

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT  
DISTRICT**

**June 12, 2023**

**BOARD OF SUPERVISORS  
REGULAR MEETING  
AGENDA**

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

# **AGENDA**

# **LETTER**

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

June 5, 2023

Board of Supervisors  
Terra Lago Community Development District

Dear Board Members:

The Board of Supervisors of the Terra Lago Community Development District will hold a Regular Meeting on June 12, 2023 at 1:00 p.m., at Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34955. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
  - A. Affidavit of Publication
  - B. RFQ Package
  - C. Respondent(s): The MilCor Group, a Division of Haley Ward, Inc.
  - D. Competitive Selection Criteria/Ranking
  - E. Award of Contract
4. Authorization of Request for Qualifications (RFQ) for Design-Build Services for Wastewater Treatment Plant
5. Consideration of Resolution 2023-35, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2023/2024 and Providing for an Effective Date
6. Acceptance of Unaudited Financial Statements as of April 30, 2023
7. Approval of May 8, 2023 Public Hearing and Regular Meeting Minutes
8. Staff Reports
  - A. District Counsel: *Kutak Rock LLP*

**ATTENDEES:**

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

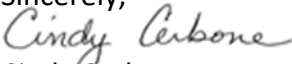
- B. District Engineer (Interim): *The Milcor Group, a Division of Haley Ward, Inc.*
- C. District Manager: *Wrathell, Hunt and Associates, LLC*
  - NEXT MEETING DATE: July 10, 2023 at 1:00 PM

- QUORUM CHECK

SEAT 1	JOSH KELLAM	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	TOM KENNY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	JASON DUGAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	DAVID POWERS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	KEVIN POWERS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 9. Board Members' Comments/Requests
- 10. Public Comments
- 11. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294.

Sincerely,  
  
Cindy Carbone  
District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**  
**CALL-IN NUMBER: 1-888-354-0094**  
**PARTICIPANT PASSCODE: 801 901 3513**

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

# **3A**

# Treasure Coast Newspapers

PART OF THE USA TODAY NETWORK

Stuart News

1801 U.S. 1, Vero Beach, FL 32960

## AFFIDAVIT OF PUBLICATION

**TERRA LAGO CD**

2300 GLADES ROAD, SUITE 410W

**BOCA RATON, FL 33431**

STATE OF WISCONSIN

COUNTY OF BROWN

Before the undersigned authority personally appeared, said legal clerk, who on oath says that he/she is a legal clerk of the Stuart News, a daily newspaper published at Stuart in Martin County, Florida: that the attached copy of advertisement was published in the Stuart News in the following issues below. Affiant further says that the said Stuart News is a newspaper published in Stuart in said Martin County, Florida, and that said newspaper has heretofore been continuously published in said Martin County, Florida, daily and distributed in Martin County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she has neither paid or promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper. The Stuart News has been entered as Periodical Matter at the Post Offices in Stuart, Martin County, Florida and has been for a period of one year next preceding the first publication of the attached copy of advertisement.

Issue(s) dated before where the dates are noted or by publication on the newspaper's website, if authorized, on :

**05/04/2023**



Subscribed and sworn to before on May 4, 2023:



Notary, State of WI, County of Brown

3/7/27

My commission expires

KAITLYN FELTY  
Notary Public  
State of Wisconsin

Publication Cost: \$258.21

Ad No: 0005688196

Customer No: 5615710010C

PO #:

# of Affidavits 1

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT

RFQ for Engineering Services

The Terra Lago Community Development District (the "District"), located in the Village of Indiantown, Florida, announces that professional engineering services will be required on a continuing basis for the District's public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

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

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All Applicants interested must submit one (1) unbound hard-copy and one (1) electronic copy of Standard Form No. 330 and the Qualification Statement by 12:00 p.m. on May 22, 2023 to the attention of Craig Wrathell, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant negotia-

negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

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

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

Publish May 4, 2023  
TCN 5688196



# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

**3B**

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
FOR THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

*RFQ for Engineering Services*

The Terra Lago Community Development District (the “District”), located in the Village of Indiantown, Florida, announces that professional engineering services will be required on a continuing basis for the District’s public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

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

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“CCNA”). All Applicants interested must submit one (1) unbound hardcopy and one (1) electronic copy of Standard Form No. 330 and the Qualification Statement by 12:00 p.m. on May 22, 2023 to the attention of Craig Wrathell, Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (“District Manager’s Office”).

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

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse

Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

## TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT

### DISTRICT ENGINEER PROPOSALS COMPETITIVE SELECTION CRITERIA

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

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

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

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

**3) Geographic Location** (Weight: 20 Points)

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

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

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

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

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

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

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

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

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

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

**3C**



# The MilCor Group

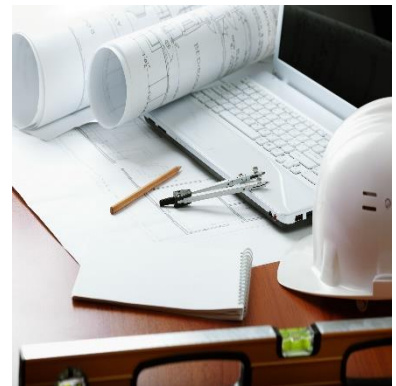
A DIVISION OF HALEY WARD, INC.

**TERRA LAGO  
COMMUNITY  
DEVELOPMENT  
DISTRICT**

**RFQ FOR ENGINEERING  
SERVICES**

**QUALIFICATIONS AND  
SF330 FORM**

**MAY 22, 2023**



---

10975 SE Federal Hwy, Hobe Sound, FL 33455  
T: 772.223.8850 | [HALEYWARD.COM](http://HALEYWARD.COM)



# The MilCor Group

A DIVISION OF HALEY WARD, INC.

May 22, 2023

Craig Wrathell  
Wrathell, Hunt and Associates, LLC  
2300 Glades Road, Suite 410W  
Boca Raton, FL 33431

District Manager's Office

**Re: Request for Qualifications for Engineering Services | Terra Lago Community  
Development District**

Dear Craig:

The MilCor Group, a Division of Haley Ward, Inc., (Milcor) is pleased to provide our qualifications and SF330 form for the Engineering Services for the Terra Lago Community Development District.

Haley Ward, parent company to MilCor, is an employee-owned professional engineering, environmental and surveying consulting firm with more than 200 employees in Florida, Maine, New Hampshire, Massachusetts, and Connecticut. Our Hobe Sound office, headed by Melissa Corbett, PE has been performing engineering services for Terra Lago since it's establishment. The team in Hobe Sound has extensive experience in Indiantown, having designed and permitted numerous projects in the Village.

We appreciate the opportunity to continue providing services to the Terra Lago Community Development District.

Sincerely,

Lucas Anthony, PE  
Regional Manager  
Lanthony@haleyward.com





## TABLE OF CONTENTS

### SECTION 1 FIRM PROFILE

### SECTION 2 QUALIFICATIONS

- a) *Professional Personnel*
- b) *Certified Minority Business Status*
- c) *Meeting Time and Budget Requirements*
- d) *Past Experience and Performance*
- e) *Geographic Location*
- f) *Current and Projected Workloads*
- g) *Previous Work Awarded*

### SECTION 3 SF330

### SECTION 4 RESUMES





## SECTION 1 | FIRM PROFILE

Haley Ward is a 100% employee-owned technical consulting firm offering a wide range of engineering, architectural, environmental, and surveying services focused upon delivering client-based solutions. We are headquartered in Bangor, Maine, with branch offices located in Florida, Maine, New Hampshire, Massachusetts, and Connecticut. We hold all applicable federal, state, and local licenses to perform the requested services, and are authorized to do business in Florida, with four branch offices there.

Haley Ward acquired the MilCor Group (MilCor) in 2022 to continue our growth in Florida and to offer our broader scope of services to MilCor's current and future clients.

MilCor, now a division of Haley Ward, provides civil-site, roadway, stormwater, utilities, agricultural engineering, construction inspection, and project management services. With a strong focus on cost and quality control, continually striving to balance economic, environmental and social responsibilities.

The MilCor team continues to offer the following services from their local offices:

- Civil-Site Design
- Agricultural Engineering
- Public Water System Design
- Sanitary Sewer System Design
- Stormwater System Design
- Roadway Design & Traffic Analysis
- Drainage Evaluations/Analysis
- Lot Grading Plans
- Roadway Design
- Parking & Sidewalk Design
- Construction Engineering Inspection
- Stormwater Pollution Prevention Plans
- NPDES Inspections
- Due Diligence Studies/Reports
- Federal/State/Local Permitting

Haley Ward is available to support them with the following services from other offices:

**COMPANY NAME:**  
*The MilCor Group, a division of  
Haley Ward, Inc.*

**POINT OF CONTACT:**  
*Melissa G. Corbett, PE  
Project Manager  
mcorbett@haleyward.com*

**ADDRESS:**  
*Headquarters  
One Merchants Plaza  
Suite 701  
Bangor, ME 04401*

**LOCAL OFFICE:**  
*10975 SE Federal Hwy  
Hobe Sound, FL 33455*

**WEBSITE:**  
*www.haleyward.com*

**PHONE:** 772.223.8850  
**FAX:** 207.989.4881



### **Civil Engineering**

Land Use Permitting & Development  
Recreational Trails  
Campgrounds  
Roads & Parking Lots  
Transportation & Traffic  
Water/Wastewater Treatment & Conveyance  
Water Works

### **Structural/MEP Engineering**

Architectural Design  
Building Services  
Building Evaluations  
Capital Needs Assessments & Services  
Electrical System Design  
Mechanical System Design  
Municipal Infrastructure  
Structural Design & Analysis  
Interior Design

### **Environmental Engineering**

Remediation Services  
Solid Waste

### **Environmental Sciences**

Geology/Hydrogeology  
Geophysics  
PFAS Sampling & Analysis  
Solid Waste

### **Environmental Compliance**

Air Emissions  
Drinking Water Operations  
Environmental Monitoring  
Petroleum, Hazardous Materials, Hazardous Waste  
Stormwater Compliance  
Wastewater Operations & Compliance

### **Environmental Investigation**

Brownfields Redevelopment  
Environmental Site Assessments

### **Natural Resources**

Permitting & Licensing  
Wetland Habitat Mapping

### **Industrial Hygiene**

Indoor Air Quality Assessments  
Asbestos, Lead, & PCB Management Service

### **Surveying**

Surveying Services  
Drone Services





## SECTION 2 | PROJECT UNDERSTANDING

Though we have joined forces with Haley Ward, at the heart of MilCor we continue to be a local, talented group of professionals dedicated to providing quality service to our clients. As the current Engineer of Record for the newly formed Terra Lago Community Development District, we have an understanding of the entity from the start. Our priority is engineering a value driven, sustainable environment. We also believe that communities must continue to develop and evolve or they will stagnate. The goal of MilCor is to create cost effective engineering solutions that improve the natural surroundings, and support the CDD in its endeavors to grow.

### a) Professional Personnel

#### KEY PERSONNEL

**Lead Contact and Senior Project Manager for the project will be Melissa G. Corbett, PE.**

Ms. Corbett, previously the President of MilCor, has nearly 25 years of experience in all aspects of civil engineering including overall project management and coordination of projects, feasibility analyses, computer modeling, planning, design, permitting, preparation of reports, preparation of project manuals and cost estimates for water distribution, sanitary sewer collection, storm water, and biosolids systems. Ms. Corbett has also overseen numerous construction activities in the field for commercial, residential and municipal projects. Ms. Corbett and the MilCor Group have been performing the duties of interim District Engineer prior to the release of this RFQ, and remain actively involved in ongoing projects.

#### SUPPORT PERSONNEL

Additional professional team members supporting the Terra Lago CDD include:

TEAM MEMBER	ROLE
Lucas Anthony, PE	Regional Engineering Manager
Grant Besing, PE	Sr. Project Engineer
Kenneth Rau, PE	Sr. Project Engineer
Ben Kaimen	Site Design and Permitting Support
Kim Little	Permitting Coordinator
Jordan Silva	Construction Management Professional
Sienna Roberge, EI	Utility infrastructure Design and Permitting Support

**Resumes for all of our team members can be found in Section 4 of this RFQ, including information on their capabilities, experience, certification, training, and education.**



### b) Certified Minority Business Status

The MilCor Group, prior to joining Haley Ward, was a certified minority business. The people are the same, but because the company structure has changed, they no longer qualify. The benefit, however, is having over 200 qualified professionals with experience in a vast array of services ready and able to assist.

### c) Meeting Time and Budget Requirements

One of the first tasks that Ms. Corbett completed upon founding MilCor was the establishment of our Construction Budget and Schedule Policy, and a Quality Control Program. It is the belief of MilCor that the steps outlined in this Policy /Program aid in completing quality projects on-time and within budgets. The Policy begins with: "The importance of executing the project on schedule and within the anticipated budget is paramount to any project. In order to provide the most efficient design that addresses the project owner's needs, better serve our clients and reduce the potential for claims, it is the policy of MilCor to spend an appropriate amount of time with the project owner, listening to the goals and desires. This is the only way to start off with a clear understanding that we are proceeding in the correct direction." Other considerations include responsibility, Kick-Off meetings, project schedules, and construction budgets and Schedules.

### d) Past Experience and Performance

The MilCor team has over 110 years of experience obtaining site approvals and permits from federal, state, and local regulatory agencies and governmental municipalities throughout the Treasure Coast, including:

- Martin County
- St. Lucie County
- Indian River County
- City of Stuart
- City of Port St. Lucie
- City of Fellsmere
- City of Fort Pierce
- Village of Indiantown
- Town of Lake Park
- Loxahatchee River District
- Town of Jupiter
- South Martin Regional Utilities
- Florida Department of Health
- South Florida Water Management District
- St. John's River Water Management District
- Florida Department of Transportation
- Florida Department of Environmental Protection
- Florida Division of Historical Resources
- Florida Department of Agriculture and Consumer Resources
- Army Corps of Engineers
- CSX & FEC Railway
- Fish & Wildlife Commission
- Federal Aviation Administration





## PAST PERFORMANCE | *Local Indiantown Experience*

### **Fort Dawson PUD/Indiantown International Airport**

Client Reference: Clyde & Nancy Dawson  
Indiantown International Airport, Inc.  
PO Box 1234, Indiantown, Florida 34956  
772.597.5800 / Fax 772.597.5805  
No email available

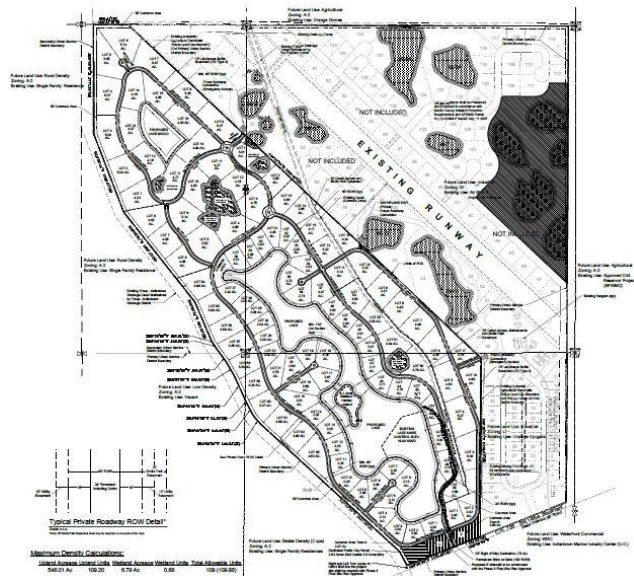
Consultant Fees: \$9,200 for FY 2018; Total \$95,200 since 2008

Construction Cost: N/A – have only excavated a portion of one lake to date.

Completion Date: On-going

Construction Duration: On-going

The Fort Dawson PUD encompasses approximately 1,200 acres located in Indiantown. The project is approved as a six-phase project consisting of 109 single family units, two lakes, airport use, recreational and preserve areas, and airport hangars/runway. MilCor is the Engineer of Record, responsible for the design and permitting of all civil engineering-related facets of the project including, but not limited to, the master storm water management system, roadway design, site grading, and water distribution system. The project includes access to an air strip including taxiways, pedestrian and vehicular bridge crossings. The modeling for the master stormwater management system included approximately 95 acres of lake, approximately 70 acres of wetland preserve and four (4) control structures. In addition, MilCor obtained approval to pave a portion of the grass runway.



Of note to the project, MilCor team members are always looking out for our clients. As the South Florida Water Management District was constructing their intact canal for the C-44 Reservoir, which is located immediately adjacent to the Airport and has a cluster of five wetlands within feet of the property line, MilCor reviewed the District's plans and determined there was no protection for our client's wetlands, which have established control elevations that were several feet above the intact canal. This oversight of wetland protection was pointed out to both our client and the District, prompting the District to offer to purchase the wetlands.



### **Indianwood Golf Course Clubhouse & Pro Shop**

Client Reference: Ron Carr, President  
Indianwood Co-Op, Inc.  
16336 SW Indianwood Circle  
Indianwood, FL 34956  
[floridagirl@onearrow.net](mailto:floridagirl@onearrow.net)  
772.597.3791

Consultant Fees: \$57,000 to date for design, permitting and construction services, approx.

Construction Cost: \$2,240,000 (including vertical construction)

Completion Date: Anticipated in late Dec. 2018

Construction Duration: 9 months

Indianwood is a 141-acre manufactured home community located in Indiantown which includes an 18-hole golf course and amenities. Approval was received for the construction of a new clubhouse and pro shop. MilCor is the Engineer of Record, responsible for the site plan design, permitting, and construction design; including associated vehicle and golf cart parking, sidewalks, stormwater, and utilities. The project is currently under construction and MilCor is providing construction inspection services.



Of note to the project was the challenge of providing water and sewer service to the project. Utilities are provided via the Indiantown Company. Sewer is via a repump from a lift station with a lot of capacity available to a master lift station in the front of the subdivision with very little capacity available. And the most challenging issue in Indiantown is fire suppression. The Indiantown Company does not have the pressure or flow available for standard fire suppression to commercial or industrial properties.





the property, and coordination between the regulatory agencies: SFWMD, ACOE, FDACS, FDEP. The design was paid for by FDACS, the construction was paid for by SFWMD; all invoice approvals were through SFWMD. Should the Village wish to speak to any of the other governmental entities that we worked with, MilCor will be happy to provide their contract information.

### **City of Fellsmere**

Client Reference: Mark Mathes, City Manager  
City of Fellsmere  
22 South Orange Street  
Fellsmere, FL 32948  
772.646.6315

Consultant Fees: \$29,000  
Construction Cost: \$800,000 total (estimate)  
Completion Date: Regional Lake 2017; Train Village on hold; Rail Trail under Design  
Construction Duration: Regional Lake 6 months

MilCor was awarded a Professional Engineering Continuing Services contract with the City of Fellsmere and is the Engineer of Record for the following projects:

**Northern Regional Lake:** Site design, construction design, permitting, and bidding services for the construction of a 6.0-acre regional lake to provide nutrient reduction and water quality credits for the City's Community Redevelopment Area (CRA). Services included permitting through St. John's River Water Management District (SJRWMD), ACOE and Fellsmere Water Control District.

**Train Village:** A train-themed City park utilizing historic buildings and railroad equipment. MilCor designed the construction plans based on a City requested improvements; including City and FDEP utility permitting and Indian River County right of way permitting. Several of the buildings shall be located around the North Regional Lake.



*A portion of the Regional Lake and the first of the train village.*





**Rail Trail:** Final Design and permitting services for a recreational pedestrian/equestrian trail that interconnects with the Train Village and North Regional Lake. The rail trail includes a bridge crossing over the Railroad Ditch.

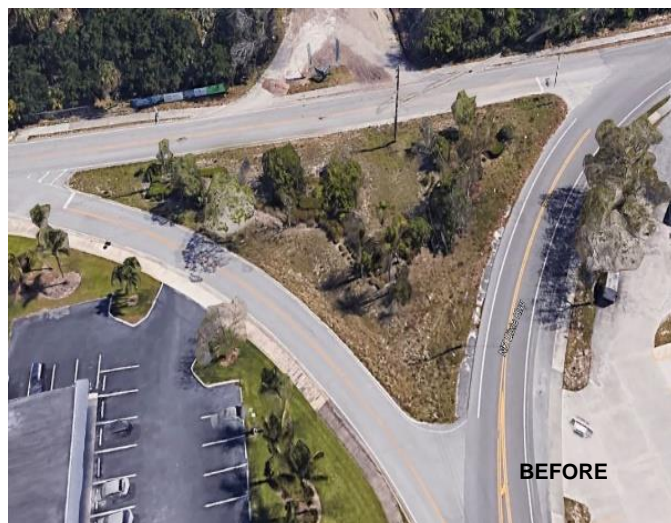
To aid the City with funding of these projects, several grants were applied for in conjunction with the Fountains of Fellsmere Adult Living Facility project located adjacent to the Regional Lake. The property for the lake was donated by the Fountains owner.

**Dixie Hwy/Palmer St. Roundabout Improvements**

Client Reference:	Dante Fraiegari Meritage Homes 1127 Gateway Blvd. Boynton Beach, FL 33426 <a href="mailto:Dante.fraiegari@meritagehomes.com">Dante.fraiegari@meritagehomes.com</a> 561.847.7517	Lisa Wichser, P.E. Martin Co Eng. Dept. 2401 SE Monterey Rd. Stuart, FL 34996 lwichser@martin.fl.us 772.223.7945
Consultant Fees:	\$75,000	
Construction Cost:	\$1,000,000	
Completion Date:	Certified final complete in June 2018	
Construction Duration:	6 months to substantial completion	

This project was part of the off-site improvements associated with the Langford Landing residential development, located on the former Francis Langford Estate, a 52-acre, 60 single-family unit subdivision with a 60-slip dock, located in Martin County. The MilCor Group has been involved with this project for master plan and final site plan approval, subdivision platting, and construction services. Other associated services included internal roadways, stormwater management system, water, sewer, irrigation and off-site utility extensions, and design of a dock facility.

The roundabout property was The donated to Martin County and all costs of its design and construction were paid for by the developer. The construction design was reviewed and





approved by Martin County. Construction of the roundabout is complete and the certification process is in process. We have listed the developer and the County reviewer as the contacts. It is a great example of public-private partnerships to improve the esthetics of any area.



Of note to this project was the complexity of the design for both the development and the roundabout due to the topography, which on-site ranged from Elev. 7.0 to 44.0 NGVD, and the roundabout has over 10-foot of change within the circle. A Site-Specific MOT was created due to the lane shifts and elevational changes. Additionally, during construction, a new property owner took over the project and did not recognize the historical significance of this property to the surrounding residents. MilCor team members aided the owner in addressing residents' concerns.

#### e) Geographic Location

MilCor's local office is in Martin County. The primary contact and Senior Project Manager for this proposal, Melissa Corbett, has grown up in this County. She has known the Powers brothers most of their lives. Ms. Corbett has worked for the Dawson's / Fort Dawson / Indiantown International Airport and Caulkins Citrus for over 15 years.

The following is a list of some past and present projects located in Indiantown that MilCor has provided professional engineering services for over the years:

- Caulkins Water Farm
- Fort Dawson/Indiantown International Airport
- Indiantown Commerce & Technology Park
- Indianwood Golf Course Club House & Pro Shop
- Indiantown Marine
- Farm Road Bridge
- Prism Business Park
- The Indiantown DRI
- Venture Commerce Park



Upon Village incorporation and until the induction of the elected Village Council Members, Ms. Corbett participated in many Transition Team meetings as an individual, and on behalf of the Dawsons, providing input based on years of Martin County governmental experience to aid the Village in its forward progress.

Ms. Corbett has been actively involved in both the Martin County and the Village of Indiantown communities for years and has participated as:

- Indiantown Chamber of Commerce, Vice President
- Stuart-Martin County Chamber of Commerce, Past President
- Hobe Sound Chamber of Commerce Governmental Affairs Committee Voting Member
- Martin County Leadership Class 12
- One Martin Board Member

Ms. Corbett is very familiar with giving presentations to governmental bodies, as well as the general public. Each presentation is geared toward the body to whom the presentation is given. Caulkins Water Farm required numerous outreach presentations, including the Indiantown Neighborhood Advisory Committee (NAC).

MilCor is a member of all the Chambers in Martin County and actively participates in meetings to keep a pulse on local issues. MilCor is also members of the Treasure Coast Builders Association and the Martin County Taxpayers Association – both of whom also keep an eye on local concerns.

***MilCor is an active partner in shaping our communities. We dedicate time and resources to a wide variety of organizations.***

**Treasure Coast Wildlife Center** – Ms. Corbett is an animal-lover, so her greatest generosity has been to the Treasure Coast Wildlife Center (TCWC). All design, permitting and construction services for the Treasure Coast Wildlife Center's new facility located on Citrus Boulevard in Palm City Farms are 100% DONATED. Treasure Coast Wildlife Center is a non-profit community institution offering help for sick, injured and orphaned wild animal patients in addition to providing information and education for human residents and visitors. MilCor also sponsors, volunteers and participates in fund-raising events. Ms. Corbett keeps bee hives at TCWC and produces honey from the colony. At one of their recent fundraisers, Ms. Corbett provided 40 jars of all-natural honey for TCWC to sell.

**Habitat for Humanity** – MilCor donated company time and resources for the site plan approval of a new 34 lot subdivision for Habitat for Humanity, which is a nonprofit organization founded on the conviction that every man, woman and child should have



a decent, safe and affordable place to live. We continue to provide services at a greatly reduced rate as needed on an individual basis.

**Visionary School of Arts** - Ms. Corbett hosted approximately 20 students and their parents at Caulkins Water Farm. What a great experience to see the look on a child's face when they see an alligator in a natural setting for the first time. Students took pictures that were the basis for the School's Save Our River Calendar in 2016.

### **Additional Charitable Affiliations**

- Indiantown Rodeo Sponsor
- Keep Martin Beautiful
- Adopt a Road – Church Street in Hobe Sound, where our office is located
- International Coastal Clean-up
- Florida Ranches Calander
- Halo Animal Rescue – MilCor covers the cost of a rescue dog each month, and sends out pictures / info in an effort to find a loving “forever” home!
- Helping People Succeed
- Molly's House
- Martin County Humane Society
- Martin County Lionfish Round-up
- Martin County Artificial Reef Program
- Humane Society
- Boys & Girls Club of Martin County
- S.P.A.M. Robotics
- For the Love of Paws

### **f) Current and Projected Workloads**

Our team has a current short-term workload that consumes about 70% of its production capacity. However, several current projects are nearing completion. Various tasks for these projects will continue for approximately another year but at a greatly decreased level of effort. Upcoming new projects and new phases of existing projects will require about 50% of staff time over the next two years.

With the additional support of Haley Ward, our current and projected workloads should not interfere with the services needed by the Terra Lago CDD.

### **g) Previous Work Awarded**



As stated in Section 2b, the following is a list of some past and present projects located in Indiantown that MilCor has provided professional engineering services for over the years:

- Caulkins Water Farm
- Fort Dawson/Indiantown International Airport
- Indiantown Commerce & Technology Park
- Indianwood Golf Course Club House & Pro Shop
- Indiantown Marine
- Farm Road Bridge
- Prism Business Park
- The Indiantown DRI
- Venture Commerce Park
- Engineer of Record, Terra Lago CDD

We also understand that part of our role as District Engineer will be coordinating services with other firms that will be providing specialized services that may be required. Our previous work experience in the area and specifically with the District will enhance our ability to provide peer review, support the District in performing needed engineering services, and work with other technical professionals contracted by the District.



## SECTION 3 | SF330

# ARCHITECT-ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION <i>(City and State)</i> Request for Qualifications for Engineering Services for the Terra Lago Community Development District		
2. PUBLIC NOTICE DATE n/a	3. SOLICITATION OR PROJECT NUMBER n/a	

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE Melissa G. Corbett, PE, Senior Project Manager		
5. NAME OF FIRM The MilCor Group, a division of Haley Ward, Inc.		
6. TELEPHONE NUMBER 772-223-8850	7. FAX NUMBER 772-223-8851	8. E-MAIL ADDRESS mcorbett@haleyward.com

### C. PROPOSED TEAM

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

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCONTRACTOR			
a.	✓				The MilCor Group, a division of Haley Ward  <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	10975 SE Federal Hwy Hobe Sound, FL 33455	Engineering Services
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
Melissa G. Corbett	District Engineer	25	15

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

MilCor Group, a division of Haley Ward, Hobe Sound, Florida

16. EDUCATION *(Degree and Specialization)*

B.S. Civil Engineering, University of Central Florida, 1996

17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)*

Florida P.E. #59292

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Publications: Wastewater Treatment Plant Residuals: Disposal Constraints Lead to Creative Alternative Disposal Options

Awards: 2001 Young Eng. of the Year, FES TC Chapter; 2003 Young Eng. of the Year, FES State

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Caulkins Water Farm - Pilot Project, Indiantown, FL	2013	2014
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm a. Engineer in charge of design, permitting and construction of a 400-acre pilot project for capturing excess runoff from the C-44 / Lake Okeechobee. Project involved construction of 3.2 miles of berm.		
Caulkins Water Farm - Expansion Project, Indiantown, FL	2016	2017
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm b. Caulkins was the first Public-Private Partnership to move forward with expansion. Engineer in charge of design, permitting and construction of an expansion to 3000-acre water farm for capturing excess runoff from the C-44 / Lake Okeechobee. Project involved construction of 10 miles of berm, and extreme intergovernmental coordination.		
Box Ranch Ditch Relocation, Hobe Sound, FL	2015	2016
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm c. Engineer in charge of design, permitting and construction of relocation of an existing ditch to along the perimeter of a 1000+ acre parcel that was sold from our client to SFWMD as part of a CERP acquisition. Project included wetland impacts requiring planting and monitoring.		
Fort Dawson, Indiantown, FL	ongoing	ongoing
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm d. Engineer in charge of design, permitting and construction of 1000+ acre aero-equestrian project located in Indiantown. Project includes a 100-acre stormwater lake that addresses run-off from the entire parcel, along with all other civil-site components.		
Fellsmere North Regional Lake, Fellsmere, FL	2017	2018
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm e. Engineer in charge of design, permitting and construction of a regional lake to provide nutrient reduction and water quality credits for the City's Community Redevelopment District.		



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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> Caulkins Water Farm - Pilot & Expansion Project, Indiantown, FL	22. YEAR COMPLETED PROFESSIONAL SERVICES 2013      CONSTRUCTION <i>(If applicable)</i> 2017	

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER George Caulkins	b. POINT OF CONTACT NAME Tom Kenny	c. POINT OF CONTACT TELEPHONE NUMBER 772-220-9717
-------------------------------------	---------------------------------------	--

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

The Caulkins Water Farm Pilot Project, uniquely located adjacent to the C-44 Canal in Indiantown, is a public/private partnership between South Florida Water Management District (SFWMD) and Caulkins Citrus Company. Its purpose is to store water discharged from Lake Okeechobee, allowing for the removal of pollutants by percolation and evaporation, thereby reducing the harmful effects to the St. Lucie Estuary and Indian River Lagoon. The 413 acre pilot project was designed and permitted in four months. It was also constructed and operational in four months, with the pumps turned on in February 2014. This project received the 2016 Business Award from Keep Martin Beautiful. The Pilot was so successful, Caulkins was the first Public-Private Partnership project to move forward with expansion. The Caulkins Water Farm was expanded from 400 acres to over 3000 acres. The Expansion was designed and permitted in seven months, and constructed in less than one year. It furthered public sector involvement, including the Florida Department of Agriculture and Consumer Services and the Department of Environmental Protection. It became operational in late 2017 (it was ready in October 2017; however, power was not available until December 2017 due to Hurricane Irma). MilCor is the Engineer of Record, responsible for both the Pilot and Expansion designs, permitting, construction inspection services and on-going monitoring/reporting services. Of note to this project was the challenge of being the first project to move forward - for both the Pilot Project and the Expansion. Also, the sheer magnitude of the water volumes, the complexity of the calculations required to document the nutrients captured and held on the property, and coordination between the regulatory agencies: SFWMD, ACOE, FDACS, FDEP. The design was paid for by FDACS, the construction was paid for by SFWMD; all invoice approvals were through SFWMD. **It is worth noting that MilCor has worked for the same client on this parcel for over 20 years, obtaining approvals for canal expansions and 20-acre residential tracts prior to the water farm.**

Pilot Consulting fees & construction costs: \$750,000  
 Construction cost for the Expansion was \$7.5M

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. The MilCor Group, a division of Haley Ward, Inc.	Hobe Sound, Florida	Design, Permitting, Construction
b.		
c.		
d.		
e.		
f.		

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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> Box Ranch/Sunlight Ranch & Kanner Highway, Hobe Sound, FL	22. YEAR COMPLETED PROFESSIONAL SERVICES 2001-present CONSTRUCTION <i>(If applicable)</i> 2012	

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Burg & Company	b. POINT OF CONTACT NAME Jim Burg	c. POINT OF CONTACT TELEPHONE NUMBER 561-718-9980
------------------------------------	--------------------------------------	--

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

MilCor is the Engineer of Record for approximately 10,000 acres of agricultural land. Our staff has worked closely with the property owner for over 18 years, working on all aspects of the property. The parcel encompasses 37 platted 20-acre lots known as Box Ranch Plat, 50 20-acre lots known as Sunlight Ranch, 49 20-acre lots known as Trailside, and the remainder of the parcel is agricultural lands. Portions of the property were once an active citrus grove with two elevated, pumped reservoirs. MilCor redesigned the drainage system to restore the natural hydrology, eliminating the berms and pumps, to recreate a combination of historical wetlands and upland habitat. The 200 acres of native habitat now serves as the site stormwater system, preserve area, and recreation area for the residents of Sunlight Ranch.

The Sunlight Ranch parcel, which encompasses 1,060 acres, was redesigned from an existing grove into a 20-acre equestrian community. This project included re-grading the site and excavation of two existing elevated storage reservoirs to restore natural hydrology and recreate 180 acres of viable wetland, upland, and lake habitat. The project connects to Kanner Highway, a state road. The off-site improvements included both right and left turn lanes on Kanner Highway, including addressing widening where there were two separate canal crossings. Currently all off-site improvements are constructed, and a 1.35-mile entrance road with separate stormwater system. Sunlight Ranch is currently partially built / partially still in agricultural use.

*"Over the past twenty years Melissa & her team have been there for all my needs in regards to all the projects that I have going on. From getting approvals for 1,060 acre Sunlight Ranch and constructing the roads and drainage to the Square Grouper Tiki Bar. Thank you for getting it done.....fast.....and right."*

Consultant costs: \$136,200 Construction costs: \$2,000,000+ and ongoing

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME The MilCor Group, a division of Haley Ward, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Hobe Sound, Florida	(3) ROLE Design, Permitting, Construction
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

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 <b>3</b>
21. TITLE AND LOCATION <i>(City and State)</i>  Fort Dawson, Indiantown, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2001-present	CONSTRUCTION <i>(If applicable)</i> on-going

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Clyde Dawson	b. POINT OF CONTACT NAME Clyde Dawson	c. POINT OF CONTACT TELEPHONE NUMBER 772-597-5800
----------------------------------	--	--

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Fort Dawson is an Aero-Equestrian project that encompasses approximately 1,200 acres located in Indiantown, Florida. MilCor is the Engineer of Record, responsible for the design and permitting of all civil engineering-related facets of the project including, but not limited to, the master storm water management system, roadway design, site grading, and water distribution system. The project includes equestrian / walking trails, access to air strip including taxiways for industrial parcels, pedestrian and vehicular bridge crossings. Completed modeling for the master storm water management system which included approximately 95 acres of lake, approximately 70 acres of wetland preserve and four 4 control structures. In addition, obtained approval to pave a portion of the currently grass runway.

Of note to the project, MilCor team members are always looking out for our clients. As the South Florida Water Management District was constructing their intact canal for the C-44 Reservoir, which is located immediately adjacent to the Airport and has a cluster of five wetlands within feet of the property line, MilCor reviewed the District's plans and determined there was no protection for our client's wetlands, which had established control elevations that were several feet above the intact canal. This oversight of wetland protection was pointed out to both our client and the District, prompting the District to offer to purchase the wetlands.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME The MilCor Group, a division of Haley Ward, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Hobe Sound, Florida	(3) ROLE Design, Permitting, Construction
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

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 <b>4</b>
21. TITLE AND LOCATION <i>(City and State)</i> North Regional Lake, Fellsmere, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(If applicable)</i> 2018
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER City of Fellsmere	b. POINT OF CONTACT NAME Mark Mathes	c. POINT OF CONTACT TELEPHONE NUMBER 772-646-6315
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

MilCor has been working with both the Mirzam Group, owner of the Fountains of Fellsmere who is dedicating a parcel of land to the City of Fellsmere, and City staff, to design a regional lake to provide nutrient reduction and water quality credits for the City's Community Redevelopment Area (CRA), as well as the creation of a rail trail / historic train village, and redevelopment of Broadway in an effort to revitalize downtown Fellsmere. The project involved creating a 6.0-acre regional lake to provide nutrient reduction and water quality credits for the City's Community Redevelopment Area (CRA). Services included permitting through St. John's River Water Management District (SJRWMD), ACOE and Fellsmere Water Control District.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. The MilCor Group, a division of Haley Ward, Inc.	Hobe Sound, Florida	Design, Permitting, Construction
b.		
c.		
d.		
e.		
f.		

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 <b>5</b>
21. TITLE AND LOCATION <i>(City and State)</i> Harmony Ranch & Bridge Road/Pratt Whitney RAB, Hobe Sound, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2001 - Present	CONSTRUCTION <i>(If applicable)</i>
<b>23. PROJECT OWNER'S INFORMATION</b>		
a. PROJECT OWNER Seabranh Management, Inc.	b. POINT OF CONTACT NAME Tom Kenny	c. POINT OF CONTACT TELEPHONE NUMBER 772-220-9717
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

Harmony Ranch originally encompassed approximately 4,650 acre parcel of agricultural land, with roughly 1,200 acres sold to South Florida Water Management District for CERP. **Ms. Corbett has been the engineer of record for the property for over 18 years.** MilCor staff has worked on a broad variety of engineering design issues for Harmony Ranch, including phased construction of 20-acre ranchettes, a flow-through drainage network of interconnected wetlands to aid in water quality in the area, renewal the SFWMD Water Use permit, the sale to SFWMD, and two different potential plans for increased density. This parcel of land is extremely flat, as is somewhat normal in South Florida. The client wants the development to include rolling hills. MilCor staff prepared a 3D Model that drove along the rolling roadways so the client could get a "feel" of how the land would look when finished. Designs also include a roundabout at the intersection of Bridge Road and Pratt Whitney, and a number of other connections with turn lanes.

Consulting fees: \$58,900 At this time, no construction has commenced.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. The MilCor Group, a division of Haley Ward, Inc.	Hobe Sound, Florida	Design, Permitting, Construction
b.		
c.		
d.		
e.		
f.		

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 6
21. TITLE AND LOCATION <i>(City and State)</i> Willoughby Golf Club, Stuart, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2008 - present	CONSTRUCTION <i>(If applicable)</i> Most recent 2019

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Willoughby POA	b. POINT OF CONTACT NAME Michelle Reilly	c. POINT OF CONTACT TELEPHONE NUMBER 772-221-2508
------------------------------------	---	--

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The Willoughby Golf Club property encompasses 660 acres. Over the course of many years, it has gradually been permitted by the South Florida Water Management District via separate permits for each of the parcels / basins. The first permit was issued in 1988, prior to the use of Interconnected Pond Routing (ICPR) software for drainage system modeling. To further complicate the system, the original permit included 50 acres of off-site property to the north that drains through the system. During Tropical Storm Faye, the roadway network within the first phase of the property, encompassing 280 acres and 4 basins, flooded and were impassible for many days. Homes were not flooded; however, the flood waters were within inches of the homes. MilCor was hired in 2008 to evaluate the overall system and determine why the roadways were flooding in one section of this property when the remainder of the system was functioning correctly. What was designed? What was permitted? What was constructed? MilCor obtained copies of all of the permits, and prepared an exhibit with the permit numbers and discharge rates.

During our background investigation, we determined: (1) More off-site pass-through flow was connected to Willoughby than was originally anticipated. (2) Some of the internal piping was sized too small. (3) Some of the internal piping was not constructed correctly.

We then utilized the data we found during our investigation and created a new ICRP model. After running the simulation, we verified our results with the owner to determine that the model data was accurate. Our results demonstrated that with minor pipe modifications, the system would function properly.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b> (1) FIRM NAME The MilCor Group, a division of Haley Ward, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Hobe Sound, Florida	(3) ROLE Design, Permitting, Construction
<b>b.</b> (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>c.</b> (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>d.</b> (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>e.</b> (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
<b>f.</b> (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 7
21. TITLE AND LOCATION <i>(City and State)</i> Jensen Beach Country Club, Jensen Beach, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Jensen Beach CC HOA	b. POINT OF CONTACT NAME David Edson, P.E.	c. POINT OF CONTACT TELEPHONE NUMBER 508-728-7469
---	---	--

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

MilCor has recently completed a drainage assessment of Jensen Beach Country Club (JBCC), including inspecting the status of over 300 structures and 250 buried pipes. JBCC encompasses approximately 400 acres; however, the contributing drainage basin encompasses over 1,100 acres. We also compared of the construction plans vs. record drawings, reviewed the South Florida Water Management District Permit, lakes, wetland, and structures in wetlands in order to obtain an overall understanding of how the stormwater system functions. This was a necessary step as development of JBCC was part of the West Jensen DRI, platted as 10 separate plats, and constructed in multiple phases. The first phase of construction started around 1997 with the sales models and construction continuing until the final phase, in plats 9 & 10, was completed in 2016.

We then prepared a report that included the following:

- Status of each structure and pipe
- Deficiencies in the system
- Prioritization of the repairs for all deficiencies found, along with engineer's opinion of probable cost
- Recommended maintenance schedule

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME The MilCor Group, a division of Haley Ward, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Hobe Sound, Florida	(3) ROLE Design, Permitting, Construction
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE





---

**H. ADDITIONAL INFORMATION**

---

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

Additional information is included in the body of the Qualifications Document.

---

**I. AUTHORIZED REPRESENTATIVE**

*The foregoing is a statement of facts.*

31. SIGNATURE



32. DATE

05/22/2023

33. NAME AND TITLE

Lucas Anthony, PE, Regional Engineering Manager

# ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

## PART II - GENERAL QUALIFICATIONS

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

2a. FIRM (or Branch Office) NAME <b>The MilCor Group, a division of Haley Ward</b>			3. YEAR ESTABLISHED <b>45</b>	4. UNIQUE ENTITY IDENTIFIER <b>MA54U1NN2W85</b>
2b. STREET <b>10975 SE Federal Hwy</b>			5. OWNERSHIP	
2c. CITY <b>Hobe Sound</b>	2d. STATE <b>FL</b>	2e. ZIP CODE <b>33455</b>	a. TYPE <b>S Corp (ESOP)</b>	
6a. POINT OF CONTACT NAME AND TITLE <b>Melissa Corbett, PE, Senior Project Manager</b>			b. SMALL BUSINESS STATUS <b>n/a</b>	
6b. TELEPHONE NUMBER <b>772-223-8850</b>		6c. EMAIL ADDRESS <b>mcorbett@haleyward.com</b>		
8a. FORMER FIRM NAME(S) (If any) <b>CES Inc. to Haley Ward Inc.in 2020 The MilCor Group, Inc.</b>			8b. YEAR ESTABLISHED <b>1978 2008</b>	8c. UNIQUE ENTITY IDENTIFIER <b>Same, name change only 26-2959425</b>

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	32		A06	Airports; Navaid; Airport Lighting;	2
06	Architect	2		A10	Asbestos Abatement	4
07	Biologist	1		B02	Bridges	2
08	CADD Technician	15	2	E02	Educational Facilities; Classrooms	5
12	Civil Engineer	28	2	G01	Garages; Vehicle Maint. Facilities	1
15	Construction Inspector	6	2	G04	Geographic Information Sys. Serv.	1
18	Cost Engineer/Estimator	1		H01	Harbors; Jetties; Piers; Ship Term.	3
23	Environmental Engineer	6		H02	Hazardous Materials Hand. & Stor.	2
24	Environmental Scientist	17		I01	Industrial Buildings; Manuf. Plants	6
30	Geologist	3		I03	Industrial Waste Treatment	6
34	Hydrologist	2		J01	Judicial and Courtroom Facilities	4
36	Industrial Hygienist	2		L02	Land Surveying	7
37	Interior Designer	1		L04	Libraries; Museums; Galleries	1
38	Land Surveyor	19		O01	Office Buildings; Industrial Parks	5
42	Mechanical Engineer	3		R04	Recreation Facilities	5
48	Project Manager	25	1	S04	Sewage Collection, Treatment, Dis.	6
56	Specifications Writer	1		S05	Soils & Geologic Studies; Found.	4
57	Structural Engineer	6		S07	Solid Wastes; Incineration; Landfill	6
58	Technician/Analyst	45	1	T03	Traffic & Transportation Engineer	1
				W01	Warehouses & Depots	1
				W03	Water Quality Monitoring	5
	Other Employees					
<b>Total</b>		<b>215</b>	<b>8</b>			

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	2	1. Less than \$100,000	6. \$2 million to less than \$5 million	7. \$5 million to less than \$10 million	8. \$10 million to less than \$25 million
b. Non-Federal Work	8	3. \$250,000 to less than \$500,000	9. \$25 million to less than \$50 million	10. \$50 million or greater	
c. Total Work	8	4. \$500,000 to less than \$1 million	5. \$1 million to less than \$2 million		

### 12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE <b>May 22, 2023</b>
c. NAME AND TITLE <b>Lucas Anthony, PE, Regional Engineering Manager</b>	



## SECTION 4 | RESUMES



## Melissa G. Corbett, P.E.

### Senior Project Manager

[mcorbett@haleyward.com](mailto:mcorbett@haleyward.com) | 772.223.8850

Melissa G. Corbett has nearly 25 years of experience in all aspects of Civil Engineering including overall project management and coordination of projects, feasibility analyses, computer modeling, planning, design, permitting, preparation of reports, preparation of project manuals and cost estimates for water distribution, sanitary sewer collection, storm water, roadways, and biosolids systems. Melissa has also overseen construction activities in the field for commercial, residential, agricultural, and municipal projects.

#### PROFESSIONAL HISTORY

##### 2008 – Present

The MilCor Group, Inc. – a division of Haley Ward, Inc.  
Regional Engineering Manager

##### 2001 - 2008

Engineering and Water Resources  
Vice President/Partner

##### 1997 - 2001

LBFH, Inc.  
Project Manager / Engineer



#### CORE EXPERTISE:

Microsoft Office  
ICPR

#### EDUCATION:

B.S. (1996) Civil Engineering,  
University of Central Florida

#### REGISTRATIONS:

Professional Engineer  
Florida (#59292)

#### AFFILIATIONS:

Florida Engineering Society  
National Society of  
Professional Engineers  
Florida Water Environment  
Association  
Florida Association of  
Environmental Professionals  
Florida Stormwater  
Association



## PROJECT EXPERIENCE

### **Residential/Industrial Development | Fort Dawson**

Project Manager / Engineer responsible for a 1200 acre residential/industrial development in Indiantown, Florida. Responsible for design and permitting for all engineering-related facets of the project including the conceptual master storm water management system, roadway design, site grading, and water distribution system. Completed modeling for the conceptual master storm water management system which included approximately 95 acres of lake, approximately 70 acres of wetland preserve and four 4 control structures.

### **Farm Road Bridge Replacement | Martin County**

Project Manager / Engineer working for the Martin County Engineering Department responsible for design and permitting for the removal of an existing bridge in Indiantown, and replacement with a culverted crossing, including determination of contributing drainage area and hydraulic sizing. Services include design, permitting, signage, striping, value engineering and construction inspection.

### **Agricultural Land Management | Box Ranch and Harmony Ranch | Martin County**

Project Manager / Engineer for approximately 10,000 acres of agricultural land. Melissa has been the engineer of record for the property owner for over 20 years, working on all aspects of the property including a flow-through drainage network of interconnected wetlands to aid in water quality in the area, and renewal the South Florida Water Management District (SFWMD) Water Use permit. The parcel encompasses 37 platted 20-acre lots known as Box Ranch Plat, 50 20-acre lots known as Sunlight Ranch, 49 20-acre lots known as Trailside, and the remainder of the parcel is agricultural lands. The most recent work on the property involved the sale of a portion of the property that is included in the Comprehensive Everglades Restoration Plan (CERP). The project has required extensive hydraulic modeling and coordination with SFWMD.

### **Roundabout Design | Langford Landing Development | Martin County**

Project Manager / Engineer responsible for the redesign of a triangular roadway intersection to create a new roundabout located in Jensen Beach (Martin County). This new roundabout is the gateway entrance to the Langford Landing development, a residential development with associated dock. Responsible for design, permitting, and certification of the on and off-site improvements.



### **Hobe Sound Bridge Sewer Design | Martin County**

Project Manager / Engineer working for the Martin County Engineering Department responsible for design of sewer service to the Hobe Sound Bridge Tender's facility which is located above the Intracoastal Waterway. Prior to this project, the bridge tender had a portalet located outside of the building. Melissa also worked with the South Martin Regional Utility to extend a water main under the same construction contract. Services included determining how and where to penetrate the bridge tender's building, how to attach the main to the building, and where to locate a grinder pump within the building. Project complete.

### **Sunset Bay Marina and Anchorage | City of Stuart**

Project Manager / Engineer responsible for design and permitting of the redevelopment of the City of Stuart's anchorage into Sunset Bay Marina and Anchorage, requiring close coordination between the surveyor, planner, marina contractor, electrical contractor, fuel contractor, and owner's representative. Design, permitting, and construction inspection of water, sewer, stormwater, riverwalk, irrigation, and off-site utilities.

### **Floating Dock Design Indian RiverSide Park**

Project Manager / Engineer responsible for design and permitting of floating docks for an existing park. The design included a combination fixed and floating ramp system to meet ADA accessibility for an existing fixed dock that is approximately 6-feet above the water level in the river. Provided design, permitting, construction inspection, and final certification services.



# Lucas Anthony, P.E.

## Regional Engineering Manager

[lanthony@haleyward.com](mailto:lanthony@haleyward.com) | 207.989.4824

Lucas Anthony has over 22 years of experience in the Civil Engineering field. As a Civil Project Professional, Lucas has a wide variety of experience in site design, preparation of local, state, and federal permit applications, and design of municipal water and wastewater treatment plant improvements.

### PROFESSIONAL HISTORY

#### 2023 – Present

Haley Ward, Inc.  
Regional Engineering Manager

#### 2020 – 2021

Wright-Pierce  
Project Manager

#### 2019 – 2020

AirWorks Solutions  
Account Executive

#### 2017 – 2019

Gorrill Palmer  
Project Manager

#### 2015 – 2017

Bowman Consulting, Ltd.  
Senior Project Manager

#### 2001 – 2015

Kimley-Horn and Associates, Inc.  
Shareholder / Project Manager



#### CORE EXPERTISE:

*AutoCAD  
HydroCad  
ICPR*

#### EDUCATION:

*B.S. (1997) Civil Engineering,  
University of Maine*

#### REGISTRATIONS:

*Professional Engineer  
Florida (#58543)  
Maine (#15250)  
Virginia (#0402058331)*

*Real Estate Sales Associate  
Florida (SL3355556)*



## Grant Besing, P.E.

### Senior Project Engineer

[gbesing@haleyward.com](mailto:gbesing@haleyward.com) | 772.223.8850

Grant Besing, a licensed Professional Engineer in Florida, has more than 35 years of experience with land development, and public works projects for both the public and private sectors. Grant's skills include project design for roadways which include the expansion of existing roadways to create additional trip capacity; design of roadways within newly created right of ways to serve future developments.

#### PROFESSIONAL HISTORY

##### 2022 – Present

The MilCor Group Inc. – a division of Haley Ward, Inc.  
Senior Project Engineer

##### 2003 – 2022

Winningham & Fradley, Inc  
Project Engineer

##### 1997 - 2002

Hawkins Engineering, Inc  
Project Engineer

##### 1992 – 1997

Winningham & Fradley, Inc  
Project Engineer

##### 1990 – 1992

City of Plantation, Florida  
Assistant City Engineer

##### 1985 – 1990

Winningham & Fradley, Inc  
Project Engineer



#### CORE EXPERTISE:

*MicroStation  
Excel  
Quadro Pro*

#### EDUCATION:

*B.S. (1983) Civil Engineering  
Purdue University*

#### REGISTRATIONS:

*Professional Engineer  
Florida (#40046)  
LEED AP*





## PROJECT EXPERIENCE

### **Nob Hill Road Design | Broward County | Parkland, Florida**

Design of Nob Hill Road from Hillsboro Boulevard to Loxahatchee Road (0.8 Miles) of collector roadway. Project consisted of the design, permitting and project administration of a multi lane roadway interconnecting two collector roadways. The road cross section included a median, four lanes and corresponding bike lanes. Design items included utility infrastructure containing water and sewer main extensions within the right of way for service of proposed developments and, a pedestrian path below the main roadway using a Con-Span Bridge to provide access. The installation of the pedestrian path under the roadway required vertical alignments to provide adequate cover for the pedestrian path structure.

### **University Drive Design | Broward County | Parkland, Florida**

Design a .5-mile stretch of road called University Drive from Hillsboro Boulevard to Loxahatchee Road. Project consisted of the design, permitting and project administration of a city street to provide access to a proposed development. Roadway included the paving, drainage, and markings for a collector roadway extension between two collector roadways. Design included transitioning of the roadway within the right of way to avoid obstructions located within the right of way. Realignment provided a safe roadway for the ultimate users.

### **Hillsboro Boulevard Design | Broward County | Parkland Florida**

Grant was responsible for the design of the Hillsboro Boulevard alignment from University Drive east to its connection point at the intersection of Parkside Drive. The alignment, approximately 1.9 miles, provided an alternate path to allow for a more efficient use of the property it was bisecting. After obtaining alignment and section approval, design of roadway's eastern 0.6 miles. Roadway included the design of a 200-foot diameter round-a-bout at the intersection of Everglades Way. The final design featured an astatic center piece while promoting safe access thru and intersection for those traveling thru the intersection and those entering at this location. Permitted the alignment with the governmental agencies controlling the roadway.

### **Low Speed Residential Streets | Broward County | Florida**

Design and permitting of low-speed residential streets within city right of way and streets under the control of private entities. The design included safety upgrades for bicycle and pedestrian access within the vehicle corridor. Alternate alignments included the incorporation of the pedestrian access within the street corridor or design of a separate path away from the vehicle corridor. Alternate designs allowed the public to provide input on how access was to be provided to the public.



### **Turn Lane/Driveway Access | Broward County | Florida**

Grant was responsible for the design and permitting of turn lanes located on state, county, and city streets to provide access to adjacent properties. Duties included the coordination with the client and the agencies to incorporate a design to provide safe access for the public and ensure adequate access is provided to the property.



HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING

## Kenneth Rau, P.E.

### Senior Project Engineer

[krau@haleyward.com](mailto:krau@haleyward.com) | 772.223.8850

Kenneth Rau, a licensed Professional Engineer in Florida, has more than 15 years' experience with water resources, land development, and public works projects for both public and private entities. Kenneth's skills include project analysis; design; stormwater modeling; regulatory agencies permitting; and due diligence report preparation. His specialty areas are design review and quality assurance.

#### PROFESSIONAL HISTORY

##### 2018 – Present

The MilCor Group Inc. – a division of Haley Ward, Inc.  
Senior Project Engineer

##### 2012

Higgins Engineering, Inc.  
Project Engineer

##### 2006

Creech Engineering, Inc.  
Project Engineer



#### CORE EXPERTISE:

*AutoCAD  
Office  
ICPR*

#### EDUCATION:

*B.S. (2006) Civil  
Engineering Florida Institute  
of Technology*

#### REGISTRATIONS:

*Professional Engineer  
Florida (#77738)  
FDEP Qualified Stormwater  
Management Inspector  
(#16733)*



## PROJECT EXPERIENCE

### **Indiantown Marine Services | Indiantown, Florida**

As Project Engineer, Kenneth was responsible for project review, quality control, geotechnical coordination, and remediation recommendations for the on-going Indiantown Marine project, a private Marina and Boat storage facility located along the C-44 Canal in Indiantown.

### **Snead Road Culvert Replacement - St. Lucie County | Fort Pierce, Florida**

St. Lucie County requested our services, and Kenneth was the Project Engineer responsible for the emergency design and replacement of a failed 54-inch diameter culvert with a 60-inch culvert located in Fort Pierce. The project included hydraulic analysis, structural coordination, pavement replacement, striping, and maintenance of traffic design.

### **Willoughby Golf Club Development | Stuart, Florida**

Kenneth was the Project Engineer for the Willoughby Development. On this project, Kenneth was responsible for identifying and addressing ongoing drainage concerns. Services included identifying issues, researching historic drainage patterns, determining various remediation options, design and modeling of solutions, coordination, and project permitting.

### **Multi-Family Development – Trillium | Stuart, Florida**

While Project Engineer, Kenneth responsible for the design and permitting of on- and off-site improvements for a 76-unit multi-family development located in the City of Stuart, Florida. Design included on-site roadway, stormwater, water, and sewer. There was also an off-site design which involved turn lanes, sidewalk extensions, improvements to existing roadway for beautification, drainage modifications and utility extensions.

### **Seaside | Stuart, Florida**

As Project Engineer, Kenneth's duties included the design and permitting of on- and off-site improvements for a 75-unit multi-family development located in the City of Stuart, Florida. The design included on-site roadway, stormwater, water, and sewer while off-site design included turn lanes, sidewalk extensions, improvements to existing roadway for beautification, and utility extensions.

### **Single-Family Housing - Sabal Pointe | Jensen Beach, Florida**

Kenneth was the Project Engineer responsible for the design and permitting of on- and off-site improvements for a single-family development located in Martin County, Florida. Design included on-site roadway on a sand ridge with grade changes from Elev. 18.0 to 49.0 feet NAVD., stormwater, water, and sewer. The off-site design elements included roadway opening, turn lanes, sidewalk extensions, improvements to existing roadway, and utility extensions.



# Benjamin Kaiman

## Project Manager

[bkaiman@haleyward.com](mailto:bkaiman@haleyward.com) | 207.588.0055

Ben has over eighteen years of experience in the Civil Engineering field with an emphasis in water resources and coastal high hazard design. He has contributed to a broad portfolio of projects including work with municipalities, private developers, contractors, and the Department of Transportation performing utility and stormwater design, project management, and construction administration services throughout the United States. Ben is well versed in coastal high hazard and environmentally sensitive zone design requirements. He is experienced in the preparation of local, state and federal permit applications to include local site plan applications, Site Location of Development Act (SLODA) Permits, Stormwater Permits, National Resource Protection Act (NRPA) Permits, Federal Emergency Management Agency (FEMA) map amendment applications, etc.

### PROFESSIONAL HISTORY

#### 2021 – Present

Haley Ward, Inc.  
Project Manager

#### 2019 – 2021

Alliant Engineering, Inc.  
Project Manager

#### 2003 – 2019

W.F. McCain & Associates, Inc.  
Project Engineer/Manager  
Senior Civil Designer  
CADD Technician



### CORE EXPERTISE:

*Residential Site Design and Permitting  
Commercial Site Design and Permitting  
Utilities  
Construction Administration  
Coastal High Hazard Design*

### EDUCATION:

*M.S. Civil Engineering (2019)  
University of North Florida  
  
B.S. Civil Engineering (2016)  
University of North Florida*

### REGISTRATIONS:

*FBPE Engineer Intern*

### AFFILIATIONS:

*American Society of Civil Engineers (ASCE)  
Coast, Oceans, Ports & Rivers Institute (COPRI)*



## PROJECT EXPERIENCE

### **Saco Self Storage Facility | Saco Maine**

Ben is currently serving as Project Manager on a 349-unit self-storage facility located along Portland Road in Saco, Maine. Services include site layout, grading and stormwater management design, land use permitting, and project coordination with the client, abutters, and the City of Saco. Permitting on this project includes local site plan and Maine Department of Environmental Protection (MDEP) Stormwater permitting.

### **Lewiston Dialysis Clinic | Lewiston Maine**

As an integral part of a multi-discipline design team, Ben is the lead all phases of site design and permitting as Haley Ward's Project Manager on this re-development site in Lewiston, Maine. This project includes FEMA Conditional Letter of Map Revision (CLOM-R) and Letter of Map Revision (LOM-R) flood map amendment permitting as well as local and state land use permit applications.

### **East Orrington Business Park | Orrington Maine**

Provided project management services for the Town of Orrington to permit the subdivision of town land for the creation of the East Orrington Business Park.

### **\*Sweet Grass Planned Unit Development | St. Marys, Georgia**

Served as project manager on a multi-phase, multi-use planned unit development in St. Marys, Georgia that consisted of 698 multi-family units, 384 single-family units, over 90,000 square feet of commercial space and a municipal fire station.

### **\*Taco Bell | Multiple Locations throughout the US**

Served as client manager and Project Manager for a national client to develop Taco Bell restaurants.

### **\*Spring Lake Subdivision | Palm Coast, Florida**

Led all phases of site design and permitting to develop a 421-lot single-family residential subdivision in Palm Coast, Florida. While under construction, this project presented a particular challenge due to flood zone requirements and the preservation and incorporation of onsite wetlands.

### **\*Matanzas West Multifamily Apartments | Palm Coast, Florida**

Led all phases of site design and permitting to develop a 285-unit apartment complex on 185 acres that was confined to the isolated upland pockets. The site responsibilities included construction management services.



**\*Rib Crib Restaurants | Kansas City, Missouri**

Served as client manager and Project Manager for a regional client to develop a Rib Crib restaurant in downtown Kansas City.

**\*Downtown Distribution Site Re-Development | Vero Beach, Florida**

As Project Manager, Ben led the civil and structural design team in the re-development of a 60's era service station site, converting the existing building into a restaurant in downtown Vero Beach. This project won an Industry Appreciation Award from the Indian River Chamber of Commerce for Small Project Renovation.

**\*Key Largo Wastewater Treatment District, Basin G and H | Key Largo, Florida**

Provided project management services and led the design of nearly 12 miles of vacuum sewer, a vacuum pump station and three miles of force main sewer design to serve 3000 ± residents as part of a \$2.2 Billion Environmental Protection Agency (EPA) funded grant to provide clean sewer service to the Florida Keys. Performed the study/master plan for the two basins to determine the most cost-effective service methods and US Route 1 routing. The study and permitting phases of the project required close coordination with the local Florida Department of Transportation (FDOT) and Florida Department of Environmental Protection (FDEP) offices covering Monroe County and required design and Maintenance of Traffic (MOT) consideration above and beyond normal FDOT permitting (utility) requirements. It was coordinated with an ongoing roadway improvement project that was concurrently under design along with existing trail locations along the project's route. Worked closely with FDOT during the design to properly establish MOT plans for construction safety issues and traffic control issues per FDOT requirements, as well as accommodating future FDOT roadway improvements.

**\*Kawama Yacht Club Marina Re-Construction | Key Largo, Florida**

Provided Project Management, assistance to design team, coordination with local, state, and federal permitting agencies and provided full construction management services for a 120-slip marina and boat ramp.

\*Projects/Experience under previous employment.





## Kim Little

### Senior Project Professional

[klittle@haleyward.com](mailto:klittle@haleyward.com) | 772.223.8850

Kim Little has worked in permit management of civil engineering land development projects for over 16 years. This entails all aspects of project permitting through local, county and state regulatory agencies from initial strategic planning, quality control of submittals, approval, construction certification and compliance documentation. Kim specializes in superior customer service with proactive coordination and follow up with all agencies and team members to ensure project permitting and certification schedules and deadlines are met.

#### PROFESSIONAL HISTORY

##### **October 2015 – Present**

The MilCor Group Inc. – a division of Haley Ward, Inc.  
Senior Project Professional

##### **August 2008 – October 2015**

Culpepper & Terpening, Inc.  
Permit Specialist/Office Manager

##### **April 2006 – August 2008**

Arcadis US, Inc.  
Project & Permit Coordinator



#### CORE EXPERTISE:

*Adaptability  
Communications  
Customer Service Skills  
Electronic File Management  
Office management  
Organization  
Permit Management  
Project Management  
Research  
Team Leadership  
Time Management*

#### EDUCATION:

*A.A. Business Administration,  
Kaskaskia  
College - Illinois*

#### REGISTRATIONS:

*Notary Public*





## PROJECT EXPERIENCE

### **Pennock Preserve – Planned Unit Development | Jupiter, Florida**

A multi-phased 111-unit subdivision in south Martin County. This project encompassed 302 acres and ownership changed several times during the development and construction. Initial permitting was required, transfer and extension of permits several times and five certification processes through Martin County South Florida Water Management District, Town of Jupiter, Loxahatchee River District, and Florida Department of Environmental Protection. The construction was re-phased several times.

### **Riverbend Planned Unit Development | Palm City, Florida**

A 47-unit subdivision located on 54 acres fronting the St. Lucie River in St. Lucie County. Construction began during the recession and project ownership changed several times as well as taking over six years to sell the home sites. Additional approvals, permits transfers and extensions were required throughout construction until final certifications were obtained.

### **Jensen Dunes Adult Living Facility | Jensen Beach, Florida**

A 340-bed Residential Care Facility consisting of three buildings, a common area pool, and associated parking, utilities, and stormwater management system. Kim provided all permitting services through the various regulatory agencies.

### **Seaside | Stuart, Florida**

A 75-unit multi-family townhome development in Stuart required Kim's coordination and expediting of construction plan approvals through the City of Stuart, South Florida Water Management District and Florida Dept of Environmental Protection. Permit approvals were received in record time allowing construction to commence ahead of schedule.

### **Osprey Preserve | Jensen Beach Florida**

A 9.8-acre multi-family townhome development in Jensen Beach which was fully permitted and approved through the City of Stuart with all permits in hand when the developer canceled the project. The project was dormant for over a year and then was purchased and the new owner revised design and the project was revived and processed through the City of Stuart and all regulatory agencies again.

### **Atlantic Aviation Improvements | Stuart, Florida**

A fixed base operator leasing 18.7 acres at Witham Field Airport in Stuart. The addition of new hangars required three separate full site plan design services with full construction plans which were expedited approval through Martin County. Additionally, permitting services were required through the Federal Aviation Administration and Florida



Department of Environmental Protection. Design through construction certification was completed within two years.

**City of Fellsmere North Regional Lake | Fellsmere, Florida**

Kim provided Permitting services for the construction of a 6.0-acre regional lake to provide nutrient reduction and water quality credits for the City's Community Redevelopment Area (CRA) through St. John's River Water Management District (SJRWMD), ACOE and Fellsmere Water Control District.

**Crosstown Parkway | Port St. Lucie, Florida**

Kim was the permit expediter for the platting and right-of-way permitting requirements for the construction of a 10-mile, east-west six lane parkway through the heart of the City of Port St. Lucie. It was designed to ultimately connect the northern Tradition communities with the U.S. 1 Highway. Kim's work effort included property acquisition assistance.

**Florida Power & Light Company | Multiple Locations in Florida**

Permit Management was provided by Kim for numerous Florida Power & Light electrical substation expansion projects located in St. Lucie, Indian River, Martin, and Lee counties. Kim was responsible for obtaining the required municipality site and building permit approvals; stormwater drainage permit approvals, including Southwest Florida Water Management District and St. Johns River Water Management District; and construction certification in accordance with each agency. These projects also included right-of-way permitting from various entities for the extension of the transmission lines from the St. Lucie Nuclear Plant to serve the expansions.



HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING

# Jordan S. Silva

## Construction Management Professional

[jsilva@haleyward.com](mailto:jsilva@haleyward.com) | 978.648.6025

Jordan S. Silva has 5 years of construction engineering experience with concentration in the areas of new construction, demolition, renovation, and building restoration. Her project experience includes project management, construction oversight, estimating, permitting, site investigations and contract preparation.

In addition, Jordan has experience with construction specifications and QA/QC responsibilities.

### PROFESSIONAL HISTORY

#### 2021 – Present

Haley Ward, Inc.  
Construction Management Professional

#### 2019 – 2021

Christensen Building Group  
Houston, TX  
Assistant Project Manager

#### 2017 – 2018

Dellbrook, JKS  
Falmouth, MA  
Project Engineer

#### 2016 – 2017

University of Maine, Orono  
Teacher's Assistant to Professor  
Construction Engineering Technology Dept.



### CORE EXPERTISE:

*Construction Management  
Resident Project  
Representative*

### EDUCATION:

*University of Maine  
Orono, ME  
Bachelor of Science,  
Construction Engineering  
Technology 2017*

### CERTIFICATIONS & SKILLS:

*MACP  
LACP  
PACP II  
Procore  
OSHA 30  
Building Connected  
Bluebeam  
CPR & AED*



## PROJECT EXPERIENCE

**Sewer Rehab, Natick, MA** – Project included \$3,800,000 sewer line rehabilitation and tv-ing. Responsibilities included supervision of lateral linings for a portion of the three-year length of the project.

**Fox Hill Water Main, Natick, MA** – Project included installation of approximately 2,450 linear feet of new eight-inch ductile iron water main lines as well as 1,520 linear feet of new eight-inch sewer force main pipe with a new pump station. in a residential area. Responsibilities included construction oversight and resident project representative duties for the water main, pump station installation and road paving. Project cost was \$1,683,000.

**Indian Ridge Water Main Replacement, Natick, MA**– Project included install approximately 5,300 linear feet of eight-inch diameter water main lines in a residential area. Responsibilities include construction oversight and resident project representative duties.

**Clayton Geneological Library Houston, TX** – Project included a \$300,000 exterior renovation, oversee the project as the owner's project manager.

**Wannacomet Water Co., Nantucket, MA** – Project included the phased renovation and new construction of a 4,800 S.F. \$3.9 million facility.

**Tomahawk Storage Building, Nantucket, MA** – Assistant project manager for a ground up 91,868 S.F. five story storage and residential building. Project cost was \$13.9 million.

**Sturdy Memorial Hospital, Attleboro, MA** – Assistant Project Manager for the renovation of an occupied 1,500 S.F. CT suite, project cost was \$745,000.

**West Falmouth Library, MA** – Project included the \$2 million historical renovation and restoration of 5,600 S.F. building. Involvement in the close out process of the project.

**Martha's Vineyard Aircraft Rescue & Fire Fighting Building, MV, MA** – Project involved the demolition and new construction of a \$9.9 million 19,000 S.F. facility.



# Sienna Roberge, E.I.

## Civil Engineer

[sroberge@haleyward.com](mailto:sroberge@haleyward.com) | 207.989.4824

Sienna has approximately four years' experience working on a variety of municipal infrastructure design projects. As a Civil Municipal Engineer, Sienna has gained experience in site design, utility infrastructure design, and utility asset management. Sienna is particularly experienced in design, permitting, and construction administration for new treatment systems that remove per- and polyfluoroalkyl substances (PFAS) from drinking water in New England.

### PROFESSIONAL HISTORY

#### 2023 – Present

Haley Ward, Inc.  
Civil Engineer

#### 2021 – 2022

Community Engineering Corps  
Project Lead

#### 2020 – 2022

Woodard & Curran  
Water Infrastructure Engineer

#### 2019 – 2020

University of Vermont  
Graduate Research Assistant



### CORE EXPERTISE:

*PFAS Treatment  
Bluebeam Revu  
ArcGIS Pro*

### EDUCATION:

*M.S. (2020) Civil and  
Environmental Engineering,  
University of Vermont  
B.S. (2019) Environmental  
Engineering, University of  
Vermont*

### REGISTRATIONS:

*Engineering Intern  
(Anticipated to obtain  
Professional Engineer  
License in June 2023)*



## PROJECT EXPERIENCE

### **PFAS Removal Treatment Systems | New England**

Lead engineer role in the design, permitting, bidding, and construction administration for four separate, full-scale PFAS removal treatment systems for municipalities in New England. Design phase responsibilities included coordination for pilot testing, preparing specifications and bid documents, and preparing environmental and design permits. Construction administration responsibilities included project organization for record keeping and retention, submittal and Request for Information (RFI) reviews, and preparing project change documents.

### **Stormwater Mapping | Ellsworth, Maine**

Engineer responsible for mapping the existing stormwater assets for the City of Ellsworth, Maine in both ArcGIS Pro and in Google MyMaps programs to support an evaluation of the existing infrastructure and the City's ability to meet current and future regulatory requirements.

### **Best Management Practices Inspection | Bar Harbor, Maine**

Field Engineer for the construction of a new housing development with responsibilities that included inspecting stormwater best management practices, maintaining client relations, and maintaining the project schedule.

### **Septic System Design | North Woodstock, New Hampshire**

Project Lead, responsible for managing a team of professionals to design a septic system for a tiny home community in North Woodstock, New Hampshire through the non-profit organization Vet's Rest Stop. Coordinated the donation of the designed septic system materials to the organization by the manufacturer.

### **Research | Vermont**

Clustering watersheds in and around Vermont by temporal semivariogram data to update the State of Vermont's regional hydraulic geometry curves (RHGCs) by stratification. The Vermont RHGCs are used to determine bankfull characteristics of rivers and streams for designing flood resilient infrastructure such as stream crossings and embankments along rail lines.



HALEY WARD<sup>®</sup>  
ENGINEERING | ENVIRONMENTAL | SURVEYING

[HALEYWARD.COM](http://HALEYWARD.COM)

# **TERRA LAGO**

## **COMMUNITY DEVELOPMENT DISTRICT**

# **3D**



**Terra Lago Community Development District**  
**Request for Qualifications – District Engineering Services**

**Competitive Selection Criteria**

	Ability and Adequacy of Professional Personnel	Consultant's Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	TOTAL SCORE
<i>weight factor</i>	25	25	20	15	5	5	5	100
NAME OF RESPONDENT								
1 <b>The MilCor Group, a Division of Haley Ward, Inc.</b>								

\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date

# **TERRA LAGO**

## **COMMUNITY DEVELOPMENT DISTRICT**

**4**

**PROJECT MANUAL For  
Progressive Design-Build Services  
for  
Wastewater Treatment Plant Improvements  
FOR THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

## **TABLE OF CONTENTS**

*Public Notice*

*Instructions to Respondents*

*Selection Criteria*

*Standard Form 330*

*Affidavit of Acknowledgments*

*Affidavit of Non-Collusion*

*Sworn Statement Regarding Public Entity Crimes*

*Sworn Statement Regarding Scrutinized Companies*

**NOTICE OF REQUEST FOR QUALIFICATIONS FOR  
Progressive Design-Build Services  
for  
Wastewater Treatment Plant and Collection System Improvements  
FOR THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

The Terra Lago Community Development District (the “**District**”), located in the Village of Indiantown, Florida (the “**Village**”), announces that is soliciting qualification statements from teams, firms, and individuals (“**Respondent**”) for the progressive design services and labor and construction services for public improvements for the replacement of the Village’s Wastewater Treatment Plant (“**WWTP**”), as authorized by Chapter 190, *Florida Statutes* and as more fully described in the Project Manual. This solicitation is referred to herein as the “**RFQ.**”

The “**Project Manual,**” consisting of instructions to respondents, response forms, and other materials, will be available upon request from the Wrathell, Hunt and Associates, LLC (the “**District Manager**”) at [cerbonec@whhassociates.com](mailto:cerbonec@whhassociates.com) and are expected to be available beginning [June \_\_, 2023], at [\_\_:\_\_ a/p.m.] (Eastern Time). The District reserves the right in its sole discretion to make changes to the Project Manual up until the Response Deadline (defined herein), and to provide notice of such changes only to those Respondents who have provided their contact information to the District Manager via e-mail at [cerbonec@whhassociates.com](mailto:cerbonec@whhassociates.com).

**TIME IS OF THE ESSENCE WITH RESPECT TO THE PROJECT.**

To be eligible to submit a response to this RFQ (“**Response**”), an Respondent must:

- 1) hold applicable federal, state and local licenses;
- 2) be authorized to do business in Florida in accordance with Florida law;
- 3) furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data as outlined under Selection Criteria; and
- 4) meet all qualification requirements set forth in the Project Manual.

Responses will be evaluated as provided in the Project Manual and in accordance with the District’s Rules of Procedure. The Selection Criteria in the Project Manual are as follows:

- Ability and Adequacy of Professional Personnel
- Consultant’s Past Performance and Experience
- Geographic Location
- Project Approach and Ability and Willingness to Meet Time and Budget Requirements
- Certified Minority Business Enterprise
- Recent, Current and Projected Workloads
- Volume of Work Previously Awarded to Consultant by District

The District will review all Responses and will comply with Florida law, including the Chapter 190, *Florida Statutes*, and the Consultant's Competitive Negotiations Act, Chapter 287, *Florida Statutes* ("**CCNA**"). All Respondents interested must submit one (1) unbound hardcopy and one (1) electronic copy on a flash drive of Standard Form No. 330 and the Qualification Statement by **12:00 p.m. on [MONTH, DAY], 2023** (the "**Response Deadline**") to the District Manager at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. Responses will be publicly opened at that time.

Responses shall be in the form provided in the Project Manual and submitted in a sealed envelope, marked with a notation "RESPONSE TO THE TERRA LAGO CDD'S REQUEST FOR QUALIFICATIONS – WWTP PROJECT." The District reserves the right to return unopened to the Respondent any Response received after the time and date stipulated above. Each Response shall remain binding for a minimum of one hundred twenty (120) days after the response opening.

The District reserves the right to reject any and all responses, make modifications to the work, award the contracts in whole or in part with or without cause, and waive minor or technical irregularities in any response, as it deems appropriate, and if the District determines in its discretion that it is in the District's best interests to do so.

Any protest regarding the terms of this Notice, or the Selection Criteria, must be filed in writing, within seventy-two (72) hours (excluding weekends and holidays) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or Selection Criteria. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00). In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses and attorney's fees associated with hearing and defending the protest. Failure to timely file a protest, or failure to timely post a protest bond, will result in a waiver of proceedings under Chapter 190, Florida Statutes, and other law.

The successful Respondent will be required upon award to furnish payment and performance bonds for one hundred percent (100%) of the value of the contract (as described in the Project Manual), with a surety acceptable to the District, and in accordance with Section 255.05, Florida Statutes.

Any and all questions relative to this RFQ or the Project shall be directed in writing by e-mail only to the District Manager at [cerbonec@whhassociates.com](mailto:cerbonec@whhassociates.com), with e-mail copies to Melissa Corbett ("**District Engineer**"), at [mcorbett@haleyward.com](mailto:mcorbett@haleyward.com), and Tucker Mackie ("**District Counsel**"), at [tucker.mackie@kutakrock.com](mailto:tucker.mackie@kutakrock.com). No phone inquiries please.

[END OF NOTICE]

**Instructions to Respondents for  
Progressive Design-Build Services  
for  
Wastewater Treatment Plant and Collection System Improvements  
FOR THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

**A. Background**

The Terra Lago Community Development District (the “**District**”), located in the Village of Indiantown, Florida (the “**Village**”), is a special purpose unit of local government established under Chapter 190, Florida Statutes, for the purposes of financing, constructing, acquiring, operating and maintaining public infrastructure improvements. As provided in this Project Manual, the District is soliciting qualification statements from teams, firms, and individuals (“**Respondents**”) for the design, and all labor, materials, equipment and construction services connected thereto, for public improvements for the replacement of the Village’s Wastewater Treatment Plant (“**WWTP**”), as authorized by Chapter 190, *Florida Statutes* (the “**Project**”). This solicitation is referred to herein as the “**RFQ.**”

The Project will support public infrastructure owned by the District as well as public infrastructure owned by the Village. The Village and the District have entered into an Interlocal Agreement Relating to the Construction of Wastewater Collection and Pumping Systems Project dated March 23, 2023, as amended (the “Interlocal Agreement”) pursuant to which the District will be responsible for designing and constructing the Project.

The current capacity of the existing WWTP is 0.75 MGD on an annual average daily flow (AADF) basis. The proposed improvements of the WWTP would increase the annual average daily flow by 0.45 MGD to a total of 1.2 MGD, AADF, while also providing Class I reliability for operation of the plant, which is required prior to modifying the Village’s reuse system to be able to provide Part III Reuse to residential customers.

**B. Response Due Date and Schedule**

All interested Respondents must submit a Response by **12:00 p.m. on [MONTH, DAY], 2023** (the “**Response Deadline**”) to Wrathell, Hunt and Associates, LLC (the “**District Manager**”) at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. Responses will be publicly opened at that time.

**TIME IS OF THE ESSENCE WITH RESPECT TO THE PROJECT.**

The District anticipates the following schedule for the procurement, though certain dates may be subject to change:

<b>DATE/TIME</b>	<b>EVENT</b>
[June _], 2023	RFQ Notice is issued.

[June ], 2023	RFQ Project Manual available.
[3 DAYS FROM NOTICE pub], 2023	Deadline to challenge terms of Notice or Selection Criteria.
[3 DAYS FROM PM RELEASE], 2023	Deadline to challenge terms of PM
[MONTH, DAY], 2023, [ ] a.m.	Mandatory pre-submittal conference at [ ] p.m. at [address]
[SEVEN DAYS BEFORE RESPONSE DEADLINE], 2023, at 5:00 p.m.	Deadline for questions on Project Manual.
[MONTH, DAY], 2023, [ ] a.m. – [ ] p.m. [MONTH, DAY], 2023, [ ] a.m. – [ ] p.m. [MONTH, DAY], 2023, [ ] a.m. – [ ] p.m.	Site inspections available. (Notify District Manager.)
[21 DAYS FROM NOTICE], 2023, at 12:00 p.m.	Response Deadline and public opening of Responses
[TBD]	District Board meeting to select Respondent*

\* The District Board may allow for public presentations by Respondents regarding the Responses at the Board meeting during which the Board will consider the Responses. The District will provide public notice of such meeting, and will inform Respondent's of such opportunity, if any.

### C. Interpretations and Addenda; Zone of Silence

All questions concerning this RFQ or this Project Manual must be e-mailed to the District Manager at [cerbonec@whhassociates.com](mailto:cerbonec@whhassociates.com), with e- copies to Melissa Corbett ("District Engineer"), at [mcorbett@haleyward.com](mailto:mcorbett@haleyward.com), and Tucker Mackie ("District Counsel"), at [tucker.mackie@kutakrock.com](mailto:tucker.mackie@kutakrock.com). Questions shall be received **no later than 5:00 PM on the day that is one week prior to the Response Deadline**. Interpretations or clarifications considered necessary by the District in response to such questions will be issued by addenda e-mailed, faxed or otherwise delivered to all parties recorded as having received the Project Manual. Only questions answered by formal written addenda will be binding. No interpretations will be given verbally. All questions and answers will be distributed to all Respondents via email and, accordingly, all Respondents should email the District Manager at [cerbonec@whhassociates.com](mailto:cerbonec@whhassociates.com) and request to be placed on the distribution list.

The District prohibits any discussion by a consultant or sub-consultant with Board members or Village Council members regarding the Project during the selection process from the time of advertisement until contract award except as formal questions as stated below. Violation of this policy shall result in disqualification.

### D. The Response Form

- a. The Response must be submitted in a sealed envelope, marked on the outside with:
  - i. a notation "RESPONSE TO THE TERRA LAGO CDD'S REQUEST FOR QUALIFICATIONS – WWTP PROJECT."
  - ii. Response Deadline (Date and Time)



iii. Name and address of Respondent

b. The Response envelope must contain on the inside:

- i. "Cover Letter" from the Respondent with a signature in full of an authorized corporate officer, principal, or partner (as applicable). The Cover Letter should summarize the Respondent's qualifications in a brief and concise statement. The Cover Letter should not exceed one (1) page in length.
- ii. One (1) unbound hardcopy of the Qualification Statement (including the Additional Information as described below in the space provided for such information in the Qualification Statement) and completed versions of any other forms contained within this Project Manual.
- iii. One (1) electronic copy on a flash drive of the Qualification Statement (including the Additional Information) and completed versions of any other forms contained within this Project Manual.

**E. Contents of the Response:** Each Respondent shall submit a qualification statement ("**Qualification Statement**") using U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330." Additionally, to the extent not already provided in Form 330, each **Respondent shall provide all of the following information** ("**Additional Information**") in the space provided for Additional Information in Form 330 which may be in the form of attached additional sheets:

- a. A listing of the position / title and corporate responsibilities of key management or supervisory personnel. Include resumes for each person listed, and list years of experience in present position for each party listed and years of experience on projects similar to the Project;
- b. A listing of the engineer point of contact and any other personnel (or subcontractors) proposed for the Project. Include resumes for each person listed, and list years of experience in present position for each party listed and years of experience on projects similar to the Project;
- c. Information relating to the Respondent's past experience and performance for projects similar to the Project;
- d. At least three references from projects of similar size and scope to the Project. Include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person. The Respondent acknowledges and agrees by submitting a Qualification Statement that the District may contact such references;
- e. A narrative description of the Respondent's approach to providing the services as described herein. To the extent applicable, the narrative should identify what the Respondent believes may be critical issues for this Project, including any specific issues that have not been considered by the District and issues or conflicts with any documents or data provided by the District for the Project. The Respondent's narrative should include an outline for addressing such critical issues on this Project;
- f. Information relating to whether the Respondent is a certified minority business enterprise;

- g.** Information relating to the Respondent's willingness and ability to meet time and budget requirements;
- h.** Information relating to the geographic location of the Respondent's headquarters and local offices;
- i.** Information relating to the current and projected workloads of the Respondent;
- j.** Information relating to the volume of work previously awarded to the Respondent by the District or Village;
- k.** Information relating to the Respondent's financial capacity;
- l.** A listing of the Respondent's current state, federal, and local licenses and the status of the same;
- m.** A current certificate of insurance, or equivalent information, identifying the Respondent's current insurance limits and demonstrating the Respondent's errors and omissions and other insurance for which the District could be a listed co-insured. In the event the Respondent is notified of award, it shall provide proof of insurance in the form required by the District, within seven (7) calendar days after notification, or within such approved extended period as the District may grant.
- n.** All Respondents shall include in the Responses proof that the Respondent is able to obtain payment and performance bonds for 100% of the amount of the Project. At the time the contracts are executed, the Respondent will be required to furnish payment and performance bonds for one hundred percent (100%) of the amount of the authorized work, with a surety acceptable to the District, and in accordance with Section 255.05, Florida Statutes. As part of the Response, Respondent shall provide evidence showing that Respondent is able to furnish bonds in the amount of the Respondent's total contract price.
- o.** Information relating to whether, over the past 10 years, Respondent has been terminated from any contract, and, if so, the reasons for such termination, and, if no such conditions exist, Respondent shall affirmatively disclose the same;
- p.** Information relating to whether, over the past 10 years, Respondent has defaulted on any contract or is in arrears on any contract, or for failure to demonstrate proper licensure and business organization, and, if no such conditions exist, Respondent shall affirmatively disclose the same;
- q.** Information relating to whether, over the past 10 years, Respondent has been involved in any litigation involving any contract or work and the status and/or results of such litigation, and, if no such conditions exist, Respondent shall affirmatively disclose the same;
- r.** Information relating to whether, over the past 10 years, Respondent has been the subject of any governmental action of any kind (e.g., investigation, proceeding, penalty, licensure issue, etc.) and the status and/or results of such action, and, if no such conditions exist, Respondent shall affirmatively disclose the same; and
- s.** A statement that the Respondent's work for the District shall not create any conflict of interest. If Respondent believes that a conflict may arise, the nature of the conflict shall be described.

- t. A statement declaring the type of business relationship the Respondent will use (i.e., a single company, joint venture ("JV") or other form of business relationship to perform the Project). If the Respondent is a JV or partnership, the Respondent shall provide an executed copy of the JV or partnership agreement. If the Respondent is a JV or partnership, the qualification requirements set forth in the Project Manual may be satisfied by either JV entity or partner, except that:
  - i. the JV or partnership must hold, in the name of the JV or partnership, the proper license to qualify as a design-build firm as set forth in the licensing requirements herein,
  - ii. the JV or partnership must be the named Principal on the Surety's acknowledgement required for the Contract,
  - iii. the JV or partnership must be the proposed policyholder of the insurance required for the Contract, and
  - iv. all partners of the JV or partnership must submit a signed Non-Collusion Affidavit (Section 455), Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, and Certification Regarding Lobbying.
- u. Completion of any other forms contained within this Project Manual. In addition to executing all forms, affidavits, and acknowledgments for which signature and notary blocks are provided, the Respondent must correctly sign the Affidavit Regarding Responses. If the Respondent is a corporation, the Response should bear the seal of the corporation. Anyone signing the Response as agent shall file with the Response legal evidence of his or her authority to do so.

## **F. Selection Process**

This RFQ is being conducted in two parts. As discussed herein, the District's Board of Supervisors will evaluate and rank Responses based on the Selection Criteria attached to this Project Manual and using the requirements set forth in the District's Rules of Procedure. The Village may provide review and comment to Responses in advance of District consideration. Notice of the ranking adopted by the Board shall be provided in writing to all Respondents, and any protest regarding the rankings must be filed in writing, within seventy-two (72) hours (excluding weekends and holidays) after the publication of such rankings as provided in the District's Rules of Procedure.

After the Board has authorized the beginning of competitive negotiations, the District will negotiate a contract with the most qualified Respondent for professional services at compensation which the District determines is fair, competitive, and reasonable. Should the District be unable to negotiate a satisfactory contract with the Respondent considered to be the most qualified at a price the District determines to be fair, competitive, and reasonable, negotiations with that firm will be formally terminated. The District will then undertake negotiations with the second most qualified Respondent. Should the District be unable to negotiate a satisfactory contract with the Respondent considered to be the second most qualified at a price the District determines to be fair, competitive, and reasonable, negotiations with that Respondent will be formally terminated. The District will then undertake negotiations with the third most qualified

Respondent. Should the District be unable to negotiate a satisfactory contract with any of the selected Respondents, the District shall select additional teams, firms, and individuals in the order of their competence and qualification and continue negotiations until an agreement is reached or the list of firms is exhausted.

The successful Respondent shall be required to execute a contract and be able to provide the required insurance. Respondents not able to do this should not respond. The Respondent understands that this RFQ does not constitute an agreement or contract with the Respondent. District contracts are awarded only when a fully executed written agreement has been returned to the selected team by the District.

The selected Respondent will be required to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the negotiated and agreed upon compensation are accurate, complete, and current at the time of contracting.

### **G. Contract Award**

Once the District and the successful Respondent reach an agreement as to the terms of a satisfactory contract, the Respondent shall enter into and execute a contract with the District, unless requested otherwise by the District. Any work provided and any cost incurred by the Respondent prior to receiving the Notice of Award, executed contracts, and the Notice to Proceed will be at the Respondent's risk unless specifically agreed to in writing by the District.

### **H. Modification and Withdrawal**

Responses may be modified or withdrawn by an appropriate document duly executed and delivered to the place where Responses are to be submitted at any time **prior** to the time and date the Response is due; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications or supplementations, and as otherwise permitted by Florida law. No Response may be withdrawn after opening for a period of one hundred twenty (120) days.

### **I. District's Right to Take Actions in its Best Interests**

The District reserves the right to reject any and all Responses, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the Project in phases, and waive minor or technical irregularities in any Response, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so. Subsequent to the award of the contract, the District, in its sole and absolute discretion, may direct that the Project be delivered in multiple phases rather than all at once or not at all. Such direction may be specified in one or multiple Notices to Proceed, which Notices to Proceed may include, in the District's sole and absolute discretion, any portion of the Project. Moreover, any portion of the Project that the District does not direct for delivery in one or more Notices to Proceed may be, in the

District's sole discretion, removed from the scope of the Project and contractor shall have no recourse or claim whatsoever for damages against the District for such removal.

Any Respondent who presents in its RFQ to the District, any information which is determined by the District, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, may be disqualified from consideration.

The District reserves the right to reject any and all Qualification Statements. Responses that contain any limiting terms and conditions that do not explicitly agree to provide the scope in the contract documents may be disqualified. Respondents may be disqualified and their Responses rejected if the District has reason to believe that collusion may exist among Respondents, the Respondent has defaulted on any previous contract, or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

There is no express or implied obligation for the District to reimburse Respondents for any expenses associated with the preparation and submittal of Responses.

#### **J. Selection Criteria**

As discussed herein, the District's Board of Supervisors will evaluate and rank Responses based on the Selection Criteria attached to this Project Manual and using the requirements set forth in the District's Rules of Procedure.

Each Response shall be separately ranked based on the evaluation of the Response, any information obtained through reference checks, and according to the Selection Criteria contained within the Project Manual. The District's Board of Supervisors shall review and evaluate the responses in their individual discretion, which shall make any final determination with respect to the ranking of the Responses, and final award of a negotiated contract that is in the best interests of the District.

#### **K. Scope of Work:**

The Scope of Work requires the successful Respondent to identify, propose, design, plan, permit, construct, and provide all related materials, labor, and services to deliver the Project. The scope of the Work includes, but is not limited to: soil preparation; site clearing, grubbing and grading, paving, and drainage; yard piping; landscaping; construction of WWTP facility and control buildings, including plumbing, HVAC, electrical, etc. with the capability of future expansion, DIW, reclaimed water system, improvements.

Below are more specific details regarding the Scope of Work.

The Work includes WWTP replacement from the current 0.75 MGD, AADF DAVCO contact stabilization unit to the proposed 1.20 MGD, AADF with two 0.60 MGD 4-stage BNR plants with flow equalization, headworks, and digester, and associated improvements.

- Influent Lift Station - The WWTP Influent Lift Station will be replaced, including a wet well sized for the estimated 20-year wastewater flows as estimated by the Village of

Indiantown Wastewater and Reclaimed Water Master Plan. The initial design will consider pumping rates required for the 5-10 year estimate flows, with the ability to add pumping capacity for the 1.8 MGD 20-year flow projection.

- Four Stage Biological Nutrient Removal (BNR) WWTP - The proposed improvements of the WWTP would increase the annual average daily flow by 0.45 MGD to a total of 1.2 MGD, AADF, while also providing Class I reliability for operation of the plant. A new package 4-stage BNR WWTP rated at 1.2 MGD with two (2) parallel treatment trains would be provided. The following components are to be included as part of package WWTP:
  - Influent screen
  - Precast tanks for treatment
    - Equalization
    - Digester
    - Pre-anoxic, aeration, post-anoxic, and re-aeration
    - Secondary clarifier
  - Pumps, mixers, and process piping
  - Stainless steel floor diffuser grid systems
  - Hoists and sockets
  - Secondary clarifier equipment
  - Controls, VFD's and metering for the WWTP
  - Blowers and associated stainless steel air piping

The field erected treatment plant would include multiple treatment trains, providing Class I reliability. The site will be developed considering expansion to 1.8 MGD with construction of a parallel train.

- Administration Building – the proposed improvements include a new administration building at the WWTP. The new building will include bathrooms, locker rooms, workspace with two desks, a room for file storage, a breakroom, electrical room for the plant panels and VFD's, and SCADA room with a computer.
- Reuse System – the existing reuse system at the plant was permitted to allow reuse water to be delivered to industrial customers. The system has been out of service for the past few years and will require rehabilitation to return to service. The Village intends to modify the Village's reuse system to be able to provide Part II Reuse to residential customers; however, as the current WWTP facilities do not have Class I reliability, the WWTP improvements will be required for this modification.

Wet weather storage will be required for the reuse system modification. Reclaimed water storage may also be provided. The volume of wet weather storage required for the project will be verified and coordinated with the District. Reclaimed water storage could be provided in the repurposed DAVCO tank.

A review of the existing system components shall be provided, including structural, electrical, controls, and review by the filter manufacturer. In addition to recommended improvements, an allowance shall be provided for additional repairs to address issues

with pumps, valves, and other system components that are discovered while bringing this system back online.

- Demolition, Site Improvements and Yard Piping – existing abandoned equipment and tankage on the site will be demolished as required to facilitate the construction of the WWTP improvements. Existing buildings, sludge drying beds, and unused equipment and piping will be removed from the site.

Site improvements will include a grading plan along with paving plans for driveway access and parking for the proposed building and equipment. The access plans will also include driveway accommodations for contract sludge handling. The stormwater design will be in accordance with SFWMD, FDEP, and Village requirements.

Yard piping improvements include connection of the influent LS to the proposed WWTP, as well as any connection of existing influent piping into the site to the LS. Other piping improvements include connection from the WWTP to the reuse system and connections to the reuse water storage. Water service piping will be provided where needed throughout the plant. A sewer service and grinder-type pump station from the new building will also be provided.

- Electrical & Instrumentation – electrical work to serve the proposed influent lift station, WWTP, administration building, reuse system, and other on-site equipment. The design will include a new FPL service feed for the plant, service disconnect, switchgear, Automatic Transfer Switch, and power panels to energize treatment equipment. The design will include FPL coordination, power distribution, standby generation, electrical load calculations, building and site lighting, conduit, and wire design. The electrical design will include electrical load calculations for future expansion to buildout capacity, including raceways sizing, stub-outs and equipment spacing. The facility will also incorporate solar covered parking areas.

Instrumentation for the project will be provided for the influent lift station and other new equipment including pump stations for reject and reuse storage and the generator. Existing controls at the reuse system would be modified as necessary and it is anticipated that the controls for the WWTP will be provided by the package plant manufacturer. The controls for each of these systems would be connected to the administration building.

- Industrial Deep Injection Well  
The project will include a Class I Industrial Deep Injection well with tubing & packer at the wastewater treatment plant site. The well shall be sized for build-out nano-filtration and reverse osmosis concentrate flow from existing and future Village water treatment plants, and wastewater treatment plant effluent flow. A dual zone monitor well and all required monitoring and sampling instrumentation will be provided. The project also includes the required pumps for deep well injection, surge tanks, and other required equipment for operation of the deep injection well.

- Permitting
  - WWTP Expansion permit from the Florida Department of Environmental Protection:
    - Develop the required Preliminary Engineering Report (PER) for the permit application in accordance with the FDEP Preliminary Design Report Guidelines for Wastewater Treatment Plant Permitting Preparation.
    - Complete the applications for a major permit revision to construct the WWTP replacement, FDEP Forms 62-620.910(1) Form 1 and 62-620.910 (2) Form 2A.
  - Florida Department of Environmental Protection Underground Injection Control (FDEP-UIC) permitting for the construction of one (1) Class I industrial injection well at the WWTP
    - Develop the construction permit application and supporting documentation
    - Complete FDEP Application Form to Construct one (1) Class I Injection Well with supporting information including local and regional geologic and hydrogeologic cross-sections and an area of review identifying all wells within a 2-mile radius of the site.
  - Environmental Resource Permit (ERP) from the FDEP
    - Submit for ERP for surface water management system modifications at the wastewater treatment plant site.
    - Respond to requests for additional information (RAIs) from each of the permitting agencies.
- Direct Purchasing
  - The District reserves the right to require the selected Respondent to allow the District to enter into all agreements with material suppliers directly with the District. This saves the amount of the sales tax, when the District purchases material/equipment required for a construction project directly from the manufacturer/supplier (material/equipment cost only), and simultaneously decreases the amount of the contract for the cost of the materials/equipment, plus the sales tax. The contract cost reduction is accomplished through the construction change order process. Each Respondent, in its subcontract agreements, shall ensure that such agreements are assignable for the purposes of direct purchasing by the District. Respondent's warranties and performance bonds shall extend to cover all direct purchased materials, as though Respondent had selected and purchased the materials itself. Direct Purchases shall be coordinated with Respondent, and the Respondent shall agree beforehand on all direct purchase type and quantities. There will be no additional compensation (such as mark-ups) to the contractor for direct purchase items.
- Schedule of Work for the Project
  - The schedule for the Project is to be developed by the successful Respondent performing the Work in strict collaboration with the District and such Respondent. The Respondent is responsible for the development of the schedule and adherence to the schedule. There are significant milestones and requirements to end users that will be the responsibility of the Respondent to fulfill.



- That said, the Village and the District have certain time constraints for completion of the Project, and the failure to meet such time constraints may result in financial consequences to the District. Accordingly, the contractor must be prepared to begin construction of the Project by December 31, 2024.
- Ultimately, the District's goal is for the schedule to result in all of the WWTP facilities operational before June 30, 2026.
- As part of the contract, and as more specific milestones are developed, the contractor will be required to agree to certain liquidated damages, in amounts commensurate with industry standards and for projects of a type similar to the Project.

## **L. Acknowledgments and Representations**

By submitting an Response, each Respondent acknowledges and represents that:

- The Respondent is thoroughly familiar with and understands the requirements of the Project Manual and is experienced in the design, administration, and construction of building projects of the type and scope contemplated by the District for the Project;
- The Respondent has all necessary architectural, engineering and construction education, skill, knowledge, and experience required for the work contemplated by the Project, and will maintain at all times during the term of the final, executed Contract such personnel on its staff to provide the services contemplated hereby within the time periods required hereby;
- The Respondent or its subcontractors performing services under the Contract contemplated by this RFQ have all applicable licenses required by the State of Florida to perform such services;
- The Respondent is familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work, and that ignorance on the part of the Respondent will in no way relieve it from responsibility to perform the work covered by the Response in compliance with all such laws, ordinances and regulations;
- The Respondent shall complete the work for the Project in a professional and workmanlike manner typical of the industry. There shall be no sections or parts missing. Furthermore, each portion of the work shall be complete and able to function for its intended use. The work must be continuous unless otherwise directed by the District. The work, including punch list items, must be acceptable to and accepted by applicable regulatory authorities.
- All storm drainage must be maintained to each property adjacent to the Project during construction. If this does not occur, Respondent will be responsible for any damage that may result.
- Respondent shall be responsible for coordinating the work necessary with all utility companies and other on-site contractors or subcontractors performing work for the District and others on site. Respondent shall be responsible for locating, removing and relocating utilities, both aerial and underground, if required for the performance of the work. This shall also include the coordination of, safety and protection associated with all aerial and underground facilities related to the work.

- Respondent shall be responsible for all costs associated with traffic control and maintenance during the Project.
- Respondent shall work with the District and the Village to identify an acceptable staging area or areas, but will be required to control and protect such area(s) with fencing and other means.

#### **M. Indemnification and Limitation of Liability**

To the fullest extent permitted by law, Respondent shall indemnify, hold harmless, and defend the District and the Village and their respective members, parents, partners, Board members, Village Council members, subsidiaries, affiliates, officers, directors, supervisors, staff, lawyers, managers, engineers, consultants, employees, representatives, contractors, subcontractors, agents, successors and assigns of each and any of all of the foregoing entities and individuals (together, "**Indemnitees**") from all claims, liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, relating to the Response and/or this RFQ and to the extent caused, in part or in whole, by the negligence, recklessness, or intentionally wrongful misconduct of the Respondent or those acting on Respondent's behalf. In the event that any indemnification, defense or hold harmless provision of this Project Manual is determined to be unenforceable, the provision shall be reformed to give the provision the maximum effect allowed by Florida law and for the benefit of the Indemnitees. Additional indemnification, defense, and hold harmless obligations will be set forth in the form of contract.

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

#### **N. Public Records**

The District is a governmental entity, and, accordingly, the Responses will be publicly opened as stated above. Additionally, it is likely that the Responses are or will become public record at some point in the procurement process.

#### **O. Assignment of Rights**

The District and/or the Village will own all rights to any intellectual property or other work completed as part of the Project, and all rights of the District to such property as well as all of the District's rights under the contract to be executed – including warranties, bonds, insurance, indemnification, etc. – shall be freely assignable by the District and to the Village.

#### **P. Protests**

Any protest regarding the terms of this Project Manual must be filed in writing, within seventy-two (72) hours (excluding weekends and holidays) after the publication of this Project Manual. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with

respect to this Project Manual including all attachments. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00). In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses and attorney's fees associated with hearing and defending the protest. Failure to timely file a protest, or failure to timely post a protest bond, will result in a waiver of proceedings under Chapter 190, Florida Statutes, and other law.

REGARDLESS OF WHETHER A PROTEST OF ANY KIND IS FILED, AND IN ORDER TO AVOID AN IMMEDIATE DANGER TO THE PUBLIC HEALTH, SAFETY AND WELFARE OF THE COMMUNITY, AND/OR ADVERSE FINANCIAL CONSEQUENCES TO THE DISTRICT AND/OR THE VILLAGE AND THE PROJECT THROUGH THE SUBMITTAL OF ITS RESPONSE, THE RESPONDENT AGREES THAT THE DISTRICT MAY PROCEED WITH THE PROJECT PURSUANT TO A CONTRACT WITH THE RESPONDENT SELECTED BY THE DISTRICT.

[END OF PROJECT MANUAL – ATTACHMENTS TO FOLLOW]

**Section Criteria for  
Progressive Design-Build Services  
for  
Wastewater Treatment Plant and Collection System Improvements  
FOR THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

- 1) Ability and Adequacy of Professional Personnel** (Weight: 25 Points)  
Consider the capabilities and experience of key personnel within the design-build team including certification, training, and education; affiliations and memberships with professional organizations; etc.
  
- 2) Consultant's Past Performance and Experience** (Weight: 25 Points)  
Past performance in other contracts for design-build wastewater treatment, as described in the Scope of Work below; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.
  
- 3) Geographic Location** (Weight: 20 Points)  
Consider the geographic location of the design-build team headquarters, offices and personnel in relation to the project.
  
- 4) Project Approach and Ability and Willingness to Meet Time and Budget Requirements** (Weight: 15 Points)  
Consider the design-build team's ability and desire to meet time and budget requirements including staffing levels and past performance on previous projects.  
  
Further, this category addresses whether the Respondent has demonstrated that it has the financial resources and stability as a business entity necessary to implement and execute the work. Also, this category includes an evaluation of the Respondent's insurance and warranties offered, above and beyond what is required under the contract documents. The Respondent should include proof of ability to provide insurance coverage as required by the District as well as audited financial statements, or other similar information.
  
- 5) Certified Minority Business Enterprise** (Weight: 5 Points)  
Consider whether any member of the design-build team is a Certified Minority Business Enterprise. Award either all eligible points or none.
  
- 6) Recent, Current and Projected Workloads** (Weight: 5 Points)  
Consider the recent, current and projected workloads of the design-build team.
  
- 7) Volume of Work Previously Awarded to Consultant by District** (Weight: 5 Points)  
Consider the desire to diversify the firms that receive work from the District; etc.

100 Total Points Possible

[END SELECTION CRITERIA]

**Affidavit of Acknowledgment for  
Progressive Design-Build Services  
for  
Wastewater Treatment Plant and Collection System Improvements  
FOR THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

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

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

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

2. I assisted with the preparation of, and have reviewed, the Respondent’s Qualification Statement (“Qualification Statement”) provided in response to the Terra Lago Community Development District Request for Qualifications for Design-Build Services Relating to Wastewater Treatment Plant Improvement Project. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Respondent to constitute good cause for rejection of the Qualification Statement.

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

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

5. The Respondent acknowledges the receipt of the complete Project Manual as provided by the District and as described in the Project Manual’s Table of Contents, as well as the receipt of the following Addendum No.’s:

\_\_\_\_\_.

6. By signing below, and by not filing a protest within the seventy-two (72) hour period after the Pick-Up Time, the Respondent acknowledges that (i) the Respondent has read, understood, and accepted the Project Manual; (ii) the Respondent has had an opportunity to consult

with legal counsel regarding the Project Manual; (iii) the Respondent has agreed to the terms of the Project Manual; and (iv) the Respondent has waived any right to challenge any matter relating to the Project Manual, including but not limited to any protest relating to the Qualification Statement notice, instructions, the contract form, the scope of work, the evaluation criteria, the evaluation process established in the Project Manual, or any other issues or items relating to the Project Manual.

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

8. Regardless of whether a protest of any kind is filed, and in order to avoid an immediate danger to the public health, safety and welfare, and/or adverse financial consequences to the District and/or the Village and the Project, through the submittal of its Response, the Respondent agrees that the District may proceed with the Project pursuant to a contract with the respondent selected by the District.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Respondent: \_\_\_\_\_

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

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

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

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ of \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.

\_\_\_\_\_  
Notary Public, State of Florida  
Print Name: \_\_\_\_\_  
Commission No.: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**Affidavit of Non-Collusion for  
Progressive Design-Build Services  
for  
Wastewater Treatment Plant and Collection System Improvements  
FOR THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, do hereby certify that I have not, either directly or indirectly, participated in collusion or proposal rigging. Affiant is a \_\_\_\_\_ (officer or principal) in the firm of \_\_\_\_\_, and authorized to make this affidavit on behalf of the same. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Signature by authorized representative of Respondent

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ of \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.

\_\_\_\_\_  
Signature of Notary Public taking acknowledgement

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

(SEAL)

**Sworn Statement Regarding Public Entity Crimes Pursuant to Section  
287.133, Florida Statutes for  
Progressive Design-Build Services  
for  
Wastewater Treatment Plant and Collection System Improvements  
FOR THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

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

This sworn statement is submitted to Terra Lago Community Development District.

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of \_\_\_\_\_ for \_\_\_\_\_ (“Respondent”), and am authorized to make this Sworn Statement on behalf of Respondent.
2. Respondent’s business address is \_\_\_\_\_
3. Respondent’s Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(If the Respondent has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or,
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment



or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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

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

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Respondent: \_\_\_\_\_

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

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

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

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ of \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.

\_\_\_\_\_  
Notary Public, State of Florida  
Print Name: \_\_\_\_\_  
Commission No.: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**Sworn Statement Regarding Certain Scrutinized Companies Pursuant to Section  
287.135(5), Florida Statutes for  
Progressive Design-Build Services  
for  
Wastewater Treatment Plant and Collection System Improvements  
FOR THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

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

1. This sworn statement is submitted to Terra Lago Community Development District  
by \_\_\_\_\_  
(print individual's name and title)  
for \_\_\_\_\_  
(print name of entity submitting sworn statement)  
whose business address is  
\_\_\_\_\_

2. I understand that, subject to limited exemptions, section 287.135, Florida Statutes, declares a company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, is ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with a local governmental entity for goods or services of \$1 million or more.
3. Based on information and belief, at the time the entity submitting this sworn statement submits its proposal to the Terra Lago Community Development District, neither the entity, nor any of its officers, directors, executives, partners, shareholders, members, or agents, is listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.
4. If awarded the Contract, the entity will immediately notify the Terra Lago Community Development District in writing if either the entity, or any of its officers, directors, executives, partners, shareholders, members, or agents, is placed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

\_\_\_\_\_  
Signature by authorized representative of Respondent

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ of \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.

\_\_\_\_\_  
Signature of Notary Public taking acknowledgement

My Commission Expires: \_\_\_\_\_(SEAL)

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

**5**

**RESOLUTION 2023-35**

**A RESOLUTION OF THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2023/2024 AND PROVIDING FOR AN EFFECTIVE DATE**

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

**WHEREAS**, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

**WHEREAS**, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

**WHEREAS**, the Board desires to adopt the Fiscal Year 2023/2024 meeting schedule attached as **Exhibit A**.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT:**

1. **ADOPTING FISCAL YEAR 2023/2024 ANNUAL MEETING SCHEDULE.** The Fiscal Year 2023/2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

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

**PASSED AND ADOPTED** this 12th day of June, 2023.

Attest:

**TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A**

<b>TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT</b>		
<b>BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE</b>		
<b>LOCATION</b>		
<i>Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34955</i>		
<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 2, 2023*</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>November 13, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>December 11, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>January 8, 2024</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>February 12, 2024</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>March 11, 2024</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>April 8, 2024</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>May 13, 2024</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>June 10, 2024</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>July 8, 2024</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>August 12, 2024</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>September 9, 2024</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>

**Exception \***

*October meeting is one week earlier to accommodate the Columbus Day holiday*

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

# **UNAUDITED FINANCIAL STATEMENTS**

**TERRA LAGO  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
APRIL 30, 2023**



**TERRA LAGO  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
APRIL 30, 2023**

	General Fund	Debt Service Fund	Total Governmental Funds
<b>ASSETS</b>			
Undeposited funds	\$ 22,682	\$ -	\$ 22,682
Due from Landowner	3,730	-	3,730
Due from general fund	-	145	145
Total assets	<u>26,412</u>	<u>145</u>	<u>26,557</u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable	\$ 20,267	\$ 145	\$ 20,412
Due to Landowner	-	145	145
Due to debt service fund	145	-	145
Landowner advance	6,000	-	6,000
Total liabilities	<u>26,412</u>	<u>290</u>	<u>26,702</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred receipts	<u>3,730</u>	-	<u>3,730</u>
Total deferred inflows of resources	<u>3,730</u>	-	<u>3,730</u>
Fund balances:			
Restricted for:			
Debt service	-	(145)	(145)
Unassigned	<u>(3,730)</u>	-	<u>(3,730)</u>
Total fund balances	<u>(3,730)</u>	<u>(145)</u>	<u>(3,875)</u>
Total liabilities and fund balances	<u>\$ 26,412</u>	<u>\$ 145</u>	<u>\$ 26,557</u>

**TERRA LAGO  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED APRIL 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Landowner contribution	\$ -	\$ 16,537	\$ 84,348	20%
Total revenues	<u>-</u>	<u>16,537</u>	<u>84,348</u>	20%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Management/accounting/recording**	2,000	12,000	36,000	33%
Legal	1,672	7,707	25,000	31%
Engineering	-	-	2,000	0%
Audit	-	-	5,000	0%
Dissemination agent*	-	-	583	0%
Telephone	16	100	200	50%
Postage	-	-	250	0%
Printing & binding	42	250	500	50%
Legal advertising	-	-	6,500	0%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	-	750	0%
Website hosting & maintenance	-	-	1,680	0%
Website ADA compliance	-	210	210	100%
Total professional & administrative	<u>3,730</u>	<u>20,267</u>	<u>84,348</u>	24%
Excess/(deficiency) of revenues over/(under) expenditures	(3,730)	(3,730)	-	
Fund balances - beginning	-	-	-	
Fund balances - ending	<u>\$ (3,730)</u>	<u>\$ (3,730)</u>	<u>\$ -</u>	

\*These items will be realized when bonds are issued

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

**TERRA LAGO  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND  
FOR THE PERIOD ENDED APRIL 30, 2023**

	<u>Current Month</u>	<u>Year To Date</u>
<b>REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 <b>EXPENDITURES</b>		
<b>Debt service</b>		
Cost of issuance	<u>145</u>	<u>145</u>
Total debt service	<u>145</u>	<u>145</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 (145)	 (145)
 Fund balances - beginning	 <u>-</u>	 <u>-</u>
Fund balances - ending	<u>\$ (145)</u>	<u>\$ (145)</u>

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

# **MINUTES**

**DRAFT**

**MINUTES OF MEETING  
TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40

The Board of Supervisors of the Terra Lago Community Development District held a Public Hearing and Regular Meeting on May 8, 2023 at 1:00 p.m., at Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34955.

**Present at the meeting were:**

Joshua Kellam (via telephone)	Chair
Thomas Kenny (via telephone)	Vice Chair
Kevin Powers	Assistant Secretary
David Powers	Assistant Secretary
Jason Dugan	Assistant Secretary

**Also present were:**

Cindy Cerbone	District Manager
Andrew Kantarzhi (via telephone)	Wrathell, Hunt and Associates, LLC
Tucker Mackie (via telephone)	District Counsel
Melissa Corbett (via telephone)	Interim District Engineer
Taryn Kryzda	Member of the Public

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 1:02 p.m. Supervisors Dugan, Kevin Powers and David Powers were present in person. Supervisors Kenny and Kellam attended via telephone.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements**

41 **On MOTION by Mr. Kevin Powers and seconded by Mr. Dugan, with all in favor,**  
42 **the Public Hearing was opened.**

43  
44

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

46 **B. Mailed Notice to Property Owner(s)**

47 Ms. Cerbone presented the affidavits of publication and Mailed Notice (s) evidencing  
48 that the Public Hearing was properly advertised and noticed.

49 **C. Master Capital Improvement Plan (for informational purposes)**

50 Asked if the cap limits in the Master Capital Improvement Plan (CIP) can be exceeded,  
51 Ms. Mackie stated the numbers included within the CIP have not changed since the CIP Report  
52 was presented at the last meeting, in preliminary form. These numbers are intended to be the  
53 numbers that the CDD will not exceed in terms of the delivery of the systems identified in the  
54 CIP Report, such that the Board can proceed with authorizing the validation process, as  
55 previously done. The CDD will be validating the costs identified in the CIP Report, which is  
56 \$121,546,523. The CDD will issue bonds that will equal the costs of the improvements.

57 The following question was asked and answered:

58 **Ms. Mackie:** Are the costs identified in the project reasonable and proper and that there  
59 is no reason that the project couldn't be carried out by the District as identified in your Report?

60 **Ms. Corbett:** I would agree with that statement. There is no reason it should not be able  
61 to move forward for that amount; we were trying to estimate everything on the high side so  
62 that the numbers came in okay.

63 Ms. Mackie stated that the Report itself is for informational purposes and will be  
64 approved in final form with the adoption of Resolution 2023-34.

65 **D. Master Special Assessment Methodology Report (for informational purposes)**

66 Ms. Cerbone stated that this is a Master Special Assessment Methodology Report, in  
67 which some caps are set. She referred to Appendix Table 5, on Page 15, related to assessment  
68 apportionment and what maximum assessment can be based on product size.

69 The following questions were asked and answered:

70 **Ms. Mackie:** Is it your opinion that the land subject to the Master Assessment  
71 Methodology receive special benefits from the District's Capital Improvement Plan as identified  
72 in the Engineer's Report?

73 **Ms. Cerbone:** Yes, I do.

74 **Ms. Mackie:** And are those special assessments reasonably apportioned among the  
75 lands subject to special assessments?

76 **Ms. Cerbone:** Yes, they are.

77 **Ms. Mackie:** And is it reasonable, proper and just to assess the costs of the Capital  
78 Improvement Plan against the lands in the District in accordance with the Methodology, which  
79 results in the assessment roll attached to the Methodology?

80 **Ms. Cerbone:** Yes, it is.

81 **Ms. Mackie:** And the amount contained in that final assessment roll are equal to or in  
82 excess of the maximum special assessments when allocated as set forth in the Methodology?

83 **Ms. Cerbone:** Yes, they are.

84 • **Hear testimony from the affected property owners as to the propriety and advisability  
85 of making the improvements and funding them with special assessments on the  
86 property.**

87 Public comment was requested. No members of the public or affected property owners  
88 spoke.

89 • **Thereafter, the governing authority shall meet as an equalizing board to hear any and  
90 all complaints as to the special assessments on a basis of justice and right.**

91 The Board, sitting as the Equalizing Board made no changes to the assessments.

92 The Board resumed meeting as the CDD Board.

93

94 **On MOTION by Mr. Kevin Powers and seconded by Mr. Dugan, with all in favor,  
95 the Public Hearing was closed.**

96

97

98 **E. Consideration of Resolution 2023-34, Authorizing District Projects for Construction  
99 and/or Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming,  
100 and Levying Special Assessments on Property Specially Benefited by Such Projects to  
101 Pay the Cost Thereof; Providing for the Payment and the Collection of Such Special  
102 Assessments by the Methods Provided for by Chapters 170, 190, and 197 Florida  
103 Statutes; Confirming the District's Intention to Issue Special Assessment Revenue  
104 Bonds; Making Provisions for Transfers of Real Property to Governmental Bodies;**

105 Providing for the Recording of an Assessment Notice; Providing for Severability,  
106 Conflicts and an Effective Date

107 Ms. Cerbone presented Resolution 2023-34 and read the title.

108

109 **On Motion by Mr. Kevin Powers and seconded by Mr. David Powers, with all in**  
110 **favor, Resolution 2023-34, Authorizing District Projects for Construction and/or**  
111 **Acquisition of Infrastructure Improvements; Equalizing, Approving, Confirming,**  
112 **and Levying Special Assessments on Property Specially Benefited by Such**  
113 **Projects to Pay the Cost Thereof; Providing for the Payment and the Collection**  
114 **of Such Special Assessments by the Methods Provided for by Chapters 170,**  
115 **190, and 197, Florida Statutes; Confirming the District's Intention to Issue**  
116 **Special Assessment Revenue Bonds; Making Provisions for Transfers of Real**  
117 **Property to Governmental Bodies; Providing for the Recording of an**  
118 **Assessment Notice; Providing for Severability, Conflicts and an Effective Date,**  
119 **was adopted.**

120

121

122 **FOURTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**  
123 **Statements as of March 31, 2023**

124

125 Ms. Cerbone presented the Unaudited Financial Statements as of March 31, 2023.

126

127 **On MOTION by Mr. David Powers and seconded by Mr. Dugan, with all in**  
128 **favor, the Unaudited Financial Statements as of March 31, 2023, were**  
129 **accepted.**

130

131

132 **FIFTH ORDER OF BUSINESS** **Approval of April 10, 2023 Public Hearing**  
133 **and Regular Meeting Minutes**

134

135 Ms. Cerbone presented the April 10, 2023 Public Hearing and Regular Meeting Minutes.

136 The following change was made:

137 Line 19: Insert "Melissa Corbett (via telephone)" and "Interim District Engineer"

138

139 **On MOTION by Mr. Kellam and seconded by Mr. David Powers, with all in**  
140 **favor, the April 10, 2023 Public Hearing and Regular Meeting Minutes, as**  
141 **amended, were approved.**

142

143

144 **SIXTH ORDER OF BUSINESS** **Staff Reports**



145 **A. District Counsel: *Kutak Rock LLP***

146 Ms. Mackie stated construction related matters will be presented at the next meeting.

147 **B. District Engineer (Interim): *The Milcor Group, A Division of Haley Ward, Inc.***

148 Ms. Corbett stated she is working on a Request for Proposals (RFP) for a design-build for  
149 a new wastewater treatment plant and deconjunction well. She asked who to send the  
150 completed RFP to for review who she should coordinate with and if she will be the one to  
151 advertise it. Ms. Mackie stated Ms. Corbett should transmit the initial RFP to herself, Ms.  
152 Cerbone and Mr. Kellam and, if there are additional parties, not including other Board  
153 Members, Staff can make sure that it is routed to them for consideration. Staff will need to  
154 have a conference call to go over the RFP and the process.

155 Mr. Kellam suggested Ms. Corbett coordinate with Ms. Mackie to schedule the call.

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

- 157 • **0 Registered Voters in District as of April 15, 2023**

- 158 • **NEXT MEETING Date: June 12, 2023 at 1:00 P.M.**

- 159 ○ **QUORUM CHECK**

160

161 **SEVENTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

162

163 There were no Board Members' comments or requests.

164

165 **EIGHTH ORDER OF BUSINESS**

**Public Comments**

166

167 No members of the public spoke.

168

169 **NINTH ORDER OF BUSINESS**

**Adjournment**

170

171

172 **On MOTION by Mr. Kevin Powers and seconded by Mr. Dugan, with all in favor,**  
173 **the meeting adjourned at 1:17 p.m.**

174

175

176

177

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

178  
179  
180  
181  
182  
183

---

Secretary/Assistant Secretary

---

Chair/Vice Chair

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

# **STAFF**

# **REPORTS**

**TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE**

**LOCATION**

*Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34955*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>February 13, 2023</b>	<b>Public Hearings and Regular Meeting</b> <i>(Uniform Method, Budget &amp; Rules Hearings)</i>	<b>1:00 PM</b>
<b>March 13, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>April 10, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>May 8, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>June 12, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>July 10, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>August 14, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>
<b>September 11, 2023</b>	<b>Regular Meeting</b>	<b>1:00 PM</b>