.3 Special Benefits and General Benefits

Capital Improvements undertaken by the District create special and peculiar benefits to the property, different in kind and degree, for properties within its borders as well as general benefits to the public at large. However, as discussed within this Assessment Report, these general benefits are incidental in nature and are readily distinguishable from the special and peculiar benefits, which accrue to property within the District. The implementation of the Capital Improvement Plan enables properties within the boundaries of the District to be developed. Without the District's Capital Improvement Plan, there would be no infrastructure to support development of land within the District. Without these improvements, development of the property within the District would be prohibited by law.

The general public and property owners outside of the District may benefit from the provision of the Capital Improvements. However, any such benefit will be incidental for the purpose of the Capital Improvement Plan, which is designed solely to meet the needs of property within the District. Properties outside of the District boundaries do not depend upon the District's Capital Improvements. The property owners within the District are therefore receiving special benefits not received by the general public and those outside the District's boundaries.

1.4 Requirements of a Valid Assessment Methodology

There are two requirements under Florida law for a valid special assessment:

- 1) The properties must receive a special benefit from the Capital Improvements being paid for.

- 2) The assessments must be fairly and reasonably allocated or apportioned to the properties being assessed based on the special benefit such properties receive.

Florida law provides for a wide application of special assessments that meet these two characteristics of special assessments.

1.5 Special Benefits Will Equal or Exceed the Costs Allocated

The special benefits provided to the property within the District will be equal to or greater than the costs associated with providing these benefits. The District Engineer estimates that the District's Capital Improvement Plan that is necessary to support full development of property within the District will cost approximately \$38,536,750. The District's Underwriter projects that financing costs required to fund the Capital Improvement Plan costs, the cost of issuance of the Bonds, the funding of a debt service reserve account and capitalized interest, will be approximately \$49,500,000. Without the Capital Improvement Plan, the property within the District would not be able to be developed and occupied by future residents of the community.

2.0 Assessment Methodology

2.1 Overview

The District anticipates issuing approximately \$49,500,000 in Bonds in one or more series to fund the District's Capital Improvement Plan, provide for capitalized interest, a debt service reserve account and pay cost of issuance. It is the purpose of this Assessment Report to allocate the \$49,500,000 in debt to the properties within the District benefiting from the Capital Improvement Plan. This report will be supplemented to reflect actual bond terms.

Table 1 identifies the land uses and lot sizes in the development as identified by the Developer within the District. The District has commissioned an Engineer's Report that includes estimated construction costs for the Capital Improvements needed to support the development; these construction costs are outlined in Table 2. The Capital Improvements needed to support the development are described in detail in the Engineer's Report and are estimated to cost \$38,536,750. Based on the estimated costs, the size of the Bond issue under current market conditions needed to generate funds to pay for the Capital Improvements and related costs was determined by the District's Underwriter to total approximately \$49,500,000. Table 3 shows the breakdown of the Bond sizing.

2.2 Allocation of Debt

Allocation of debt is a continuous process until the development plan for the District is completed. Until the platting process occurs, the Capital Improvements funded by District Bonds benefits all acres within the District.

The initial assessments will be levied on an equal basis to all gross acreage within the District. A fair and reasonable methodology allocates the debt incurred by the District proportionately to the properties receiving the special benefits. At this point all of the lands within the District are benefiting from the Capital Improvements.

Once platting or the recording of a declaration of condominium of any portion of the District into individual lots or units ("Assigned Properties") has begun, the Special Assessments will be levied to the Assigned Properties based on the benefits they receive, on a first platted, first assigned basis. The "Unassigned Properties" defined as property that has not been platted or subjected to a declaration of condominium, will continue to be assessed on a per acre basis. Eventually the development plan will be completed and the debt relating to the Bonds will be allocated to the assigned properties within the District, which are the beneficiaries of the Capital Improvement Plan, as depicted in Table 5 and Table 6. If there are changes to development plan, a true up of the assessment will be calculated to determine if a debt reduction or true-up payment from the Developer is required. The process is outlined in Section 3.0.

The assignment of debt in this Assessment Report sets forth the process by which debt is apportioned. As mentioned herein, this Assessment Report will be supplemented from time to time.

2.3 Allocation of Benefit

The Capital Improvement Plan consists of offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features and professional fees along with related incidental costs. There are three product types within the planned development. The single-family 50' home has been set as the base unit and has been assigned one equivalent residential unit ("ERU"). A single-family 40' unit is assigned .8 ERU, and a single-family 60' lot is assigned 1.2 ERU. Table 4 shows the allocation of benefit to the particular product type. It is important to note that the benefit derived from the Capital Improvements on a particular unit will exceed the cost that the unit will be paying for such benefits.

2.4 Lienability Test: Special and Peculiar Benefit to the Property

Construction and/or acquisition by the District of its proposed Capital Improvements will provide several types of systems, facilities and services for its residents. These

include offsite improvements, stormwater management facilities, utility facilities, roadways, entry features, and park and amenity features. The benefit from the Capital Improvements accrue in differing amounts and are somewhat dependent on the product type receiving the special benefits peculiar to that property type, which flow from the logical relationship of the Capital Improvements to the assigned properties.

Once these determinations are made, they are reviewed in the light of the special benefits peculiar to the property, which flow to the properties as a result of their logical connection from the Capital Improvements actually provided.

For the provision of the Capital Improvement Plan, the special and peculiar benefits are:

- 1) the added use of the property,
- 2) added enjoyment of the property, and
- 3) the increased marketability and value of the property.

These special and peculiar benefits are real and ascertainable but are not yet capable of being calculated as to value with mathematical certainty. However, each is more valuable than either the cost of, or the actual Special Assessment levied for the Capital Improvement as allocated.

2.5 Lienability Test: Reasonable and Fair Apportionment of the Duty to Pay Non-Ad Valorem Assessments

A reasonable estimate of the proportion of special and peculiar benefits received from the public improvements described in the Capital Improvement Plan is delineated in Table 5 (expressed as Allocation of Par Debt per Product Type). This is also shown on Table 7 depicting Allocation of Par Debt per Product Type.

The determination has been made that the duty to pay the non-ad valorem special assessments is fairly and reasonably apportioned because the special and peculiar benefits to the property derived from the acquisition and/or construction of Capital Improvement Plan have been apportioned to the property within the District according to reasonable estimates of the special and peculiar benefits provided consistent with the product type of assignable properties.

Accordingly, no acre or parcel of property within the boundaries of the District will have a lien for the payment of any Special Assessment more than the determined special benefit particular to that property and therefore, the debt allocation will not be increased more than the debt allocation set forth in this Assessment Report.

In accordance with the benefit allocation suggested for the product types in Table 4, a total debt per unit and an annual assessment per unit have been calculated for each

product type (Table 6). These amounts represent the preliminary anticipated per unit debt allocation assuming all anticipated assigned properties are built and sold as planned, and the entire proposed Capital Improvement Plan is constructed.

3.0 True Up Mechanism

Although the District does not process plats, declaration of condominiums, site plans or revisions thereto, it does have an important role to play during the course of platting and site planning. Whenever a plat, declaration of condominium or site plan is approved, the District must allocate a portion of its debt to the property according to this Assessment Report outlined herein ("Assigned Property"). In addition, the District must also prevent any buildup of debt on property or land that could be fully conveyed and/or platted without all of the debt being allocated ("Unassigned Property"). To preclude this, when platting for 25%, 50%, 75% and 100% of the units planned for platting has occurred within the District, the District will determine the amount of anticipated Bond Special Assessment revenue that remains on the Unassigned Properties, taking into account the full development plan of the District. If the total anticipated Bond Special Assessment revenue to be generated from the Assigned and Unassigned Properties is greater than or equal to the maximum annual debt service then no debt reduction or true-up payment is required. In the case that the revenue generated is less than the required amount then a debt reduction or true-up payment by the landowner in the amount necessary to reduce the par amount of the outstanding Bonds plus accrued interest to a level that will be supported by the new net annual debt service assessments will be required.

If a true-up payment is made less than 45 days prior to an interest payment date, the amount of accrued interest will be calculated to the next succeeding interest payment date.

4.0 Assessment Roll

The District will initially distribute the Special Assessments across the property within the District boundaries on a gross acreage basis. As Assigned Properties become known with certainty, the District will refine its allocation of debt from a per acre basis to a per unit basis as shown in Table 6. If the land use plan or product type changes, then the District will update Table 6 to reflect the changes as part of the foregoing true-up process. As a result, the assessment liens are not finalized with certainty on any acre of land in the District prior to the time final Assigned Properties become known. The preliminary assessment roll is attached as Table 7.

TABLE 1
 CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
 DEVELOPMENT PROGRAM
 MASTER ASSESSMENT METHODOLOGY

Land Use*	Phase 1	Phase 2	Phase 3	Units	ERUs per Unit (1)	Total ERUs
Single Family - 40'	140	102	109	351	0.80	281
Single Family - 50'	199	201	195	595	1.00	595
Single Family - 60'	30	40	40	110	1.20	132
Total Units	369	343	344	1,056		1,008

(1) Benefit is allocated on an ERU basis; based on density of planned development, with 40' at .8 ERU, 50 ' lot at 1 ERU, ;

* Unit mix is subject to change based on marketing and other factors

<p>TABLE 2</p> <p>CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT</p> <p>CAPITAL IMPROVEMENT PLAN COST ESTIMATES</p> <p>MASTER ASSESSMENT METHODOLOGY</p>
--

Capital Improvement Plan ("CIP") (1)	Total Cost Estimate
Offsite Improvements	\$ 5,852,000
Stormwater Management	\$ 18,221,000
Utilities (Water, Sewer, & Street Lighting)	\$ 5,320,000
Roadway	\$ 2,926,000
Entry Feature	\$ 1,256,850
Parks and Amenities	\$ 1,330,000
Contingencies	\$ 3,630,900
	\$ 38,536,750

(1) A detailed description of these improvements is provided in the Engineer's Report dated April 2021.

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 3
 CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
 BOND SIZING
 MASTER ASSESSMENT METHODOLOGY

Bond Sizing

Description	Total
Construction Funds	\$ 38,536,750
Debt Service Reserve	\$ 3,596,121
Capitalized Interest	\$ 5,940,000
Underwriters Discount	\$ 990,000
Cost of Issuance	\$ 220,000
Contingency	\$ 217,129
Par Amount*	\$ 49,500,000

Bond Assumptions:

Average Coupon	4.00%
Amortization	30 years
Capitalized Interest	12 months
Debt Service Reserve	Max Annual
Underwriters Discount	2%

* Par amount is subject to change based on the actual terms at the sale of the bonds

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 4
 CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF IMPROVEMENT COSTS
 MASTER ASSESSMENT METHODOLOGY

Land Use	No. of Units *	ERU Factor	Total ERUs	% of Total ERUs	Total Improvements Costs Per Product Type	Improvement Costs Per Unit
Single Family - 40'	351	0.8	281	27.86%	\$ 10,737,368	\$ 30,591
Single Family - 50'	595	1	595	59.04%	\$ 22,751,901	\$ 38,238
Single Family - 60'	110	1.2	132	13.10%	\$ 5,047,481	\$ 45,886
	1,056		1,008	100.00%	\$ 38,536,750	

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 5
 CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
 ALLOCATION OF TOTAL PAR DEBT TO EACH PRODUCT TYPE
 MASTER ASSESSMENT METHODOLOGY

Land Use	No. of Units *	Total Improvements Costs Per Product Type	Allocation of Par Debt Per Product Type	Per Unit Revised Par
Single Family - 40'	351	\$ 10,737,368	\$ 13,792,022	\$ 39,294
Single Family - 50'	595	\$ 22,751,901	\$ 29,224,549	\$ 49,117
Single Family - 60'	110	\$ 5,047,481	\$ 6,483,429	\$ 58,940
	1,056	\$ 38,536,750	\$ 49,500,000	

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 6
 CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
 PAR DEBT AND ANNUAL ASSESSMENTS FOR EACH PRODUCT TYPE
 MASTER ASSESSMENT METHODOLOGY

Land Use	No. of Units *	Allocation of Par Debt Per Product Type	Total Par Debt Per Unit	Maximum Annual Debt Service	Net Annual Debt Assessment Per Unit	Gross Annual Debt Assessment Per Unit (1)
Single Family - 40'	351	\$ 13,792,022	\$ 39,294	\$ 1,001,975	\$ 2,855	\$ 3,069
Single Family - 50'	595	\$ 29,224,549	\$ 49,117	\$ 2,123,132	\$ 3,568	\$ 3,837
Single Family - 60'	110	\$ 6,483,429	\$ 58,940	\$ 471,014	\$ 4,282	\$ 4,604
	1,056	\$ 49,500,000		\$ 3,596,121		

(1) This amount includes estimated collection fees and early payment discounts when collected on the Polk County Tax Bill

* Unit mix is subject to change based on marketing and other factors

Prepared by: Governmental Management Services - Central Florida, LLC

TABLE 7
CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
PRELIMINARY ASSESSMENT ROLL
MASTER ASSESSMENT METHODOLOGY

Owners	Property ID #'s*	Acres	Total Par Debt Allocation Per Acre	Total Par Debt Allocated	Net Annual Debt Assessment Allocation	Gross Annual Debt Assessment Allocation (1)
Davis-Graves Inc	079672-0400	59.81	\$ 102,810	\$ 6,148,561	\$ 446,686	\$ 480,308
M L Davis Groves Inc	079672-0125	21.98	\$ 102,810	\$ 2,259,767	\$ 164,170	\$ 176,526
Cypress Ridge Ranch LLLP	079672-0200	120.44	\$ 102,810	\$ 12,381,940	\$ 899,534	\$ 967,241
Cypress Ridge Ranch LLLP	079672-0325**	21.95	\$ 102,810	\$ 2,256,683	\$ 163,946	\$ 176,286
Cypress Ridge Ranch LLLP	079672-0600**	28.71	\$ 102,810	\$ 2,951,679	\$ 214,436	\$ 230,577
Davis Gerald K Trustee	079672-0300	30.79	\$ 102,810	\$ 3,165,524	\$ 229,972	\$ 247,282
Cypress Ridge Ranch LLLP	079672-0500	88.14	\$ 102,810	\$ 9,061,172	\$ 658,284	\$ 707,833
Indian Ridge Ranch Inc	079641-0020	0.22	\$ 102,810	\$ 22,618	\$ 1,643	\$ 1,767
Indian Ridge Ranch Inc	079672-0020	0.32	\$ 102,810	\$ 32,899	\$ 2,390	\$ 2,570
Indian Ridge Ranch Inc	079641-0030	0.10	\$ 102,810	\$ 10,281	\$ 747	\$ 803
Indian Ridge Ranch Inc	079672-0100	109.03	\$ 102,810	\$ 11,208,876	\$ 814,313	\$ 875,605
Totals		481.47		\$ 49,500,000	\$ 3,596,121	\$ 3,866,797

* - Legal Attached

** - Acre Total reduced for portions outside the CDD

Annual Assessment Periods	30
Projected Bond Rate (%)	4.00%
Maximum Annual Debt Service	\$3,596,121

(1) This amount includes estimated collection fees and early payment discounts when collected on the Polk County Tax Bill

Prepared by: Governmental Management Services - Central Florida, LLC

Description Sketch

CYPRESS RIDGE CDD

DESCRIPTION: A portion of the Southeast 1/4 of Section 20 and a portion of Section 21, Township 32 South, Range 20 East, lying in Hillsborough County, Florida, and being more particularly described as follows:

BEGIN at the Southeast corner of said Section 20; run thence along the South line of the Southeast 1/4 of said Section 20, N.89°56'40"W., a distance of 1190.49 feet to the East boundary of the lands described in Official Records Book 5289, Page 660 of the public records of Hillsborough County, Florida; thence along said East Boundary, N.32°12'04"E., a distance of 1511.67 feet to the South boundary of Parcel 1 of the lands described in Official Records Book 24058, Page 1681 of the public records of Hillsborough County, Florida; thence along said South boundary, N.89°55'49"W., a distance of 118.09 feet to the West boundary of the lands described in aforesaid Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 11.80 feet to the South boundary of the lands described in Official Records Book 23524, Page 1177 of the public records of Hillsborough County, Florida; thence along the South, West and North boundary of said lands the following three (3) courses: 1) N.89°56'09"W., a distance of 131.80 feet; 2) N.00°04'51"W., a distance of 30.00 feet; and 3) S.89°56'09"E., a distance of 150.72 feet to the aforesaid West boundary of the lands described in Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 47.24 feet to the North boundary of Parcel 1 of the lands described in aforesaid Official Records Book 24058, Page 1681; thence along said North boundary, S.89°56'09"E., a distance of 118.09 feet to the aforesaid East boundary of the lands described in Official Records Book 5289, Page 660; thence along said East boundary, N.32°12'04"E., a distance of 4537.33 feet to the South boundary of Parcel 2 of the aforesaid lands described in Official Records Book 24058, Page 1681; thence along said South boundary, N.89°58'47"W., a distance of 118.15 feet to the aforesaid West boundary of the lands described in Official Records Book 5289, Page 660; thence along said West boundary and the West boundary of the lands described in Official Records Book 26522, Page 769 of the public records in Hillsborough County, Florida, N.32°12'04"E., a distance of 114.20 feet to the North boundary of said lands described in Official Records Book 26522, Page 769; thence along said North boundary, S.89°58'47"E., a distance of 23.63 feet to the aforesaid West boundary of Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 26.97 feet to the North boundary of aforesaid Parcel 2; thence along said North boundary, S.89°58'47"E., a distance of 94.52 feet to the aforesaid East boundary of lands described in Official Records Book 5289, Page 660; thence along said East boundary, S.32°12'04"W., a distance of 47.06 feet to the North boundary of the Northwest 1/4 of aforesaid Section 21; thence along said North boundary S.89°58'47"E., a distance of 499.31 feet to the Northwest corner of the Northeast 1/4 of said Section 21;

-- CONTINUE ON PAGE 2 OF 8 --

PROJECT: Cypress Ridge

PHASE: CDD Boundary Description Sketch

DRAWN: JCM DATE: 10/1/20 CHECKED BY: BC

REVISIONS

DATE	DESCRIPTION	DRAWN BY

Prepared For: Absolute Engineering

(Not A Survey)



Charles M. Arnett

FLORIDA PROFESSIONAL
SURVEYOR & MAPPER NO.

LS6884

213 Hobbs Street
Tampa, Florida 33619
Phone: (813) 248-8888
Licensed Business No.: LB 7768

GeoPoint
Surveying, Inc.

Description Sketch

-- CONTINUED FROM PAGE 1 OF 8 --

thence along the North boundary of said Northeast 1/4, S.89°11'29"E., a distance of 1037.43 feet to the East boundary of the lands described in Official Records Book 16047, Page 1065 of the public records of Hillsborough County, Florida; thence along said East boundary, S.00°42'49"W., a distance of 1334.80 feet to the North boundary of the lands described in Official Records Book 19019, Page 1485 of the public records of Hillsborough County, Florida; thence along said North boundary, S.89°31'37"E., a distance of 1619.00 feet to the West Maintained Right-of-Way line of County Road 579 per the resolution of SRD No.1 Section No. 1057 State Road No. S-579, Hillsborough County dated June 13th, 1952; thence along said West Maintained Right-of-Way line, S.00°57'02"W., a distance of 1324.78 feet to the North boundary of the Southeast 1/4 of said Section 21; thence along said North boundary, N.89°32'23"W., a distance of 9.90 feet to the West boundary of said Southeast 1/4; thence along said line also being 50 feet West of and parallel with the East boundary of said Southeast 1/4; thence along said West Right-of-Way line, S.00°57'10"W., a distance of 1278.52 feet; thence N.89°02'50"W., a distance of 1208.41 feet; thence S.30°26'11"W., a distance of 146.34 feet; thence S.32°14'37"W., a distance of 141.92 feet; thence S.18°46'46"W., a distance of 115.22 feet; thence S.25°25'09"W., a distance of 176.77 feet; thence S.30°41'23"W., a distance of 147.54 feet; thence S.42°23'23"W., a distance of 207.91 feet; thence S.41°03'28"W., a distance of 129.55 feet; thence S.43°12'04"W., a distance of 133.67 feet; thence S.40°15'50"W., a distance of 80.07 feet; thence S.27°08'53"W., a distance of 82.96 feet; thence S.38°32'22"W., a distance of 15.33 feet; thence N.63°13'31"W., a distance of 80.86 feet; thence S.46°48'42"W., a distance of 21.21 feet; thence S.62°26'42"E., a distance of 107.82 feet; thence S.79°12'28"E., a distance of 27.67 feet; thence S.03°11'57"W., a distance of 91.25 feet; thence S.08°15'43"E., a distance of 77.72 feet; thence S.00°38'04"W., a distance of 31.66 feet to the South boundary of said Southeast 1/4; thence along said South boundary, N.89°21'56"W., a distance of 675.08 feet to the Southeast corner of the Southwest 1/4 of said Section 21; thence along the South line of said Southwest 1/4, N.89°21'47"W., a distance of 2622.98 feet to the **POINT OF BEGINNING**.

Containing 481.468 acres, more or less.

PROJECT: Cypress Ridge			Prepared For: Absolute Engineering	
PHASE: CDD Boundary Description Sketch			(Not A Survey)	
DRAWN: JCM	DATE: 10/1/20	CHECKED BY: BC		
REVISIONS				
DATE	DESCRIPTION	DRAWN BY		
<small>FILE PATH: P:\CYPRESS RIDGE\DESCRIPTIONS\CYPRESS RIDGE-CDD-DS.DWG LAST SAVED BY: JORDANM</small>			<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p style="margin: 0;">213 Hobbs Street Tampa, Florida 33619 Phone: (813) 248-8888 Licensed Business No.: LB 7768</p> <p style="font-size: 24px; margin: 0;">GeoPoint</p> <p style="margin: 0;">Surveying, Inc.</p> </div> </div>	
			2 of 8	

SECTION 4

This Instrument Prepared by
and return to:

This space reserved for use by the
Clerk of the Circuit Court

Roy Van Wyk, Esq.
HOPPING GREEN & SAMS P.A.
Post Office Box 6526
Tallahassee, Florida 32314

**CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF SPECIAL ASSESSMENTS AND GOVERNMENT LIEN OF RECORD**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Cypress Ridge Community Development District (the “District”), a special-purpose local government established under and pursuant to Chapter 190, Florida Statutes, enjoys a governmental lien on certain lands contained within the real property known as the Cypress Ridge Community Development District, and described in **Exhibit A** attached hereto (the “Property”). Such lien is coequal with the lien of all state, county, district and municipal taxes, superior in dignity to all other liens, titles and claims until paid pursuant to Section 170.09 of the Florida Statutes. The District has adopted Resolution Numbers 2021-25, 2021-26, and 2021-29 (the “Assessment Resolutions”), which provide for, levy, and set forth the terms of the non-ad valorem special assessments on the Property (the “Cypress Ridge Master Assessments”), which is specifically benefitted by the improvements anticipated to be financed with the proceeds of the District’s Special Assessment Bonds, or other indebtedness (collectively, the “Bonds”). As provided in the Assessment Resolutions, these non-ad valorem assessments do not apply to governmental properties dedicated by plats, deeds or otherwise, including rights of way.

The non-ad valorem special assessments provided for in the Assessment Resolutions were legally and validly determined and levied in accordance with all applicable requirements of Florida law, and these non-ad valorem special assessments constitute, and will at all relevant times in the future constitute, legal, valid, and binding first liens on the land against which assessed until paid, coequal with the liens of all state, county, district, and municipal taxes, and superior in dignity to all other liens, titles, and claims.

The District may collect assessments on any of the lands described in the attached **Exhibit A** by any method authorized by law, which method may change from year to year.

The District is a special-purpose form of local government established pursuant to and governed by Chapter 190, Florida Statutes. Pursuant to Section 190.048, Florida Statutes, you are hereby notified that: **THE CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT MAY IMPOSE AND LEVY TAXES OR ASSESSMENTS, OR BOTH TAXES AND ASSESSMENTS, ON THIS PROPERTY. THESE TAXES AND ASSESSMENTS PAY THE CONSTRUCTION, OPERATION, AND MAINTENANCE COSTS OF CERTAIN PUBLIC FACILITIES AND SERVICES OF THE DISTRICT AND ARE SET ANNUALLY BY THE GOVERNING BOARD OF THE DISTRICT. THESE TAXES AND ASSESSMENTS ARE IN ADDITION TO COUNTY AND OTHER LOCAL GOVERNMENTAL TAXES AND ASSESSMENTS AND ALL OTHER TAXES AND ASSESSMENTS PROVIDED FOR BY LAW.** The District's lien secures the payment of special assessments levied in accordance with Florida Statutes, which special assessments in turn secure the payment of the Bonds. Copies of the *Master Assessment Methodology* dated April 20, 2021, and Assessment Resolutions may be obtained from the registered agent of the District as designated by the Florida Department of Economic Opportunity in accordance with Section 189.014, Florida Statutes, or by contacting the District at:

Cypress Ridge Community Development District
c/o Governmental Management Services – Central Florida, LLC,
219 East Livingston Street
Orlando, Florida 32801
(407) 841-5524

THE LIEN FOR THE SPECIAL ASSESSMENTS IS STATUTORY AND NO FILING IS NECESSARY IN ORDER TO PERFECT OR PROVIDE RECORD NOTICE THEREOF. THIS NOTICE IS FOR INFORMATION PURPOSES. IN ADDITION TO THE MINUTES, RECORDS AND OTHER MATERIAL OF THE DISTRICT AVAILABLE FROM THE DISTRICT, THIS ALSO CONSTITUTES A LIEN OF RECORD FOR PURPOSES OF SECTION 197.573 OF THE

**FLORIDA STATUTES AND ALL OTHER APPLICABLE PROVISIONS OF THE FLORIDA
STATUTES AND ANY OTHER APPLICABLE LAW.**

IN WITNESS WHEREOF, this Notice has been executed as of the 26th day of May, 2021, and
recorded in the Official Records of Hillsborough County, Florida.

**CYPRESS RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Chairperson, Board of Supervisors

Witness

Witness

Print Name

Print Name

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me ☐ physical presence or ☐ online
notarization this ____ day of _____, 2021, by _____, Chairperson of Cypress
Ridge Community Development District. He is personally known to me or has produced _____
_____ as identification.

[notary seal]

Print Name: _____
Notary Public, State of Florida

Exhibit A
Legal Description

CYPRESS RIDGE CDD

DESCRIPTION: A portion of the Southeast 1/4 of Section 20 and a portion of Section 21, Township 32 South, Range 20 East, lying in Hillsborough County, Florida, and being more particularly described as follows:

BEGIN at the Southeast corner of said Section 20; run thence along the South line of the Southeast 1/4 of said Section 20, N.89°56'40"W., a distance of 1190.49 feet to the East boundary of the lands described in Official Records Book 5289, Page 660 of the public records of Hillsborough County, Florida; thence along said East Boundary, N.32°12'04"E., a distance of 1511.67 feet to the South boundary of Parcel 1 of the lands described in Official Records Book 24058, Page 1681 of the public records of Hillsborough County, Florida; thence along said South boundary, N.89°55'49"W., a distance of 118.09 feet to the West boundary of the lands described in aforesaid Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 11.80 feet to the South boundary of the lands described in Official Records Book 23524, Page 1177 of the public records of Hillsborough County, Florida; thence along the South, West and North boundary of said lands the following three (3) courses: 1) N.89°56'09"W., a distance of 131.80 feet; 2) N.00°04'51"W., a distance of 30.00 feet; and 3) S.89°56'09"E., a distance of 150.72 feet to the aforesaid West boundary of the lands described in Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 47.24 feet to the North boundary of Parcel 1 of the lands described in aforesaid Official Records Book 24058, Page 1681; thence along said North boundary, S.89°56'09"E., a distance of 118.09 feet to the aforesaid East boundary of the lands described in Official Records Book 5289, Page 660; thence along said East boundary, N.32°12'04"E., a distance of 4537.33 feet to the South boundary of Parcel 2 of the aforesaid lands described in Official Records Book 24058, Page 1681; thence along said South boundary, N.89°58'47"W., a distance of 118.15 feet to the aforesaid West boundary of the lands described in Official Records Book 5289, Page 660; thence along said West boundary and the West boundary of the lands described in Official Records Book 26522, Page 769 of the public records in Hillsborough County, Florida, N.32°12'04"E., a distance of 114.20 feet to the North boundary of said lands described in Official Records Book 26522, Page 769; thence along said North boundary, S.89°58'47"E., a distance of 23.63 feet to the aforesaid West boundary of Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 26.97 feet to the North boundary of aforesaid Parcel 2; thence along said North boundary, S.89°58'47"E., a distance of 94.52 feet to the aforesaid East boundary of lands described in Official Records Book 5289, Page 660; thence along said East boundary, S.32°12'04"W., a distance of 47.06 feet to the North boundary of the Northwest 1/4 of aforesaid Section 21; thence along said North boundary S.89°58'47"E., a distance of 499.31 feet to the Northwest corner of the Northeast 1/4 of said Section 21; thence along the North boundary of said Northeast 1/4, S.89°11'29"E., a distance of 1037.43 feet to the East boundary of the lands described in Official Records Book 16047, Page 1065 of the public records of Hillsborough County, Florida; thence along said East boundary, S.00°42'49"W., a distance of 1334.80 feet to the North boundary of the lands described in Official Records Book 19019, Page 1485 of the public records of Hillsborough County, Florida; thence along said North boundary, S.89°31'37"E., a distance of 1619.00 feet to the West Maintained Right-of-Way line of County Road 579 per the resolution of SRD No.1 Section No. 1057 State Road No. S-579, Hillsborough County dated June 13th, 1952; thence along said West Maintained Right-of-Way line, S.00°57'02"W., a distance of 1324.78 feet to the

North boundary of the Southeast 1/4 of said Section 21; thence along said North boundary, N.89°32'23"W., a distance of 9.90 feet to the West Right-of-Way line of said County Road 579 said line also being 50 feet West of and parallel with the East boundary of said Southeast 1/4; thence along said West Right-of-Way line, S.00°57'10"W., a distance of 1278.52 feet; thence N.89°02'50"W., a distance of 1208.41 feet; thence S.30°26'11"W., a distance of 146.34 feet; thence S.32°14'37"W., a distance of 141.92 feet; thence S.18°46'46"W., a distance of 115.22 feet; thence S.25°25'09"W., a distance of 176.77 feet; thence S.30°41'23"W., a distance of 147.54 feet; thence S.42°23'23"W., a distance of 207.91 feet; thence S.41°03'28"W., a distance of 129.55 feet; thence S.43°12'04"W., a distance of 133.67 feet; thence S.40°15'50"W., a distance of 80.07 feet; thence S.27°08'53"W., a distance of 82.96 feet; thence S.38°32'22"W., a distance of 15.33 feet; thence N.63°13'31"W., a distance of 80.86 feet; thence S.46°48'42"W., a distance of 21.21 feet; thence S.62°26'42"E., a distance of 107.82 feet; thence S.79°12'28"E., a distance of 27.67 feet; thence S.03°11'57"W., a distance of 91.25 feet; thence S.08°15'43"E., a distance of 77.72 feet; thence S.00°38'04"W., a distance of 31.66 feet to the South boundary of said Southeast 1/4; thence along said South boundary, N.89°21'56"W., a distance of 675.08 feet to the Southeast corner of the Southwest 1/4 of said Section 21; thence along the South line of said Southwest 1/4, N.89°21'47"W., a distance of 2622.98 feet to the **POINT OF BEGINNING**.

Containing 481.468 acres, more or less.

SECTION B

SECTION 1

RESOLUTION 2021-30

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT:

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

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

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

PASSED AND ADOPTED this 26th day of May, 2020.

ATTEST:

**CYPRESS RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Rules of Procedure

EXHIBIT A:
RULES OF PROCEDURE
RULES OF PROCEDURE
CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT

EFFECTIVE AS OF MAY 26, 2021

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Rule 1.0 General.

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

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

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

Rule 1.1 Board of Supervisors; Officers and Voting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "extensive" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District

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

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

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

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

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. "General circulation" means a publication that is printed and published at least once a week for the preceding year, offering at least 25% of its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, is for sale to the public generally, is available to the public generally for the publication of official or other notices, and is customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (407) 841-5524. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

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

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

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

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

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

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

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

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

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

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

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

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

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

Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

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

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

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

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

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

(11) Petitions to Challenge Existing Rules.

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

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

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

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

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

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

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

Rule 3.0 Competitive Purchase.

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

- (e) “Design-Build Firm” means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) “Design Criteria Professional” means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances

where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

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

and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

- (p) “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
 - (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) “Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response” all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the

Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

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

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

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

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

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

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

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

(4) Competitive Selection.

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

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

(5) Competitive Negotiation.

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

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

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

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

Rule 3.2 Procedure Regarding Auditor Selection.

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

(1) Definitions.

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

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

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

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

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

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

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

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

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

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

- (6) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (3)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

- (7) Board Selection of Auditor.

- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.

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

Rule 3.3 Purchase of Insurance.

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

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

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

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

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

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

Invitation to Negotiate, or Competitive Solicitation.

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

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

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

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

(3) Suspension, Revocation, or Denial of Qualification

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

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

the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.

- viii. The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- ix. The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- x. The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- xi. An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- xii. The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "contract crime" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "convicted" or "conviction" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

(b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.

(c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing,

the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.

- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

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

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

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

Rule 3.5 Construction Contracts, Not Design-Build.

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

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

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

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

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

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

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the

bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.

- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

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

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

Rule 3.6 Construction Contracts, Design-Build.

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

the District is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.

2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

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

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

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

the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

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

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

(5) Exceptions. This Rule is inapplicable when:

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

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

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

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board should require that the contractor, before commencing the work, execute and record a payment and performance bond in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

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

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

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

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

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

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

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

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

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

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

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

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

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

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

Rule 3.9 Maintenance Services.

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

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

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

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

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

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

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

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

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

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

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

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

(1) Filing.

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

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

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

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

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

- (5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (7) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

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

Law Implemented: § 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective May 26, 2021, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

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

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

SECTION C

SECTION 1

RESOLUTION 2021-31

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

WHEREAS, the Cypress Ridge Community Development District (“District”) was established pursuant to the provisions of Chapter 190, *Florida Statutes*, which authorizes the District to levy certain assessments which include benefit and maintenance assessments and further authorizes the District to levy special assessments pursuant to Chapters 170 and 197, *Florida Statutes*, for the acquisition, maintenance, construction, or reconstruction of assessable improvements authorized by Chapter 190, *Florida Statutes*; and

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

WHEREAS, the Board has previously adopted Resolution 2021-11 declaring the intent to use the Uniform Method for the levy, collection and enforcement of non-ad valorem special assessments authorized by Section 197.3632, *Florida Statutes*, over certain lands within the District as described therein; and

WHEREAS, pursuant to Section 197.3632, *Florida Statutes*, the District has caused notice of a public hearing on the District’s intent to use the Uniform Method to be advertised weekly in a newspaper of general circulation within Hillsborough County for four (4) consecutive weeks prior to such hearing; and

WHEREAS, the District has held a public hearing pursuant to Section 197.3632, *Florida Statutes*, where public and landowners were allowed to give testimony regarding the use of the Uniform Method; and

WHEREAS, the District desires to use the Uniform Method for the levy, collection and enforcement of non-ad valorem special assessments authorized by Section 197.3632, *Florida Statutes*, for special assessments, including benefit and maintenance assessments, over all the lands in the District as further described in **Exhibit A**.

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

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

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

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

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

PASSED AND ADOPTED this 26th day of May, 2021.

ATTEST:

**CYPRESS RIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Legal Description of Cypress Ridge Community Development District

EXHIBIT A
Legal Description of Cypress Ridge Community Development District

DESCRIPTION: A portion of the Southeast 1/4 of Section 20 and a portion of Section 21, Township 32 South, Range 20 East, lying in Hillsborough County, Florida, and being more particularly described as follows:

BEGIN at the Southeast corner of said Section 20; run thence along the South line of the Southeast 1/4 of said Section 20, N.89°56'40"W., a distance of 1190.49 feet to the East boundary of the lands described in Official Records Book 5289, Page 660 of the public records of Hillsborough County, Florida; thence along said East Boundary, N.32°12'04"E., a distance of 1511.67 feet to the South boundary of Parcel 1 of the lands described in Official Records Book 24058, Page 1681 of the public records of Hillsborough County, Florida; thence along said South boundary, N.89°55'49"W., a distance of 118.09 feet to the West boundary of the lands described in aforesaid Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 11.80 feet to the South boundary of the lands described in Official Records Book 23524, Page 1177 of the public records of Hillsborough County, Florida; thence along the South, West and North boundary of said lands the following three (3) courses: 1) N.89°56'09"W., a distance of 131.80 feet; 2) N.00°04'51"W., a distance of 30.00 feet; and 3) S.89°56'09"E., a distance of 150.72 feet to the aforesaid West boundary of the lands described in Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 47.24 feet to the North boundary of Parcel 1 of the lands described in aforesaid Official Records Book 24058, Page 1681; thence along said North boundary, S.89°56'09"E., a distance of 118.09 feet to the aforesaid East boundary of the lands described in Official Records Book 5289, Page 660; thence along said East boundary, N.32°12'04"E., a distance of 4537.33 feet to the South boundary of Parcel 2 of the aforesaid lands described in Official Records Book 24058, Page 1681; thence along said South boundary, N.89°58'47"W., a distance of 118.15 feet to the aforesaid West boundary of the lands described in Official Records Book 5289, Page 660; thence along said West boundary and the West boundary of the lands described in Official Records Book 26522, Page 769 of the public records in Hillsborough County, Florida, N.32°12'04"E., a distance of 114.20 feet to the North boundary of said lands described in Official Records Book 26522, Page 769; thence along said North boundary, S.89°58'47"E., a distance of 23.63 feet to the aforesaid West boundary of Official Records Book 5289, Page 660; thence along said West boundary, N.32°12'04"E., a distance of 26.97 feet to the North boundary of aforesaid Parcel 2; thence along said North boundary, S.89°58'47"E., a distance of 94.52 feet to the aforesaid East boundary of lands described in Official Records Book 5289, Page 660; thence along said East boundary, S.32°12'04"W., a distance of 47.06 feet to the North boundary of the Northwest 1/4 of aforesaid Section 21; thence along said North boundary S.89°58'47"E., a distance of 499.31 feet to the Northwest corner of the Northeast 1/4 of said Section 21; thence along the North boundary of said Northeast 1/4, S.89°11'29"E., a distance of 1037.43 feet to the East boundary of the lands described in Official Records Book 16047, Page 1065 of the public records of Hillsborough County, Florida; thence along said East boundary, S.00°42'49"W., a distance of 1334.80 feet to the North boundary of the lands described in Official Records Book 19019, Page 1485 of the public records of Hillsborough County, Florida; thence along said North boundary, S.89°31'37"E., a distance of 1619.00 feet to the West Maintained Right-of-Way line of County Road 579 per the resolution of SRD No.1 Section No. 1057 State Road No. S-579, Hillsborough County dated June 13th, 1952; thence along said West Maintained Right-of-Way line, S.00°57'02"W., a distance of 1324.78 feet to the North boundary of the Southeast 1/4 of said Section 21; thence along said North boundary, N.89°32'23"W., a distance of 9.90 feet to the West Right-of-Way line of said

County Road 579 said line also being 50 feet West of and parallel with the East boundary of said Southeast 1/4; thence along said West Right-of-Way line, S.00°57'10"W., a distance of 1278.52 feet; thence N.89°02'50"W., a distance of 1208.41 feet; thence S.30°26'11"W., a distance of 146.34 feet; thence S.32°14'37"W., a distance of 141.92 feet; thence S.18°46'46"W., a distance of 115.22 feet; thence S.25°25'09"W., a distance of 176.77 feet; thence S.30°41'23"W., a distance of 147.54 feet; thence S.42°23'23"W., a distance of 207.91 feet; thence S.41°03'28"W., a distance of 129.55 feet; thence S.43°12'04"W., a distance of 133.67 feet; thence S.40°15'50"W., a distance of 80.07 feet; thence S.27°08'53"W., a distance of 82.96 feet; thence S.38°32'22"W., a distance of 15.33 feet; thence N.63°13'31"W., a distance of 80.86 feet; thence S.46°48'42"W., a distance of 21.21 feet; thence S.62°26'42"E., a distance of 107.82 feet; thence S.79°12'28"E., a distance of 27.67 feet; thence S.03°11'57"W., a distance of 91.25 feet; thence S.08°15'43"E., a distance of 77.72 feet; thence S.00°38'04"W., a distance of 31.66 feet to the South boundary of said Southeast 1/4; thence along said South boundary, N.89°21'56"W., a distance of 675.08 feet to the Southeast corner of the Southwest 1/4 of said Section 21; thence along the South line of said Southwest 1/4, N.89°21'47"W., a distance of 2622.98 feet to the **POINT OF BEGINNING**.

Containing 481.468 acres, more or less.

SECTION VI

1



**ABSOLUTE
ENGINEERING, INC.**

May 14, 2021

**RE: Qualifications Statement
 RFQ for Engineering Services for the Cypress Ridge Community Development
District**

Dear Ms. Hoxie:

Attached is the Qualifications Statement for Absolute Engineering to perform Engineering Services for the Cypress Ridge CDD.

Should you have any questions or require any additional information, please call me at (813) 221-1521.

Sincerely,
Absolute Engineering, Inc.

Heather E. Wertz, PE, LEED AP
President

CC: File

ABSOLUTE ENGINEERING, INC.

CIVIL ENGINEERING ♦ LAND DEVELOPMENT ♦ TRANSPORTATION ENGINEERING
1000 N. ASHLEY DRIVE, SUITE 925, TAMPA, FLORIDA 33602 ♦ PH: (813) 221-1516



**ABSOLUTE
ENGINEERING, INC.**

**Request for Qualifications for Engineering Services
for the Cypress Ridge
Community Development District**

**Prepared for:
Cypress Ridge
Community Development District
c/o: Governmental Management Services –
Central Florida, LLC
Attn: Samantha Hoxie
219 E. Livingston St.
Orlando, Florida 32801**

**Prepared By:
Absolute Engineering, Inc.
1000 N. Ashley Dr., Suite 925
Tampa, Florida 33602**

May 14, 2021

ABSOLUTE ENGINEERING, INC.

CIVIL ENGINEERING ♦ LAND DEVELOPMENT ♦ TRANSPORTATION ENGINEERING
3214 W. TAMBAY AVENUE, TAMPA, FLORIDA 33611 ♦ PH: (813) 244-1984

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Section 1

BUSINESS LICENSURE

2020 - 2021 HILLSBOROUGH COUNTY BUSINESS TAX RECEIPT
OCC. CODE
260.008000 ENGINEER-PROFESSIONAL, CONSULTING

EXPIRES SEPTEMBER 30, 2021

ACCOUNT NO.
215331
RENEWAL

Receipt Fee 30.00
Hazardous Waste Surcharge 0.00
Law Library Fee 0.00
28358

BUSINESS ABSOLUTE ENGINEERING INC
1000 N ASHLEY DR STE 925
TAMPA, FL 33602

2020 - 2021

NAME ABSOLUTE ENGINEERING INC
MAILING 1000 N ASHLEY DR STE 925
ADDRESS TAMPA, FL 33602

Paid 19-607-003066
09/18/2020 30.00

BUSINESS TAX RECEIPT

HAS HEREBY PAID A PRIVILEGE TAX TO ENGAGE
IN BUSINESS, PROFESSION, OR OCCUPATION SPECIFIED HEREON

DOUG BELDEN, TAX COLLECTOR
813-635-5200
THIS BECOMES A TAX RECEIPT WHEN VALIDATED.




Receipt # 1177836	Control No. 0777557	
For Period Commencing JULY 1ST, 2020 and ending September 30, 2021		
Total: \$241.52	Dated 09/18/2020 Application No.	
This Business Tax Receipt does not permit the holder to operate in violation of any City Law or Ordinance including, but not limited to, Zoning and other land use regulations. If in doubt, the holder should verify that he or she has the appropriate zoning by calling the Office of Land Development Coordination at 274-3100. This Business Tax Receipt must be conspicuously posted in place of business.		
Classification	Description	Amount
107041	ENGINEER	\$231.52
993000	ADMIN HANDLING FEE	\$10.00
PAID		
Business Name and Address		Business Name and Location
ABSOLUTE ENGINEERING INC HEATHER ELIZABETH WERTZ PE 1000 N ASHLEY DR STE 925 TAMPA, FL 33602-3765		HEATHER ELIZABETH WERTZ PE 1000 N ASHLEY DR 925 TAMPA FL 33602

CITY OF TAMPA
TAX RECEIPT
BUSINESS
TAX
DIVISION

By: TCD

Section 2

PROFESSIONAL ENGINEERING REGISTRATION

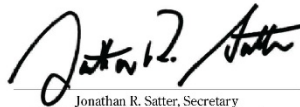
	Ron DeSantis, Governor	
STATE OF FLORIDA		
BOARD OF PROFESSIONAL ENGINEERS		
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES		
WERTZ, HEATHER ELIZABETH 3214 W TAMBAY AVENUE TAMPA FL 33611		
LICENSE NUMBER: PE54691		
EXPIRATION DATE: FEBRUARY 28, 2023		
Always verify licenses online at MyFloridaLicense.com		
	Do not alter this document in any form. This is your license. It is unlawful for anyone other than the licensee to use this document.	

Section 3
WMBE/SBE CERTIFICATIONS

State of Florida
Woman Business Certification

Absolute Engineering, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
02/19/2021 to 02/19/2023



Jonathan R. Satter, Secretary
Florida Department of Management Services



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

Section 4
QUALIFICATIONS STATEMENT SECTION 330 FORM

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

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

RFQ FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR CYPRESS RIDGE CDD

2. PUBLIC NOTICE DATE

05/02/2021

3. SOLICITATION OR PROJECT NUMBER

314385

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

HEATHER E. WERTZ, PRESIDENT

5. NAME OF FIRM

ABSOLUTE ENGINEERING, INC.

6. TELEPHONE NUMBER

(813) 221-1521

7. FAX NUMBER

(813) 344-0100

8. E-MAIL ADDRESS

HEATHERW@ABSOLUTENG.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.	✓				ABSOLUTE ENGINEERING, INC. <input type="checkbox"/> CHECK IF BRANCH OFFICE	1000 N. ASHLEY DR., SUITE 925 TAMPA, FL 33602	CDD ENGINEER
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

☒ (Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
HEATHER E. WERTZ, PE	CDD ENGINEER	27	12

15. FIRM NAME AND LOCATION *(City and State)*

ABSOLUTE ENGINEERING, INC., TAMPA, FLORIDA

16. EDUCATION *(Degree and Specialization)*

Master of Business Administration, University of South Florida

Bachelor of Science in Civil Engineering, University of South Florida

17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)*FLORIDA REGISTERED PROFESSIONAL ENGINEER
FL PE#5469118. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*LEED ACCREDITED PROFESSIONAL
MEMBER, AMERICAN SOCIETY OF PROFESSIONAL ENGINEERS**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
TOWNE PARK ESTATES, LAKELAND, FLORIDA	2017	ONGOING
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager and District Engineer for this 585 acre Master Planned Mixed Use Development including 1,500 single family residential units and an amenity center.		
FOREST BROOKE SUBDIVISION, HILLSBOROUGH COUNTY, FLORIDA	ONGOING	ONGOING
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager for a 680 acre Mixed Unit Planned Development including 2,500 single family residential units and amenity center.		
RHODINE ROAD SUBDIVISION, HILLSBOROUGH COUNTY, FLORIDA	2019	ONGOING
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager and District Engineer for this 120 acre subdivision including 400 single family residential units and amenity center.		
LYNWOOD SUBDIVISION, HILLSBOROUGH COUNTY, FLORIDA	2018	ONGOING
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager and CDD Engineer for this 89 acre subdivision including 315 single family residential units and amenity center.		
POWERLINE ROAD SUBDIVISION, DAVENPORT, FLORIDA	ONGOING	ONGOING
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager and CDD Engineer for a 192 acre subdivision including 585 single family residential units and amenity center.		

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 <i>(City and State)</i> LYNWOOD SUBDIVISION, HILLSBOROUGH COUNTY, FLORIDA	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION <i>(If applicable)</i></td> </tr> <tr> <td>2019</td> <td>ONGOING</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>	2019	ONGOING
PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>					
2019	ONGOING					

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER LYNWOOD CDD	b. POINT OF CONTACT NAME LAURA COFFEY	c. POINT OF CONTACT TELEPHONE NUMBER (813) 574-5653
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project Manager and Interim CDD Engineer for a 89 acre subdivision including 315 single family residential units and amenity center.

CONSTRUCTION COST: \$14,000,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
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> TOWNE PARK ESTATES, HILLSBOROUGH COUNTY, FLORIDA	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2019</td> <td>CONSTRUCTION <i>(if applicable)</i> ONGOING</td> </tr> </table>		PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(if applicable)</i> ONGOING
PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(if applicable)</i> ONGOING			
23. PROJECT OWNER'S INFORMATION				
a. PROJECT OWNER TOWNE PARK CDD	b. POINT OF CONTACT NAME RENNIE HEATH	c. POINT OF CONTACT TELEPHONE NUMBER (863) 412-5300		
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>				

Project Manager and District Engineer for this 585 Master Planned Mixed Use Development including 1,500 single family residential units and amenity center surrounding a regional City Park. The project is located in southwest Lakeland, along Poley Creek. Permitting was through Polk County, FDEP SWFWMD, USACOE, FEMA and FDOT.

CONSTRUCTION COST: \$21,000,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
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

[illegible]

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	LYNWOOD SUBDIVISION	6	
2	TOWNE PARK ESTATES	7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

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

APPLICANTS APPROACH TO PROVIDING SERVICES AS DESCRIBED:

Absolute Engineering, Inc. has prior District Engineer experience and familiarity with the Cypress Ridge Development having served as Engineer of Record and Project Manager for the entire development. AEI will provide District support services related to Engineering, including preparation of documents in support of raising bonds to construct District improvements as well as oversight and certification of construction requisitions.

APPLICANT IS A CERTIFIED MINORITY WOMAN OWNED BUSINESS WITH THE STATE OF FLORIDA

APPLICANT WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS:

Absolute Engineering, Inc. understands the importance of performing the requested Engineering Services in a timely manner and within budget and is committed to meeting time and budget constraints requested by Cypress Ridge CDD.

CURRENT AND PROPOSED WORKLOADS OF THE APPLICANT:

Absolute Engineering, Inc. currently has capacity to provide Engineering Services to the Cypress Ridge CDD. Work currently ongoing constitutes a small percentage of the firm's total capacity and future workload is not projected to exceed the firm's capacity.

VOLUME OF WORK PREVIOUSLY AWARDED TO THE APPLICANT BY THE DISTRICT:

FINANCIAL CAPACITY:

Absolute Engineering, Inc. was established in 2008 and currently has 10 employees. The continues to grow and is financially sound with a backlog of ongoing projects.

APPLICANT DISCLOSURE OF ANY NEGATIVE ACTIONS:

Absolute Engineering, Inc. has had not termination of contracts, no defaults on any contract issued, no litigation involving any contract work and no governmental action of any kind.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

HEATHER E. WERTZ, PRESIDENT

5/13/2021

1. SOLICITATION NUMBER (If any)

314385

PART II - GENERAL QUALIFICATIONS

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


2a. FIRM (or Branch Office) NAME ABSOLUTE ENGINEERING, INC.			3. YEAR ESTABLISHED 2008		4. UNIQUE ENTITY IDENTIFIER 26-3119894	
2b. STREET 1000 N. ASHLEY DRIVE, SUITE 925			5. OWNERSHIP			
2c. CITY TAMPA		2d. STATE FL	2e. ZIP CODE 33602		a. TYPE S-CORPORATION	
6a. POINT OF CONTACT NAME AND TITLE HEATHER E. WERTZ, PRESIDENT			b. SMALL BUSINESS STATUS WMBE/SBE			
6b. TELEPHONE NUMBER (813) 221-1521			7. NAME OF FIRM (If Block 2a is a Branch Office)			
6c. EMAIL ADDRESS HEATHERW@ABSOLUTENG.COM						

8a. FORMER FIRM NAME(S) (If any)	8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER
N/A		

[illegible]

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

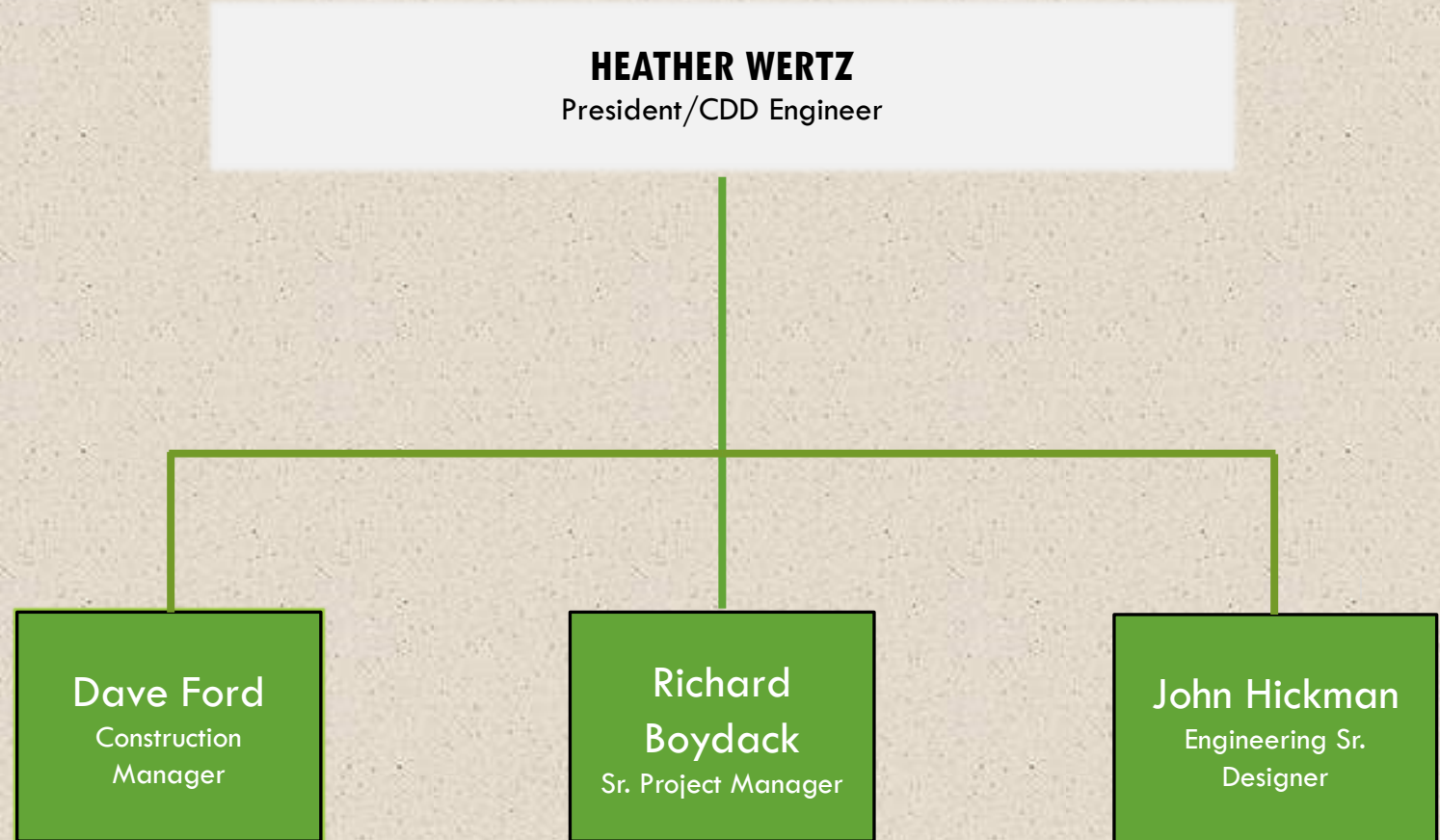
a. SIGNATURE 	b. DATE 5-13-21
c. NAME AND TITLE HEATHER E. WERTZ, PRESIDENT	

Section 5
ORGANIZATIONAL CHART



**ABSOLUTE
ENGINEERING, INC.**

ORGANIZATION CHART



Section 6
KEY PERSONNEL RESUMES

RESUME



HEATHER E. WERTZ, P.E., LEED A.P.

Absolute Engineering, Inc.
President

Heather E. Wertz, P.E., LEED® A.P. has over 27 years of civil engineering experience related to land development and roadway projects. She is involved in all aspects of the engineering design process from design and permitting through construction. Her vast array of project experience includes hydrologic and hydraulic analysis, stormwater management system design and permitting and drainage, paving, grading and utility design for large-scale residential, commercial, roadway and industrial projects. She has successfully led project teams in Pasco, Hillsborough and Polk Counties.

Ms. Wertz specializes in large scale drainage studies, master drainage, grading design, and permitting of stormwater management systems.

PERSONAL EXPERIENCE

Land Development:

Belmont, Hillsborough County, Florida – Senior Design Engineer a 885 acre residential community with 1550 residential units and extensive commercial development.

Bexley, Pasco County, Florida – Senior Design Engineer for a 6,800-acre Master Planned Development with 7,000 residential units and extensive commercial development. This project included master planning, engineering design, permitting and construction phasing. The project consisted of several phases of residential lots, roadways and associated stormwater management systems. This project also included the development of an existing conditions model for the 6,800-acre site located in the Anclote River Basin.

Boyette Farms, Hillsborough County, Florida – Senior Design Engineer of a 80 acre residential development with 270 lots.

EDUCATION

*Master of Business
Administration
University of South Florida
1998*

*Bachelor of Science in
Civil Engineering
University of South Florida
1994*

PROFESSIONAL REGISTRATION

*Professional Engineer
State of Florida
#54691*

LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

*American Society of Civil
Engineers (ASCE)*

RESUME

Major Roadway Projects

19th Avenue Widening and Intersection Improvements, Hillsborough County, Florida – Senior Design Engineer and Permitting of 2.0 miles of a 2-lane undivided rural section to serve the Maury Carter Development

Balm Road Extension, Hillsborough County, Florida – Senior Design Engineer for roadway and drainage improvements to serve the 100-acre Master Planned Belmont Development. Specific project responsibilities included design and permitting of the stormwater management system and detailed roadway and drainage design. The project scope included design and permitting of 1 mile of four-lane divided urban collector roadway through the Belmont Development.

Crestside Boulevard and U.S. Highway 301 Intersection Improvements, Hillsborough County, Florida – Senior Design Engineer and Permitting of Intersection Improvements to serve the Rivercrest Development.

Cross Creek Boulevard, Tampa, Florida – Senior Design Engineer and permitting of 2.5 miles of four-lane divided urban collector roadway to serve the Heritage Isles Development.

Connerton Boulevard and U.S. Highway 41 Intersection Improvements, Pasco County, Florida – Senior Design Engineer and permitting of 2 miles of four-lane divided urban arterial roadway to serve the Connerton Development.

Falkenburg Road, Hillsborough County, Florida – Senior Design Engineer and permitting of 1.0 mile of four-lane divided urban collector roadway from Madison Avenue to Everhart Drive to serve a Parkway Center Development Order.

Hillsborough Avenue (SR580), Hillsborough County, Florida – Drainage Engineer for the design and permitting of 2.2 miles of complete reconstruction of existing four lane roadway to an urban six-lane divided facility.

I-275, Hillsborough and Pasco Counties, Florida – Assisted in preparation of conceptual drainage design from Busch Boulevard to Fowler Avenue (1.7 miles). She also assisted in Location Hydraulics Report from Busch Boulevard to SR54 (16.3 miles).

Forest Brooke Collector Road, Hillsborough County, Florida – Engineer of Record for the design and permitting of 1.5 mile of four-lane divided urban collector roadway through the Forest Brooke Development.

Powerline Road Phase 1A & B Extension, Davenport, Polk County, Florida – Engineer of Record for the design and permitting of a half mile 4 lane divided urban roadway extension to serve the Bella Vita Subdivision including a bridge over Horse Creek.

Summerfield Boulevard, Hillsborough County, Florida – Design Engineer for the design and permitting of the extension of Summerfield Boulevard from Ambleside Drive to Woodbridge Road in South Hillsborough County. This project includes 670 linear feet of 2-lane undivided rural roadway extension and 2 intersection improvements. Design of a stormwater management system to serve the roadway facility as well as compensation for encroachment into the 100 Year Floodplain was also included.

Suncoast Parkway, Section 2B, Pasco County, Florida – Drainage Engineer for the design and permitting of 5.5 miles of four-lane limited access toll facility.

Symmes Road, Hillsborough County, Florida – Senior Design Engineer and permitting of 1.5 miles of four-lane divided urban collector roadway to serve the Rivercrest Development.

Tower Road, Pasco County, Florida – Design Engineer for design and permitting of 2.3 miles of four-lane divided collector roadway from Ashley Glen Boulevard to Sunlake Boulevard in Pasco County.

Commercial Projects

USF Bush Wash and Canopy – Project Manager of civil engineering and surveying with architectural and electrical services for USF Parking and Transportation Services Bus Wash and Canopy.

USF – The Park at Collins – Project Manager for design of a park site amenity including fountain, shade structure and seating, sidewalk, pavers, landscaping and irrigation.

RESUME



RICHARD S. BOYDACK, P.E.

Absolute Engineering, Inc.
Vice President

Richard S. Boydack, P.E. has over 27 years of civil engineering experience related to land development and roadway projects. He is involved in all aspects of the engineering design process from design and permitting through construction. His extensive experience includes hydrologic and hydraulic analysis, stormwater management system design, permitting, drainage and paving and grading design for large-scale residential, commercial, roadway and industrial projects. He has been a Senior Designer and Project Manager for project teams in Pasco, Hillsborough, Polk, City of Tampa and City of Lakeland.

Mr. Boydack specializes in large scale drainage studies, master drainage, roadway, and drainage design as well as permitting of stormwater management systems.

PERSONAL EXPERIENCE

Land Development:

Carlton Lakes West, Hillsborough County, Florida - Senior Project Design Engineer for 400 single family residential units for the Overall Planned Development. This project included, engineering design, SWFWMD, FEMA and County permitting and construction phasing. The project consisted of several phases of residential lots, roadways and associated storm water management systems. Project management responsibilities included coordination with staff involving plan preparation, scheduling and client meetings.

Dupree Lakes, Pasco County Florida – Senior Drainage Design Engineer for a 740-acre development with 700 residential lots. This project included engineering design, SWFWMD and County permitting and construction phasing. The project consisted of several phases of residential lots, roadways and associated storm water management systems. This project also included the development of a basin wide existing conditions model and the design of 1.5 miles of the Dupree Lakes Boulevard collector roadway.

EDUCATION

*Bachelor of Science in
Civil Engineering
University of Notre Dame
1988*

*Bachelor of Arts
Stonehill College
1987*

PROFESSIONAL REGISTRATION

*Professional Engineer
State of Florida
#51550*

PROFESSIONAL AFFILIATIONS

*American Society of Civil
Engineers (ASCE)*

RESUME

Fishhawk Ranch, Hillsborough County, Florida – Project Design Engineer for over 1000 residential lots within this extensive Master Planned Development. This project included engineering design, SWFWMD and County permitting and construction phasing. The project consisted of several phases of residential lots, roadways and associated storm water management systems. Special grading techniques were used in an extensive effort to save trees for large preserve areas to create a unique aesthetic. Master modeling and permitting for water, sewer and reclaimed water distribution systems for the entire Fishhawk development was also required.

Major Roadway Projects

Beardsley Drive 1st Extension, Pasco County, Florida – Senior Design Engineer for roadway design and permitting of new construction of 1.25 miles of two-lane undivided, urban collector roadway that serves the Wesley Chapel Lakes Development.

Bruce B. Downs Intersection Improvements, City of Tampa, Florida – Senior Design Engineer for roadway design and Permitting of Turn Lane off Bruce B. Downs on to Scala Spine Road.

Dorman Road Collector Road, Hillsborough County, Florida – Senior Design Engineer for roadway design and permitting of upgrade to existing Dorman Road from a rural section to approximately 1000 feet of a two-lane undivided urban collector roadway that serves the Fishhawk Ranch Phase 2, Parcels R2, X, Y and Z. Development.

Dupree Lakes Boulevard Collector Roadway, Pasco County, Florida – Senior Design Engineer for roadway design and permitting of new construction of approximately 1.5 miles of a four-lane divided urban collector roadway to serve the Dupree Lakes Development.

Dupree Lakes Boulevard Intersection Improvements, Pasco County, Florida– Senior Design Engineer for roadway design and permitting of turn lane off Ehren Cutoff Road on to Dupree lakes Boulevard.

Falkenburg Road Extension Intersection Improvements, Hillsborough County, Florida (04/2000-8/2000) – Senior Design Engineer and Engineer of Record for design and permitting of turn lanes and widening of Falkenburg Road Extension (two-lane divided urban section) to serve the Interchange Business Center Commercial Development.

Interchange Business Center Collector Roadway, Hillsborough County, Florida – Senior Design Engineer and Engineer of Record for roadway design and permitting of new construction of approximately 3000 feet of two-lane undivided urban collector roadway to serve the Interchange Business Center Commercial Development.

Oldwoods Avenue Extension, Pasco County, Florida – Senior Design Engineer and Project Manager for roadway design and permitting of new construction of 3900 feet of four-lane divided urban arterial roadway to serve the Union Park East Development.

Osprey Ridge Drive Collector Road, Hillsborough County, Florida – Senior Design Engineer for roadway design and permitting of new construction of approximately 1400 feet of two-lane undivided urban collector roadway to serve the Fishhawk Ranch Phase 2, Parcels BB and CC Development.

RESUME



DAVID W. FORD, C.B.O.

Absolute Engineering, Inc.
Chief Executive Officer

David W. Ford, C.B.O. has over 48 years of experience in both site development (horizontal) and building (vertical) plan review, permitting, project management, inspection and close out. His 26 year experience as an employee of Hillsborough County includes serving as a team leader on Capital Improvement projects, Manager of Inspection Services for residential and commercial development, Director of Building and Development Services and the County's designated Building Official. His Private Sector experience includes Senior Project Manager for large scale residential developments in Hillsborough, Pasco and Polk Counties, and as COO and CEO with a firm specializing in residential and commercial development in the same arena. Mr. Ford has a great depth of knowledge and experience in managing and directing large staffs of professionals and technicians, as well as client relations and citizen involvement. He is an immediate past Vice President and Life Director for the Tampa Bay Builders Association.

Mr. Ford is also a proud Air Force and Vietnam Veteran.

EDUCATION

*Construction Engineering &
Management
1984*

*United States Air Force Civil
Engineering Technical
School
1972*

PROFESSIONAL REGISTRATION

*Certified Building Official
International Code Council
#3140*

*Licensed Building Code
Administrator
Florida
#BU1007*

PROFESSIONAL AFFILIATIONS

*Building Officials Association
of Florida*

*Tampa Bay Builders
Association Life Director*

2



**CYPRESS RIDGE COMMUNITY
DEVELOPMENT DISTRICT**
Engineering Services – Continuous Contract

Qualification Statement

Due: 5/17/2021

Table of Contents

Tab 1 – Letter of Interest

Tab 2 – Firm Qualifications

Tab 3 – Complete Standard Form No. 330

Tab 4 - Licenses and Certifications

Tab 5 - Key Personnel

Tab 6 - Certified Minority Business

Tab 7 - Workload

Tab 8 - Volume of Work Previously Awarded to the Applicant by The District

Tab 9 - Additional Information

- Willingness to Meet Time and Budget
- Additional Project Examples
- Certificate of Insurance

Tab 1

Letter of Interest



May 14, 2021

Governmental Management Services Central Florida, LLC
c/o Jill Burns
219 E. Livingston Street
Orlando, Florida 32801

RE: LETTER OF INTEREST – CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
Engineering Services – Continuous Contract

Engineering Services

Dear Ms. Burns and District Selection Committee:

We appreciate the opportunity to submit our qualifications and look forward to your consideration of Crain Atlantis, Inc. Architects and Engineers (Crain Atlantis or C/A) as the consultant to provide Professional Engineering Services required for this contract.

Who We Are:

Crain Atlantis is an organization with over 45 years of experience in master planning, architecture, and engineering for various types of projects. We have an exceptionally well-trained staff, many of whom have been with the firm for over 10+ years. Crain Atlantis has successfully completed the design phase of multiple projects and is currently performing Construction Administration for the projects as the Prime Consultant, and others as subconsultant for other firms; the majority of which are CM at Risk delivery method. Our success is reflected on making connections with our clients through a shared vision from early concept to completion. We adopted the best visualization software technology that allows our clients to see their goals through our eyes – far beyond what a floor plan can offer. By implementing sustainability in our design, we help our clients make the best decisions for a projects' continuity and success.

Our mission is to design efficient systems and build sustainable solutions that improve communities.

The C/A Team:

Crain Atlantis, Inc.:	Architecture, Site Planning, MEP/FP, Civil, Structural. Construction Administration and Cost Estimating
Landscape Architectural Services, LLC	Landscape Architect

At Crain Atlantis, we design it, build it and believe in it.

- 1 We push the boundaries – We deliver change. With over five decades of industry experience, Crain Atlantis is a trailblazer in the architecture and engineering fields. We continue to challenge industry norms through holistic problem solving. We offer you strategic solutions through our unique firm structure and all-inclusive approach.
- 2 We set the standards – We drive innovation. Crain Atlantis sets the pace in industry advancement. With unparalleled efficiency and focus on communication, we utilize cutting-edge technology in architecture and engineering to bring you the most precise results.



CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT
Engineering Services – Continuous Contract

3

We make it personal – We design integrity. Crain Atlantis sees your vision and makes it our own. We take your satisfaction as our responsibility. We have streamlined the process to make it as simple and efficient as possible. From design to construction, we are there with both hands on to see your project to completion and your vision to fulfillment.

Our firm is intimately familiar with the Florida Building Code and all pertinent industry standards; yet we are also aware that every client has its own specific needs, and we work closely with decision makers to tailor the project to meet their specific needs. We have successfully designed, permitted, and built hundreds of projects in Florida over the past several decades.

Our team consists of professionals licensed by the Florida Department of Business and Professional Regulation in their respective trades. The team will be led by Mr. Albert R. Capellini, PE, which will be the District's point of contact. We are a full-service A/E firm with all disciplines in-house. We understand this is an engineering contract; however, we have access to licensed architects should the need arise.

C/A's principals will all provide an active role on the Team and are committed to the Cypress Ridge Community Development District and the success of the projects under this contract:

- Albert R. Capellini, PE, President – Civil/Structural Engineer of Record
- George M. Petrocelli, PE, Vice President – MEP Engineer of Record
- Jesus Fonte, CGC, Vice President of Field Operations – Construction Administration

All C/A's personnel referenced above may be reached at: 954-917-0411

As is evident from the Team of professional's we have assembled of very experienced personnel with long-standing stable histories in Florida - we are committed to the success of this contract and meeting the expectations of the District. We look forward to the opportunity to present our credentials in person.

Respectfully,



George Petrocelli, P.E. Executive Vice President

COVID in Architecture/Design

Architecture is an ever-changing field. We need to remain flexible to ensure compliance with any changes to building codes and design criteria.

The new restrictions placed on society have been a catalyst to rethink much of what we take for granted in the built environment. The way the world has adapted to this new lifestyle may forecast new normal following the COVID-19 outbreak.

Though we cannot say exactly what the future will look like, we can examine current trends, tactics and concepts that have played huge roles during the pandemic. The following trends may have long lasting impacts on the way buildings are designed.

We will continuously monitor all state, county and international building codes for any updates affected by COVID-19 along with any information provided by the American Institute of Architects (AIA) and also through our State required Continuing Education Requirement Courses.

As architects some of the ways we are adapting our design due to COVID-19:



Design for social distance, not social isolation.

Design for social distance, not social isolation. Communal spaces like hallways, waiting areas, lobbies, and elevators are the most contagious because that is where crowding occurs. Meet, interact, collect, and connect outdoors if you can. When inside, people (and beds) should be separated by 6 ft (2 m) to minimize droplet transmission. Reduce congestion and reliance on waiting rooms and other communal spaces where infectious and healthy people mix. Just as patients must be triaged to prioritize those most in need of care; spaces must be triaged to protect healthy people from getting sick—including healthcare workers and people with non-confirmed cases. Sequence the flows of people to limit unnecessary overlaps. Make sure to separate clean and dirty entrances, ensure proper donning and doffing areas for PPE, and consider how people and materials will be moving through the space.



Rethink material selection and treatment of surfaces.

Surfaces contaminated with infected droplets can transmit disease. Hospitals and kitchens use non-porous surfaces (e.g., stainless steel, plastic, composites) for infection control and ease of cleaning; these are proving to be materials where COVID-19 has been shown to live the longest. Take special care to routinely clean non-porous surfaces.



Make your spaces breathe better.

COVID-19 is mainly spread by droplets—produced by coughing, sneezing or even just talking—that can travel up to 6 ft (2 m). There is early evidence that smaller particles may be able to float even longer distances. In the latter situation, called airborne transmission, proper ventilation and simple airflows strategies can help.



To dilute and remove contaminated indoor air, open windows for cross ventilation (if appropriate, and if the space allows), or use exhaust fans or mechanical systems to pull air outside.



Air cleansing strategies are also an effective option, such as Germicidal Ultraviolet (GUV) air disinfection units or air filters.



Temporary shelters are never temporary.

Facilities struggling to meet patient surges will rely on the quick mobilization of “temporary” care spaces. Shelters that are meant as “pop ups” usually end up being used for much longer than intended, some beyond 20 years. Whether erecting a tent clinic or retrofitting a lobby, decisions we make now will have long term effects on institutions and communities. When the spigots of relief dollars begin flowing to temporary structures, invest in something that will last for a year, not a month.



Design for people, not just against pathogens.

Well-intentioned spaces will fail if they clash with how people will actually use them. Designs need to respect user and cultural preferences and anticipate natural human behaviors. All of us need to bring our best selves, knowing we are all in this together. Just as institutional, sterile spaces may evoke fear, dignified, human-centered spaces can instill trust and hope.

Where necessary, provide physical barriers

While it is easier to encourage employees to maintain good practices to avoid transmission of COVID, it becomes harder to enforce others that come to the office, including everything from deliveries to clients. Consider providing some clear temporary barriers at reception or at a minimum creating new processes that allow for contactless transfers of packages and the like.

Increase cleaning and sanitization

Increase janitorial services to your office, but also the ability for individuals to clean their own personal spaces and encourage employees to wipe down areas away from their desk that they are occupying, including conference rooms. Place sanitization products (wipes alcohol sprays, gels, etc..) throughout the office to reinforce this.

Design for social distance, not social isolation. Communal spaces like hallways, waiting areas, lobbies, and elevators are the most contagious because that is where crowding occurs. Meet, interact, collect, and connect outdoors if you can. When inside, people should be separated by 6 ft (2 m) to minimize droplet transmission. Reduce congestion and reliance on waiting rooms and other communal spaces where infectious and healthy people mix. Just as patients must be triaged to prioritize those most in need of care; spaces must be triaged to protect healthy people from getting sick—including healthcare workers and people with non-confirmed cases. Sequence the flows of people to limit unnecessary overlaps. Make sure to separate clean and dirty entrances, ensure proper donning and doffing areas for PPE, and consider how people and materials will be moving through the space.

The design of our spaces has the power to hurt us or to keep us safe. From floor layouts, to the choice of materials, to the circulation of air, every decision we make matters. Today, we draw upon lessons learned from the field, bringing infectious disease mitigation principles to inform our current decision making

Tab 2

Firms Qualifications

GA

Firm Profile

Crain Atlantis, Inc., formerly Crain Engineering Company/RHA Chartered was established in 1974 and is a unique multi-disciplined Architectural and Engineering firm, locally based in Deerfield Beach with a satellite office in Boca Raton, Florida. Crain Atlantis is a Small Business Enterprise with the City of West Palm Beach. We are also CCNA, and Small Business Enterprise certified by The School District of Palm Beach County.

Our in-house staff consists of highly competent persons that include Florida licensed: Architects, Engineers, State Certified General Contractors, Certified Building Officials and Roofing Consultants. The total span of expertise, coupled with integrity and a concern for good design and construction, has merited this group the reputation for setting standards of excellence and quality.

Our combined architectural/engineering services are focused on new, renovation and restoration projects which have included architectural, civil, structural, plumbing/ mechanical/electrical design, life safety design, indoor air quality control, security systems design (including burglar and fire), building envelope, and roofing design renovations. Additional designs include, but are not limited to, multi-housing developments, apartments, condominiums, single family homes, Media Centers, ADA Renovations, environment, civil, and structural. Our familiarity with the construction process has enabled us to successfully provide forensic expertise regarding building and project evaluation concerning construction and design and offer appropriate remedial solutions.

Our extensive experience in providing architectural design for projects including site development, roadway, pathway, landscaping, and site lighting. Our Team is experienced in engineering inspections for certification of projects and project close out.

We pride ourselves on our leadership's ability to be knowledgeable, creative, and organized for our collaboration. We engage in the critical thinking process on a daily basis for each project and we are always questioning assumptions, and rethinking choices, while exploring new directions and possibilities on behalf of our client's needs. Our primary goal is to have sustainability in all projects we take on, while offering the most cost-effective solutions.

Unlike other firms, our full-service in-house staff has worked successfully together on many various type projects in the past and is presently providing services on others. Our staff has clearly defined roles and duties specific to any project and presents an extremely cohesive and productive team. Our staff is available throughout the duration of the project, from the design process, through construction administration and closeout. Our organization is considered to be of optimum size; large enough to ensure professionalism, yet small enough to ensure personal attention to each of our clients and their needs. We welcome the opportunity to provide our services to the Solterra Community Development District (District).



LANDSCAPE
ARCHITECTURAL
SERVICES, LLC

Firm Profile

Name: Landscape Architectural Services, LLC.

Address: 1708 SE Joy Haven St. Port St. Lucie, FL 34983

Phone: 772-834-1357
772-631-8400

Type of firm: Limited Liability Partnership

Date incorporated: 10/01/2019

Partners: Paul Goulas
1262 SW Jacqueline Avenue Port St. Lucie, FL 34953
Brandon White
1708 SE Joy Haven Street Port St. Lucie, FL 34983

Federal EIN: 84-4267804

Our turnaround time for written responses to County or Tax Collector inquiries is 24 hours.

We need a minimum of 24 hours' notice to appear at the County for meetings or to meet separately with the Tax Collector.

ENGINEERING

We believe in better. Our skilled engineers at Crain Atlantis are dedicated problem solvers. We draw from our clients' needs and deliver services that make an impact—recognizing and addressing any latent issues along the way. Along with the design team, our engineers work diligently with expertise and precision to keep projects on track and focused on the main objectives of the project. We value the connections we make with our clients, and we work hard to manage both time and resources appropriately.

ENGINEERING SERVICES INCLUDE

CIVIL ENGINEERING:

- Site Planning
- Site Drainage Grading and Paving Design
- Site Utilities, Water Service, Fire Line, Sanitary
- Roadway Design
- Traffic Analysis
- Stormwater Analysis + Stormwater Management and Flood Routing
- Deep Well Drainage Discharge Design
- Retention/Detention Pond Designs
- Surface Water Permitting (Local and SFWMD)
- Pumping and Distribution Systems
- Lake Bank Evaluation
- Plat Services
- Water and Wastewater Plant Designs

STRUCTURAL ENGINEERING:

- Concrete, Steel, Wood Designs of Any Structure
- Structural Analysis Including Wind Load Designs per ASCE-7
- Tilt-Wall Building Design
- Reinforced Masonry Building Design
- Wood Structures
- Roof Truss Designs
- Multi Story Building Design
- Industrial Buildings
- Pre Manufactured Building Design

MECHANICAL, ELECTRICAL, PLUMBING (MEP) + FIRE PROTECTION ENGINEERING:

- Life Cycle Cost Analysis
- Commissioning
- Consulting and Planning
- Sustainability
- Energy Management
- Energy Analysis Studies
- Solar Powered DC Systems
- Lighting Design and Photometric Analysis
- Fire Alarm Implementation
- Water Conservation Design

ARCHITECTURE

We offer clients more than just design. Our licensed architects are passionate about delivering a vision that our clients can understand. The design process can be extensive and intimidating for most. Many of our clients come to us with an idea, and we take it as our job to map out that idea into a quantifiable and tangible product. At Crain Atlantis, our focus is in articulating goals and objectives, and we honor our clients by staying true to the main goal of any project regardless of the circumstance.

Crain Atlantis architects are more than just artists. We are collaborators. We are completely vested in making connections with our clients. We make a difference in architecture by paying due attention to variables that otherwise get overlooked. By adopting the best visualization software, we allow our clients to see their goals through our eyes—far beyond what any floor plan can offer. By implementing sustainability in our designs and bringing other disciplines to the table, we help our clients make the best decisions for a project's continuity. We truly believe that the success of a project only comes when a client shares our architectural vision and understands firsthand the true potential of their overall goal. By keeping the client involved and informed throughout the design process, we make sure they are part of the monitored progress towards the design goal.

ARCHITECTURE SERVICES INCLUDE

Master Planning	Conceptual Design Development
Programming	Interior Design
Site Planning	Corporate Branding
Space Planning	Sustainability
Feasibility Studies	Construction Administration
Accessibility Studies	



INTERIOR DESIGN

In 2019, Crain Atlantis took a further step into manifesting its mission of giving clients an extraordinary all-inclusive experience. Simplifying the process from vision to completion required the supplementation of interior design services. Through this addition, we ensure that every structural niche is seamless and every detail is up to perfection. We understand that interior design is more than just finding the best materials. We recognize that design has a maintenance correlation. We know our manufacturers and take design materials into deliberate consideration—the cost, the upkeep, and the overall value materials add to a project.

Our licensed interior designers are the baton carriers that see your vision to the finish line. We have a well-established network of specialists and vendors that partner with our interior designers. Over time, we've invested in and carefully developed personal vendor relationships in order to connect our clients to businesses they can trust.



ROYAL CREEK TENNIS CLUB

At Crain Atlantis, we seek to tell the story of our clients through our designs. We believe that architecture is the creative conduit to connection. We believe that quality design and the meticulous curating of the right materials lead to a final product that's more pleasing for the end user.

The owner at Royal Creek Tennis Club presented us with a unique design challenge to balance change with permanence. We

were asked to come up with a design that departed completely from the existing character of the building. We had to implement this change while maintaining integration with the interior of the building. In addition, we were also required to address the necessary functionality of a tennis club.

Elegance. Durability. Versatility. These were our immediate goals in our design. We paid attention to the play of natural light and

the dynamics of the interior architecture. We put our focus on acquiring a palette of materials that helped us tell the Royal Creek Tennis Club's story. In the end, we turned the reception desk into the warmest hello. We transformed an ordinary staircase into a monumental focal point. We created seating areas where friends have become family. We designed a place that was meant to be remembered—to be a part of every guest's personal story.

Tab 3

Standard Form 330

ARCHITECT – ENGINEER QUALIFICATIONS

PART 1 – CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

CYPRESS RIDGE COMMUNITY DEVELOPMENT DISTRICT Engineering Services – Continuous Contract - Hillsborough County, Florida

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

George M. Petrocelli, PE, Executive VP

5. NAME OF FIRM

Crain Atlantis Architects + Engineers

6. TELEPHONE NUMBER

954-917-0411

7. FAX NUMBER

8. E-MAIL ADDRESS

gpetrocelli@crainatlantis.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			
X				Crain Atlantis Architects + Engineers <input type="checkbox"/> CHECK IF BRANCH OFFICE	210 SW Natura Ave. Deerfield Beach, FL 33441	Prime: Engineering Services – other services the firm offers include: Architecture, MEP/FP, and Const. Administration
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)

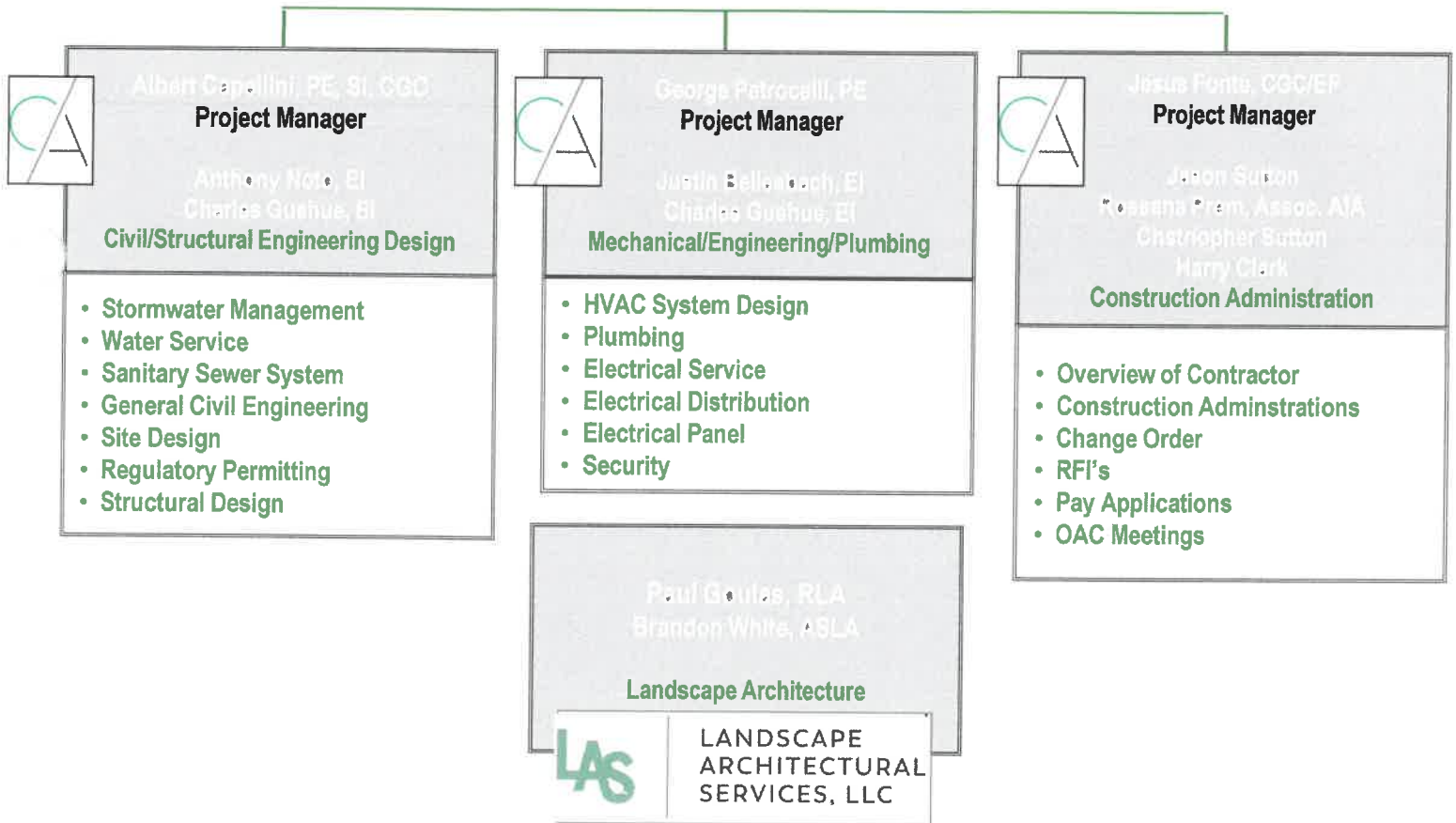
AUTHORIZED FOR LOCAL REPRODUCTION

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Albert Capellini, PE, SI, CGC
Project Manager/Point of Contact

CRAIN ATLANTIS
ARCHITECTS + ENGINEERS



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Albert R. Capellini, P.E.		13. ROLE IN THIS CONTRACT MEP/EOR		14. YEARS EXPERIENCE	
				a. TOTAL 40	b. WITH CURRENT FIRM 23

15. FIRM NAME AND LOCATION (City and State)
Crain Atlantis Architects + Engineers, Inc., Deerfield Beach, FL

16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Engineering; Civil/Structural Graduate Course in Civil/Structural Engineering Graduate Courses in Business Administration	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) State of Florida, North Carolina, New Jersey, New York – Professional Engineer; State of Florida – State Certified General Contractor, State of Florida – State Licensed (Structural) Threshold Inspector
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
American Academy of Environmental Engineers, Board Certified,
Broward County, Licensed Underground Contractor Engineering Construction

19. RELEVANT PROJECTS		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Record Enterprise Television Studios Lighthouse Point, FL	PROFESSIONAL SERVICES 2015	CONSTRUCTION (If applicable) 2020
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm EOR in charge of renovation and restoration of 4.5 acre existing commercial/retail building into a Class "A" office building. We designed hurricane resistant storefront and building windows for 170 MPH and calculated and design restraints for the uplift and overturning of 16 roof top HVAC units, including CRAC equipment and three 10-foot diameter satellite dishes. Role: EOR Const. Cost. \$11M		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Boca Teeca Condo 8, Boca Raton, FL	PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2020
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Crain Atlantis provided detailed engineering specifications for domestic water riser piping replacement for evaluation including cost estimates and construction documents for bidding and permitting. Once the contractor is selected and permits are approved, Crain Atlantis will be the construction administrator on this project. Role: EOR Const. Cost: \$4.6M		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Sterling Village Sanitary Piping Replacement and Paving, Boynton Beach, FL	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2021
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm The scope of this project consisted of in-progress observations to substantiate the selected contractors' work in accordance with the scope of work. It also included a review of the system test results before the project commenced and a final letter of completion to be submitted certifying that all processes used during the project complied with the Florida Building Code. Additional services provided included construction documents and specification to repave and seal the parking lots. Role: EOR Const. Cost: \$3.2M		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
The Encore Rehabilitation and Nursing Center, Boca Raton, FL	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2020
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Crain Atlantis assisted The Encore at Boca Raton facility by addressing the concerns expressed by the City of Boca Raton concerning their sanitary waste discharge into the City municipal main sanitary system. Crain Atlantis modified the existing filtration system with the installation of hydraulic cement to block all existing gaps between the basin floor and shelves and the installed filtration system. Role: EOR Const. Cost: less than \$100K		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Seminole Gaming, Hollywood, FL	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2017
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Prime A/E. Engineering and environmental site assessment services for a 100k SF warehouse. Conducted site reconnaissance, prepared a detailed written report of findings and conclusion for a professional assessment related to the development and conversion of an old RV park into a warehouse. Role: EOR		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME George M. Petrocelli, P.E.	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 50+	b. WITH CURRENT FIRM 33

15. FIRM NAME AND LOCATION (City and State)

Crain Atlantis Architects + Engineers, Inc., Deerfield Beach, FL

16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science in Industrial Engineering Tech AAS Electrical Engineering AAS Mechanical Engineering	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer: Florida, Massachusetts, Rhode Island Certified Radon Mitigation Specialist: State of Florida
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Sterling Village Sanitary Piping Replacement and Paving		2021	tbd
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Crain Atlantis performed design professional services for the renovation of a commercial / retail building, and 1.25-acre site into a full-service, state of the art, television broadcast studio. Crain Atlantis was responsible for the coordination and preparation of all construction documents related to civil, architectural, mechanical, electrical, plumbing environmental, and structural engineering. We designed all hurricane resistant storefront and building		
Record Enterprise Television Studios, Lighthouse Point, Florida		2015	2020
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Crain Atlantis performed design professional services for the renovation of a commercial / retail building, and 1.25-acre site into a full-service, state of the art, television broadcast studio. Crain Atlantis was responsible for the coordination and preparation of all construction documents related to civil, architectural, mechanical, electrical, plumbing environmental, and structural engineering. We designed all hurricane resistant storefront and building windows for 170 MPH and calculated and designed restraints for uplift and overturning of 16 roof top HVAC units, including CRAC equipment and three 10-foot diameter satellite dishes. Role: Project Manager Cost Over \$11M		
Pembroke Lakes School, Pembroke Pines, Florida		2016	2018
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Responsibility included the restoration of all HVAC system, Life Safety, Fire Protection, Civil engineering, HVAC and Roof redesigns in a multi building facility. We produced contract documents for bid to build a \$3,500,000 improvement of the facility. Role: Project Manager Const. Cost: \$3.5M		
Villa Magna Condominium Association, Inc., Highland Beach, Florida 33487		2013	2014
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Crain Atlantis Engineering performed a complete HVAC system wide replacement for 92-unit community in Highland Beach was redesigned and constructed. We were able to reduce the water and electricity consumption significantly by performing comprehensive HVAC analysis, design, and construction management of the multi- residential community. Deteriorating steel pipes were replaced with copper and PVC lines which reduced friction, and thus provided the energy needed for a more efficient operation. Older water heating and air conditioning units were replaced with energy-efficient models. The design included mounting roof top equipment with general uplift. The code used was ASCE-7 and the latest version not only require uplift from HVZ wind but overturning calculations for all equipment mounted on the roof. Role: Project Manager		
Seaward Properties Workforce Housing, Marathon, FL		2018	2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Site lighting, power, photometrics design, site fire line design, housing fire protection system design for a \$20M housing complex in Marathon. Complex is comprised of 6 multi-family buildings and 8 single family residences. Role: EOR		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Jesus Fonte, CGC, EF	13. ROLE IN THIS CONTRACT Director of Field Operations/Constr. Admin.	14. YEARS EXPERIENCE	
		a. TOTAL 20+	b. WITH CURRENT FIRM 13

15. FIRM NAME AND LOCATION (City and State)
Crain Atlantis Architects + Engineers, Inc., Deerfield Beach, FL

16. EDUCATION (DEGREE AND SPECIALIZATION) Associated Degree in Electrical Engineering	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Certified General Contract: Florida Certified Alarm Contractor: Florida
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Environ Restoration and 40 Year Certification	2016	n/a
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Restoration and development of existing 3 story buildings. The project included concrete restoration, structural improvements to pedestrian bridges and crosswalks. Provided daily on-site construction administration for construction value of \$2M. Role: Const. Admin.		
The Beresford Condominium, Boca Raton, FL	2020	n/a
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Expansion joint replacement, concrete restoration and special inspections of an existing boutique oceanfront condo community. Role: Const. Admin.		
Winston Towers 500, Sunny Isles Beach, FL	2020	n/a
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Performed special threshold inspections and construction administration services for the concrete restoration of a 24-story high rise building in Sunny Isles Beach. Role: Const. Admin.		
Record Enterprise Television Studios, Lighthouse Point, Florida	2015	2020
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Crain Atlantis performed design professional services for the renovation of a commercial / retail building, and 1.25-acre site into a full-service, state of the art, television broadcast studio. Crain Atlantis was responsible for the coordination and preparation of all construction documents related to civil, architectural, mechanical, electrical, plumbing environmental, and structural engineering. We designed all hurricane resistant storefront and building windows for 170 MPH and calculated and designed restraints for uplift and overturning of 16 roof top HVAC units, including CRAC equipment and three 10-foot diameter satellite dishes. Role: Const. Admin. Const. Cost Over \$3M		
Royal Creek Tennis Club, Deerfield Beach, FL	2019	2021
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Renovation of a private, recreational tennis facility. Latest Revit and BIM technology was used to prepare construction documents for the tennis court resurfacing of 12 playing courts. Provided MEP, architectural and interior design services and assisted with permitting & construction management. Role: Const. Admin		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Anthony Noto, EI	13. ROLE IN THIS CONTRACT Structural Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 40	b. WITH CURRENT FIRM 37

15. FIRM NAME AND LOCATION (City and State)

Crain Atlantis Architects + Engineers, Inc., Deerfield Beach, FL

16. EDUCATION (DEGREE AND SPECIALIZATION)

BS in Civil Engineering - University of Florida
Masters in Structural Engineering – University of Florida

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Florida EIT #1100023359

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
Royal Creek Tennis Club, Deerfield Beach, FL	2020	tbd
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
a. Design-Build renovation project that includes preparation of drawings and specifications through permitting for the revitalization of a private, recreational 12-court tennis facility building, site and pool. Crain Atlantis used the latest Revit and BIM technology to prepare construction documents for tennis court resurfacing, MEP, interior design, exterior lighting improvements, perimeter fencing, pool remodeling, and building construction of a CMU golf cart building. A cost estimate, schedule and feasibility study were also prepared for the client. Role: Structural Eng., Const. Cost:		
Winston Tower 500, Sunny Isles Beach, FL	2019	tbd
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
Crain Atlantis, Inc. is providing construction management engineering services. Role: Structural Engineer Const. Cost: \$3.8M		
Seaward Properties Workforce Housing, Marathon, FL	2018	2020
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
Seaward Properties Workplace Housing is a \$20 million complex located in Marathon Florida designed to provide affordable housing availability in the Florida Keys area. The complex is comprised of six multi-family buildings offering one-, two-, and three-bedroom apartments. Specific tasks include site visits to observe construction in progress. Role: Structural Engineer		
Parkway Middle School, Lauderhill, FL	2019	tbd
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
Design of Fire Alarm, HVAC Improvements and Building Envelope Improvements for the 150,000 SF elementary school. The project included a complete renovation of the HVAC system, new fire protection systems, building envelope improvements, and covered walkway renovations. HVAC renovations consisted of the design and specifications of a new, highly efficient campus chilled water system and over nine (9) air handling units, including controls and balancing. Fire Protection included the design of complete fire sprinkler coverage for the main school building, including design of a new fire line to feed the system. Building envelopment improvements included window and door repair, re-roofing, stucco and painting. Role: Structural Engineer Const. Cost: \$10M		
Environ Condominium Association, Lauderhill, FL	2017	2018
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
Crain Atlantis performed design, evaluation, and construction administration for buildings 7001, 7011. Project consisted of a building envelope and structural assessment, design, construction and construction administration for two midrise buildings, in connection with a forty-year certification. One four story building and one six-story building. Role: Structural Engineer Const. Cost: \$2.3M		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Charles Gushue, EIT	13. ROLE IN THIS CONTRACT Electrical PM / Const. Admin	14. YEARS EXPERIENCE	
		a. TOTAL 4	b. WITH CURRENT FIRM 4

15. FIRM NAME AND LOCATION (City and State)

Crain Atlantis Architects + Engineers, Inc., Deerfield Beach, FL

16. EDUCATION (DEGREE AND SPECIALIZATION)

Bachelor of Science – Electrical Engineering Florida Atlantic University

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Florida EIT

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

U.S. Navy – Aviation Electronics "A" School
Transducer "Dipping;" Sonar "C" School

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Seminole Gaming, Hollywood, FL	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2018
<p>a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Engineering and environmental site assessment services for a 100K SF warehouse. Conducted site reconnaissance, prepared a detailed written report of findings and conclusion for a professional assessment related to the development and conversion of an old RV park into a warehouse. Role: Project Engineer</p>		
Royal Creek Tennis Club, Deerfield Beach, FL	PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2021
<p>b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Full A/E Services for the renovation of a private, recreational tennis facility. We used the latest Revit and BIM technology to prepare construction documents for tennis court resurfacing of 12 playing courts (both clay and concrete), a two-story clubhouse, pool and support maintenance structures. Project was a Design-Build. Role: Project Engineer</p>		
Record Enterprise Television Studio, Lighthouse Point, FL	PROFESSIONAL SERVICES 2015	CONSTRUCTION (If applicable) 2020
<p>c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Crain Atlantis performed design professional services for the renovation of a commercial / retail building, and 1.25-acre site into a full-service, state of the art, television broadcast studio. Crain Atlantis was responsible for the coordination and preparation of all construction documents related to civil, architectural, mechanical, electrical, plumbing environmental, and structural engineering. We designed all hurricane resistant storefront and building windows for 170 MPH and calculated and designed restraints for uplift and overturning of 16 roof top HVAC units, including CRAC equipment and three 10-foot diameter satellite dishes. Role: Designer Const. Cost Over \$3M</p>		
Seaward Properties Workforce Housing, Marathon, FL	PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) 2021
<p>d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Site lighting, power, photometrics design, site fire line design, housing fire protection system design for a \$20M housing complex in Marathon. Complex is comprised of 6 multi-family buildings and 8 single family residences. Role: Designer</p>		
Sterling Village Condominium Association, Boynton Beach, FL	PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) 2019
<p>e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm</p> <p>Engineering & construction administration services provided for the phased, underground pipe replacements and pipelining repairs throughout the 42-acre, waterfront site. Also provided QA inspections, reviewed change orders, payment applications, and RFI's. Role: Designer</p>		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Justin Bellesbach	13. ROLE IN THIS CONTRACT Mechanical Project Eng. / Const. Admin	14. YEARS EXPERIENCE	
		a. TOTAL 3	b. WITH CURRENT FIRM 3

15. FIRM NAME AND LOCATION (City and State)

Crain Atlantis Architects + Engineers, Inc., Deerfield Beach, FL

16. EDUCATION (DEGREE AND SPECIALIZATION)

BS Mechanical Engineering – Florida Atlantic University

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	Seminole Gaming, Hollywood, FL	2017	2018
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Engineering and environmental site assessment services for a 100K SF warehouse. Conducted site reconnaissance, prepared a detailed written report of findings and conclusion for a professional assessment related to the development and conversion of an old RV park into a warehouse. Role: Project Engineer		
	Royal Creek Tennis Club, Deerfield Beach, FL	2019	2021
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Full A/E Services for the renovation of a private, recreational tennis facility. We used the latest Revit and BIM technology to prepare construction documents for tennis court resurfacing of 12 playing courts (both clay and concrete), a two-story clubhouse, pool and support maintenance structures. Project was a Design-Build. Role: Project Engineer		
	Record Enterprise Television Studio, Lighthouse Point, FL	2015	2020
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Crain Atlantis performed design professional services for the renovation of a commercial / retail building, and 1.25-acre site into a full-service, state of the art, television broadcast studio. Crain Atlantis was responsible for the coordination and preparation of all construction documents related to civil, architectural, mechanical, electrical, plumbing environmental, and structural engineering. We designed all hurricane resistant storefront and building windows for 170 MPH and calculated and designed restraints for uplift and overturning of 16 roof top HVAC units, including CRAC equipment and three 10-foot diameter satellite dishes. Role: Designer Const. Cost Over \$3M		
	Seaward Properties Workforce Housing, Marathon, FL	2018	2021
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Site lighting, power, photometrics design, site fire line design, housing fire protection system design for a \$20M housing complex in Marathon. Complex is comprised of 6 multi-family buildings and 8 single family residences. Role: Mechanical Designer		
	Sterling Village Condominium Association, Boynton Beach, FL	2018	2019
e.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Engineering & construction administration services provided for the phased, underground pipe replacements and pipelining repairs throughout the 42-acre, waterfront site. Also provided QA inspections, reviewed change orders, payment applications, and RFI's. Role: Mechanical Designer		

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

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

20. EXAMPLE PROJECT KEY NUMBER

1

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

Royal Creek Tennis Club, Deerfield Beach, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES
2019

CONSTRUCTION *(if applicable)*
2021

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Royal Creek Properties, LLC

b. POINT OF CONTACT NAME

Boris Gorban

c. POINT OF CONTACT TELEPHONE NUMBER

786-970-8533

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

Crain Atlantis, Inc. prepared drawings through permitting for the renovation of a private, recreational tennis facility located in Deerfield Beach, Florida. Crain Atlantis used the Latest Revit and BIM technology to prepare construction documents for the tennis court resurfacing of twelve (12) playing courts (both clay and concrete, a two-story clubhouse, pool, and support maintenance structures. Crain Atlantis completed mechanical, electrical, and plumbing design services inhouse, performed architectural and interior design services, and assisted with permitting and construction management. The project delivery method is a design-build. A cost estimate, schedule and feasibility study were prepared for the client.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Crain Atlantis, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Deerfield Beach, FL	(3) ROLE Engineer/Architect
b.	(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

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

20. EXAMPLE PROJECT KEY NUMBER

2

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

Record Enterprise Television Studios, Lighthouse Point, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES
2015

CONSTRUCTION *(If applicable)*
2020

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

RETV

b. POINT OF CONTACT NAME

Wilson Cardoso

c. POINT OF CONTACT TELEPHONE NUMBER

305-347-5131/954-366-8404

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

Crain Atlantis performed design professional services for the renovation of a commercial / retail building, and 1.25-acre site into a full-service, state of the art, television broadcast studio. Crain Atlantis was responsible for the coordination and preparation of all construction documents related to civil, architectural, mechanical, electrical, plumbing environmental, and structural engineering. Crain Atlantis was responsible for storm water management, site planning, and interior design. The media centers at Record Enterprise Television (RETV) included engineering of acoustical attributes, as well as recording rooms, dressing rooms, and a technical data facility. In addition, a professional chroma studio, and main studio with suspended grids were all designed inhouse by Crain Atlantis. Architectural elements included the redesign of an existing 25,000 sq. ft building; Walls, ceilings, and roofs of the studio were acoustically designed to mitigate unnecessary noise.

The scope of work included life safety and security with controls for all entry points, including interior access control, using biometric and card readers. A fire sprinkler and dry fire suppression system for the studios were also included. Crain Atlantis provided renovations to the existing roof structure to support fourteen (14) roof-top units, plus various chiller systems. The Crain Atlantis architectural team provided a 1/8" scale model of the building (interior and exterior), and 3-D renderings for both the exterior and lobby. Total value estimated over 8 million dollars. Const. Cost \$11 M



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

(2) FIRM LOCATION *(City and State)*

(3) ROLE

a. **Crain Atlantis, Inc.**

Deerfield Beach, FL

Civil, MEP Engineer and
Construction Administration

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

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

20. EXAMPLE PROJECT KEY NUMBER

3

21. TITLE AND LOCATION (City and State)

**Broward County Community Development District
Broward County, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES
2005

CONSTRUCTION (If applicable)
2008

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Broward County

b. POINT OF CONTACT NAME

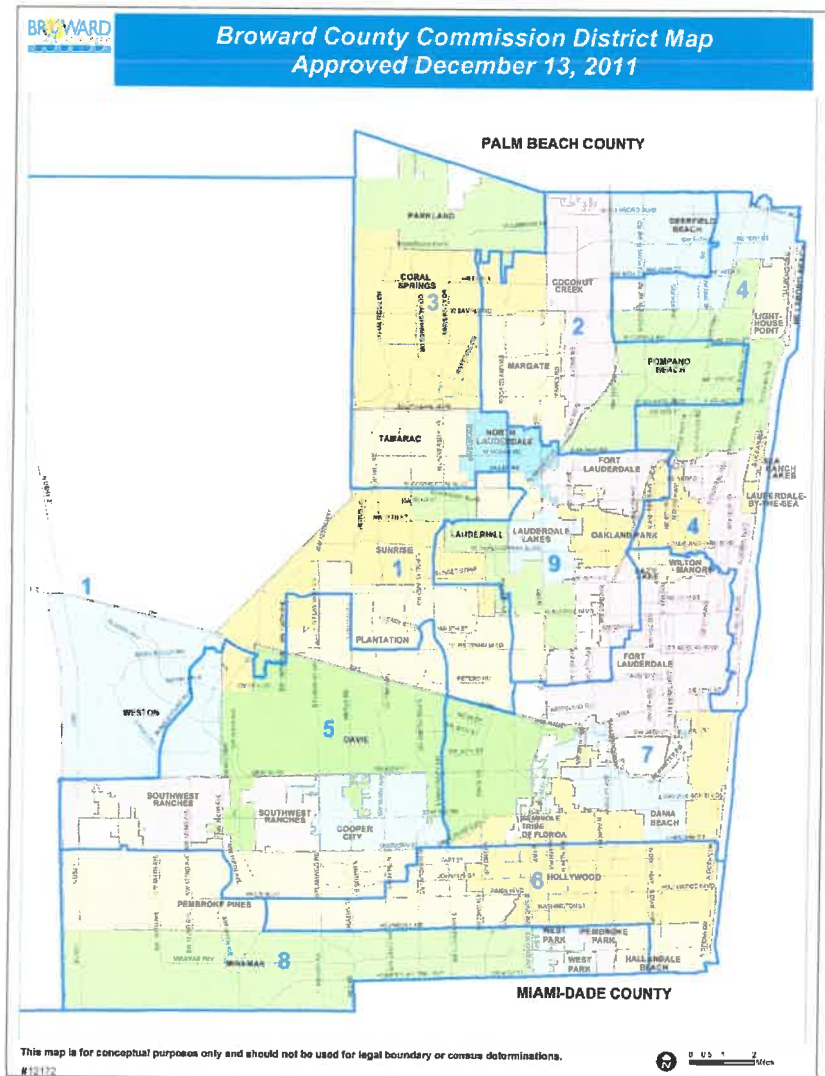
Fernando Del Dago

c. POINT OF CONTACT TELEPHONE NUMBER

561-792-5632

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

Civil, architectural, and MEP design services were provided for the Broward County Community Development program. The residential redevelopment program provided an opportunity for residents to have a new residence constructed on their existing site. The program provided for demolition of the existing home and for the construction of the new residence. The upgrade costs was offset by the Broward County program funding. Construction cost ranged from \$65,000 to \$75,000 per residence.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Crain Atlantis, Inc.	Deerfield Beach, FL	Full A/E

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

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

20. EXAMPLE PROJECT KEY NUMBER

4

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

Seminole Tribe Gaming, Hollywood, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES
2017

CONSTRUCTION *(If applicable)*
2018

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Seminole Tribe of Florida

b. POINT OF CONTACT NAME

Jonathan Ruiz, Director of Pre-Const.

c. POINT OF CONTACT TELEPHONE NUMBER

954-585-5676

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

Provided engineering services for a 100,000 square foot memorabilia, warehouse. Crain Atlantis's scope of services included an Environmental Site Assessment that reviewed environmental and historical records to identify Recognized Environmental Conditions (RECs). Crain Atlantis conducted site reconnaissance, preparing a detailed written report of findings and conclusions for a professional assessment related to the development, and conversion of an old RV park into a 100,000-foot warehouse for SGA. Crain Atlantis assisted with engineering inspections, and construction administration in accord with the unique requirement of the Seminole Tribe of Florida.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Crain Atlantis, Inc.	Deerfield Beach, FL	Engineer/Architect
b.			

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
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21. TITLE AND LOCATION <i>(City and State)</i> Wellington Landings Middle School Wellington, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018	CONSTRUCTION <i>(If applicable)</i> 2020

23. PROJECT OWNER'S INFORMATION
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a. PROJECT OWNER Broward County Public Schools	b. POINT OF CONTACT NAME Richard Jones, CBO, CFM, LEED-AP	c. POINT OF CONTACT TELEPHONE NUMBER 954-324-3726
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>
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Renovation of 38 bathrooms replacement of water fountains, hot water heaters, 6 mop sinks and installation or replacement of 5 water shut off valves.

4 Phased projects (which Crain Atlantis performed II and III;
 II – Plumbing upgrades/renovations and III – Interior renovations

Description of factors that influenced changes to final total project cost: Concealed conditions discovered during the demolition phase resulted in additional plumbing expense in order to comply with code requirements. Final contingencies were not fully used, therefore the resulting project credit to the Owner totaled \$22k

Initial Total Project Cost \$1.34M
 Final Total Project Cost \$1.32M.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME Crain Atlantis, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Deerfield Beach, FL
		(3) ROLE MEP Engineering
b.	(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

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

20. EXAMPLE PROJECT KEY NUMBER

7

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

Cypress Trails Elementary School
Royal Palm Beach, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2018

CONSTRUCTION *(If applicable)*

2020

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Palm Beach County School District

b. POINT OF CONTACT NAME

Glen Armbruster, LEED AP BD+C

c. POINT OF CONTACT TELEPHONE NUMBER

(561) 882-1918 Px 21918

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

Renovation of 38 restrooms including new fixtures, partitions, floor and wall tiles. Project Cost: \$1.8 Million.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Crain Atlantis, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Deerfield Beach, FL	(3) ROLE MEP Engineering
b.	(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

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

20. EXAMPLE PROJECT KEY NUMBER

8

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

Environ Condo
Deerfield Beach, FL

22. YEAR COMPLETED

PROFESSIONAL SERVICES
2017

CONSTRUCTION *(If applicable)*
2018

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Environ Condo Association

b. POINT OF CONTACT NAME

Bennett Cinguegrana

c. POINT OF CONTACT TELEPHONE NUMBER

954-662-9013

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

Design, evaluation and construction administration for buildings 7001, 7011. Project consisted of a building envelope and structural assessment, design, construction and construction administration for two midrise buildings, in connection with a forty-year certification. One four story building and one six-story building. The total restoration construction cost was \$450,000. We performed the following tasks:

- Investigated the building envelope, concrete spalling, reinforcement deterioration, stucco delamination, envelope restoration, balcony railings and other post tension and reinforced concrete elements.
- Prepared final design report delineating the repairs necessary to meet the forty-year certification requirements of Broward County.
- Provide assessment of the electrical, HVAC fire alarm and security systems. Activities included entering units to verify electrical panels, HVAC operation and general conformance to current building code. Also evaluated life safety, control system, elevators and other control elements for the complex.
- Performed daily construction administration and on-site construction supervision for the restoration for both buildings including elevated crosswalks and structural related components associated with the restoration of the billing.
- Specific tasks included review of change orders, RFI's, pay applications, documentation and verification for the certification required by the county.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

(2) FIRM LOCATION *(City and State)*

(3) ROLE

a.

Crain Atlantis, Inc.

Deerfield Beach, FL

Civil and Structural Engineering

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

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

20. EXAMPLE PROJECT KEY NUMBER

9

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

**Sterling Village Sanitary Piping Replacement and Paving,
Boynton Beach, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES
2021

CONSTRUCTION *(if applicable)*
tbd

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Sterling Village Condominiums

b. POINT OF CONTACT NAME

Jeff Fisher

c. POINT OF CONTACT TELEPHONE NUMBER

561-732-4155

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

Sterling Village needed to repair or replace their old sanitary piping system within budgetary and time constraints. In most cases, changing piping entails 3 to 6 months' worth of work at the cost of both the residents and the facility. Crain Atlantis' solution to Sterling Village's piping issue is an internal pipe liner that can be put into old pipes through access at the roof or ground level. The process only takes a few days' worth of work requiring no damage to walls or heavy disruption to residents. Crain Atlantis guaranteed efficient sanitary piping for the next 80 to 100 years. The scope of this project consisted of in-progress observations to substantiate the selected contractors' work in accordance with the scope of work. It also included a review of the system test results before the project commenced and a final letter of completion to be submitted certifying that all processes used during the project complied with the Florida Building Code. Additional services provided included construction documents and specification to repave and seal the parking lots.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Crain Atlantis, Inc.	Deerfield Beach, FL	Civil, MEP Engineer and Construction Administration
b.	(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 <div style="font-size: 2em; text-align: center;">10</div>	
21. TITLE AND LOCATION (City and State) Accu Place Headquarters Royal Palm Beach, FL		22. YEAR COMPLETED	
		PROFESSIONAL SERVICES <div style="text-align: center;">2014</div>	CONSTRUCTION (If applicable) <div style="text-align: center;">2015</div>
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER Private Client		b. POINT OF CONTACT NAME Robert Linscott, Project Manager	
		c. POINT OF CONTACT TELEPHONE NUMBER 561-239-3133	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)			

The Accu Place Headquarters project consisted of complete HVAC system replacement and electrical and lighting upgrades. In addition, the project also included fire alarm, security, and structural modifications for this 2-story, 80,000 Sq. Ft. manufacturing facility, located in Plantation, FL. Interior renovations and specialty design for this state-of-the-art renovation of a manufacturing facility were significant. The fire alarm and security system design was fully addressable, providing each device with an address location enabling the specific detector triggered to be quickly identified, and allowing for the entire system to be monitored. The sophisticated fire protection system design by CAE provided a reliable method of alerting danger, while also enabling smooth evacuation in the event of an emergency.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME Crain Atlantis, Inc.	(2) FIRM LOCATION (City and State) Deerfield Beach, FL
		(3) ROLE Structural, MEP/FP and Civil Engineering
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)
		(3) ROLE

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Tennis Club	6	Villa Magna
2	Record TV Studio	7	Cypress Trails
3	Broward Community Development District	8	Deerfield Beach Professional Center
4	Seminole Tribe Gaming	9	Sterling Village
5	Wellington Landings	10	Accu Building

Approach

Our general approach to a typical project considers the following:

1. Collection of Information

Crain Atlantis will gather available existing information on the proposed project, including any existing site documentation. This information will be organized, cataloged, and reviewed by the architects and engineers at Crain Atlantis to organize a list of action items necessary for regulatory approvals. Our design team will perform a site visit to the project site and buildings utilities, HVAC, plumbing and electrical systems. Coordination will be given to related structural roof and architectural features and utilize Leica Scanner technology. Our team will perform site reconnaissance, capture site scan data, and maximize 3D laser scanning and scan-to-BIM technology.



2. Project Programming

Once the information is gathered, organized, and reviewed by our project team, Crain Atlantis will arrange to have several meetings between project stakeholders and the design team. These meetings will coordinate the details and goals related to the specific project's needs. The result of the programming phase is reflected in a comprehensive summary of findings, and data analysis report to illustrate modification requirements. With data on hand, the design team will develop plans for remedial or new systems replacement.

3. Preliminary and Conceptual Design

Once the goals and objectives are determined via programming, Crain Atlantis will develop conceptual plans using Revit and BIM 3d modeling software. These documents will identify proposed solutions to the scope of services. At this conceptual stage, Crain Atlantis will identify suggested materials and system improvements that may be required. During the conceptual design, Crain Atlantis will provide, and continuously monitor a comprehensive cost estimate to ensure proper budgeting of the project. Our primary goal is to design the most cost-effective solutions that can arrive on time, meet landlord requirements, and be constructed within budget. Crain Atlantis will propose solutions to control costs while maintaining design intent. Crain Atlantis will submit these conceptual and preliminary plans to the building department for review. Crain Atlantis will coordinate meetings with Broward County to discuss any items of concern. Utilizing Newforma project management software, the design team and stakeholder will be continuously updated.



4. Development of Construction Documents

Once the comments have been incorporated in the conceptual plans, Crain Atlantis will prepare the construction documents. These documents will include the following: plans, engineering design, construction engineering, and inspection services. In addition, Crain Atlantis will also prepare the necessary bid specifications to be used for contractor bidding, and provide a full project narrative, cost estimate and plan set for construction permitting.

H. ADDITIONAL INFORMATION CONT.

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

5. Final Cost Estimate/ Budget Cost

Estimates will be finalized, and the construction budget will be prepared.

6. Submissions to Collier County

The 100% complete construction documents and specifications will be submitted to the building department review. The client will receive the final bid documents for issuance to prospective bidders. Crain Atlantis will work closely with District, to address all concerns required to obtain permit approvals.



7. Contract Award

The received bids will be evaluated by District's Personnel and Crain Atlantis, selection of bidder finalist will be made. Negotiations with the selected bidder will be performed and the final contractor selection will be made. The contract documents will be prepared and awarded to the selected bidder. Crain Atlantis will assist the owner with bid administration, as necessary.

8. Construction Administration

The construction administration phase includes site visits, observations, and inspections by Crain Atlantis to ensure that the construction is in accord with the contract documents, applicable codes, and life safety requirements. Crain Atlantis reviews contractor pay requests, change order requests, shop drawings, and selection of materials and equipment for compliance with the project. Minutes and photo documentation of the work-in-progress is maintained. Construction meetings between all involved parties are scheduled as required to maintain the project schedule.



9. Project Closeout

The project close-out phase incorporates all of Collier County and the District's requirements and procedures. Crain Atlantis will assist with final documentation and obtain all required signatures for closeout.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

05-14-2021

1. SOLICITATION NUMBER (If any)

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

2a. FIRM (OR BRANCH OFFICE) NAME Crain Atlantis, Inc.			3. YEAR ESTABLISHED 1974		4. DUNS NUMBER 073866584		
2b. STREET 210 SW Natura Avenue			5. OWNERSHIP a. TYPE S-Corp b. SMALL BUSINESS STATUS SBE w/Palm Beach County 7. NAME OF FIRM (If block 2a is a branch office)				
2c. CITY Deerfield Beach		2d. STATE FL					2e. ZIP CODE 33441
6a. POINT OF CONTACT NAME AND TITLE George M. Petrocelli, PE, Vice President							
6b. TELEPHONE NUMBER 954-917-0411		6c. E-MAIL ADDRESS Crainatlantis@crainatlantis.com					
8a. FORMER FIRM NAME(S) (If any) Per-Merge: Crain Engineering Company, Inc., (1974) and Atlantis Environmental Engineering, Inc., (1992)			8b. YR. ESTABLISHED 1974		8c. DUNS NUMBER		

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	Admin	2		A01	Acoustics, Noise Abatement	3
06	Architect	2		C15	Const. Management	5
08	CADD Technicians	2		C18	Cost Estimates/Engineering	3
12	Civil Eng.	2		D04	Design-build	3
16	Const. Manager	2		E03	Electrical Studies & Design	4
18	Cost Engineer/Estimator	1		E05	Elevators, People Moving	2
21	Electrical Engineer	1		E08	Engineering Economics	2
42	Mechanical Engineer	2		F03	Fire Protection	5
48	Project Manager	3		F05	Forensics Engineering	5
56	Specifications Writer	1		H11	Housing/Residential	4
57	Structural Engineer	1		I01	Industrial	5
				E02	Educational	5
				R12	Roofing	3
	Other Employees					
	Total	19				

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	
		1. Less Than \$100,000	6. \$2 million to less than \$5 million
a. Federal Work	0	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
b. Non-Federal Work	6	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
c. Total Work	6	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

The foregoing is a statement of facts.

Tab 4

Licenses and Certifications



Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

SPECIAL INSPECTOR NUMBER: 1080

CAPELLINI, ALBERT R.

210 SW NATURA AVENUE
DEERFIELD BEACH FL 33441

LICENSE NUMBER: PE35158

EXPIRATION DATE: FEBRUARY 28, 2023

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

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



Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

CAPELLINI, ALBERT ROLAND

ATLANTIS ENVIRONMENTAL ENGINEERING INC
210 SOUTHWEST NATURA AVE
DEERFIELD BEACH FL 33441

LICENSE NUMBER: CGC055875

EXPIRATION DATE: AUGUST 31, 2022

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Ron DeSantis, Governor

Henry Rodriguez, Secretary

dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

FONTE, JESUS ANGEL

PROVIDENCE CONSTRUCTION GROUP, INC.
3626 NW 111TH AVE
SUNRISE FL 33351

LICENSE NUMBER: CGC1515239

EXPIRATION DATE: AUGUST 31, 2022

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Ron DeSantis, Governor

Henry Rodriguez, Secretary

dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

ELECTRICAL CONTRACTORS LICENSING BOARD

THE ALARM SYSTEM CONTRACTOR I HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

FONTE, JESUS ANGEL

PROVIDENCE FIRE & SECURITY SYSTEMS INC
3626 NW 111TH AVE
SUNRISE FL 33351

LICENSE NUMBER: EF20000893

EXPIRATION DATE: AUGUST 31, 2022

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Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

PETROCELLI, GEORGE MICHAEL

210 SW NATURA AVENUE
DEERFIELD BEACH FL 33441

LICENSE NUMBER: PE34089

EXPIRATION DATE: FEBRUARY 28, 2023

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Ron DeSantis, Governor

Halsey Beshears, 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

QUALIFIED PROFESSIONAL MANGROVE TRIMMER

GOULAS, PAUL A

1262 SW JACQUELINE AVE
PORT SAINT LUCIE FL 34953

LICENSE NUMBER: LA6666807

EXPIRATION DATE: NOVEMBER 30, 2021

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Business Tax Office
150 NE 2nd Ave.
Deerfield Beach, FL 33441
Phone: (954)480-4333
E-mail: web.btr@deerfield-beach.com



Deerfield Beach
Florida

Business Tax Receipt License

2020-2021

License Number: 21-00024520

Date Issued: 8/12/2020

Expires: 9/30/2021

CRAIN ATLANTIS ENGINEERING INC
210 SW NATURA AVE BLD1

DEERFIELD BEACH FL 33441

Classification: ENGINEERING SERVICES/ENGINEER
Business Location: 210 SW NATURA AVE BLD1
Service(s): OFFICE: 3 ENG: 1 ARCH
Control Number: 0179850

Tax Amount \$ 117.60	Add Fees \$ 513.86	Penalty \$ 0.00	Total Amount Paid \$631.46
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Notice: This Tax Receipt becomes **NULL** and **VOID** if ownership, business name, or address changed. Business owner must apply to Business Tax Office for Transfer.

Detach and retain for your records

*** Business Tax Receipt ***

2020-2021

- This Business Tax Receipt represents proof of payment of your Business Tax Fee for the period of October 1st to September 30th. Please exercise diligence in maintaining this receipt.
- Once you have obtained a Deerfield Beach Business Tax Receipt, you will be sent a renewal notice each year beginning July 1st, (90 days prior to expiration) to the address listed on the Receipt. Please check all Receipt information and report any errors to us immediately. The City may impose fines and penalties for failure to renew this Receipt.
- Your current Receipt shall be posted so that it is able to be viewed by anyone upon entering your place of business.
- If you change your business name, ownership or location, you must apply for a new Tax Receipt.
- If you have more than one location, you must obtain a Receipt for each location.
- For information on signage regulations, visit the City's website at www.deerfield-beach.com/signage.

Increase traffic to your business by participating in the City's Recycling Rewards Program!

Residents who recycle on a regular basis are accumulating points to be redeemed for rewards at participating businesses to claim discounts and gift certificates. Participating businesses see increased traffic from this program and those that have a commercial recycling account serviced by the City receive additional rewards.

To learn how to have your business become a Rewards Partner, please contact Recycling Perks at info@recyclingperks.com. For information on how to set up a commercial recycling account, contact the City's Recycling Division at 954-480-4454.

This Receipt does not represent an endorsement or certification of the business listed herein by the City of Deerfield Beach.

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 - 954-831-4000
VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

Recpt #: 316-443
Business Type: ARCHITECT (ARCHITECT)

Business Opened:12/02/1994
State/County/Cert/Reg:AA/6001958
Exemption Code:

For Vending Business Only						
Number of Machines:			Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid
36.00	0.00	0.00	0.00	0.00	0.00	36.00

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Receipt #WW-19-00198086
Paid 07/20/2020 30.00

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000
VALID OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

Receipt #: 316-443
Business Type: ARCHITECT (ARCHITECT)

Business Opened: 12/02/1994
State/County/Cert/Reg: AA26001858
Exemption Code:

Signature		For Vending Business Only					
		Number of Machines:				Vending Type:	
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid	
\$0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	

Receipt #WW-19-00198086
Paid 07/20/2020 30.00



State of Florida

Department of State

I certify from the records of this office that CRAIN ATLANTIS, INC. is a corporation organized under the laws of the State of Florida, filed on July 13, 2006.

The document number of this corporation is P06000093135.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on February 12, 2021, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Fifth day of March, 2021*



Ronald R. DeSantis
Secretary of State

Tracking Number: 6213931152CC

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

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

State of Florida

Department of State

I certify from the records of this office that LANDSCAPE ARCHITECTURAL SERVICES, LLC is a limited liability company organized under the laws of the State of Florida, filed on September 24, 2019, effective October 1, 2019.

The document number of this limited liability company is L19000240763.

I further certify that said limited liability company has paid all fees due this office through December 31, 2021, that its most recent annual report was filed on March 9, 2021, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Tenth day of May, 2021*



Randy Be
Secretary of State

Tracking Number: 8351866358CU

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

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

Tab 5

Key Personnel

KEY PERSONNEL

Lead Civil/Structural Engineer: Albert Capellini – Mr. Capellini has over 35 years of engineering and management experience, including all phases of civil/structural, sanitary and environmental engineering, with particular emphasis toward private and municipal projects for major pumping systems, drainage, water and wastewater treatment plants and related structures. He was responsible for the managements, design and construction of flood control and site drainage, water and wastewater treatment facilities in three major nuclear power plants, each having a related construction value of over \$2 billion. Other notable drainage, water and wastewater and municipal projects include Orange County, New York, Boca Raton, Florida, the City of Deerfield Beach, and the City of Newburgh New York. Mr. Capellini has conducted and directed engineering, design, and construction activities for over 100 major construction projects, as well as 9 water and wastewater treatment plants residential projects, 20 sanitary landfill designs; 10 solid waste plans, including biomass composting and other technologies; 30 surface water management and drainage plans; as well as several major power facilities. He has been involved in the development of environmental systems, including the evaluation and design of water and wastewater treatment in Amman, Jordan. His technical experience for water treatment includes lime softening, reverse osmosis, membrane softing and flash evaporation. His technical experience is wastewater treatment is both anaerobic as well as aerobic digestion. Also, as Mayor of Deerfield Beach, he oversaw the Deerfield Beach emergency operation center design and construction.

Lead Construction Administration: Jesus is Vice President of Field Operations. He has over 20+ years of construction experience which includes site development, site inspections, code compliance verification, construction project management, planning, cost estimating, scheduling, financial control and fire alarm and fire sprinkler systems design for schools and commercial projects. He has worked on over 15 public schools in the Palm Beach County and Broward County area. He has also performed forensic investigations for multiple type projects and serves as an expert witness pertaining to construction services in depositions, mediations, and trials throughout his career.

Lead MEP/FP Engineer: George Petrocelli PE. Mr. Petrocelli is a Professional Engineer with 50+ years of extensive experience in the design, preparation, and construction management of contract documents for plumbing, heating, ventilation, and air conditioning of residential, industrial, and commercial projects. He is a leader in the engineering field. Mr. Petrocelli managed and directed multiple and various type projects in south Florida and throughout the United States. Mr. Petrocelli brings his 50+ years of mechanical and electrical engineering experience to every project.

Crain Atlantis is a full-service A/E firm and has the ability to draw from our in-house resources should the need arise.



Albert Capellini, P.E., S.I., CGC
Structural Engineer

Mr. Capellini, Principal of Crain Atlantis Architecture + Engineering, Inc. (C/A) has over 35 years of engineering and management experience, including all phases of civil/structural, sanitary, and environmental engineering, with particular emphasis toward local school districts, private and municipal projects for major pumping systems, drainage, water and wastewater treatment plants and related structures.

Mr. Capellini has conducted and directed engineering, design, and construction activities for over 100 major construction projects which include projects for both the School District of Palm Beach County and the School Board of Broward County. Additionally, he managed 9 water and wastewater treatment plants, 20 sanitary landfill designs; 10 solid waste plants, including biomass composting and other technologies; 30 surface water management and drainage plans; as well as several major power facilities.



Jesus Fonte, CGC, EF
Construction Administration

Jesus is Vice President of Field Operations. He has over 20+ years of construction experience which includes site development, site inspections, code compliance verification, construction project management, planning, cost estimating, scheduling, financial control and fire alarm and fire sprinkler systems design for schools and commercial projects. He has worked on over 15 public schools in the Palm Beach County and Broward County area. He has also performed forensic investigations for multiple type projects and serves as an expert witness pertaining to construction services in depositions, mediations, and trials throughout his career.



George Petrocelli, PE
MEP/FP Engineer

Mr. Petrocelli is a Professional Engineer with 50+ years of extensive experience in the design, preparation, and construction management of contract documents for plumbing, heating, ventilation, and air conditioning of residential, industrial, and commercial projects. He is a leader in the engineering field. Mr. Petrocelli managed and directed multiple and various type projects in south Florida and throughout the United States. Mr. Petrocelli brings his 50+ years of mechanical and electrical engineering experience to every project.





Anthony Noto, EIT Civil/Civil/ Structural Engineer

Mr. Noto is a full-time Structural Engineering Intern with duties ranging from full structural analysis of multi-story buildings, to managing a drafting department, and communicating results from engineering analysis to clients. He also has experience with Mechanical, Electrical, and Plumbing systems.

As a Structural Engineering Intern, his experience and duties include: Performs wind loading calculations per the provisions of the American Society of Civil Engineers to determine the bending and shear forces acting on the structural elements of a building. Determines the serviceability of an element due to resultant deflection of wind and gravity loading.



Charles Gushue, EIT Engineer Designer

Mr. Gushue began his electrical career in the US NAVY, with over 4 years of comprehensive academic and hands-on expertise in complex troubleshooting, maintenance, and repair to electrical systems. Following his honorable discharge from the NAVY, Charles attended college and received his Bachelor of Science and Major in Electrical Engineering from Florida Atlantic University. Since received his degree, Charles has taken the Fundamental Engineering Exam for Electrical/Computer Science and earned his Engineer in Training title on the first attempt. He has since been performing electrical engineering work under Professional Engineers for over 3 years and has added the following work to his

growing list of expertise.



Justin Bellesbach Mechanical Project Manager

Mr. Bellesbach has 15 years of design experience and has collaborated with a variety of different disciplines. This has given him a wide range of exposure and a clear understanding of how mechanical designs interact with any given project. His experience ranges from K-12, college, industrial, multi-family, single-family, government/military, and commercial projects. With an extensive variety of experience which includes full campus wide water-cooled chiller plant and AHU design, cooling tower replacement, commercial kitchen hood replacement projects, and school's county supply distribution center, among others.



Harry Clark Senior Field Technician

Mr. Clark has years of experience in construction administration, contractor coordination, field observations and documentation.

Chris Sutton Field Technician

Mr. Sutton performs field visits, documents conditions observed while in the field via photos and written reports, ensures all design and construction documents are followed, ensures all personnel are adhering to OSHA guidelines and reports violations, maintains routine contact with clients and attends meetings.

Crain Atlantis, Inc.
Individual License & Experience Matrix

Personnel/ License	Education	Space Planning	Master Planning	Interior Design	Mechanical HVAC Plumb.	Electrical Design	Building Design	Life Safety Security	ADA Compliance	Fire Systems	Civil Engineering	Structural Design	Construction Administration	Estimating	Specification Prep
Al Capellini, P.E., SI, CGC	BECE		✓				✓	✓			✓	✓	✓	✓	✓
Jesús Fonte, CGC/EF	AS	✓			✓	✓	✓	✓		✓			✓	✓	✓
George Petrocelli, P.E.	BSIE		✓		✓	✓	✓	✓	✓	✓				✓	✓
Justin Bellesbach	BS			✓	✓	✓	✓						✓		
Anthony Noto, EIT	BS Civil						✓	✓	✓		✓	✓	✓	✓	✓
Christopher Sutton	OSHA						✓	✓		✓			✓	✓	✓
Harry Clark	OSHA		✓				✓				✓		✓	✓	✓

Albert Capellini, P.E., S.I., CGC

Summary of Experience

Mr. Capellini has over 35 years of engineering and management experience, including all phases of civil/structural, sanitary and environmental engineering, with particular emphasis toward private and municipal projects for major pumping systems, drainage, water and wastewater treatment plants and related structures. He was responsible for the managements, design and construction of flood control and site drainage, water and wastewater treatment facilities in three major nuclear power plants, each having a related construction value of over \$2 billion. Other notable drainage, water and wastewater and municipal projects include Orange County, New York, Boca Raton, Florida, the City of Deerfield Beach, and the City of Newburgh New York.

He has conducted directed engineering, design, and construction activities for over 100 major construction projects, as well as 9 water and wastewater treatment plants residential projects, 20 sanitary landfill designs; 10 solid waste plans, including biomass composting and other technologies; 30 surface water management and drainage plans; as well as several major power facilities. He has been involved in the development of environmental systems, including the evaluation and design of water and wastewater treatment in Amman, Jordan. His technical experience for water treatment includes lime softening, reverse osmosis, membrane softing and flash evaporation. His technical experience is wastewater treatment is both anaerobic as well as aerobic digestion. Also, as Mayor of Deerfield Beach, he oversaw the Deerfield Beach emergency operation center design and construction.

Project Experience includes: (partial list)

WATER/WASTEWATER TREATMENT DISTRIBUTION AND COLLECTION

- Deputy Director of Public Utilities at Boca Raton supervised and monitored wastewater expansion from 14MGD to 21 MGD. Supervised over 120 employees in department and designed and administered repairs of pump stations and force mains throughout city (204).
- Involved in the hydraulic distribution of water for the City of Delray Beach.
- County engineer for Orange County. Supervised design and construction of 20 MGD treatment facility including 35 miles of interceptor lines.
- Initiated and directed the first I/I evaluation of City of Boca Raton (1987).
- Modified and supervised construction of wastewater treatment for the City of Newburgh, N.Y. including changeover of overflow discharge systems.
- Project engineer and supervisor (Weston) for the I/I evaluation related to the City of Camden, N.J. and the city of Philadelphia.
- Designed water treatment facilities for numerous power facilities including fossil as well as nuclear.

DRAINAGE AND STORMWATER MANAGEMENT

- Designed over \$30 million in drainage improvement including the entire drainage system for City of Newburgh and the north-eastern section of Orange County, N.Y.
- Designed and installed drainage system throughout Dade, Broward, and Palm Beach Counties Florida including JM Family Enterprises, Infinity, Crystal Lake Golf Course, Deerfield Professional Park, Yachtsman Cove, Boynton Beach, Boca Raton.
- Developed storm water management plans in accordance with South Florida Water Management District, for landfills in Broward County, Gulf Reflection 118-unit complex in Fort Myers Beach, as well as, Palm Beach and Dade County.
- Designed and constructed several drainage and storm water systems to relieve flooding for the Hialeah Housing Authority.



EDUCATION

- The City College of New York – Bachelor of Engineering, Civil/Sanitary and Structural - 1975
- Newark College of Engineering – Graduate course in Civil Engineering
- Widener University – Graduate courses in Business Administration

LICENSES/REGISTRATIONS

- Professional Engineer –Florida, New York, New Jersey, North Carolina
- Diplomat – American Academy of Environmental Engineers
- State Certified General Contractor – Florida
- Licensed Underground Contractor Engineering Construction – Broward County
- Technical Committee Structural – Board of Rules and Appeals Broward County
- Governor Appointed to the Florida Water Panel "1999"

AFFILIATIONS

- American Academy of Environmental Engineers
- American Society of Civil Engineers
- American Water Works Association
- Florida Engineering Society
- Hazardous Material Control Research Institute
- National Solid Waste Management Association
- Society of American Military Engineers
- Waste Pollution Control Federation

- Evaluated drainage impacts along the everglades boundary line contiguous to a 160 MGD wellfield for Dade County.
- Evaluated water and environmental impacts on 17,000-acre mining operation for DeSoto County.

SOLID WASTE:

- Designed over 30 sanitary landfills in New York, New Jersey and Florida. Designed and developed the first County landfill and transfer station in Orange County, N.Y.
- Evaluated over 15 County Solid Waste management systems for various disposal methods including landfilling, recycling, composting and incineration.
- Designed Broward County Landfill, Palm Beach Site 1 Landfill and Resource Recovery Facility, Davie Landfill. Closure of DyerBoulevard Landfill.

CIVIL AND STRUCTURAL ENGINEERING

- Designed a 10-acre site for Gulf Reflection a residential community of 118 unit including roadway, water and sanitary services.
- Design improvements for local municipal roadways.
- Evaluated bridge safety for all bridges in Orange County, N.Y.
- Evaluated and designed a fire safety building for the City of Newburgh, N.Y.
- Designed a 42,000 SF building for recycling for Waste Management in Pompano Beach, FL
- Designed all site improvements for a 40,000 building in Miami, FL.
- Completed construction of infrastructure for 66 Town homes, Ft. Lauderdale, FL.
- Completed structural design for townhouses in Bonaire, N.A.
- Evaluated sea walls, inlets and piers in South Florida.
- Provided structural, engineering and threshold inspections for over 50 structures in South Florida.
- Site plan and civil structural design for 58,000 SF commercial complex.
- Site plans, plat modification, drainage collection, environmental permitting for waste disposal and recycling facilities in Dade, Broward, and Palm Beach Counties
- Site plan and drainage for 55,000 SF commercial building including FDOT ROW and platting modifications, Lighthouse Point Florida.
- Special Inspection Fire Penetrations for New Urban Communities, Inc. - Azul Apartments in Stuart, FL.

Additional project experience includes:

Seminole Gaming, Hollywood, FL - Provided engineering services to design a 100,000 square foot memorabilia warehouse including electronic clean rooms for slot machines. Included design criteria for design-build facility in Hollywood, Florida. Also provided construction administration oversight during construction. The facility construction cost is \$13,000,000.

Royal Creek Tennis Club, Deerfield Beach, FL – tennis courts and clubhouse renovations including special inspections.

Crystal Lake Country Club, Pompano Beach, FL - Provided civil engineering design of storm water management and drainage for club house expansion. Engineer of Record for all civil engineering Work. Cost over \$300,000.

Gulf Reflection, Fort Meyers, FL - Provided engineering management and overview and direction of all design and construction of 118 unit residential complex 4 story buildings, pool garages, carports, water management including all utilities. Excavation of 2-acre lake and permitting of storm water management. Also performed special inspections. Engineer of record for project. Construction value over \$15,000,000.

George M. Petrocelli, P.E.

Summary of Experience

Mr. Petrocelli is a Professional Engineer with 50+ years of extensive experience in the design, preparation, and construction management of contract documents for plumbing, heating, ventilation, and air conditioning of residential, industrial, and commercial projects. He is a leader in the engineering field. Mr. Petrocelli managed and directed multiple and various type projects in south Florida and throughout the United States. Mr. Petrocelli brings his 50+ years of mechanical and electrical engineering experience to every project.

Project Experience includes: *(partial list)*

Country Hills Elementary School, Coral Springs, FL - Design and Renovation. Role: Subconsultant to the Prime. C/A's services include Mechanical, Electrical, and Plumbing (MEP) Engineering services. Our scope included the validation report, schematic design, cost estimating, construction documents, permitting assistance and construction administration for the design, renovation, and deficiencies for fire sprinklers, HVAC improvements and building envelope improvements. Services provided in 2018. C/A's fees: \$90,500

Sea Castle Elementary School, Miramar, FL – This project is a *design-bid-build* project which included fire alarm system upgrades, HVAC system improvements, and roofing at building 81. The project scope involved the design of an ADA stage lift, rotary chillers, exhaust fans, and Indoor, air quality improvements to the overall school. The project has ***new Air Handlers, Chillers Cooling Tower, Fan Coil Units, and DDC controls for maximum building efficiency that will result in long term energy savings.*** The project included a Validation Report, 30% schematic design, 60% design development, 90% construction documents (CD), and 100% CD. The school is in a High Velocity Hurricane Zone (HVZ) therefore Crain Atlantis performed evaluation and design work to resist 180 MPH wind velocity including windows and roof as well as roof equipment.

Villa Magna Condominium Association, Inc., Highland beach, FL - Crain Atlantis Engineering performed a complete HVAC system wide replacement for the Villa Magna Condominium Association, Inc. in Highland Beach, FL. The Villa Magna Association, a 92-unit community in Highland Beach was redesigned and constructed under Crain Atlantis Engineers. Crain Atlantis was able to reduce the water and electricity consumption significantly by performing comprehensive HVAC analysis, design, and construction management of the multi- residential community. Deteriorating steel pipes were replaced with copper and PVC lines which reduced friction, and thus provided the energy needed for a more efficient operation. Older water heating and air conditioning units were replaced with energy-efficient models.

The design included mounting roof top equipment with general uplift. The code used was ASCE-7 and the latest version not only require uplift from HVZ wind but overturning calculations for all equipment mounted on the roof.

Additionally, the domestic water pumps were replaced with lower wattage, variable-speed pumps with automatic timers to switch pumps. The new pumps were not water-cooled, eliminating a 10 gallon per minute usage. Additional improvements included solar tinting of west-facing lobby windows, high-efficiency heat pump replacements, and lighting upgrades which switched to energy efficient, compact lighting in all areas. After project completion, property management reported that ***Crain Atlantis saved the Condominium over \$68,000 per year in building energy consumption costs.***



EDUCATION

Roger Williams College

- Bachelor of Industrial Engineering
 - Associates in Electrical Engineering
 - Associates in Mechanical Applied Science
- Rhode Island School of Design
- Mechanical Design

REGISTRATION

- Professional Engineer - Florida, Rhode Island & Massachusetts (Formerly Texas & Colorado)
- Certified Radon Mitigation Specialist

AFFILIATIONS

- Board of Appeals, Boca Raton, FL (past member)
- Board of Appeals, North Providence, RI (past member)

Record Enterprise Television Studios, Lighthouse Point, FL - Engineer in responsible charge the design and development of a State-Of-The Art 22,000 SF television broadcast studio. Design included Structural walls, foundation, roofs, and extended studio walls. MEP Design required all electrical mechanical and plumbing systems under Florida Building Code 2014 and 2017. Life safety and fire protection was included in the design and contract documents. Also provided construction administration for the construction of the facility

Parkway Middle School, Lauderhill, FL – Role: Prime A/E. C/A's services included full in-house architectural and civil, structural, MEP/FP engineering disciplines. A \$10M demolition and replacement for Parkway Middle School, a 250,000 SF, 28 building campus. C/A assisted the school district on cost evaluation and design options for a new two-story building, with 33,000 SF that will replace existing buildings. The new building is the main access to the school and provides a new Administration, Media Center, ESE classrooms and Fire Arts areas for a highly secured facility. The existing facility required evaluation/design of over 50 HVAC systems, campus-wide mechanical and power distribution for 23 buildings, site planning, Castaldi review and evaluation, energy saving, roofing design for 19 buildings including design of new conceptual building for administrative, staff and students.

Hallandale Magnet High School, Hallandale Beach, FL – Building Renovations - C/A's services included mechanical, electrical, and plumbing (MEP) engineering for the deficiencies which included validation report, schematic design, cost estimating, construction documents, permitting assistance, and construction administration.

Conniston Middle School, West Palm Beach, FL - Building Renovations - services included civil engineering services and construction administration. Our scope included the parking area design, renovation, and resurfacing, restriping, erosion control, a storm water management system, specifications, and calculations.

Environ Restoration and 40 Year Certification, Lauderhill, FL - Restoration and development of existing 3 story buildings. The project included concrete restoration structural improvements to pedestrian bridges and crosswalks. Provide daily on-site construction administration for construction value of \$2,000,000.

Sonata Beach Club Condominium Forensic Study, Pompano Beach, FL - Two buildings of 17 floors and 14 floors with two parking levels. MEP, Structural, and life safety evaluation and recommendation for remediation of building envelope and parking structure.

Solaris at Brickell Condominium Forensic Study, Miami, FL - 23 Story building with 6 levels of parking. The analysis included evaluation and recommendation for remediation of MEP, structural, and life safety. Remodeling of 7th floor pool.

Mr. Petrocelli's experience includes:

Energy Conversation Projects:

- Boston Edison Company - Boston, MA
- John Brown Historical Society - Providence, RI
- Leviton Corporation - Kingston, RI
- Lincoln Dimensional Tube Company - Lincoln, RI
- Pawtucket Savings and Trust Bank - Pawtucket, RI
- Police and Fire Station - North Providence, RI
- Texas Instruments - Attleboro, MA

Power Plant Evaluations and Fuel Conversation:

- Huntsville Power - Huntsville, IL
- Mississippi Power and Light - Jackson, MS
- Petro Chemical - Houston, TX

Consulting Engineering/Waste Water:

- American Hoescht Chemical Company - Warwick, RI
- Roger Williams Hospital - Providence, RI
- Sewage Treatment Plant - Norwich, CT
- Sewage Treatment Plant - Taunton, MA
- Sewage Treatment with Incinerator - Stanford, CT
- Sewage Treatment with Incinerator - Woonsocket, RI
- US Coast Guard Academy Library and Laboratory Buildings - Mystic, CT
- Waste Treatment Incinerator - Pawtucket, RI
- Water Treatment Facility - Pawtucket, RI

Jesus Fonte, CGC, EF

Summary of Experience

Jesus is Vice President of Field Operations. He has over 20+ years of construction experience which includes site development, site inspections, code compliance verification, construction project management, planning, cost estimating, scheduling, financial control and fire alarm and fire sprinkler systems design for schools and commercial projects. He has worked on over 15 public schools in the Palm Beach County and Broward County area. He has also performed forensic investigations for multiple type projects and serves as an expert witness pertaining to construction services in depositions, mediations, and trials throughout his career.

Project Experience includes: (partial list)

Crystal Lake Country Club, Pompano Beach, FL - New clubhouse and golf car building. Site planning and development, county civil environmental water management design, coordination and permitting; construction coordination and administration.

Villa Magna Condominium Association, Inc., Highland Beach, FL - Crain Atlantis Engineering performed a complete HVAC system wide replacement for the Villa Magna Condominium Association, Inc. in Highland Beach, FL. The Villa Magna Association, a 92-unit community in Highland Beach was redesigned and constructed under Crain Atlantis Engineers. Crain Atlantis was able to reduce the water and electricity consumption significantly by performing comprehensive HVAC analysis, design, and construction management of the multi-residential community. Deteriorating steel pipes were replaced with copper and PVC lines which reduced friction, and thus provided the energy needed for a more efficient operation. Older water heating and air conditioning units were replaced with energy-efficient models. The design included mounting roof top equipment with general uplift. The code used was ASCE-7 and the latest version not only require uplift from HVZ wind but overturning calculations for all equipment mounted on the roof. Additionally, the domestic water pumps were replaced with lower wattage, variable-speed pumps with automatic timers to switch pumps. The new pumps were not water-cooled, eliminating a 10 gallon per minute usage. Additional improvements included solar tinting of west-facing lobby windows, high-efficiency heat pump replacements, and lighting upgrades which switched to energy efficient, compact lighting in all areas. After project completion, property management reported that Crain Atlantis saved the Condominium over \$68,000 per year in building energy consumption costs.

Deerfield Beach Professional Center, Deerfield Beach, FL - Crain Atlantis performed civil and structural engineering services for the creation of a 5-acre, 55,000 SF professional office complex. This included surveying/mapping, roadway/side design, preparation of construction documentation and underground utility design for elements such as water mains, fire protection, storm water and sanitary sewer system. Additionally, Crain Atlantis performed site grading and storm water modeling and design, project permitting, construction management, construction observations and review of all shop drawings. The project was completed on time, in accordance with schedule and under budget. The professional office complex is a huge success!

Environ Condos, Lauderdale, FL - Crain Atlantis performed design, evaluation, and construction administration for buildings 7001, 7011. Project consisted of a building envelope and structural assessment, design, construction and construction administration for two midrise buildings, in connection with a forty-year certification. One four story building and one six-story building. The total restoration construction cost was \$450,000. We performed the following tasks:

- Investigated the building envelope, concrete spalling, reinforcement deterioration, stucco delamination, envelope restoration, balcony railings and other post tension and reinforced concrete elements.
- Prepared final design report delineating the repairs necessary to meet the forty-year certification requirements of Broward County.
- Provide assessment of the electrical, HVAC fire alarm and security systems. Activities included entering units to verify electrical panels, HVAC operation and general conformance to current building code. Also evaluated life safety, control system, elevators, and other control elements for the complex.
- Performed daily construction administration and on-site construction supervision for the restoration for both buildings including elevated crosswalks and structural related components associated with the restoration of the building.
- Specific tasks included review of change orders, RFI's, pay applications, documentation and verification for the certification required by the county.

The Mark Downtown Condos, Delray Beach, FL - Crain Atlantis was retained for three separate projects at The Mark Downtown in Delray Beach, Florida. We investigated the conditions contributing to the water intrusion at the two mixed-use structures including the original construction and specifications. We further supported the client through litigation, testing and construction administration of the remedial repairs.



EDUCATION

Gold Coast School of Construction

Broward College

- Associates Degree in Electrical Engineering
- University of Miami
- Engineering Studies

REGISTRATION

- State Certified General Contractor – Florida
CILB # CGC 1515239
- Certified Alarm Contractor – Florida
ECLB # EF20000893
- City of Sunrise Unsafe Structures Board
Electrical Contractor

Addition Condo Pump Room, Aventura, FL – Crain Atlantis construction administration services that include inspections, observations and daily report of work performed.

Specifically, the repair observation to the pump room included:

- Document the condition and quantity of concrete repairs.
- Verify the bonding materials used is in accordance with specifications.
- Verified the contract is properly applying the material per code and manufactures direction.
- Verified material is properly stored and applied per manufacturer's specifications.
- Examined, documented, and photographed on-going work.
- Continuously examined the pump room progress and reported finding to the Owner's Board of Directors
- Measured and documented randomly quantity of materials used and units installed.
- Instructed contractor to repair and or repair specific items as the engineer deems necessary.

Record Enterprise Television Studio, Lighthouse Point, FL - Renovation and restoration of a 1.25 acre existing commercial/ retail building into a Class "A" office building, housing a complete broadcast studio. Our responsibilities included acquiring water management permits and building construction permits. The media centers at Record Enterprise included engineering of acoustical attributes, as well as recording rooms, dressing rooms and a technical data facility. In addition, a Chroma studio and main studio with suspended grids were all designed inhouse. Architectural elements included the redesign of an existing 25,000 SF building with the current ADA requirements. Walls, ceilings, studios, and the roof were acoustically designed to mitigate unnecessary noise. Our staff provided life safety and security with controls for all entry points, including interior access control, using biometric and card readers. Fire sprinkler and dry fire suppression system for the studios were also included. Additionally, we provided renovations to the existing roof structure to support fourteen (14) roof-top units, plus various chiller systems. We also provided a 1/8" scale model of the building (interior and exterior) and 3-D renderings of the exterior and lobby.

Sterling Village Sanitary Piping Replacement and Paving, Boynton Beach, FL - Sterling Village needed to repair or replace their old sanitary piping system within budgetary and time constraints. In most cases, changing piping entails 3 to 6 months' worth of work at the cost of both the residents and the facility. Crain Atlantis' solution to Sterling Village's piping issue is an internal pipe liner that can be put into old pipes through access at the roof or ground level. The process only takes a few days' worth of work requiring no damage to walls or heavy disruption to residents. Crain Atlantis guaranteed efficient sanitary piping for the next 80 to 100 years. The scope of this project consisted of in-progress observations to substantiate the selected contractors' work in accordance with the scope of work. It also included a review of the system test results before the project commenced and a final letter of completion to be submitted certifying that all processes used during the project complied with the Florida Building Code. Additional services provided included construction documents and specification to repave and seal the parking lots.

Boca Tecca Condo 8, Boca Raton, FL - Crain Atlantis provided detailed engineering specifications for domestic water riser piping replacement for evaluation including cost estimates and construction documents for bidding and permitting. Once the contractor is selected and permits are approved, Crain Atlantis will be the construction administrator on this project.

Addison Condo Skylight Replacement, Boca Raton, FL - Provided architectural and engineering design, load analysis, and specifications for the demolition and reconstruction of a large ocean front, glass pool deck canopy for the restaurant. The new canopy was designed to exceed current building code requirements and designed to sustain wind speeds over 140mph. Crain Atlantis provided turnkey consulting services including structural analysis, estimating, project planning, scheduling, building code compliance, and construction administration.

Parkway Middle School, Lauderhill, FL – Role: Prime A/E. C/A's services included full in-house architectural and civil, structural, MEP/FP engineering disciplines. A \$10M demolition and replacement for Parkway Middle School, a 250,000 SF, 28 building campus. C/A assisted the school district on cost evaluation and design options for a new two-story building, with 33,000 SF that will replace existing buildings. The new building is the main access to the school and provides a new Administration, Media Center, ESE classrooms and Fire Arts areas for a highly secured facility. The existing facility required evaluation/design of over 50 HVAC systems, campus-wide mechanical and power distribution for 23 buildings, site planning, Castaldi review and evaluation, energy saving, roofing design for 19 buildings including design of new conceptual building for administrative, staff and students.

Sea Castle Elementary School, Miramar, FL – This project is a *design-bid-build* project which included fire alarm system upgrades, HVAC system improvements, and roofing at building 81. The project scope involved the design of an ADA stage lift, rotary chillers, exhaust fans, and Indoor, air quality improvements to the overall school. The project has new Air Handlers, Chillers Cooling Tower, Fan Coil Units, and DDC controls for maximum building efficiency that will result in long term energy savings. The project included a Validation Report, 30% schematic design, 60% design development, 90% construction documents (CD), and 100% CD. The school is in a High Velocity Hurricane Zone (HVZ) therefore Crain Atlantis performed evaluation and design work to resist 180 MPH wind velocity including windows and roof as well as roof equipment.



LANDSCAPE
ARCHITECTURAL
SERVICES, LLC

Paul Goulas, RLA

President

Education

2002 – Louisiana State University - Bachelor of Landscape Architecture

Registration

State of Florida Registered Landscape Architect – License # 6666807

Professional Affiliations

American Society of Landscape Architects

Professional Experience

2019 – Present – President of LAS

2004 – 2019 – Senior Project Designer, Lucido & Associates

2002 – 2004 – Designer, Rood Landscape

Relative Experience

Over Eighteen years of landscape architecture experience to include planting design and specifications through landscape installation. Knowledgeable in the areas of design and specification, plant selection as well as hardscape materials, signage, irrigation design, and lighting design.

Paul's primary focus has been on Landscape Design from concept through construction for large scale residential, multifamily, and commercial developments, public parks, clubhouses, golf courses, streetscapes, and residential estates.



LANDSCAPE
ARCHITECTURAL
SERVICES, LLC

Representative Projects

- Beach Pines – Port St. Lucie, FL
 - Scope of work: Landscape and Irrigation Design
- Park Place Townhomes – Port St. Lucie, FL
 - Scope of work: Landscape and Irrigation Design
- Azul Apartments – Stuart, FL*
 - Scope of work: Landscape Design
- Azul Apartments – Stuart, FL*
 - Scope of work: Landscape Design
- Azul Apartments – Stuart, FL*
 - Scope of work: Landscape Design
- Azul Apartments – Stuart, FL*
 - Scope of work: Landscape Design
- Azul Apartments – Stuart, FL*
 - Scope of work: Landscape Design

* Individual project experience completed with Lucido & Associates



LANDSCAPE
ARCHITECTURAL
SERVICES, LLC

Brandon White

Vice President

Education

2012 – University of Florida - Professional Bachelor of Landscape Architecture

Professional Affiliations

American Society of Landscape Architects

Professional Experience

2019 – Present – Vice President of LAS

2013 – 2019 – Senior Project Designer, Lucido & Associates

Relative Experience

Seven years of landscape architecture experience to include planting design and specifications through landscape installation. Knowledgeable in the areas of design and specification, plant selection as well as hardscape materials, signage, and lighting design.

Brandon has extensive experience designing multifamily landscapes and hardscape in several municipalities throughout Florida. He coordinates effectively during the approval process and construction.

Representative Projects

- Edgewater Beach Towers – Hollywood, FL
 - Scope of Work: Landscape and Irrigation Design.
- Flo-in Apartments – Hollywood, FL
 - Scope of work: Landscape Design



LANDSCAPE
ARCHITECTURAL
SERVICES, LLC

- 1700 Mayo Street Multifamily – Hollywood, FL
 - Scope of work: Landscape Design
- S 19th Ave Multifamily – Hollywood, FL
 - Scope of work: Landscape and Irrigation Design
- 2032 Monroe Street Multifamily – Hollywood, FL
 - Scope of work: Landscape and Irrigation Design
- 1858 Fletcher Street Multifamily – Hollywood, FL
 - Scope of work: Landscape Design
- Azul Apartments – Stuart, FL*
 - Scope of work: Landscape Design
- Axis One by Watermark – Stuart, FL*
 - Scope of work: Landscape Design, Hardscape Design including pool, monument sign, putting green, and various amenities
- Springs at Tradition – Port St Lucie, FL*
 - Scope of work: Landscape Design, Hardscape Design of public art plaza

*Individual project experience completed with Lucido & Associates

Tab 6

Certified Minority Business

CONFIDENTIAL

Crain Atlantis is a certified Small Business Enterprise with Palm Beach County however is not a certified Minority business.

***Palm Beach County
Office of Equal Business Opportunity***

Certifies That

Crain Atlantis, Inc.

Vendor #VC0000124875

*is a Small Business Enterprise as prescribed by section 2-80.20 – 2-80.40 of the Palm Beach County Code for a three year period from **September 17, 2019 to September 16, 2022***

The following Services and/or Products are covered under this certification:

Architect Services, Professional; Architectural Services, Professional; Buildings - Architectural Design; Design Build Services; General Construction - Architectural; Heating; Ventilating; Air Conditioning; Architectural Services; Designing Services; Design / Bid Contingency; Architectural Consulting; Engineering Consulting; Civil Engineering; Civil Engineering Services, General; Electrical/Mechanical Engineering; Electrical Engineering; Facilities Design Services, Engineering; Inspecting, General/Engineering; Engineering Services, Inspection; Inspecting, Structural/Engineering; Mechanical Engineering; Roofing, Engineering; Structural Engineering; Value Engineering and Value Analysis Services, Professional


Allen F. Gray, Manager

September 17, 2019



Palm Beach County Board of County Commissioners

**Mack Bernard , Mayor
Dave Kerner, Vice Mayor
Hal Valeche
Greg K. Weiss
Robert S. Weinroth
Mary Lou Berger
Melissa McKinlay**

**County Administrator
Verdenia C. Baker**

Tab 7

Workload



Current Workload / Contracts on Hand/Projected Workload

Project Name	Scope	Project Cost	% Complete of Project	Scheduled Completion Date
Pembroke Lakes Elementary School	SMART Program Renovations	\$2.4M	85%	9/2021
West Hollywood Elementary School	SMART Program Renovations	\$3.4M	90%	4/20/21
Tamarac Elementary School	SMART Program Renovations	\$3M	95%	4/2021
Sea Castle Elementary School	SMART Program Renovations	\$2.8M	75%	8/2021
Parkway Middle School	GOB Renovations	\$10M	60%	1/2022
New River Elementary School	GOB Renovations	\$2.1M	70%	11/2021
Winston Towers 500	Construction Administration & Special Inspections	\$5M	70%	11/2021
Sterling Village Condominiums	Replacing & Sealing Specifications & Construction Administration	\$200,000	75%	6/2021
Hallandale High School	Building Renovations	\$3.6M	75%	7/2021

Tab 8

Volume of Work Previously Awarded to the Applicant by The District



Crain Atlantis Inc. has had no previous work with the District.

We look forward to the District's review of our Qualifications Package and the opportunity to provide exceptional professional engineering services to the District!

AT CRAIN ATLANTIS, WE DESIGN IT, BUILD IT AND BELIEVE IN IT.

Tab 9

Additional Information



Time and Budget

We understand the importance of providing a clear work plan schedule that show work activated, upcoming project tasks and milestone dates related to all phases of design.

Crain Atlantis (CA) is aware of the importance of the project schedule and strives to continuously meet or improve the schedule. At the beginning of the project, we will review the project schedule with the District designated representative and will identify important milestone dates and discuss any issues that may create challenges to accomplishing the overall schedule. We use our experience to advise The District and identify where necessary, alternative design and construction approaches to establish a schedule that is realistic and achievable.

Excellent communication is key to staying on schedule. The CA Team will communicate openly with The District, and document all discussions, so that everyone remains informed throughout the planning and design process.

Ability to adhere to schedule.

Communication is key to staying on schedule. We will communicate openly with The District and document all discussions, so that everyone remains informed throughout the planning and design process. CA will utilize our scheduling software/system to control the design and construction processes.

Project Management Triangle



CAs CPM Schedule contains all required detail tasks or activities in precedence format to fully describe the planning and execution of the project, at a detailed level, in order to fully control the time parameters of the project. Construction projects are made up of several individual activities that must be accomplished to complete the project.

Cost Control

Cost Control begins with the formulation of the budget, which process is initiated before design has begun. It is based on The District's definition of each project scope. Using this information, we develop a budget based on our historical data on the costs of similar existing projects and update this data by factoring in escalation and regional cost variations.

As the project moves through the design phase, the budget is expanded into sub-system costs which become the cost model or yardstick against which costs are measured. An estimate is prepared at the completion of the Design Development phase and the Construction Document phase as more specific information becomes available. The estimate will be updated periodically during the Construction Document phase, as well as at completion. If variations occur between the estimates and the cost model, the discrepancy is evaluated, and appropriate action taken to correct it.

Solutions include:

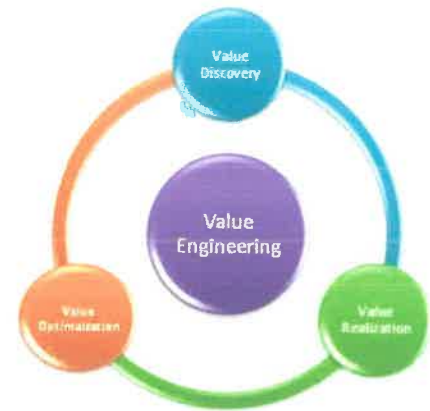
- Increasing budget;
- Transferring budget allowances from one category to another; and
- Reducing the estimated costs by reducing scope or by substituting less expensive materials or systems if they are approved

CA will perform a project kick-off meeting at the beginning of each task. The persons invited will include the District's Manager/Engineer, end-users, and any other stake holders with a vested interest in the project. If there is a need or the project affects the community CA. will hold community public forums to keep the public informed on the project and how it may affect them.

Our key personnel have gained first-hand knowledge of location conditions, design standards, local permitting requirements, stakeholder and public outreach or needs, and we strive to exceed the expectations of all involved.

Summary

Crain Atlantis brings a supreme level of experience and knowledge, both with planning and design. This assures our firm will meet and exceed The District's expectations. This expertise, along with a committed, responsive Project Management system and a tried-and-true project approach completes the recipe for success. CA's approach has been successfully applied on numerous municipal facilities and has resulted in the successful completion of several projects in Florida.



Seaward Properties Workforce Housing

Seaward Properties Workplace Housing is a \$20 million complex located in Marathon Florida designed to provide affordable housing availability in the Florida Keys area. The complex is comprised of six multi-family buildings offering one-, two-, and three-bedroom apartments.

Crain Atlantis, Inc. performed site lighting and electrical power distribution design as well as fire line and fire sprinkler protection design for the buildings. Photometrics was also performed. Specific tasks include site visits to observe construction in progress.



❖ **Seaward Properties Workforce Housing**

8700 Overseas Hwy. Marathon, Florida 33050

❖ **Services:** MEP - Site lighting, power, photometrics design, site fire line design, and housing fire protection system design

❖ **Original Estimated Cost:** \$20 million

❖ **Final Construction Cost:** TBD (Project is under construction.)

❖ **Professional Service Fee:** Approx. \$40,000

❖ **Change Orders:** N/A

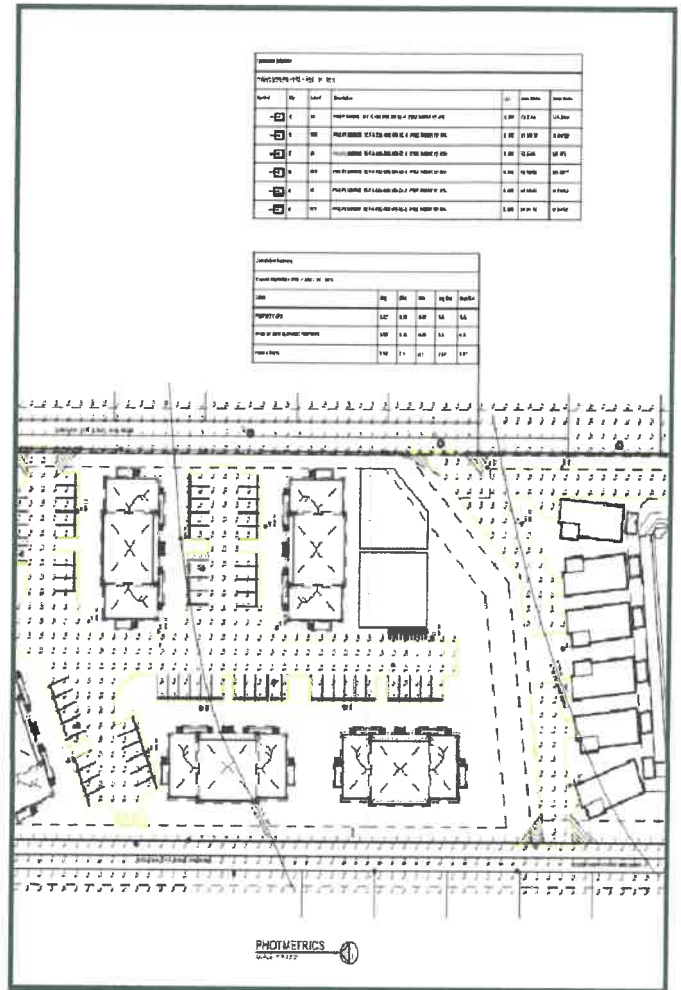
❖ **Planned Start and Completion:** 06/2018

❖ **Actual Start and Completion:** 06/2018 – 11/2020

❖ **Client Contact:**
Bennett Cinquegrana, GC
swfauto@gmail.com
(954) 662-9013



Coordination with Building Officials during design phase, response to plan review/permitting officials' comments, response to bidders written questions and pre-bid RFI's.



Record Enterprise Television Studios

Renovation and restoration of a 1.25 acre existing commercial/ retail building into a Class "A" office building, housing a complete broadcast studio. Our responsibilities included acquiring water management permits and building construction permits. The media centers at Record Enterprise included engineering of acoustical attributes, as well as recording rooms, dressing rooms and a technical data facility. In addition, a Chroma studio and main studio with suspended grids were all designed inhouse. Architectural elements included the redesign of an existing 25,000 SF building with the current ADA requirements. Walls, ceilings, studios, and the roof were acoustically designed to mitigate unnecessary noise. Our staff provided life safety and security with controls for all entry points, including interior access control, using biometric and card readers. Fire sprinkler and dry fire suppression system for the studios were also included. Additionally, we provided renovations to the existing roof structure to support fourteen (14) roof-top units, plus various chiller systems. We also provided a 1/8" scale model of the building (interior and exterior) and 3-D renderings of the exterior and lobby.



Record Enterprise Television Studios, Lighthouse Point, FL
5050 N Federal Hwy. Lighthouse Point, FL 33064

- ❖ **Services:** Full architectural, MEP/FP, Civil and Structural engineering services
- ❖ **Original Estimated Cost:** \$11M
- ❖ **Final Construction Cost:** \$11M
- ❖ **Professional Service Fee:** \$1.32M
- ❖ **Change Orders:** N/A
- ❖ **Planned Start and Completion:** 2015 - 2020
- ❖ **Actual Start and Completion:** 2015 - 2020
- ❖ **Client Reference Info:**
RETV - Wilon Cardoso
(305)-347-5131
wicardoso@recordtvamericas.com

Boca Teeca Condo 8

Crain Atlantis provided detailed engineering specifications for domestic water riser piping replacement for evaluation including cost estimates and construction documents for bidding and permitting. Once the contractor is selected and permits are approved, Crain Atlantis will be the construction administrator on this project.



Boca Teeca Condo 8

6000 NW 2nd Ave Apt 339
Boca Raton, FL 33487

- ❖ **Services:** Civil Engineering and Construction Administration
- ❖ **Original Estimated Cost:** \$4.6 million
- ❖ **Final Construction Cost:** On-going
- ❖ **Professional Service Fee:** \$18,700
- ❖ **Change Orders:** N/A
- ❖ **Planned Start and Completion:** n/a
- ❖ **Actual Start and Completion:** 2019
- ❖ **Client Contact:**
Julianne Alibrandi
(561) 998-7181 or
Brenda Harper, LCAM
(954) 752-8119
bharper@unitedcommunity.net

The Village at Wilton Manor

Crain Atlantis developed drawings and specifications to provide new mechanical systems for fourteen new townhomes having an option of two separate floor plans. The units include three stories, two-car garages, 9' ceilings, metal roofs and numerous other upgrades. The firm designed high-efficiency air condition systems, A/C vents in walk-in closets in addition to various money saving energy features. Currently under construction the units will be ready for fall occupancy.



The Village at Wilton Manor
549 NE 21st Court
Wilton Manors, FL 33305

- ❖ **Services:** Professional mechanical engineering services.
- ❖ **Original Estimated Cost:** \$9.8 million
- ❖ **Final Construction Cost:** n/a
- ❖ **Professional Service Fee:** under \$10,000
- ❖ **Change Orders:** N/A
- ❖ **Planned Start and Completion:** 2018
- ❖ **Actual Start and Completion:** 2019
- ❖ **Client Contact:**
New Urban Communities
Kyle Conner
(561) 718-3511 or
Oscar Sugranes, Director of Operations
(561) 278-8706
osugranes@newurbancommunities.com



Environ Condo

Crain Atlantis performed design, evaluation, and construction administration for buildings 7001, 7011. Project consisted of a building envelope and structural assessment, design, construction and construction administration for two midrise buildings, in connection with a forty-year certification. One four story building and one six-story building. The total restoration construction cost was \$450,000. We performed the following tasks:

- Investigated the building envelope, concrete spalling, reinforcement deterioration, stucco delamination, envelope restoration, balcony railings and other post tension and reinforced concrete elements.
- Prepared final design report delineating the repairs necessary to meet the forty-year certification requirements of Broward County.
- Provide assessment of the electrical, HVAC fire alarm and security systems. Activities included entering units to verify electrical panels, HVAC operation and general conformance to current building code. Also evaluated life safety, control system, elevators, and other control elements for the complex.
- Performed daily construction administration and on-site construction supervision for the restoration for both buildings including elevated crosswalks and structural related components associated with the restoration of the billing.
- Specific tasks included review of change orders, RFI's, pay applications, documentation and verification for the certification required by the county.



Environ Condo Lauderhill, FL

- ❖ **Services:** Engineering services – Special Inspections
- ❖ **Original Estimated Cost:** \$450K
- ❖ **Final Construction Cost:** \$450K
- ❖ **Professional Service Fee:** \$302,400
- ❖ **Change Orders:** N/A
- ❖ **Planned Start and Completion:** 2017 - 2018
- ❖ **Actual Start and Completion:** 2017 -2018
- ❖ **Client Contact:**
Bennett Cinquegrana, GC
swfauto@gmail.com
(954) 662-9013

The Mark Downtown Condos

Crain Atlantis was retained for three separate projects at The Mark Downtown in Delray Beach, Florida. We investigated the conditions contributing to the water intrusion at the two mixed-use structures including the original construction and specifications. We further supported the client through litigation, testing and construction administration of the remedial repairs.



**The Mark Downtown
Condominium Association, Inc.**
111 SE 2nd Street
Delray Beach, FL 33444

- ❖ **Services:** Water intrusion investigation, construction administration, litigation support
- ❖ **Original Estimated Cost:** N/A
- ❖ **Final Construction Cost:** \$16 million
- ❖ **Professional Service Fee:** Contract was Time and Materials.
- ❖ **Change Orders:** N/A
- ❖ **Planned Start and Completion:** 2018
- ❖ **Actual Start and Completion:** 2018
- ❖ **Client Contact:**
The Mark Downtown
Lars Heldre, President
(561) 300-3001



Addison Condo Pump Room

Crain Atlantis construction administration services that include inspections, observations and daily report of work performed.

Specifically, the repair observation to the pump room included:

- Document the condition and quantity of concrete repairs.
- Verify the bonding materials used is in accordance with specifications.
- Verified the contract is properly applying the material per code and manufactures direction.
- Verified material is properly stored and applied per manufacturer's specifications.
- Examined, documented, and photographed on-going work.
- Continuously examined the pump room progress and reported finding to the Owner's Board of Directors
- Measured and documented randomly quantity of materials used and units installed.
- Instructed contractor to repair and or repair specific items as the engineer deems necessary.

Porte Cochere Pump Room Observation

**The Point of Aventura Maintenance
Association, Inc.**

21125 Yacht Club Drive, Aventura, FL
33180

❖ **Services:** Inspections and
Construction Administration

❖ **Original Estimated Cost:** n/a

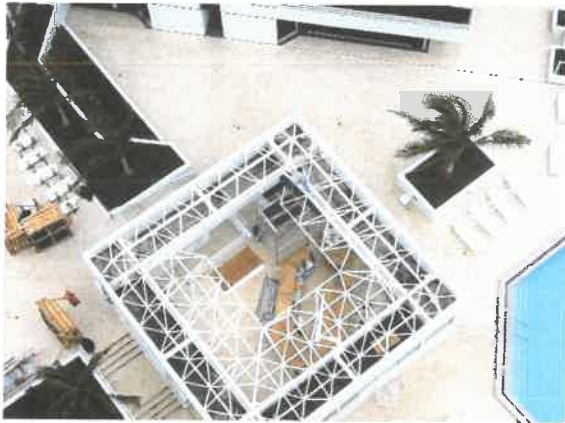
❖ **Final Construction Cost:** n/a

❖ **Professional Service Fee:** \$5K

❖ **Contact:** Neal Adle
Property Manager
305-466-8379
manager@thepointofaventura.com

Addison Condo Skylight Replacement

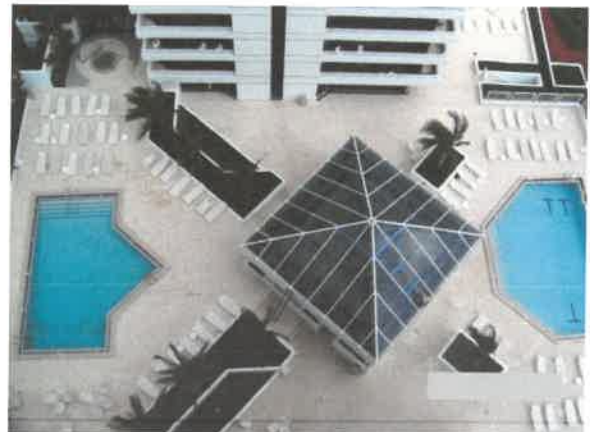
Provided architectural and engineering design, load analysis, and specifications for the demolition and reconstruction of a large ocean front, glass pool deck canopy for the restaurant. The new canopy was designed to exceed current building code requirements and designed to sustain wind speeds over 140mph. Crain Atlantis provided turnkey consulting services including structural analysis, estimating, project planning, scheduling, building code compliance, and construction administration.



Porte Cochere Renovation Project – Skylight Replacement

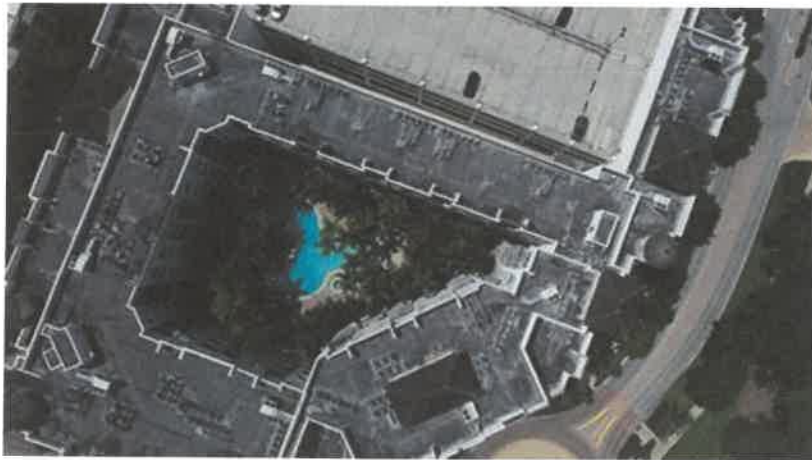
Addison Condo Assoc., Inc.
1500 South Ocean Boulevard
Boca Raton, FL 33432

- ❖ **Services:** Full Architecture, Engineering Services and Construction Administration
- ❖ **Original Estimated Cost:** n/a
- ❖ **Final Construction Cost:** n/a
- ❖ **Professional Service Fee:** \$15K
- ❖ **Client Contact:**
Neal Adle - Property Manager
305-466-8379
manager@thepointofaventura.com



Veranda at Plantation

Crain Atlantis is the special inspector for the replacement of the roof top air conditioning unit at Veranda at Plantation Condominium. Crain Atlantis provided in-progress observations to substantiate the installation of new HVAC equipment as well as a final letter of completion certifying that the installation is in accord with the City of Plantation special inspector requirements and that the project scope is in compliance with the design documents and the current Florida Building Code.



**Veranda at Plantation
Condominium Association, Inc.**
510 NW 84th Avenue
Plantation, FL 33324

- ❖ **Services:** Engineering services – Special Inspections
- ❖ **Original Estimated Cost:** \$22 million
- ❖ **Final Construction Cost:** On-going
- ❖ **Professional Service Fee:** Hourly fee
- ❖ **Change Orders:** N/A
- ❖ **Planned Start and Completion:** 2020 - 2020
- ❖ **Actual Start and Completion:** 2020 - 2020
- ❖ **Client Contact:**
Michael Alivira
(954) 577-6948
malvira@castlegroup.com

Sterling Village Sanitary Piping Replacement and Paving

Sterling Village needed to repair or replace their old sanitary piping system within budgetary and time constraints. In most cases, changing piping entails 3 to 6 months' worth of work at the cost of both the residents and the facility. Crain Atlantis' solution to Sterling Village's piping issue is an internal pipe liner that can be put into old pipes through access at the roof or ground level. The process only takes a few days' worth of work requiring no damage to walls or heavy disruption to residents. Crain Atlantis guaranteed efficient sanitary piping for the next 80 to 100 years. The scope of this project consisted of in-progress observations to substantiate the selected contractors' work in accordance with the scope of work. It also included a review of the system test results before the project commenced and a final letter of completion to be submitted certifying that all processes used during the project complied with the Florida Building Code. Additional services provided included construction documents and specification to repave and seal the parking lots.



Sterling Village Condominiums 340 Horizons W Boynton Beach, FL 33435

- ❖ **Services:** Construction observations, MEP engineering consulting services and construction administration
- ❖ **Original Estimated Cost:** \$3.2 million
- ❖ **Final Construction Cost:** TBD (Project is under construction.)
- ❖ **Professional Service Fee:** Time and materials
- ❖ **Change Orders:** N/A
- ❖ **Planned Start and Completion:** 2021 - tbd
- ❖ **Actual Start and Completion:** 2021 - tbd
- ❖ **Client Contact:**
Jeff Fisher
(561) 732-4155

The Encore Rehabilitation and Nursing Center

Crain Atlantis assisted The Encore at Boca Raton facility by addressing the concerns expressed by the City of Boca Raton concerning their sanitary waste discharge into the City municipal main sanitary system. Crain Atlantis modified the existing filtration system with the installation of hydraulic cement to block all existing gaps between the basin floor and shelves and the installed filtration system.



The Encore at Boca Raton Rehabilitation and Nursing Center

7300 Del Prado Circle South
Boca Raton, FL 33433

- ❖ **Services:** Civil Engineering, Sanitary Sewers design
- ❖ **Original Estimated Cost:** \$26,000
- ❖ **Final Construction Cost:** \$26,000
- ❖ **Professional Service Fee:** \$19,000
- ❖ **Change Orders:** N/A
- ❖ **Planned Start and Completion:** 2020
- ❖ **Actual Start and Completion:** 2020
- ❖ **Client Contact:**
Anthony Ragonese
(561) 215-8790



LANDSCAPE
ARCHITECTURAL
SERVICES, LLC

AxisOne Apartments

Project Spotlight

Address: 2201 NW Federal Highway
Stuart, FL 34996

Scope of Work: Master Landscape
Design

Estimated Cost: \$550,000

Final Construction Cost: \$500,000

Professional Service Fee: \$52,000

Change Order: N/A

Planned Start: July 2018

Actual Start: January 2019

Planned Completion: May 2019

Actual Completion: June 2019

Client Reference Info: Thompson Thrift
Development

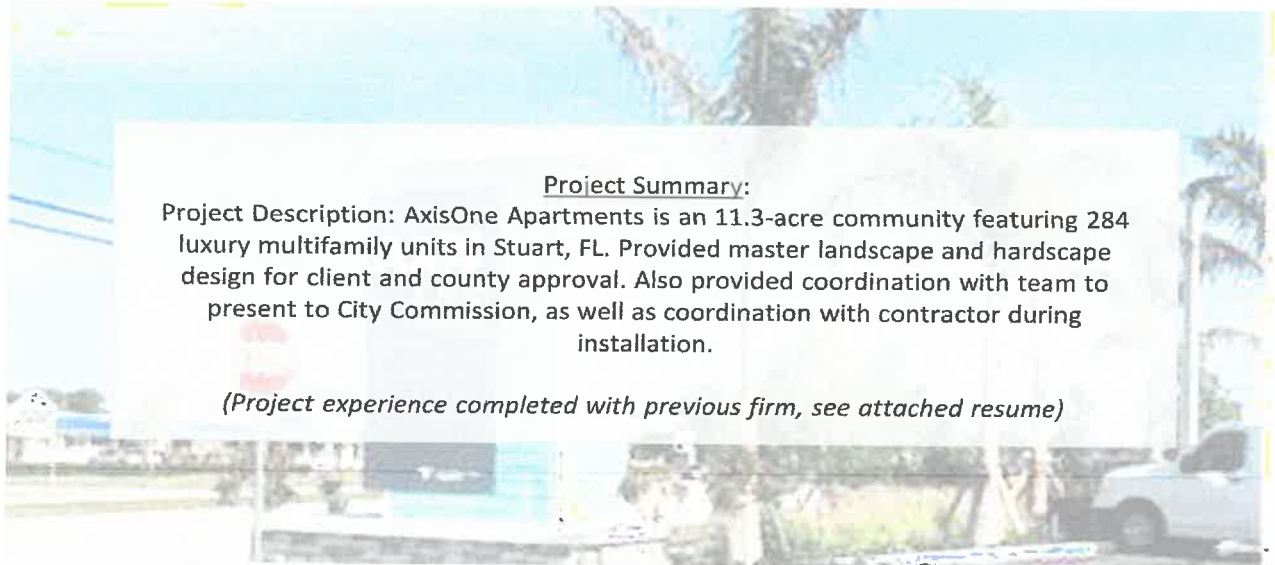
Contact Information: 800-687-0012



Project Summary:

Project Description: AxisOne Apartments is an 11.3-acre community featuring 284 luxury multifamily units in Stuart, FL. Provided master landscape and hardscape design for client and county approval. Also provided coordination with team to present to City Commission, as well as coordination with contractor during installation.

(Project experience completed with previous firm, see attached resume)





LANDSCAPE
ARCHITECTURAL
SERVICES, LLC

Azul Apartments

Project Spotlight

Address: 201 Joan Jefferson Way
Stuart, FL 34994

Scope of Work: Master Landscape
Design

Estimated Cost: \$325,000

Final Construction Cost: \$300,000

Professional Service Fee: \$12,500

Change Order: N/A

Planned Start: March 2017

Actual Start: March 2017

Planned Completion: January 2018

Actual Completion: February 2018

Client Reference Info: New Urban
Communities

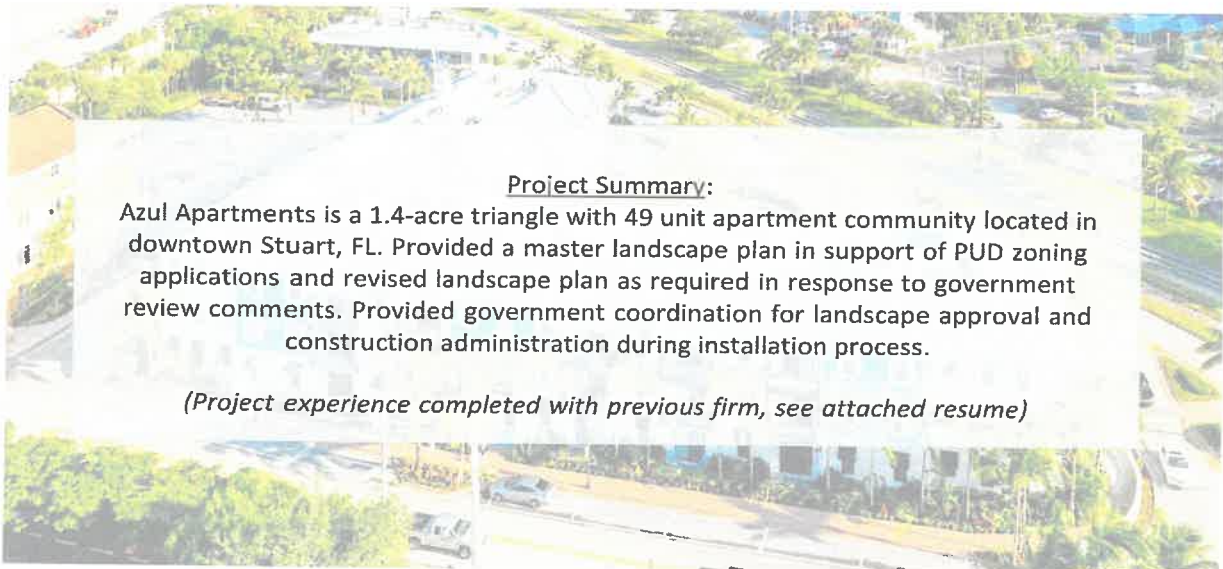
Contact Information: 561-279-8706



Project Summary:

Azul Apartments is a 1.4-acre triangle with 49 unit apartment community located in downtown Stuart, FL. Provided a master landscape plan in support of PUD zoning applications and revised landscape plan as required in response to government review comments. Provided government coordination for landscape approval and construction administration during installation process.

(Project experience completed with previous firm, see attached resume)





LANDSCAPE
ARCHITECTURAL
SERVICES, LLC

Springs at Tradition

Project Spotlight

Address: 11200 SW Village Ct.
Port St. Lucie, FL 34987

Scope of Work: Master Landscape and
Irrigation Design

Estimated Cost: \$850,000

Final Construction Cost: \$1,100,000

Professional Service Fee: \$29,000

Change Order: N/A

Planned Start: January 2017

Actual Start: March 2017

Planned Completion: March 2018

Actual Completion: March 2018

Client Reference Info: Bowman
Consulting

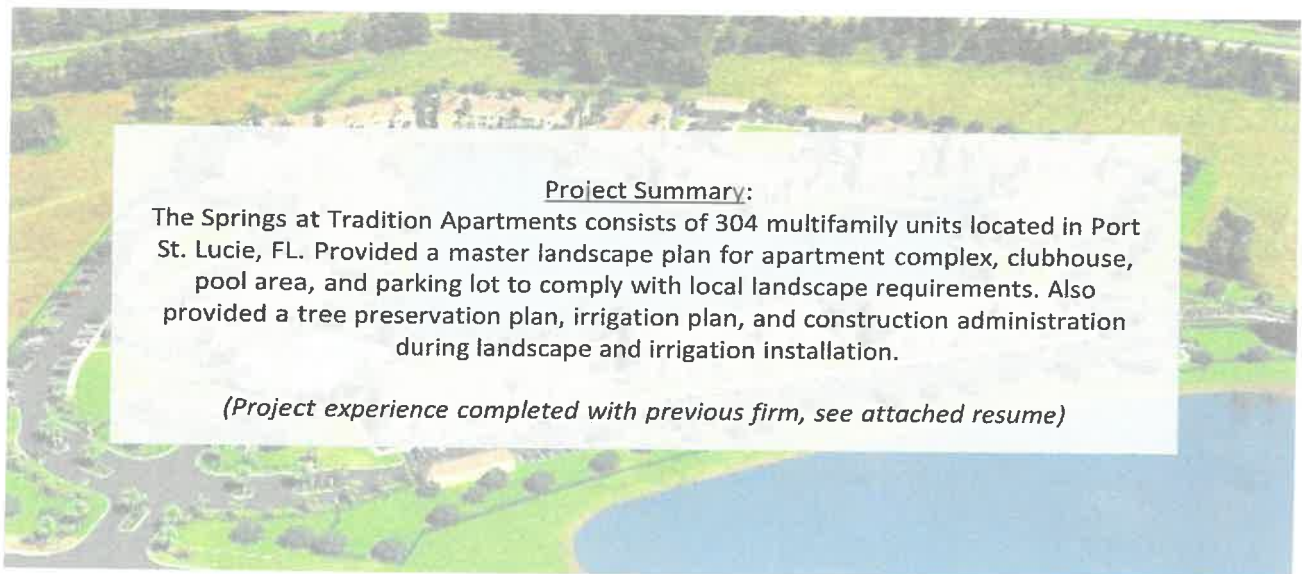
Contact Information: 772-249-0733



Project Summary:

The Springs at Tradition Apartments consists of 304 multifamily units located in Port St. Lucie, FL. Provided a master landscape plan for apartment complex, clubhouse, pool area, and parking lot to comply with local landscape requirements. Also provided a tree preservation plan, irrigation plan, and construction administration during landscape and irrigation installation.

(Project experience completed with previous firm, see attached resume)



Client#: 1900135

132CRAINATL

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/22/2020

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

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

PRODUCER McGriff Insurance Services 1801 N. Pine Island Road, Ste#100A Plantation, FL 33322 954 389-1289		CONTACT NAME: Bianca Palomo PHONE (A/C, No, Ext): 954 389-1289 FAX (A/C, No): 866-802-8684 E-MAIL ADDRESS:	
INSURED Crain Atlantis Inc. Crain Atlantis Engineering Inc 210 SW Natura Avenue Deerfield Beach, FL 33441		INSURER(S) AFFORDING COVERAGE INSURER A : Old Dominion Insurance Company NAIC # 40231 INSURER B : Lloyds INSURER C : Lloyds INSURER D : Zenith Insurance Company 13269 INSURER E : INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		BPP2244F	12/29/2020	12/29/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		B1P2244F	12/29/2020	12/29/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000		CUP2244F	12/29/2020	12/29/2021	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Z135356703	10/13/2020	10/13/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Cyber Coverage		ESI027831472	12/29/2020	12/29/2021	\$500,000/ Ded \$2,500
C	Professional Liab		10143L190461	06/06/2020	06/06/2021	\$1,000,000 Each Claim
C	Professional Liab		10143L190461	06/06/2020	06/06/2021	\$2,000,000 Aggregate

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

CERTIFICATE HOLDER

CANCELLATION

FOR PROPOSAL PURPOSES

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

AUTHORIZED REPRESENTATIVE

Michael Fields

THANK YOU!



Submitted by:



210 SW Natura Ave.
Deerfield Beach, FL 33441
(954) 917-0411

**Cypress Ridge Community Development District
Engineer RFQ Ranking Sheet**

[illegible]