

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT  
DISTRICT**

**February 12, 2024**

**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**

February 5, 2024

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 February 12, 2024 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. Review of Response to Request for Qualifications (RFQ) for Engineering Services
  - A. Affidavit of Publication
  - B. RFQ Package
  - C. Respondent(s)
    - I. Higgins Engineering, Inc.
    - II. Meridian Consulting Engineers, LLC
  - D. Ranking
    - Award of Engineering Services Contract
4. Consideration of Resolution 2024-02, Appointing and Removing Officers of the District and Providing for an Effective Date
5. Consideration of Resolution 2024-03, Designating a Date, Time, and Location for Landowners' Meeting and Election; Providing for Publication, Providing for Severability and an Effective Date
6. Update: Required Ethics Training and Disclosure Filing
7. Consideration of Martin County Tax Collector Agreement for Uniform Collection of Non-Ad Valorem Special Assessments
8. Acceptance of Unaudited Financial Statements as of December 31, 2023

**ATTENDEES:**

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

9. Approval of December 11, 2023 Regular Meeting and Audit Committee Meeting Minutes

10. Staff Reports

A. District Counsel: *Kutak Rock LLP*

B. District Engineer:

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

- NEXT MEETING DATE: March 11, 2024 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

11. Board Members' Comments/Requests

12. Public Comments

13. Adjournment

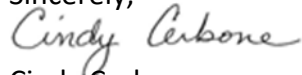
Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 346-5294.

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**

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

**PARTICIPANT PASSCODE: 801 901 3513**

Sincerely,



Cindy Carbone  
District Manager

# **TERRA LAGO**

## **COMMUNITY DEVELOPMENT DISTRICT**

# **3A**

**PROOF OF PUBLICATION**

\_ DAPHNE GILLYARD  
Terra Lago CD  
2300 Glades RD # 410W  
Boca Raton FL 33431-8556

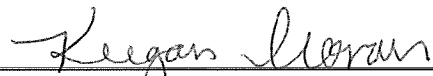
STATE OF WISCONSIN, COUNTY OF BROWN

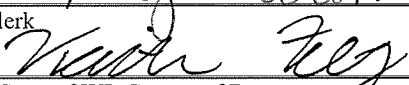
Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Indian River Press Journal/St Lucie News Tribune/Stuart News, newspapers published in Indian River/St Lucie/Martin Counties, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Bids & Proposals, was published on the publicly accessible websites of Indian River/St Lucie/Martin Counties, Florida, or in a newspaper by print in the issues of, on:

01/22/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 01/22/2024

  
\_\_\_\_\_  
Legal Clerk

  
\_\_\_\_\_  
Notary, State of WI, County of Brown

317127

My commission expires

Publication Cost: \$248.92  
Order No: 9758606 # of Copies:  
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KAITLYN FELTY  
Notary Public  
State of Wisconsin

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 February 6, 2024 to the attention of District Manager, 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).

Pub: Jan 22, 2024

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

# **3B**



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

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## 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**

**3CI**



# TERRA LAGO

COMMUNITY DEVELOPMENT DISTRICT

## Request for Professional Engineering Services on a Continuing Basis

Prepared by:



for:

**TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

February 2024

TERRA LAGO COMMUNITY  
DEVELOPMENT DISTRICT

Request for Professional Engineering Services  
on a  
Continuing Basis

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TAB 1



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

Attn: District Manager

Re: Terra Lago Community Development District  
Request for Qualifications for District Engineer

Dear Sirs:

We are pleased to submit the following and attached proposal/qualifications in response to your *Engineering Services – Continuous Contract*. We are very interested in becoming the permanent District Engineer for the Terra Lago Community Development District (the District). HEI has extensive work experience with Chapter 190 F.S. and 298 F.S. districts throughout southeast Florida.

Higgins Engineering, Inc., presently acts as District Engineer for Hobe St. Lucie Conservancy District, Pal-Mar Water Control District and Newfield Community Development District. As previously stated, we have extensive experience working with or for Special Districts; usually occurring through our developer clients where we are asked to do a specific task for the district, or to perform specific permitting for them. Robert W. Higgins, President of Higgins Engineering, Inc., acted as District Engineer for many drainage districts in Broward County while employed by Gee and Jenson EAP, Inc. Some of the special districts that Higgins Engineering, Inc. has worked for (or with) are: ACME Improvement District, North Springs Improvement District, Indian Trace Community Development District, and South Broward Drainage District.

HEI has provided consistent quality engineering services to water resources, environmental, and development clients for 40 years. No firm can exist for that length of time without repeat business from valued clients. Since 1984, HEI has implemented ways that we can do our work better. The focus is meeting project budgets, schedules, and the requirements of our clients. We are committed and willing to meet project budgets and schedules to the District's project requirements.

HEI has the resources to draw upon to provide the necessary staffing with qualified industry personnel with the required expertise for project tasks. HEI has extensive history of providing civil, hydraulic, design, construction, and study phases of water resource projects during recent years and extending back through inception of the firm.

**4623 Forest Hill Blvd., Ste. 113**  
**Tel: (561) 439-7807**

**West Palm Beach, FL 33415**  
**Fax: (561) 439-0026**

**Water Resources - Environmental**



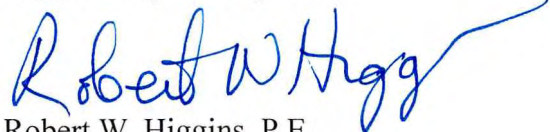
Terra Lago Community Development District  
February 2, 2024  
Page 2 of 2

Robert W. Higgins, as president of Higgins Engineering, Inc., is authorized to commit to the firm's proposal. We certainly appreciate this potential opportunity to provide civil engineering services to the District. Robert W. Higgins, as president of Higgins Engineering, Inc., will be the primary point of contact for all services provided to Terra Lago Community Development District.

Higgins Engineering, Inc. is not a certified minority business enterprise. However, it is a small business enterprise with South Florida Water Management District, Palm Beach County, Martin County and the City of West Palm Beach.

We are very interested in serving as District Engineer for the Terra Lago Community Development District and we are certain you will find us to be the right firm for the job. In advance, thank you for your consideration.

Very truly yours,  
Higgins Engineering, Inc.



Robert W. Higgins, P.E.  
President

RWH:jp  
Enclosure  
24-02

# TAB 2

## HIGGINS ENGINEERING, INC. – COMPANY RESUME



### SERVICES

Water Resource Investigations

Hydrologic/Hydraulic Analysis and Design

Water Management Design and Permitting

Coastal and Estuarine Permitting

Participation in Developments of Regional Impact

Purchase Feasibility Studies

Wetland Assessments/ Environmental Permitting

Engineering Investigations/Expert Witness Testimony

Agricultural Systems

Analysis/Irrigation and Drainage

Higgins Engineering, Inc. (HEI) is a consulting firm established in 1984. For 39 years, HEI has been solving practical problems in the disciplines of water resources, water quality, hydraulics, hydrology, environmental assessment and analysis, and permit processing and approvals. Clients are served in both the public and private sectors with services ranging from specific to ongoing consulting. The company offices are located in West Palm Beach, which enables easy access to various governmental agencies for performing research or coordination during a regulatory process.

Higgins Engineering has completed design and permitting services for projects in South and Central Florida, including many projects in Palm Beach County. While representing clients at Federal, State, and Local levels, the firm has maintained long standing relationships with private and public municipalities. Our clients list has included, but is not limited to;

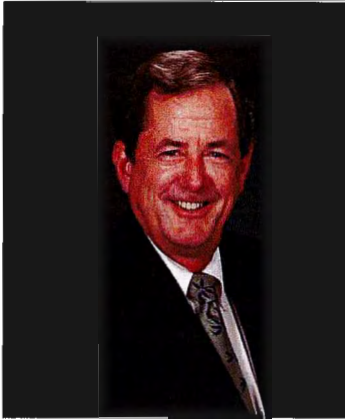
- Martin County
- Minto Communities
- GL Homes
- The Village of Wellington
- Hobe St. Lucie Conservancy District
- Pal-Mar Water Control District
- Palm Beach County
- St. Lucie County
- City of West Palm Beach
- City of Weston

Because the firm's work is primarily on water resources and environmental permitting, the staff has extensive knowledge and experience with hydraulic and hydrologic modeling. Key staff have decades of experience in engineering design and permitting, modeling, completing cost feasibility studies, and construction management and certification. Our personnel have broad experience dealing with construction of projects and contractors and have conducted numerous inspections to ensure that construction is in accordance with the intent and design of the project.

Moreover, Higgins Engineering, Inc. has been actively involved with the monitoring of government rule making activities on behalf of both private and public clients. Specific activities have included providing input on the statewide with equal rule; Lower East Coast Water Supply Plan and C-51 Reservoir; and miscellaneous water resource and environmental workshops (state and local levels). The Firm's staff routinely attends the SFWMD Peer Review Meetings and stay up to date on current rulemaking activities.

Higgins Engineering, Inc. is a certified Small Business Enterprise (SBE) with the South Florida Water Management District, Palm Beach County and the City of West Palm Beach. As a small business, we have established excellent working relationships with other specialty firms throughout the State of Florida. In addition, Higgins Engineering, Inc. sponsors the American Water Resources Association and other technical conferences where new developments in the field of water resources are always in the cutting edge. HEI interacts and keeps contact with academia and research institutes, as well as different engineering/technical societies such as Florida Engineering Society, American Society of Civil Engineers, Water Management Institute, and American Water Resources Association.

**Robert W. Higgins, P.E.**  
Principal, Higgins Engineering, Inc.



**Academic Credentials**

- B.S Civil Engineering.  
University of South Florida, 1975
- M.S. Water Resource Engineering,  
University of South Florida, 1976

**Registration/Licenses**

- Professional Engineer: Florida,  
22364

**Professional Affiliations**

- American Water Resources  
Association (AWRA)
- Florida Engineering Society (FES)
- National Society of Professional  
Engineers (NSPE)
- American Society of Civil  
Engineers (ASCE)
- Water Management Institute (WMI)

**Professional Activities/Awards**

- Florida Engineering Society (FES) -  
President 2010 to 2011
- FES - Vice President, 1996 to 1999
- Water Management Institute-  
President & Founding Member-  
Board of Directors - 1993 to present
- AWRA Florida Section - Board of  
Directors, 1985 to present
- AWRA Florida Section President,  
2006
- Palm Beach County Groundwater &  
Natural Resources Protection Board,  
1985 to 2007
- FES President's Award - 1994
- FES President's Award - 1993
- Palm Beach Chapter FES Engineer  
of the Year - 1991
- South Florida Section ASCE  
Engineer of the Year - 1990-91
- Palm Beach Chapter ASCE  
Engineer of the Year - 1990
- Palm Beach Chapter FES Young  
Engineer of the Year - 1984

Mr. Higgins, a licensed Professional Engineer in Florida, has over 40 years experience in water resource engineering. He has been involved at various levels from design engineer to principal/project manager for various multi-disciplined projects throughout the State. In 1984, he established his own engineering firm, Higgins Engineering, Inc. in West Palm Beach, Florida which specializes in water resource engineering, surface water management, groundwater, land development, drainage and permitting.

**Representative Projects Include**

**GL Homes**

- Instrumental in the design and permitting of the primary facilities at a 55+ community located in western Port. St. Lucie called Riverland. Some of the services provided include: preparation of the overall Water Management Plans. Preparation, submittal and processing of South Florida Water Management District's Environmental Resource Permits. Design of the proposed Outfall Structure which serves a drainage area of 3,828 acres.

**Sonoma Isles**

- Water Management Design, Hydraulic Analysis, water use and drawdown analysis, wetland mitigation and monitoring plans, re-use water delivery plans, nutrient remediation and constructed wetland plans for residential project in Jupiter, Florida. Permitting services included South Florida Water Management District Surface Water and Water Use permitting, ACOE permitting, Loxahatchee River District permitting, and Town of Jupiter permitting.

**WCI Communities, Inc., SFWMD C-18 Canal Widening**

- Widening of the north portion of the SFWMD C-18 canal and permitting and construction inspection services. Higgins Engineering, Inc. has served as project construction managers overseeing projects with canal excavation, providing construction management services for reshaping and spoil removal of the C-18 canal from the Florida Turnpike west 1.25 miles along Parcel 19.

**WCI Communities, Inc., Old Palm Golf Course**

- Design of water management system for a residential/golf course development in Palm Beach County. The project also involved the hydraulic modeling of the Northern Palm Beach County Unit of Development 2, revising basin alignments, re-evaluating the control elevations and relocation and improvement of water control structures, specifically Structure W-10, to increase flood protection and conserve resources.

**Grove Golf XXIII**

- Providing civil engineering services in support of redeveloping a 200 acre citrus farm into a Golf Course located in Martin County. Services provided include Storm Water Management design and modeling, water use; mass earthwork and lake construction plans; paving, grading and drainage plans, water and sanitary plans; and fire protection plans and calculations.

**Lake Worth Drainage District**

- Lead Engineer for the Culvert replacement and Outfall Structure located at the north bank of the Hillsboro Canal at the Lake Worth Drainage District E-1W-S Canal. Services performed included coordination with surveyor's, sub-consultants and utilities. Performance of a detailed site review. Development of a preliminary plan. Prepared modification of the Right of Way permit, as well as a conceptual dewatering plan and permit. Prepared detailed construction plans to include survey, demolition, by-pass channel plan, plan view and section view/details and technical specifications. Preparation of a detailed construction cost estimate. Assistance with obtaining bids and reviewing the bids in order to make recommendations on contractor selection. Preparation of a water control plan.



## Francis J. Padron, P.G.

Water Resources Project Manager/Engineer in projects that involved environmental permitting and engineering design; permitted projects at municipal, state, and federal level., with experience in dewatering systems and permitting, storm water management system design, and groundwater resources.

### HEI ENGINEERING 2001-2021

*Project Engineer/  
Hydrogeologist*

### LICENSES

Professional Geoscientist  
State of Texas

Professional Geologist  
State of Florida

Groundwater Vistas  
Modflow  
ICPR

### EDUCATION

Bs. Geophysics/Geology

Geological Sciences  
Master Program  
UT Austin, TX

BBA in International  
Business and  
Management

40-Hr Hazwoper training  
Certification

- Hydrogeological Investigations
- Design of stormwater management systems
- Well log interpretation
- Project design and calculations of water management systems for private and public developments.
- Groundwater modeling, water resources and environmental studies; contaminant hydrogeology.
- Estimation of pollutant loadings caused by developments
- Preparation of ERP (Environmental Resource Permits) and Water Use Permits
- Preparation of drawdown impacts resulting from irrigation, in support of Water Use permit and subsequent Permit modification
- Prepared technical reports for projects and helped staff in administrative and training requirements
- Developed project specifications and bid packages, prepared RFP (Requests for Proposals)
- Project scope and cost proposals, technical reports and work plans
- Design, installation and testing of pumping wells and monitoring wells; Planning, implementation, and analysis of aquifer performance tests
- Well construction oversight to ensure that drilling contractors adhere and comply with well design.

### Project Experience

#### **South County Regional Park**

Hydrologic modeling of a 3 and 5 layer model involving the use of DBHYDRO database for annual precipitation and evapotranspiration.

**Jupiter Country Club**

Design and South Florida Water Management District permitting of the overall water management system.

**Portosol, a.k.a. Okeechobee Lakes**

Design of water management system and permitting.

**Parkland Utilities**

Responsible for the South Florida Water Management District Water Use Permit renewal which required development and use of a regional MOD flow model.

**Village of Wellington – Section 24**

Conceptual Design and permitting of a 300 acre Stormwater Treatment Area as a Village joint venture with South Florida Water Management District. The Stormwater Treatment Area provides water supply storage and water quality treatment.

**Kennedy Groves DRI**

Responsible for assisting in the design of a conceptual water management plan for 3,845 acre mixed use DRI project. Prepared and processed application with the SFWMD.

**Old Palm Golf Course**

Responsible for assisting in the re-design of the water management system, hydraulic modeling, and permitting.



## Samuel Palermo, P.E.

Water Resources Project Manager with experience in water resources engineering directly related to the Comprehensive Everglades Restoration Plan. Experience is comprised of many critical infrastructure projects in support of the South Florida Water Management District and U.S. Army Corps of Engineers (USACE). Proficient in a wide range of functions including resident engineer, project management, design management, construction management, construction cost estimating and program planning. Expertise is in projects involving large-scale dams, reservoirs, pump stations, federal levees, spillways, gated structures, culverts, hydraulic and mechanical dredging, coastal structures, and conveyance systems throughout south Florida.

### HIGGINS ENGINEERING, INC.

#### 2020-Present

Project Manager

#### LICENSES

Professional Engineer  
State of Florida

#### SKILLS

Design, Construction  
Management, Cost  
Estimating

#### EDUCATION

BS. Environmental  
Resources Engineering

AS. Engineering  
Science

Certified Contractor  
Quality Manager,  
USACE

- Project management of water management systems for public developments.
- Construction management, Construction Inspection, Bid Constructability review and independent expert peer reviews (IEPR)
- Construction Cost Estimating.
- Quality Assurance/Quality Control.
- Groundwater modeling, water resources and environmental studies.
- Estimation of pollutant loadings caused by developments
- Preparation of ERP (Environmental Resource Permits) and Water Use Permits
- Engineering As-Built Certifications
- Prepared technical reports
- Developed project specifications and bid packages, prepared RFP (Requests for Proposals)
- Project scope and cost proposals, technical reports, and work plans.
- Design, installation and testing of pumping wells and monitoring wells.

### Project Experience

#### **El Maximo Dispersed Water Storage Program, South Florida Water Management District, Osceola, Florida**

Produced Bid Set Specifications, Quality Control Plan and Monitoring Plan for a project designed to assist in managing source basin runoff from the basin by attenuating peak flows and temporarily storing a portion of stormwater runoff prior to it being conveyed downstream. Flows are received via the Kissimmee River from the west and from the north via Blanket Bay Slough. The project will consist of 8 basins isolated by earthen berms. Four (4) Electrical Inflow Pump Station's, nine water control structures, ten overflow

structures, a turnout structure and three Canals, all of which will control the water to temporarily capture and detain water within the system. The project will include approximately 29.37 miles of perimeter embankments and 6927 acres of potential storage footprint with all enclosed basins.

**C-139 FEB & Pump Station Design South Florida Water Management District, Hendry County, Florida**

Provided Design Review and Project management support for development of the Conceptual Design Options Memorandum, Geotechnical Data Report and the project delivery of Preliminary 90% Plans, Specifications and Design Documentation Report. The C-139 project is the development of a 2800 acre – 11,000 ac-ft impoundment, 690 cfs pump station, 100 cfs seepage pump station, and two outfall structures to manage the excessive flow associated with an event as water is conveyed to storage treatment area. The overall project includes the modeling, survey, geotechnical, engineering and design to support the development of the Final RTA package. These pump stations utilize axial flow pumps, include vacuum priming, seal water pumps, and trash rake systems on the pump intake.

**Rio Puerto Nuevo RPN Contract 2B and Contract 2DE; USACE San Juan, Puerto Rico**

Utilities Design Task Manager and Assistant Project Manager; providing Engineering support for the scoping, assignment, preliminary design report, plans and specifications for the RPN 2B Roosevelt Bridge and 2DE Walls. Utilities included a Siphon crossing, Water Mains, Electrical and telecommunication connections to facilitate the widening of the RPN Channel utilizing drilled shaft walls.

**Contract 2- C-44 Reservoir, Indiantown, FL. Barnard Construction Company, Inc., USACE**

Resident Project Engineer/Quality Control Manager; The C-44 Reservoir and Stormwater Treatment Area (C-44 RST A) is part of the Indian River Lagoon South (IRL-S) Restoration Project. The C-44 Reservoir is an above-ground water storage reservoir with a 3,400 acre footprint and a storage capacity of 50,600 acre-feet at a normal full storage level of 15-feet. As a Resident Engineer/Quality Control Manager responsibilities included the development of the Reservoir construction Quality Control Program, structural and earthwork submittals, leadership of project inspectors and junior engineers, value engineering investigations, project specification modifications and overall technical review for constructability. Also responsible for all preliminary construction submittals for all features of work while leading a team of project engineers, inspectors and superintendents for a 9-mile earthen embankment reservoir. Features of work include a toe trench drain system, perimeter canal, seepage canal, embankment, chimney drain system, discharge tower, spillway, box culverts, and soil cement revetment.

**Tampa Bay Water - C.W. Bill Young Regional Reservoir Renovation, Tampa, FL**

Senior Dam Engineer assisting the construction team with dam safety inspections and providing monthly, quarterly, and annual embankment performance reports in accordance with the Florida Department of Environmental Protection review. These inspections are conducted using state of the art technology and online ArcGIS. Photographic documentation and visual inspection of embankment, soil-cement revetment and discharge control structures is documented as part of a 5-year maintenance agreement with Tampa Bay Water.





## HIGGINS ENGINEERING, INC.

### TYPICAL PROJECT LIST

**Client name:** Hobe St. Lucie Conservancy District  
**Contact person:** Andrew Kamaris  
**Title:** District Manager  
**Address:** Special District Services, Inc., 2501A Burns Road  
Palm Beach Gardens, FL 33410  
**Phone number:** (561) 630-4922  
**Project:** District Engineer - Hobe St. Lucie Conservancy District  
**Dates:** October, 2007 to present  
**Description:**  
Responsible for all drainage and irrigation improvements within the District. Directed the design, permitting and construction of water management and irrigation improvements.  
**Consultant Cost:** Approximately \$30,000.00 per year.

**Client name:** Pal-Mar Water Control District  
**Contact person:** Mike McElligott  
**Title:** District Manager  
**Address:** Special District Services, Inc., 501A Burns Road  
Palm Beach Gardens, FL 33410  
**Phone number:** (561) 630-4922  
**Project:** District Engineer – Pal-Mar Water Control District  
**Dates:** 2008 to present  
**Description:**  
Responsible for all drainage and irrigation improvements within the District. Directed the design, permitting and construction of water management and irrigation improvements. Preparation of Water Control Plans and monitoring for Permit Compliance.  
**Consultant Cost:** Approximately \$30,000.00 per year.

**Client name:** GL Homes  
**Contact person:** Mike Fogarty  
**Title:** Director of Land Development  
**Address:** 1600 Sawgrass Corporate Pkwy #400, Sunrise, FL 33323  
**Phone number:** (561) 441-8029  
**Project:** Riverland  
**Dates:** 2005 to present

**Description:**

Primary in the design and permitting of primary facilities of a 55+ community Development. Responsible for the overall Water Management Plans. Design of the proposed Outfall Structure serving a 3,828 acre drainage area. Preparation, submittal of all the environmental permitting with the South Florida Water Management District

**Consultant Cost:** On-going

**Client name:** Village of Wellington  
**Contact person:** Gary Clough, P.E.  
**Title:** Village Engineer  
**Address:** 14000 Greenbrier Blvd., Wellington, FL 33414  
**Phone number:** (561) 791-4003

**Project:** Wellington Basin B  
**Dates:** 2003 to 2006

**Description:**

Hydraulic modeling of Basin B and revisions to the water control structures, culverts and pump stations to re-route the flow from Wellington Basin B to Basin A.

**Consultant Cost:** \$24,000.00

**Client name:** Palm Beach County  
**Contact person:** Larry Noegal  
**Title:** Project Manager  
**Address:** 3200 Belvedere Rd., Bldg. 1169, W.P.B, FL 33406  
**Phone number:** (561) 233-0282

**Project:** South County Regional Park  
**Dates:** October, 2004 to 2016

**Description:**

Surface and groundwater analysis in support of the water use permitting effort for a 27 hole golf course to be located in the South County Regional Park. The evaluation included the application of the USGS mudflow model to evaluate drawdown impacts for both irrigation and dewatering withdrawals.

**Consultant Cost:** \$140,000.00

**Client name:** Village of Wellington  
**Contact person:** Paul Schofield  
**Title:** Village Manager  
**Address:** 3200 Belvedere Rd., Bldg. 1169, W.P.B, FL 33406  
**Phone number:** (561) 924-9100

**Project:** Wellington Environmental Preserve (Section 24)  
**Dates:** 2005 to 2008

**Description:**

Responsible for the Project Management, Conceptual Design and Permitting for a 365 acre Stormwater Treatment Area in a Village joint venue with South Florida Water Management District. Designed for the purposes of cleaning phosphorus from the water prior to it entering the Florida Everglades. The project involved coordinating the work effort among the project consultants, including survey, pump station and water control structure design, levee/embankment design; wetland planting and project landscaping. Preparation of conceptual level permitting plan depicting the earthwork features of the reservoir as well as the location of the proposed pump station and outfall structure.

**Consultant Cost:** \$30,000.00

**Client name:** Toll Brothers, Inc.  
**Contact person:** Donald Barnes  
**Title:** Florida and South Carolina Regional Manager  
**Address:** 3970 W. Indiantown Rd., Jupiter, FL 33478  
**Phone number:** (561) 741-5700

**Project:** Jupiter Country Club  
**Dates:** May, 2005 to 2010

**Description:**

Water Management Design, Hydraulic Analysis, SFWMD permitting and on-going construction observation of a 500-acre golf/residential development in Palm Beach County. Construction design of surface water management system, construction design of spine road and rough grading for residential pods. The water management system includes a gated structure which allows water to be directed into Riverbend Park, which is owned by the SFWMD. Obtained Town of Jupiter approvals for water management system.

**Consultant Cost:** \$158,000.00

**Client name:** Lake Point Restoration, LLC  
**Contact person:** Jamie Rusbridge  
**Title:** Director of Operations  
**Address:** 25818 SW Kanner Hwy., Port Mayaca, FL 33438  
**Phone number:** (561) 924-9100

**Project:** Lake Point Restoration  
**Dates:** 2008 to present

**Description:**

Project Engineer responsible for design, permitting and construction of a 2,000 acre mine restoration reservoir project. Perform necessary reporting and permit compliance. This is a joint venture public/private partnership with the South Florida Water Management District.

**Consultant Cost:** \$276,500.00 – on-going

**Project:** Old Palm Golf Club

**Dates:** June, 2002 to 2006

**Description:**

Design of water management system for a residential/golf course development in Palm Beach County. The project also involved the hydraulic modeling of the Northern Palm Beach County Unit of Development 2, revising basin alignments, re-evaluating the control elevations and relocation and improvement of water control structures, specifically Structure W-10, to increase flood protection and conserve resources.

**Consultant Cost:** \$62,000.00

**Client name:** Newfield Community Development District

**Contact person:** Andrew Karmaris

**Title:** District Manager

**Address:** 2501-A Burns Road, Palm Beach Gardens, FL 33410

**Phone number:** (561) 630-4922

**Client name:** Newfield Community Development District

**Contact person:** Todd Wodraska

**Title:**

**Address:** 2501-A Burns Road, Palm Beach Gardens, FL 33410

**Phone number:** (954) 389-2978

**Project:** January 2021 - Present

**Dates:**

**Description:**

Responsible for the District's roadway improvements, storm-water management system, water distribution system, wastewater system, landscaping, hardscaping, irrigation system improvements and additional authorized public improvements.

**Consultant Cost:** \$15,000.00

TAB 3



Higgins Engineering Experience with other Chapter 190 and 298 F.S. districts:

**Current Districts**

**Serving as District Engineer**

Hobe St. Lucie Conservancy District

Pal-Mar Water Control District

Tradition Community Development District

(subconsultant to Culpepper & Terpening)

Southern Grove Community Development District

(subconsultant to Culpepper & Terpening)

**Did Previous Work For**

Lake Worth Drainage District

Acme Improvement District

Barron Water Control District

**Previously served as District Engineer**

Pine Tree Water Control District

Seminole Improvement District

**Served as District Engineer when  
Employed Elsewhere**

Coral Springs Improvement District

Indian Trace Community Development District

North Springs Improvement District

Sunshine Drainage District

Spring Lake Improvement District

Old Plantation Water Control District

South Broward Drainage District

TAB 4

# ARCHITECT-ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

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

**Terra Lago Community Development**

2. PUBLIC NOTICE DATE

**February 5, 2024**

3. SOLICITATION OR PROJECT NUMBER

**RFQ for Engineering Services**

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

**Robert W. Higgins, P.E.**

5. NAME OF FIRM

**Higgins Engineering, Inc.**

6. TELEPHONE NUMBER

**(561) 439-7807**

7. FAX NUMBER

**(561) 439-0026**

8. E-MAIL ADDRESS

**bhiggins@higgins-eng.com**

### C. PROPOSED TEAM

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

(Check)	PRIME	JV	PARTNER	SUBCONTRACTOR	TRACTOR	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	<b>X</b>					<b>Higgins Engineering, Inc.</b>	<b>4623 Forest Hill Blvd., Ste. 113 West Palm Beach, FL 33415</b>	<b>Prime - District Engineer</b>
a.						<input type="checkbox"/> CHECK IF BRANCH OFFICE		
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 <b>Robert W. Higgins, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Principal</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>47</b>	b. WITH CURRENT FIRM <b>38</b>

15. FIRM NAME AND LOCATION *(City and State)*  
**Higgins Engineering, Inc - West Palm Beach, Florida**

16. EDUCATION <i>(Degree and Specialization)</i> <b>Bachelor of Science, Civil Engineering, 1976 Master of Science, Water Resource Engineering, 1976 University of South Florida</b>	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> <b>Professional Engineer, State of Florida</b>
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
**District Engineer, Hobe St. Lucie Conservancy District and Pal-Mar Water Control District. American Water Resources Association Florida Section, Board of Directors and past President; Florida Engineering Society (FES), Board of Directors and past President.**

**19. RELEVANT PROJECTS**

a. (1) TITLE AND LOCATION <i>(City and State)</i> <b>District Engineer, Hobe St. Lucie Conservancy District - Hobe St. Lucie, Florida</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>On-going</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>District Engineer, responsible for all drainage design and irrigation improvements within the District. Directed the design, permitting and construction of water management and irrigation improvements.</b>		
b. (1) TITLE AND LOCATION <i>(City and State)</i> <b>District Engineer Newfield Community Development District - Martin County, Florida</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Responsible for preparation of Annual Report, District improvements, and review and permitting of projects proposed with District boundaries.</b>		
c. (1) TITLE AND LOCATION <i>(City and State)</i> <b>District Engineer, Pal-Mar Water Conservancy District Martin County, Florida</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>On-going</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Conceptual design and permitting of a 3,845 acre mixed use community.</b>		
d. (1) TITLE AND LOCATION <i>(City and State)</i> <b>Lake Point Restoration Project - Martin County Florida</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>Project Engineer responsible for design permitting and construction management of 2000 acre mine and restoration project located in Martin County, Florida.</b>		
e. (1) TITLE AND LOCATION <i>(City and State)</i> <b>Garcia Development Company - El Maximo</b> Osceola County	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>Jan 2020</b>	CONSTRUCTION <i>(If applicable)</i> <b>On-going</b>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm <b>South Florida Water Management District 7,000 acre Dispersed Water Storage Project.</b>		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME <b>Robert W. Higgins, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Principal</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>47</b>	b. WITH CURRENT FIRM <b>38</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>Higgins Engineering, Inc - West Palm Beach, Florida</b>			
16. EDUCATION <i>(Degree and Specialization)</i> <b>Bachelor of Science, Civil Engineering, 1976 Master of Science, Water Resource Engineering, 1976 University of South Florida</b>		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> <b>Professional Engineer, State of Florida</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> <b>District Engineer, Hobe St. Lucie Conservancy District and Pal-Mar Water Control District. American Water Resources Association Florida Section, Board of Directors and past President; Florida Engineering Society (FES), Board of Directors and past President.</b>			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> <b>District Engineer, Hobe St. Lucie Conservancy District - Hobe St. Lucie, Florida</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>On-going</b>
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>District Engineer, responsible for all drainage design and irrigation improvements within the District. Directed the design, permitting and construction of water management and irrigation improvements.</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>District Engineer Newfield Community Development District - Martin County, Florida</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Responsible for preparation of Annual Report, District improvements, and review and permitting of projects proposed with District boundaries.</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>District Engineer, Pal-Mar Water Conservancy District Martin County, Florida</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>On-going</b>
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Conceptual design and permitting of a 3,845 acre mixed use community.</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Lake Point Restoration Project - Martin County Florida</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>On-going</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <b>Project Engineer responsible for design permitting and construction management of 2000 acre mine and restoration project located in Martin County, Florida.</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION <i>(City and State)</i> <b>Garcia Development Company - El Maximo Osceola County</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>Jan 2020</b>	CONSTRUCTION <i>(If applicable)</i> <b>On-going</b>
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <del>Conceptual design and permitting of 300 acre Stormwater Treatment Area.</del> <b>South Florida Water Management District 7,000 acre Dispersed Water Storage Project.</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	

<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>12</b>
21. TITLE AND LOCATION <i>(City and State)</i>  <b>Hobe St. Lucie Conservancy District</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES On-going	CONSTRUCTION <i>(If applicable)</i> On-going

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>Hobe St. Lucie Conservancy District</b>	b. POINT OF CONTACT NAME <b>Michael McElligott</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>561-630-4922</b>
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Continuing Services Contract. Review of permit applications. Preparation of design plans for water control structures and canal rehabilitation projects.

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

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Francisco J. Padron	13. ROLE IN THIS CONTRACT  Geologist	14. YEARS EXPERIENCE	
		a. TOTAL 36	b. WITH CURRENT FIRM 22

15. FIRM NAME AND LOCATION *(City and State)*  
Higgins Engineering, Inc. (West Palm Beach, FL)

16. EDUCATION <i>(Degree and Specialization)</i> Geological Sciences/Graduate Studies in the Master's Program - University of Texas Physics-Geophysics/Bachelor of Science - Simon Bolivar University, Venezuela	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Geologist, State of Florida
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
International Business and Management/Bachelor of Business Administration - Northwood Universtiy, Florida  
Member of Summa Cum Laude

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i> Riverland Port St. Lucie, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES On-going	CONSTRUCTION <i>(If applicable)</i> N/A

a. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Assisted in the overall Water Mangement Plans, design and permitting of primary facilities. Preparation, submittal and processing of South Florida Water Management District Envoinronmental Resource permits as well as permitting with the Army Corps of Engineers.

(1) TITLE AND LOCATION <i>(City and State)</i> South County Regional Park Boca Raton, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2009 - 2016	CONSTRUCTION <i>(If applicable)</i> N/A

b. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Assited in the Hydrologic modeling of a 3 and 5 year layer model involving the use of DBHYDRO database for annual precipitation and evapotransporation.

(1) TITLE AND LOCATION <i>(City and State)</i> Wellington Section 24 - Village of Wellington Wellington, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2008 - present	CONSTRUCTION <i>(If applicable)</i> N/A

c. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Assisted in the conceptual design and permitting of a 300 acres Stormwater Treatment Area.

(1) TITLE AND LOCATION <i>(City and State)</i> Jupiter Country Club Jupiter, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2005 - 2010	CONSTRUCTION <i>(If applicable)</i> N/A

d. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Assisted in the design of the overall water management system.

(1) TITLE AND LOCATION <i>(City and State)</i> Old Palm Golf Club Palm Beach Gardens, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2002 - 2006	CONSTRUCTION <i>(If applicable)</i> N/A

e. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE  Check if project performed with current firm  
Assisted in the re-design of the water management system, hydraulic modeling and permitting.

<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>1</b>
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21. TITLE AND LOCATION <i>(City and State)</i> <b>District Engineer Hobe St. Lucie Conservancy District - Hobe St. Lucie, Florida</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2007 - present</b>	CONSTRUCTION <i>(if applicable)</i> <b>On-going</b>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>Hobe St. Lucie Conservancy District</b>	b. POINT OF CONTACT NAME <b>Pete Pimentel</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>(561) 630-4923</b>
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*  
**District Engineer - responsible for all drainage and irrigation improvements within the District. Directed the design, permitting and construction of water management and irrigation improvements. Provided scopes of work, cost estimates and construction inspections to ensure delivery of quality service.**

Consultant Cost: Approximately \$30,000.00 per year

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

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	<b>Higgins Engineering, Inc.</b>	<b>West Palm Beach, Florida</b>	<b>District Engineer</b>
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 <p style="text-align: center;">2</p>		
21. TITLE AND LOCATION <i>(City and State)</i> District Engineer Pal-Mar Water Control District, Martin Co., Florida		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2008 - present</td> <td>CONSTRUCTION <i>(If applicable)</i> On-going</td> </tr> </table>	PROFESSIONAL SERVICES 2008 - present	CONSTRUCTION <i>(If applicable)</i> On-going
PROFESSIONAL SERVICES 2008 - present	CONSTRUCTION <i>(If applicable)</i> On-going			

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Pal-Mar Water Control District	b. POINT OF CONTACT NAME Michael McElligott	c. POINT OF CONTACT TELEPHONE NUMBER (561) 630-4922
--	--	--

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

District Engineer responsible for all engineering services as directed by the District Board. Services include all drainage and irrigation improvements within the District. Directed the design, permitting and construction of water management and irrigation improvement. Preparation of Water Control Plans and quarterly monitoring for Permit Compliance.

Consultant Cost: Approximately \$30,000.00 per year

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

a.	(1) FIRM NAME Higgins Engineering, Inc	(2) FIRM LOCATION <i>(City and State)</i> West Palm Beach, Florida	(3) ROLE District Engineer
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 <p style="text-align: center;">3</p>		
21. TITLE AND LOCATION <i>(City and State)</i> <p style="text-align: center;">Riverland - Port St. Lucie, Florida</p>		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2005 - present</td> <td>CONSTRUCTION <i>(If applicable)</i> On-going</td> </tr> </table>	PROFESSIONAL SERVICES 2005 - present	CONSTRUCTION <i>(If applicable)</i> On-going
PROFESSIONAL SERVICES 2005 - present	CONSTRUCTION <i>(If applicable)</i> On-going			

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER GL Homes	b. POINT OF CONTACT NAME Mike Fogarty	c. POINT OF CONTACT TELEPHONE NUMBER (561) 441-8029
------------------------------	--	--

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

Provided the Design and permitting of the primary facilities of a 55+ Community Development. Responsible for the overall Water Management Plans. Engineer of Record and Designer for the proposed Outfall Structure serving a 3,828 acre drainage area. Preparation and submittal of all the environmental permitting with South Florida Water Management District.

Consultant Cost: On-going

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

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Higgins Engineering, Inc.	West Palm Beach, Florida	Prime
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>4</b>
21. TITLE AND LOCATION <i>(City and State)</i> <b>Wellington Basin B - Village of Wellington</b> <b>Wellington, Florida</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2003 - 2006</b>	CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>Village of Wellington</b>	b. POINT OF CONTACT NAME <b>Village Engineer</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>(561) 791-4003</b>
--	---	---

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

**Principal Engineer for the Village of Wellington in the hydraulic modeling of Basin B and revisions to the water control structures, culverts and pump stations to re-route the flow from Wellington Basin B to Basin A.**

Consultant Cost: \$24,000.00

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

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	<b>Higgins Engineering, Inc.</b>	<b>Wellington, Florida</b>	<b>Prime</b>
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 <p style="text-align: center;">5</p>		
21. TITLE AND LOCATION <i>(City and State)</i> <p style="text-align: center;">South County Regional Park - Boca Raton, Florida</p>		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2004 - 2016</td> <td>CONSTRUCTION <i>(If applicable)</i> N/A</td> </tr> </table>	PROFESSIONAL SERVICES 2004 - 2016	CONSTRUCTION <i>(If applicable)</i> N/A
PROFESSIONAL SERVICES 2004 - 2016	CONSTRUCTION <i>(If applicable)</i> N/A			

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Palm Beach County	b. POINT OF CONTACT NAME Larry Noegal	c. POINT OF CONTACT TELEPHONE NUMBER (561) 233-0282
---------------------------------------	--	--

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

Provided Surface and groundwater analyses in support of the water use permitting effort for a 27 hole golf course to be located in the South County Regional Park. The evaluation included the application of the USGS mudflow model to evaluate drawdown impacts for both irrigation and dewatering withdrawals.

Consultant Cost: \$140,000.00

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

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Higgins Engineering, Inc.	West Palm Beach, Florida	Groundwater Modeling and Water Use Permitting
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>6</b>		
21. TITLE AND LOCATION <i>(City and State)</i> <b>Wellington Environmental Preserve (Section 24) - Wellington, Florida</b>		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2005 - 2008</td> <td>CONSTRUCTION <i>(If applicable)</i> \$2,000,000.00</td> </tr> </table>	PROFESSIONAL SERVICES 2005 - 2008	CONSTRUCTION <i>(If applicable)</i> \$2,000,000.00
PROFESSIONAL SERVICES 2005 - 2008	CONSTRUCTION <i>(If applicable)</i> \$2,000,000.00			

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>Village of Wellington</b>	b. POINT OF CONTACT NAME <b>Paul Schofield</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>(561) 924-9100</b>
--	---	---

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*  
**Responsible for the Project Management, Conceptual Design and Permitting for a 365 acre Stormwater Treatment area in the Village of Wellington with funding from the South Florida Water Management District.**

Consultant Cost: \$30,000.00

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

a.	(1) FIRM NAME <b>Higgins Engineering, Inc.</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>West Palm Beach, Florida</b>	(3) ROLE <b>Conceptual Design and Permitting</b>
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>7</b>				
21. TITLE AND LOCATION <i>(City and State)</i> <b>Jupiter Country Club - Jupiter, Florida</b>		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION <i>(If applicable)</i></td> </tr> <tr> <td>2005 - 2010</td> <td>N/A</td> </tr> </table>	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>	2005 - 2010	N/A
PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>					
2005 - 2010	N/A					

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER <b>Toll Brothers, Inc.</b>	b. POINT OF CONTACT NAME <b>Frank Covelli</b>	c. POINT OF CONTACT TELEPHONE NUMBER <b>(561) 741-5700</b>
--	--	---

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*  
**Water Management Design, Hydraulic Analysis, South Florida Water Management District (SFWMD) permitting and on-going construction observation of a 500 acre golf/residential development in Palm Beach County. Construction design of surface water management system, construction design of spine road and rough grading for residential pods. The water management system includes a gated structure which allows water to be directed into Riverbend Park, which is owned by SFWMD. Obtained Town of Jupiter approvals for water management system.**

**Consultant Cost: \$158,000.00**

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

a.	(1) FIRM NAME <b>Higgins Engineering, Inc.</b>	(2) FIRM LOCATION <i>(City and State)</i> <b>West Palm Beach</b>	(3) ROLE <b>Lead Principal/Manager</b>
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>8</b>
21. TITLE AND LOCATION <i>(City and State)</i> Lake Point Restoration - Canal Point, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2008 - present	CONSTRUCTION <i>(If applicable)</i> N/A

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Lake Point Restoration, LLC	b. POINT OF CONTACT NAME Jamie Rusbridge	c. POINT OF CONTACT TELEPHONE NUMBER (561) 924-9100
---	---	--

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

Project Engineer responsible for the overall design, permitting and construction of a 2,000 acre mine and restoration project. Perform necessary reporting and permit compliance. This is a joint public/private partnership with the South Florida Water Management District.

Consultant Cost: \$276,000.00 - On-going

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

a.	(1) FIRM NAME Higgins Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> West Palm Beach, Florida	(3) ROLE Project Engineer
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>9</b>
21. TITLE AND LOCATION <i>(City and State)</i> <b>Old Palm Golf Club - Palm Beach Gardens, Florida</b>		22. YEAR COMPLETED PROFESSIONAL SERVICES <b>2002 - 2006</b> CONSTRUCTION <i>(If applicable)</i> <b>N/A</b>

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER <b>WCI Communities, Inc.</b>	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER <b>(561) 630-4266</b>

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

Principal Designer for a water management system in a residential/golf course development in Palm Beach County. The project also involved the hydraulic modeling of the Northern Palm Beach County Unit of Development 2, revising basin alignments, re-evaluating the control elevations and relocation and improvement of water control structures, specifically Structure W-10, to increase flood protection and conserve resources.

Consultant Cost: \$62,000.00

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Higgins Engineering, Inc.	West Palm Beach, Florida	Design
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 <p style="text-align: center;">10</p>		
21. TITLE AND LOCATION <i>(City and State)</i> <p style="text-align: center;">Weston Increment III Mitigation Area - Weston, Florida</p>		22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES 1996 - 2004</td> <td>CONSTRUCTION <i>(If applicable)</i> N/A</td> </tr> </table>	PROFESSIONAL SERVICES 1996 - 2004	CONSTRUCTION <i>(If applicable)</i> N/A
PROFESSIONAL SERVICES 1996 - 2004	CONSTRUCTION <i>(If applicable)</i> N/A			

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Arvia/JMB Partners	b. POINT OF CONTACT NAME Ted Brown	c. POINT OF CONTACT TELEPHONE NUMBER (954) 389-2978
--	---------------------------------------	--

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

Environmental permitting of a 1,300 acre wetland restoration/mitigation project. Performed hydrologic and water budget modeling of the wetland hydro period; construction coordination and observation. Provided Hydrologic/Hydraulic Analysis for wetland restoration.

Consultant Cost: \$50,000.00

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

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Higgins Engineering, Inc.	West Palm Beach, Florida	Design and Permitting
b.			
c.			
d.			
e.			
f.			

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Samuel Palermo, P.E.	13. ROLE IN THIS CONTRACT  Senior Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 20	b. WITH CURRENT FIRM 3

15. FIRM NAME AND LOCATION *(City and State)*  
Higgins Engineering, Inc - West Palm Beach, Florida

16. EDUCATION <i>(Degree and Specialization)</i> Bachelor of Science, Environmental Resources Engineering, 2003 State University of New York College of Environmental Science and Forestry	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Professional Engineer, State of Florida
---	--

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
Senior Engineer with experience in many critical water resources infrastructure projects in support of the SFWMD and USACE. Proficient in functions related to resident engineer, project management, design management, construction management, construction cost estimating and permitting. Specializing in large-scale dams, reservoirs, pump stations, federal levees, coastal spillways, flow equalization basins and stormwater treatment areas. Certified Contractor Quality Control Manager with USACE. American Water Resources Association (AWRA) Florida Section, Board of Directors.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. District Engineer, Hobe St. Lucie Conservancy District - Hobe St. Lucie, Florida	On-going	On-going
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm District Engineer, responsible for all designdrainage and irrigation improvements within the District.		
b. District Engineer, Pal-Mar Water Control District - Martin County, Florida	On-going	On-going
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm District Engineer, responsible for all design engineering services as directed by the District Board.		
c. EI Maximo Ranch NEPPP – Dispersed Water Management Project, SFWMD, Osceola County, Florida	2020 - Present	On-going
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Engineer of Record, responsible for all engineering services including delivery of final permits, plans, specifications, quality control plan and monitoring plan for a 7,000 acre dispersed storage project.		
d. C-139 Flow Equalization Basin and Pump Station, SFWMD, Hendry County, Florida	2018 - 2020	N/A
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Senior Engineer providing support to the Engineer of Record, responsible for all engineering services including delivery of final permits, plans, specifications, and design reports.		
e. C-44 Reservoir Contract 2, USACE, Barnard Construction Company, Inc Indiantown, Florida	2016 - 2018	N/A
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Resident Project Engineer and Quality Control Manager for the 50,600 acre-foot above-ground water storage reservoir with a 3,400 acre footprint.		

**G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Robert W. Higgins	District Engineer	X	X								
Robert W. Higgins	Principal Engineer	X	X	X	X	X	X	X	X	X	X
Samuel Palermo	Senior Engineer	X	X								
Francisco J Padron	Senior Engineer			X		X	X	X		X	

**29. EXAMPLE PROJECTS KEY**

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Hobe St. Lucie Conservancy District	6	Wellington Section 24
2	Pal-Mar Water Control District	7	Jupiter Country Club
3	Riverland	8	Lake Point Restoration
4	Wellington Basin B - Village of Wellington	9	Old Palm Golf Club
5	South County Regional Park	10	Weston Mitigation Area



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H. ADDITIONAL INFORMATION

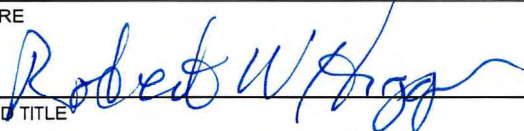
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I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

3/5/2017

33. NAME AND TITLE

Robert W. Higgins, P.E., President



# TAB 5

---

# *State of Florida*

## *Department of State*

I certify from the records of this office that HIGGINS ENGINEERING, INC. is a corporation organized under the laws of the State of Florida, filed on January 7, 2004.

The document number of this corporation is P04000006919.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on April 12, 2023, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

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



  
*Secretary of State*

Tracking Number: 1794024757CC

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

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



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**FBPE**  
FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

## STATE OF FLORIDA

### BOARD OF PROFESSIONAL ENGINEERS

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

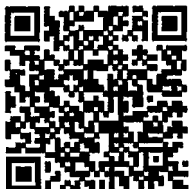
**HIGGINS, ROBERT W**

1432 SW EAGLE NEST WAY  
PALM CITY FL 34990

**LICENSE NUMBER: PE22364**

**EXPIRATION DATE: FEBRUARY 28, 2025**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



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

**BOARD OF PROFESSIONAL GEOLOGISTS**

THE PROFESSIONAL GEOLOGIST HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 492, FLORIDA STATUTES

**PADRON, FRANCISCO JAVIER**

2411 GLENN LAKES LN  
MISSOURI CITY TX 77459

**LICENSE NUMBER: PG2701**

**EXPIRATION DATE: JULY 31, 2024**

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**FBPE**  
FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

## STATE OF FLORIDA

### BOARD OF PROFESSIONAL ENGINEERS

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

**PALERMO, SAMUEL II**

3100 SURF WAY  
RIVIERA BEACH FL 33404

**LICENSE NUMBER: PE70130**

**EXPIRATION DATE: FEBRUARY 28, 2025**

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**ANNE M. GANNON**  
**CONSTITUTIONAL TAX COLLECTOR**  
*Serving Palm Beach County*  
*Serving you.*

P.O. Box 3353, West Palm Beach, FL 33402-3353  
 www.pbctax.com Tel: (561) 355-2264

**\*\*LOCATED AT\*\***  
 4623 FOREST HILL BL SU 114  
 WEST PALM BEACH, FL 33415-9121

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
ENGINEER BUSINESS	HIGGINS ROBERT W	4209	B23.730398 09/15/2023	\$33.00	B40131891

This document is valid only when receipted by the Tax Collector's Office.



2 - 209

HIGGINS ENGINEERING INC  
 HIGGINS ENGINEERING INC  
 4623 FOREST HILL BLVD STE 113  
 WEST PALM BEACH FL 33415-9196

**STATE OF FLORIDA**  
**PALM BEACH COUNTY**  
**2023 / 2024 LOCAL BUSINESS TAX RECEIPT**  
**LBTR Number: 200423697**  
**EXPIRES: 09/30/2024**

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and **MUST** be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.





## SOUTH FLORIDA WATER MANAGEMENT DISTRICT

March 2, 2022

REGISTERED VENDOR NO.: 100268

Mr. Robert W. Higgins, President  
Higgins Engineering, Inc.  
4623 Forest Hill Blvd., Suite 113  
West Palm Beach, FL 33415

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CERTIFICATION EFFECTIVE DATE:  
March 6, 2022

CERTIFICATION EXPIRATION DATE:  
March 6, 2025

---

Dear Mr. Higgins:

Congratulations, the South Florida Water Management District (District) has recertified your firm as a Small Business Enterprise (SBE). This certification is valid for three (3) years and may **only** be applied when business is conducted in the following area(s):

**Professional and Environmental Engineering; Irrigation, Drainage, and Flood Control Engineering Services; Peer Review and Drafting Services**

*Your submittal of bids or proposals to supply other products or services outside of the specialty area(s) noted above will not count toward SBE participation. If you require certification in other specialty areas, please contact the Procurement Bureau, SBE Section, for additional information.*

Renewal is required every three (3) years and should be requested a minimum of 45 days prior to the above expiration date.

If any changes occur within your company during the certification period such as ownership, affiliate company status, address, telephone number, licensing status, gross revenue, or any information that relates to your SBE Certification status, you must notify this office in writing immediately. It is imperative that we maintain current information on your company at all times.

Certification is not a guarantee that your firm will receive work, nor an assurance that your firm will remain in the District's vendor database.

We look forward to a mutually beneficial working relationship.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Dollar".

Jennifer Dollar  
SBE Program Specialist  
Procurement Bureau

JD

*"The Capital City of the Palm Beaches"*

---




November 3, 2023

Higgins Engineering, Inc.  
Attention: Robert W. Higgins  
4623 Forest Hill Blvd  
West Palm Beach, Florida 33415

Dear Mr. Higgins:

Congratulations! Your company has been certified as a Small Business Enterprise with the City of West Palm Beach. Your certification will remain in effect until **November 2, 2026**.

There are many benefits to certification with the City, which include:

-  Notification of opportunities to participate in City contracts in your business area of specialty;
-  Providing your business and contact information to contractors who are selected for major bids; and
-  Access to technical assistance, training and other support from the Small Business Program.

Please notify us of any changes in ownership, control of your company or contact information during the period of your certification. If we can assist you in any way, please do not hesitate to call on us.

Sincerely,



Frank Hayden  
Procurement Official

Encls.

# SMALL BUSINESS CERTIFICATION

The City of West Palm Beach's Small Business Program

Certifies that

## HIGGINS ENGINEERING INC

Has met the necessary requirements for certification as a Small Business under the Small Business Program as prescribed by the City of West Palm Beach's Ordinance Number 3366-00.

The following List of Services and/or Product are covered under this certification:

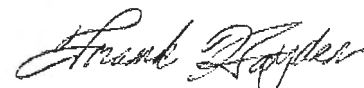
\*\*\*\*

- Engineering Services, Professional: Water Supply

\*\*\*\*

Issued by the City of West Palm Beach for a three-year period November 3, 2023 to November 2, 2026

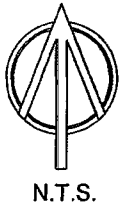
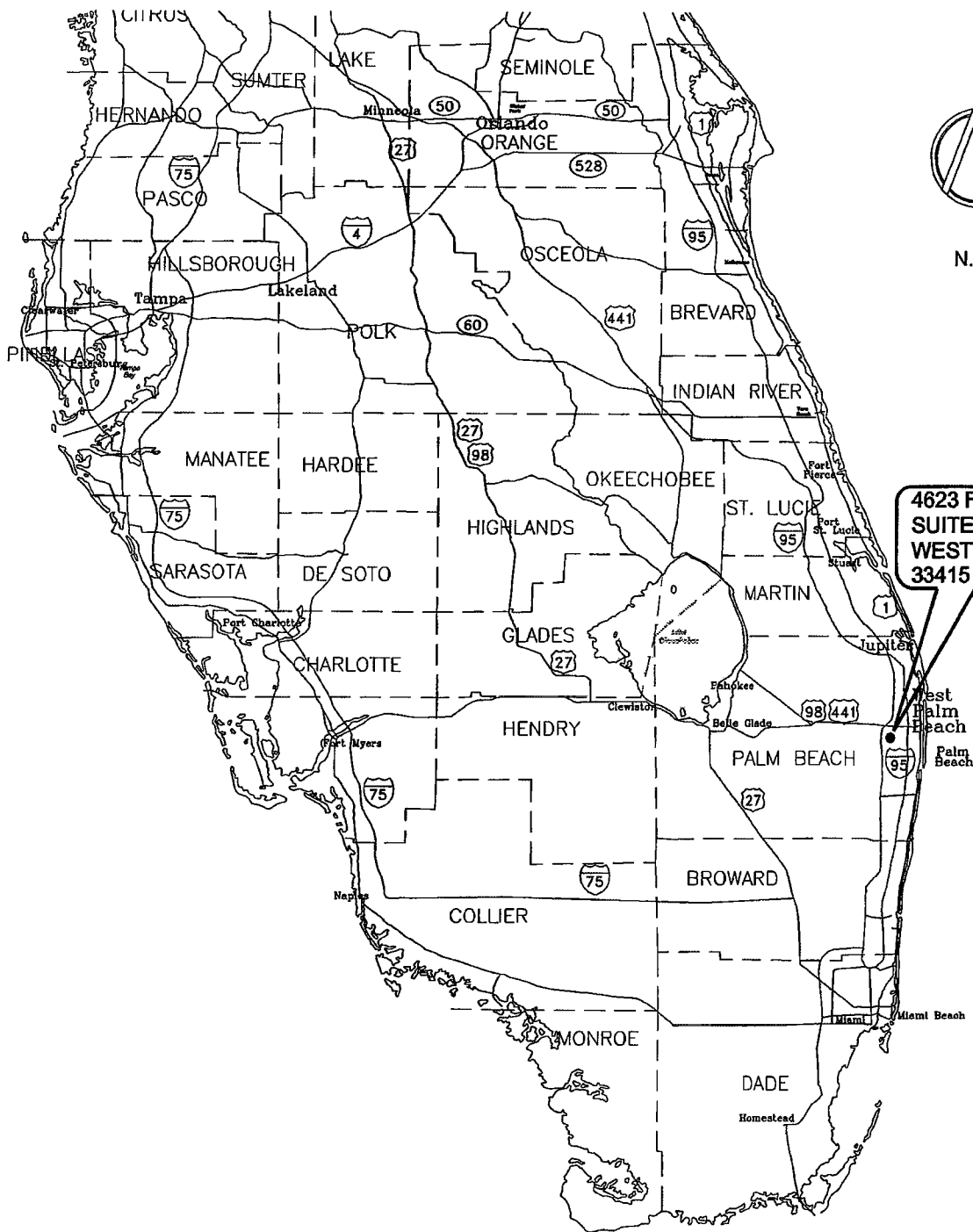
Certificate Vendor Number: 1030049




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Frank Hayden  
Procurement Official

# TAB 6



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 <b>HIGGINS ENGINEERING, INC.</b> 4623 FOREST HILL BLVD. WEST PALM BEACH, FLORIDA 33415 561-439-7807 PE BOARD CERTIFICATE AUTHORIZATION No. CA4209			
<b>HIGGINS ENGINEERING</b> <b>OFFICE LOCATION</b> <b>PALM BEACH COUNTY, FLORIDA</b>			
DESIGNED —	DRAWN D.A.B.	CHECKED	JOB NO. 21-02
DATE 3/2021	SCALE N.T.S.	APPROVED	SHT. 1 OF 1

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

# **3C11**



613 N. PINTO COURT WINTER SPRINGS, FLORIDA, 32708

407-288-8089

# TERRA LAGO

## COMMUNITY DEVELOPMENT DISTRICT

### REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

PREPARED FOR:

WRATHELL, HUNT & ASSOCIATES, LLC  
2300 GLADES ROAD, SUITE 410W  
BOCA RATON, FLORIDA 33431

**DATE:**

FEBRUARY 5<sup>TH</sup>, 2024

# **MERIDIAN CONSULTING ENGINEERS, LLC**

613 N. Pinto Ct • Winter Springs, Florida 32708 • (302) 542-0825 • [www.meridianconsultingengineers.com](http://www.meridianconsultingengineers.com)

February 5, 2024

Ms. Cindy Cerbone  
District Manager  
Wrathell, Hunt & Associates, LLC  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431

RE: Request for Qualifications for Engineering Services

Terra Lago Community Development District

Dear Ms. Cerbone,

Thank you for the opportunity to provide our qualifications to provide engineering services for Terra Lago Community Development District (Terra Lago CDD). Meridian Consulting Engineers will bring to Terra Lago CDD incomparable attention to detail with high regard to pre-development analysis, master systems and neighborhood design and permitting with a highly dedicated team of experienced professionals to who will meet all your civil engineering needs.

The Meridian Team is the best fit for carrying out this project expeditiously and efficiently based on our vast experience with the engineering design of not only this project but many other Community Development District projects as well. Our future Indiantown office, our thorough understanding of South Florida Water Management District (SFWMD) regulations and permitting, as well as our long-standing relationships with SFWMD staff extending up to the current board members of the SFWMD will be utilized to benefit the Terra Lago CDD. We have extensive experience and strong relationships with the Village of Indiantown staff, and we are proud of our reputation as being knowledgeable professionals who advocate extensively for our clients.

We appreciate the opportunity to present our qualifications to the Terra Lago CDD for continuing engineering services and are excited about the possibility of providing high quality and cost-effective engineering services. We feel with our engineering experience, coupled with the talent and experience of our employees, we can meet and exceed the needs of the Terra Lago CDD.

Sincerely,



Darin A. Lockwood, P.E., NCEES  
President



# ARCHITECT - ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION <i>(City and State)</i> Terra Lago Community Development District - Village of Indiantown Martin County, FL		
2. PUBLIC NOTICE DATE 02/06/2024	3. SOLICITATION OR PROJECT NUMBER 23-001	

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE Darin Alex Lockwood, P.E. NCEES		
5. NAME OF FIRM Meridian Consulting Engineers, LLC		
6. TELEPHONE NUMBER 302-542-0825	7. FAX NUMBER 407-698-3735	8. E-MAIL ADDRESS dlockwood@meridianconsultingengineers.com

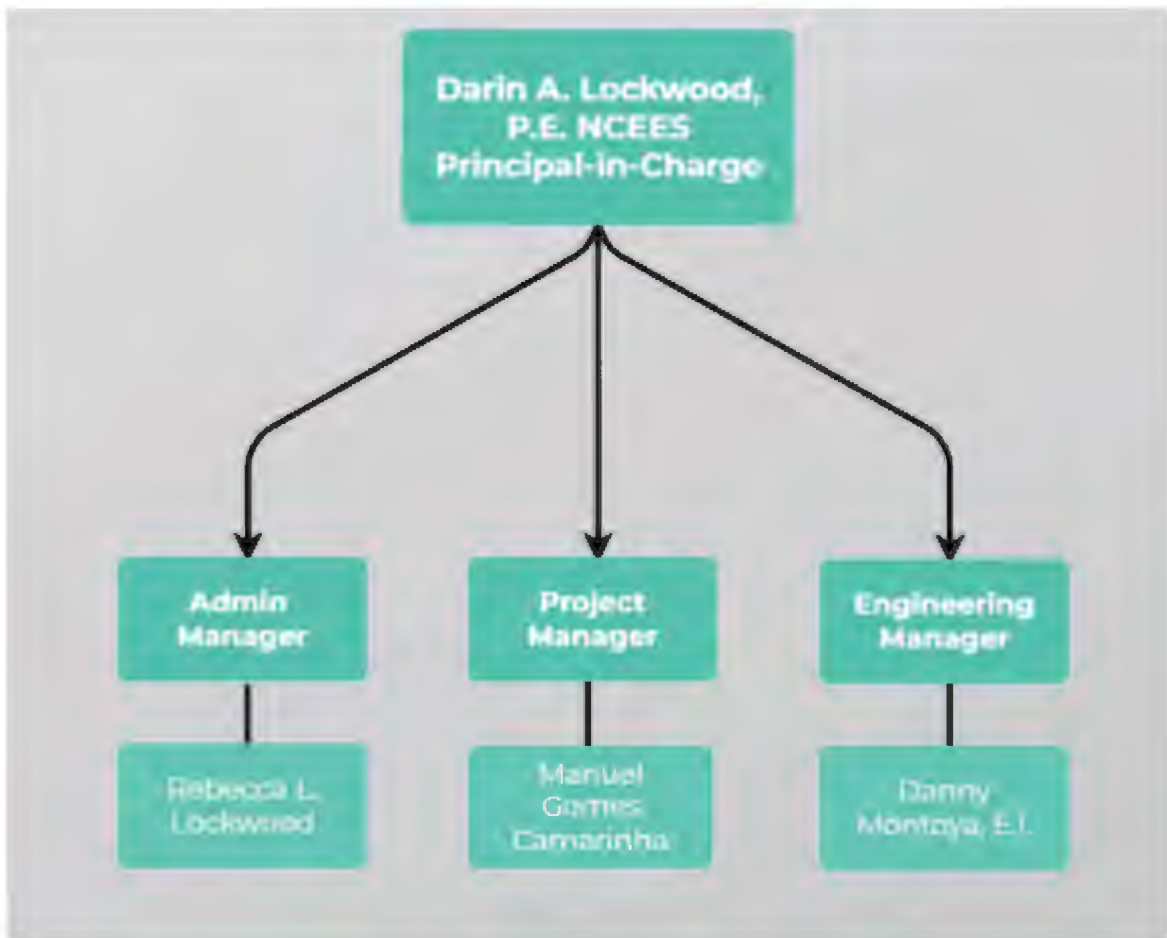
### C. PROPOSED TEAM

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

	<i>(Check)</i>			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER			
a.	<input checked="" type="checkbox"/>			Meridian Consulting Engineers, LLC  <input type="checkbox"/> CHECK IF BRANCH OFFICE	12301 Lake Underhill Road Unit 231 Orlando, Florida 32828	District Civil Engineer
b.				  <input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				  <input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				  <input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				  <input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				  <input type="checkbox"/> CHECK IF BRANCH OFFICE		

### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

*(Attached)*



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

12. NAME  Darin Alex Lockwood, P.E. NCEES	13. ROLE IN THIS CONTRACT  Principal - in - Charge	14. YEARS EXPERIENCE	
		a. TOTAL  25	b. WITH CURRENT FIRM  25

15. FIRM NAME AND LOCATION (City and State)  
Meridian Consulting Engineers LLC, Orlando FL

16. EDUCATION (DEGREE AND SPECIALIZATION) BS Civil Engineering, Embry-Riddle Aeronautical University	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Florida Professional Engineer No.63504 Virginia Professional Engineer No. 44856 Delaware Professional Engineer No. 13073 Maryland Professional Engineer No. 32327
---	--

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)  
American Society of Civil Engineers Member, National Council of Examiners for Engineering and Surveying Record Holder, 7th Edition Florida Building Code Advance Course Credit

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)  Terra Lago PUD, Village of Indiantown FL.	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023 - Ongoing	CONSTRUCTION (If applicable) 2023 - Ongoing

a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
Terra Lago Project includes the preparation of construction plans, utility and stormwater infrastructure design, construction management roadway design and permitting services for an 800 acre, 2500 unit planned community. Including a 13.4 Acre Spine road consisting of 6282 LF and a 5+ Acre Amenity Center. Darin is the Engineer of Record.

(1) TITLE AND LOCATION (City and State)  Storey Drive Community Development District, Orlando FL.	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019 - 2022	CONSTRUCTION (If applicable) 2021 - 2022

b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
55 Acre Community Development District Project including CDD engineers report, roadway, utility, and stormwater infrastructure design. Darin is the Engineer of Record.

(1) TITLE AND LOCATION (City and State)  Sorrento Pines Community Development District, Sorrento, Florida	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020 - 2022	CONSTRUCTION (If applicable) 2021 - 2022

c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
Sorrento Pines Community Development District includes a 200.45 acre 328 unit subdivision located in Sorrento, FL. Providing civil engineering design, utility and stormwater infrastructure design, permitting services. Darin is the Engineer of Record.

(1) TITLE AND LOCATION (City and State)  Jones Road Community Development District	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2015 - 2017	CONSTRUCTION (If applicable) 2017 - 2018

d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
655 Unit Subdivision on 220 Acres in Osceola County FL. Providing civil engineering design, utility and stormwater infrastructure design, permitting services. Darin is the Engineer of Record.

(1) TITLE AND LOCATION (City and State)  Tilden Road PUD, Winter Garden FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020 - 2021	CONSTRUCTION (If applicable) 2021 - 2022

e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Check if project performed with current firm  
55 unit Subdivision on 28.32 Acres in Winter Garden FL. Providing civil engineering design, utility and stormwater infrastructure design, permitting services. Darin is the Engineer of Record.

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

12. NAME <b>Danny Montoya E.I</b>	13. ROLE IN THIS CONTRACT <b>Senior Engineer</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>11.5</b>	b. WITH CURRENT FIRM <b>1.5</b>
15. FIRM NAME AND LOCATION (City and State) <b>Meridian Consulting Engineers LLC, Orlando FL</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>BS Civil Engineering, University of Central Florida</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) <b>Civil Engineering Intern, State of FL.</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
<b>Terra Lago PUD, Village of Indiantown FL.</b>  (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>a. Terra Lago Project includes the preparation of construction plans, utility and stormwater infrastructure design, construction management roadway design and permitting services for an 800 acre, 2500 unit planned community. Including a 13.4 Acre Spine road consisting of 6282 LF and a 5+ Acre Amenity Center.</b>	<b>2023 - Ongoing</b>  <input checked="" type="checkbox"/> Check if project performed with current firm	<b>2023 - Ongoing</b>  <input type="checkbox"/> Check if project performed with current firm
<b>Sorrento Pines Community Development District, Sorrento FL.</b>  (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>b. Sorrento Pines Community Development District includes a 200.45 acre 328 unit subdivision located in Sorrento, FL. Providing civil engineering design, utility and stormwater infrastructure design, permitting services.</b>	<b>2020 - 2022</b>  <input type="checkbox"/> Check if project performed with current firm	<b>2021 - 2022</b>  <input type="checkbox"/> Check if project performed with current firm
<b>Storey Drive Community Development District, Orlando FL.</b>  (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>c. 55 Acre Community Development District Project including CDD engineers report, roadway, utility, and stormwater infrastructure design.</b>	<b>2019 - 2022</b>  <input type="checkbox"/> Check if project performed with current firm	<b>2021 - 2022</b>  <input type="checkbox"/> Check if project performed with current firm
<b>Tilden Road PUD, Winter Garden FL</b>  (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>d. 55 unit Subdivision on 28.32 Acres in Winter Garden FL. Providing civil engineering design, utility and stormwater infrastructure design, permitting services.</b>	<b>2020 - 2021</b>  <input type="checkbox"/> Check if project performed with current firm	<b>2021 - 2022</b>  <input type="checkbox"/> Check if project performed with current firm
<b>Sawgrass Yates PD, Orange County FL</b>  (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>e. 499 Lot Multi-phase residential single-family development.</b>	<b>2013 - 2017</b>  <input type="checkbox"/> Check if project performed with current firm	<b>N/A</b>  <input type="checkbox"/> Check if project performed with current firm

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

12. NAME <b>Manuel Gomes Camarinha</b>	13. ROLE IN THIS CONTRACT <b>Project Manager</b>	14. YEARS EXPERIENCE	
		a. TOTAL <b>7</b>	b. WITH CURRENT FIRM <b>1</b>
15. FIRM NAME AND LOCATION (City and State) <b>Meridian Consulting Engineers LLC, Orlando FL</b>			
16. EDUCATION (DEGREE AND SPECIALIZATION) <b>BS Civil Engineering, University of Central Florida</b>		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION (City and State) <b>Terra Lago PUD, Village of Indiantown, Florida</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2023 - Ongoing</b>	CONSTRUCTION (If applicable) <b>2023 - Ongoing</b>
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>Terra Lago Project includes the preparation of construction plans, utility and stormwater infrastructure design, construction management roadway design and permitting services for an 800 acre, 2500 unit planned community. Including a 13.4 Acre Spine road consisting of 6282 LF and a 5+ Acre Amenity Center.</b>	<input checked="" type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>McElyea Subdivision, Leesburg, FL.</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2020 - 2023</b>	CONSTRUCTION (If applicable) <b>N/A</b>
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>Mc Elyea mixed use development includes 450 unit single family subdivision with 100 townhomes located in, FL. Providing civil engineering design, utility and stormwater infrastructure design, permitting services.</b>	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Embrey Mulit-family Complex, Orlando, Florida</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2018 - 2020</b>	CONSTRUCTION (If applicable) <b>N/A</b>
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>A 345 Unit Multifamily Complex located in Orlando FL. Providing civil engineering design, utility and stormwater infrastructure design, permitting services.</b>	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Mid-Florida Logistic Park, Apopka FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2017 - 2020</b>	CONSTRUCTION (If applicable) <b>2021 - 2022</b>
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>A 190 acre industrial park located in Orlando FL. Providing civil engineering design, utility and stormwater infrastructure design.</b>	<input type="checkbox"/> Check if project performed with current firm	
(1) TITLE AND LOCATION (City and State) <b>Epcot Center Parking Lot , Bay Lake, FL</b>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES <b>2019 - 2020</b>	CONSTRUCTION (If applicable) <b>N/A</b>
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <b>Center Parking for the Walt Disney World Epcot Theme Park. Providing civil engineering design, utility and stormwater infrastructure design.</b>	<input type="checkbox"/> Check if project performed with current firm	

<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
21. TITLE AND LOCATION <i>(City and State)</i> Terra Lago PUD, Village of Indiantown Martin County, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023 - Ongoing	CONSTRUCTION <i>(If applicable)</i> 2023 - Ongoing

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Terra Lago, LLC	b. POINT OF CONTACT NAME Josh Kellam	c. POINT OF CONTACT TELEPHONE NUMBER 757-286-4183
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Terra Lago Project includes the preparation of construction plans, utility and stormwater infrastructure design, construction management, roadway design and permitting services for an 800 acre, 2500 unit planned community. Initial design included the first 2 phases, Phases 1A and 1B which consisted of a 13.4 Acre Spine Road with a total length of 6282 LF and a 5+ Acre Amenity Center for a total cost of \$34 million.

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

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Meridian Consulting Engineers, LLC	Orlando, FL	Civil Engineer
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
21. TITLE AND LOCATION <i>(City and State)</i> Storey Drive Community Development District, Orlando FL.	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019 - 2022	CONSTRUCTION <i>(If applicable)</i> 2021 - 2022

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Lennar Homes	b. POINT OF CONTACT NAME Daniel La Rosa	c. POINT OF CONTACT TELEPHONE NUMBER 407-340-8480
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

55 Acre Community Development District Project consisting of 70 single family lots, 200 townhomes and 240 condominiums for a total of 510 units including a CDD engineers report, roadway, utility, and stormwater infrastructure design for a total cost of \$32 million.

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

a.	(1) FIRM NAME Meridian Consulting Engineers, LLC	(2) FIRM LOCATION <i>(City and State)</i> Orlando, FL	(3) ROLE Civil Engineer of Record
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
21. TITLE AND LOCATION <i>(City and State)</i> Sorrento Pines Community Development District, Sorrento FL.	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020 - 2022	CONSTRUCTION <i>(If applicable)</i> 2021 - 2022

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Mike Galvin	b. POINT OF CONTACT NAME Mike Galvin	c. POINT OF CONTACT TELEPHONE NUMBER 727-519-4412
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Sorrento Pines Community Development District includes a 200.45 acre 328 unit subdivision located in Sorrento, FL. Providing civil engineering design, utility and stormwater infrastructure design, permitting services totalling \$18 million.

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

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Meridian Consulting Engineers, LLC	Orlando, FL	Civil Engineer of Record
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
21. TITLE AND LOCATION <i>(City and State)</i> Tilden Road PUD, Winter Garden FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020 - 2021	CONSTRUCTION <i>(If applicable)</i> 2021 - 2022

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER M.I Homes	b. POINT OF CONTACT NAME Dave Brown	c. POINT OF CONTACT TELEPHONE NUMBER 407-446-4789
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

55 unit Subdivision on 28.32 Acres in Winter Garden FL. Providing civil engineering design, utility and stormwater infrastructure design, permitting services for a total of \$4,125,000.

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

(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a. Meridian Consulting Engineers, LLC	Orlando, FL	Civil Engineer of Record
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
21. TITLE AND LOCATION <i>(City and State)</i>  Jones Road Community Development District	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2015 - 2017	CONSTRUCTION <i>(If applicable)</i> 2017 - 2018

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Phil Canty	b. POINT OF CONTACT NAME Phil Canty	c. POINT OF CONTACT TELEPHONE NUMBER 407-448-9872
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

655 Unit Subdivision on 220 Acres in Osceola County FL. Providing civil engineering design, utility and stormwater infrastructure design, permitting services totalling \$25 million.

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

a.	(1) FIRM NAME Meridian Consulting Engineers, LLC	(2) FIRM LOCATION <i>(City and State)</i> Orlando, FL	(3) ROLE Civil Engineer of Record
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

**G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Darin A.Lockwood, P.E. NCEES	District Civil Engineer	X	X	X	X	X					
Danny Montoya E.I	Senior Engineer	X	X	X	X						
Manuel Gomes	Project Manager	X									

**29. EXAMPLE PROJECTS KEY**

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Terra Lago PUD	6	
2	Storey Drive Community Development District	7	
3	Sorrento Pines Community Development District	8	
4	Tilden Road PUD	9	
5	Jones Road Community Development District	10	

**H. ADDITIONAL INFORMATION**

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

**4) WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS**

A key to executing a successful complex project is to understand the regulatory process, developing a comprehensive project schedule and managing tasking on that schedule. When approaching projects, Meridian Consulting Engineers is a schedule focused company that developed comprehensive project schedules outlining the regulatory process, milestones and critical paths to achieve the desired outcome. These schedules actively guide the design, development and permitting of the engineering services for the Terra Lago CDD. this approach supports the project managements system from start to finish. A well maintained project schedule enables the design and permitting to proceed more efficiently. Meridian Consulting Engineers prides itself on developing , implementing and managing comprehensive project schedules to the benefit of our clients.

Doing our work in the private sector has required us to be extremely sensitive to costs and budgets, and to understand the necessity of clear schedules to which we strongly adhere. As a service to our clients we provide cost estimates to our clients. We do this continuously throughout the project from initial concept to final construction drawings. The Meridian Team has the experience and work load capacity to begin immediately carrying out the Engineering Services required for the success of the Terra Lago CDD. Our staff of 7 includes 6 engineers and one support staff all of which located in our Orlando office however, we will be opening an office in the Village of Indiantown within the next 6 months. Regarding our past performance, Darin A. Lockwood, P.E., NCEES has served as CDD engineer for multiple projects in Orange, Lake and Osceola County. We have proven expertise in all facets of pre-development analysis, design and permitting that will be undertaken within the engineering services for Terra Lago CDD.

**5) CERTIFIED MINORITY BUSINESS ENTERPRISE**

Meridian Consulting Engineers, LLC is not a certified Minority Business Enterprise.

**6) RECENT, CURRENT AND PROJECTED WORKLOADS**

As previously stated the Meridian team has the experience, and work load capacity to begin immediately carrying out the required engineering services for the success of the Terra Lago Community Development District. Our team is ready to take ownership of the Terra Lago CDD and possesses a long-term interest in the success of the new district. See below the current project matrix of our designated Terra Lago CDD Principal-in-Charge, Senior Engineer, and Project Manager:

Project Leads	Recent, Current and Projected Workloads
Darin A. Lockwood, P.E. NCEES Principal-in-Charge	Terra Lago Phases 3-5 Bowen High School Port St. Lucie Charter School Terra Lago CDD P1 Motorsport Club
Danny Montoya, E.I Senior Engineer	Terra Lago Phases 3-5 Viera Charter School Port St. Lucie Charter School P1 Motorsport Club
Manuel Gomes Camarinha Project Manager	Terra Lago Phases 3-5 Village of Indiantown Sewer Infrastructure DeBary Middle School P1 Motorsport Club

**7) VOLUME OF WORK PREVIOUSLY AWARDED TO CONSULTANT BY DISTRICT**

Current Interim District Engineer

**I. AUTHORIZED REPRESENTATIVE**

The foregoing is a statement of facts.

31. SIGNATURE

**Darin A Lockwood**

Darin A Lockwood  
2024.02.05 19:48:47-05'00'

32. DATE

02/05/2024

33. NAME AND TITLE

Darin A. Lockwood, P.E. NCEES, President

# 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>Meridian Consulting Engineers, LLC</b>			3. YEAR ESTABLISHED <b>1999</b>	4. DUNS NUMBER <b>051-0390282</b>
2b. STREET <b>12301 Lake Underhill Rd. Suite 231</b>			5. OWNERSHIP	
2c. CITY <b>Orlando</b>	2d. STATE <b>FL</b>	2e. ZIP CODE <b>32828</b>	a. TYPE <b>Civil Engineering Firm</b>	
6a. POINT OF CONTACT NAME AND TITLE <b>Darin A.Lockwood, P.E. NCEES</b>			b. SMALL BUSINESS STATUS	
6b. TELEPHONE NUMBER <b>302-542-0825</b>			6c. E-MAIL ADDRESS <b>See Below</b>	
8a. FORMER FIRM NAME(S) (If any)			8b. YR. ESTABLISHED	8c. DUNS NUMBER
<b>dlockwood@meridianconsultingengineers.com</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. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
	Civil Engineer	6		C05	Childcare/Development Facilities	6
	Administrative			C15	Construction Management	6
				H11	Housing(Residential, Multi, & Apts)	6
				E02	Educational Facilities; Classrooms	6
				H07	Highways; Streets; Parking Lots	6
				S13	Stormwater Handling and Facilities	6
				W03	Water Supply; Treatment and Dist	6
				S10	Sewage Collection, Treatment,	6
				P06	Planning(Site, Installation, Project)	6
				C10	Commerical Building	6
	Other Employees					
<b>Total</b>		<b>7</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		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	6	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million	9. \$25 million to less than \$50 million	10. \$50 million or greater
c. Total Work	6	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>Darin A Lockwood</b>	Darin A Lockwood 2024.02.05 19:49:10-05'00'	b. DATE <b>02/5/2024</b>
c. NAME AND TITLE <b>Darin A. Lockwood, P.E. NCEES, President</b>		

# **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>	<b>25</b>	<b>25</b>	<b>20</b>	<b>15</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>100</b>
	NAME OF RESPONDENT							
1	<b>Higgins Engineering, Inc.</b>							
2	<b>Meridian Consulting Engineers, LLC</b>							

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

\_\_\_\_\_  
Date

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

**4**



**RESOLUTION 2024-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.**

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

**WHEREAS**, the District’s Board of Supervisors desires to appoint and remove Officers of the District.

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

**SECTION 1.** The following is/are appointed as Officer(s) of the District effective February 12, 2024:

\_\_\_\_\_ is appointed Chair

\_\_\_\_\_ is appointed Vice Chair

\_\_\_\_\_ is appointed Assistant Secretary

\_\_\_\_\_ is appointed Assistant Secretary

\_\_\_\_\_ is appointed Assistant Secretary

Andrew Kantarzhi is appointed Assistant Secretary

**SECTION 2.** The following Officer(s) shall be removed as Officer(s) as of February 12, 2024:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 3.** The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Cindy Cerbone is Assistant Secretary

Craig Wrathell is Treasurer

Jeff Pinder is Assistant Treasurer

**PASSED AND ADOPTED THIS 12TH DAY OF FEBRUARY, 2024.**

ATTEST:

**TERRA LAGO COMMUNITY DEVELOPMENT  
DISTRICT**

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

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

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

**5**

**RESOLUTION 2024-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME, AND LOCATION FOR LANDOWNERS’ MEETING AND ELECTION; PROVIDING FOR PUBLICATION, PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE**

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

**WHEREAS**, the District’s Board of Supervisors (the “Board”) is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, *Florida Statutes*; and

**WHEREAS**, the effective date of Ordinance No. 12-2022 creating the District (the “Ordinance”) is October 13, 2022; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on the first Tuesday in November, which shall be noticed pursuant to Section 190.006(2)(a), *Florida Statutes*.

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

**SECTION 1.** The Board is currently made up of the following individuals.

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Joshua Kellam	November 2026
2	Thomas Kenny	November 2026
3	Jason Dugan	November 2024
4	David Powers	November 2024
5	Kevin Powers	November 2024

This year, Seats 3, 4, and 5, currently held by Jason Dugan, David Powers and Kevin Powers, respectively, are subject to election by landowners in November 2024. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

**SECTION 2.** In accordance with section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on the 5th day of November, 2024 at 1:00 p.m. at, Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34955.

**SECTION 3.** The District's Secretary is hereby directed to publish notice of this landowners meeting and election in accordance with the requirements of Section 190.006(2)(a), *Florida Statutes*.

**SECTION 4.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election is hereby announced by the Board at its February 12, 2024 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented in at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the at the office of the District Manager, Wrathell, Hunt & Associates, LLC, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, or by emailing [cerbonec@whhassociates.com](mailto:cerbonec@whhassociates.com) or calling (561) 571-0010.

**SECTION 5.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution or any part thereof.

**SECTION 6.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 12th day of February, 2024.

**ATTEST:**

**TERRA LAGO COMMUNITY DEVELOPMENT  
DISTRICT**

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

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

## EXHIBIT A

**NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given to the public and all landowners within Terra Lago Community Development District (the "District"), in the Village of Indiantown, Martin County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors. Immediately following the landowners' meeting, there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 5, 2024

TIME: 1:00 p.m.

PLACE: Indiantown Realty  
16654 S.W. Warfield Boulevard  
Indiantown, Florida 34955

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, or by emailing [cerbonec@whhassociates.com](mailto:cerbonec@whhassociates.com) or calling (561) 571-0010. At said meeting, each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person to be elected to the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner's proxy. At the landowners' meeting, the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners' meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. There may be an occasion where one or more supervisors will participate by telephone.

Any person requiring special accommodations to participate in these meetings is asked to contact the District Manager's Office at (877) 276-0889, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office.

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

\_\_\_\_\_  
District Manager

Run Date(s): \_\_\_\_\_ & \_\_\_\_\_

**PUBLISH: ONCE A WEEK FOR 2 CONSECUTIVE WEEKS, THE LAST DAY OF PUBLICATION TO BE NOT FEWER THAN 14 DAYS OR MORE THAN 28 DAYS BEFORE THE DATE OF ELECTION, IN A NEWSPAPER WHICH IS IN GENERAL CIRCULATION IN THE AREA OF THE DISTRICT**

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF  
TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **Tuesday, November 5, 2024**

TIME: **1:00 PM**

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

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

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

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

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

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



**LANDOWNER PROXY**

**TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT  
VILLAGE OF INDIANTOWN, MARTIN COUNTY, FLORIDA  
LANDOWNERS' MEETING – NOVEMBER 5, 2024**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Terra Lago Community Development District to be held at 1:00 p.m., on November 5, 2024 at the offices of Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34955, and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

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

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

<u>Parcel Description</u>	<u>Acreage</u>	<u>Authorized Votes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

**Total Number of Authorized Votes:** \_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes , a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

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

**OFFICIAL BALLOT**

**TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT  
VILLAGE OF INDIANTOWN, MARTIN COUNTY, FLORIDA  
LANDOWNERS' MEETING – NOVEMBER 5, 2024**

---

**For Election (3 Supervisors):** The two (2) candidates receiving the highest number of votes will each receive a four (4)-year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2)-year term, with the term of office for the successful candidates commencing upon election.

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

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

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

or

**Attach Proxy.**

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

<b>SEAT</b>	<b>NAME OF CANDIDATE</b>	<b>NUMBER OF VOTES</b>
3.	_____	_____
4.	_____	_____
5.	_____	_____

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

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

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

**6**

**MEMORANDUM**

**To:** Board of Supervisors  
**From:** District Counsel  
**Date:** January 1, 2024  
**Subject:** Ethics Training Requirements

---

Beginning January 1, 2024, all Board Supervisors of Florida Community Development Districts will be required to complete four (4) hours of Ethics training each year. The four (4) hours must be allocated to the following categories: two (2) hours of Ethics Law, one (1) hour of Sunshine Law, and one (1) hour of Public Records law.

This training may be completed online, and the four (4) hours do not have to be completed all at once. The Florida Commission on Ethics (“COE”) has compiled a list of resources for this training. An overview of the resources are described below, and links to the resources are included in this memo.

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the Ethics training requirements. At this time, there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

**Free Training Options**

The Florida Commission on Ethics’ (“COE”) website has several free online resources and links to resources that Supervisors can access to complete the training requirements. Navigate to that page here: [Florida Commission on Ethics Training](https://ethics.state.fl.us/Training/Training.aspx).<sup>1</sup> Please note that the COE only provides free training for the two (2) hour Ethics portion of the annual training. However, the COE does provide links to free outside resources to complete the Sunshine and Public Records portion of the training. These links are included in this memorandum below for your ease of reference.

---

<sup>1</sup> <https://ethics.state.fl.us/Training/Training.aspx>

## **Free Ethics Law Training**

The COE provides several videos for Ethics training, none of which are exactly two (2) hours in length. Please ensure you complete 120 minutes of Ethics training when choosing a combination of the below.

### **State Ethics Laws for Constitutional Officers & Elected Municipal Officers (100 minutes)**

Click here: [Kinetic Ethics](#)

### **Business and Employment Conflicts and Post-Public-Service (56 minutes) Restriction**

Click here: [Business and Employment Conflicts](#)

### **Gifts (50 minutes)**

Click here: [Ethics Laws Governing Acceptance of Gifts](#)

### **Voting Conflicts - Local Officers (58 minutes)<sup>1</sup>**

Click here: [Voting Vertigo](#)

## **Free Sunshine/Public Records Law Training**

The Office of the Attorney General provides a two (2) hour online training course (audio only) that meets the requirements of the Sunshine Law and Public Records Law portion of Supervisors' annual training.

Click here to access: [Public Meeting and Public Records Law](#)

## **Other Training Options**

### **4- Hour Course**

Some courses will provide a certificate upon completion (not required), like the one found from the Florida State University, Florida Institute of Government, linked here: [4-Hour Ethics Course](#). This course meets all the ethics training requirements for the year, including Sunshine Law and Public Records training. This course is currently \$79.00

### **CLE Course**

The COE's website includes a link to the Florida Bar's Continuing Legal Education online tutorial which also meets all the Ethics training requirements. However, this is a CLE course designed more specifically for attorneys. The 5 hours 18 minutes' long course exceeds the 4-hour requirement and its cost is significantly higher than the 4-Hour Ethics course provided by the Florida State University. The course is currently \$325.00. To access this course, click here: [Sunshine Law, Public Records and Ethics for Public Officers and Public Employees](#).

If you have any questions, please do not hesitate to contact me.

## Daphne Gillyard

---

**From:** Kutak Rock Development and Improvement Districts Group  
<communications@kutakrock.com>  
**Sent:** Friday, January 5, 2024 4:49 PM  
**To:** Cindy Cerbone  
**Subject:** Ethics Training 2024

You don't often get email from communications@kutakrock.com. [Learn why this is important](#)

# KUTAKROCK

Development and Improvement Districts Practice Group

ABOUT US

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NEWS & PUBLICATIONS

## District Managers,

As of January 1, 2024, all Board Supervisors of Florida Community special districts are required to complete four (4) hours of ethics training each year that addresses at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of Florida. The purpose of this email is to notify you of free, on-demand resources available to Board Supervisors to satisfy this requirement. Further information regarding the requisite training is available on the [Florida Commission on Ethics' \("COE"\) website](#).

Please share this information with Board Supervisors or include in the next available agenda package. As always, if you have any questions, please do not hesitate to reach out to your Kutak Rock attorney.

## Free Training Resources

The COE has produced several free, online training tutorials that will satisfy the ethics component of the annual training. The on-demand videos are available at the link below. Further, the website provides additional links to resources that Supervisors can access to complete the training requirements.

### ***Florida Commission on Ethics Training Resources***

Please note that the COE-produced content only provides free training for the ethics component of the annual training. However, the Office of the Attorney General of the State of Florida offers a free, two-hour online audio course that covers the Sunshine Law and Public Records Act components of the requisite training. The on-demand audio course is available at the link below.

### ***Office of the Attorney General Training Resources***

#### **Compliance**

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the ethics training requirements. At this time there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

We have received multiple inquiries as to whether Board Supervisors are required to annually file Form 6 in addition to Form 1. Currently, Board Supervisors continue to be exempt from the requirement to file Form 6.

Finally, with respect to the annual filing of Form 1, beginning this year the Commission on Ethics will be requiring electronic submission of Form 1. Filers, including Board Supervisors, should be receiving an email directly from the Commission on Ethics, providing detailed information about the electronic filing process and the upcoming deadline of July 1, 2024. Note the submission of the forms will no longer be handled through county Supervisor of Election's offices.

### ***Kutak Rock's Development and Improvement Districts Practice Group***

## **Kutak Rock's Florida Development and Improvement Districts Practice Group**



**Jonathan Johnson**  
Partner

(850) 264-6882



**Lindsay Whelan**  
Partner

(850) 692-7308



**Joseph Brown**  
Partner

(850) 692-7303



**Katie Buchanan**  
Partner

(850) 294-5184



**Michael Eckert**  
Partner

(850) 567-0558



**Wesley Haber**  
Partner

(850) 566-3413



**Tucker Mackie**  
Partner

(850) 692-7300



**Sarah Sandy**  
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(850) 556-5947



**Alyssa Willson**  
Partner

(850) 661-9973



**Jere Earlywine**  
Of Counsel

(850) 692-7300



**Bennett Davenport**  
Associate

(850) 692-7300



**Ryan Dugan**  
Associate

(850) 692-7333



**Kate John**  
Associate

(850) 692-7330



**Kyle Magee**  
Associate

(850) 692-7300



**Michelle Rigoni**  
Associate

(850) 692-7310



**Ashley Ligas**  
Attorney

(850) 692-7300





**Cheryl Stuart**  
Attorney

(850) 692-7300



**Betty Zachem**  
Attorney

(850) 692-7300



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The choice of a lawyer is an important decision and should not be based solely upon advertisements.

107 W College Ave, Tallahassee, Florida 32301



# 2023 Form 1 - Statement of Financial Interests

Filed with COE: 01/05/2024

## General Information

Name: Mr Thomas Dean Zimmerman

Address: 6233 Dolostone Drive, Lakeland, FL 33811

PID 305031

County: Polk

## AGENCY INFORMATION

Organization	Suborganization	Title
Towne Park Community Development District	Board of Supervisors	Assistant Secretary

## Disclosure Period

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2023 .

## Primary Sources of Income

PRIMARY SOURCE OF INCOME (Over \$2,500) (Major sources of income to the reporting person)  
(If you have nothing to report, write "none" or "n/a")

Name of Source of Income	Source's Address	Description of the Source's Principal Business Activity
DFAS	8899 E 56th Street, Indianapolis, IN	Military Retired Pay
Social Security Administration	550 Commerce Dr., Lakeland FL 33813	Social Security Retired Pay

**Secondary Sources of Income**

SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source
N/A			

**Real Property**

REAL PROPERTY (Land, buildings owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Location/Description
N/A

**Intangible Personal Property**

INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. over \$10,000) (If you have nothing to report, write "none" or "n/a")

Type of Intangible	Business Entity to Which the Property Relates
Mutual Funds	Edward Jones
401K	General Dynamics Information Technology

**Liabilities**

LIABILITIES (Major debts valued over \$10,000):  
 (If you have nothing to report, write "none" or "n/a")

Name of Creditor	Address of Creditor
Lakeview Flagstar Bank	PO Box 619063, Dallas, TX 75261-9063

**Interests in Specified Businesses**

INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses)  
 (If you have nothing to report, write "none" or "n/a")

Business Entity # 1
N/A

**Training**

Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

**Signature of Filer**

***Thomas Dean Zimmerman***

Digitally signed: 01/05/2024

Filed with COE: 01/05/2024

2023 Form 1 - Statement of Financial Interests

**General Information**

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

County: SAMPLE COUNTY

PID SAMPLE

**AGENCY INFORMATION**

Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

**Disclosure Period**

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2023 .

**Primary Sources of Income**

PRIMARY SOURCE OF INCOME (Over \$2,500). (Major sources of income to the reporting person)  
(If you have nothing to report, write "none" or "n/a")

Name of Source of Income	Source's Address	Description of the Source's Principal Business Activity

**Secondary Sources of Income**

SECONDARY SOURCES OF INCOME (Major customers, clients, and other sources of income to businesses owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Name of Business Entity	Name of Major Sources of Business' Income	Address of Source	Principal Business Activity of Source

**Real Property**

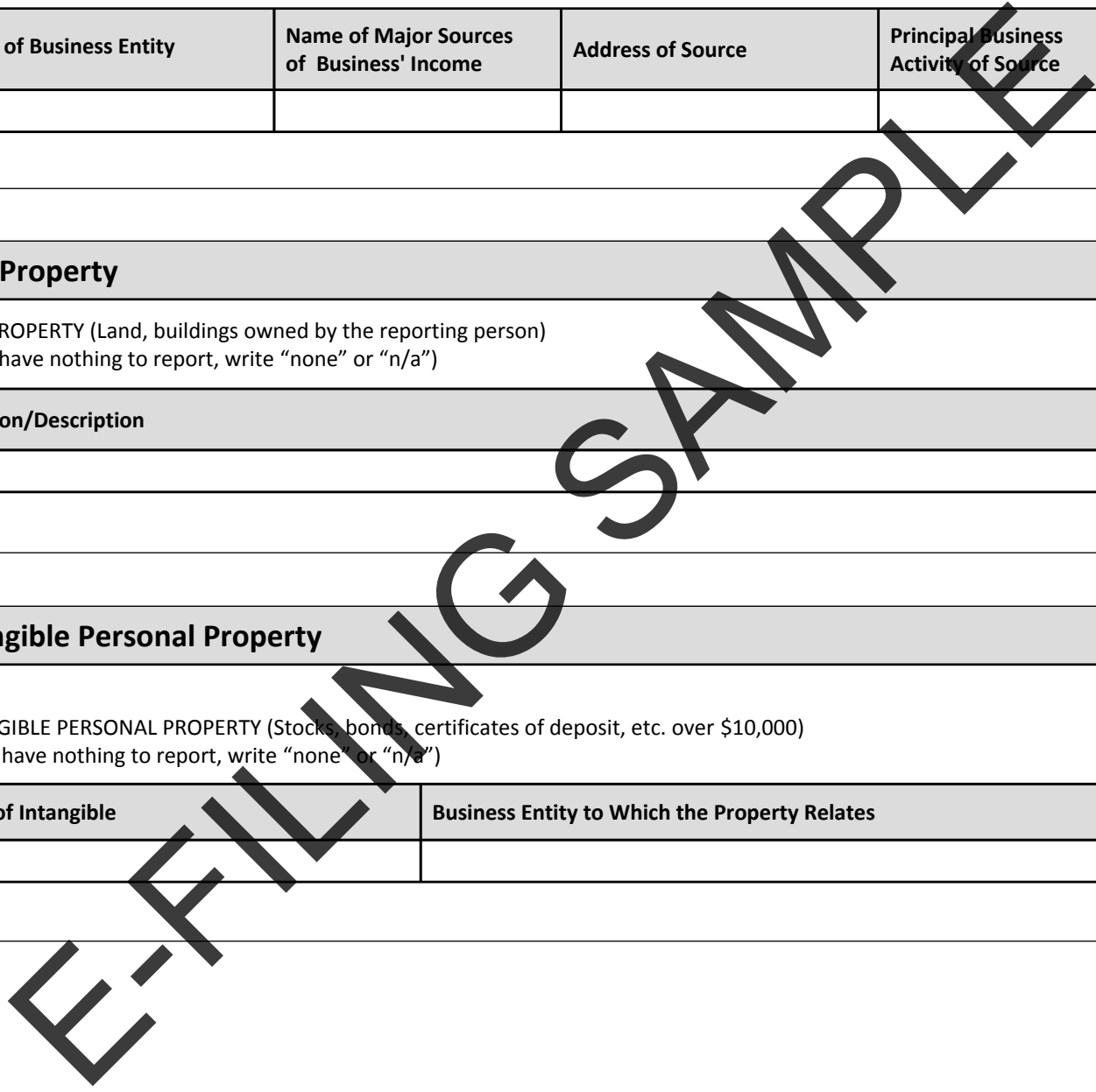
REAL PROPERTY (Land, buildings owned by the reporting person) (If you have nothing to report, write "none" or "n/a")

Location/Description

**Intangible Personal Property**

INTANGIBLE PERSONAL PROPERTY (Stocks, bonds, certificates of deposit, etc. over \$10,000) (If you have nothing to report, write "none" or "n/a")

Type of Intangible	Business Entity to Which the Property Relates



2023 Form 1 - Statement of Financial Interests

**Liabilities**

LIABILITIES (Major debts valued over \$10,000):  
(If you have nothing to report, write "none" or "n/a")

Name of Creditor	Address of Creditor

**Interests in Specified Businesses**

INTERESTS IN SPECIFIED BUSINESSES (Ownership or positions in certain types of businesses)  
(If you have nothing to report, write "none" or "n/a")

Business Entity # 1

**Training**

Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

E-FILED SAMPLE



**Signature of Filer**

Digitally signed:

**Filed with COE:**

**E-FILING SAMPLE**

# **TERRA LAGO**

## **COMMUNITY DEVELOPMENT DISTRICT**

**7**

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**AGREEMENT FOR UNIFORM COLLECTION OF  
NON-AD VALOREM SPECIAL ASSESSMENTS**

---

THIS AGREEMENT made and entered into this 23<sup>rd</sup> day of January, 2024, by and between the Terra Lago Community Development District (“Terra Lago CDD”), care of the District Manager, whose address is Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, FL 33431, and the Honorable Ruth Pietruszewski, the state Constitution’s Tax Collector in and for the Martin County political subdivision, whose address is 3485 SE Willoughby Boulevard, Stuart, Florida 34990 (“Tax Collector”).

**SECTION I**  
**Purpose**

1. The Terra Lago CDD is authorized to impose and to levy, and by appropriate Resolution has expressed its intent to use the statutory uniform methodology form of collection of, non-ad valorem assessments for certain projects or improvements (“Assessments”), by Chapter 76-441, as amended, Laws of Florida, Sections 197.3631, 197.3632 and 197.3635, Florida Statutes, and rules adopted by the Terra Lago CDD, and other applicable provision of law.

2. The purpose of this Agreement is to establish the terms and conditions under which the Tax Collector shall, pursuant to Section 197.3632, Florida Statutes, collect and enforce those certain non-ad valorem special assessments imposed and levied by Terra Lago CDD.

3. Terra Lago CDD acknowledges that the Tax Collector has no duty to Terra Lago CDD or responsibility in the imposition and levy of any non-ad valorem assessments, including the Terra Lago CDD’s “Assessments,” and that it is the sole responsibility and duty of the Terra Lago CDD to follow all procedural and substantive requirements for the imposition and levy of constitutionally lienable non-ad valorem assessments, including the Assessments.

## **SECTION II**

### **Term**

The term of this Agreement shall commence upon execution, effective for 2024, and shall continue and extend uninterrupted from year-to-year, automatically renewed for successive periods not to exceed one (1) year each, unless the Terra Lago CDD shall inform the Tax Collector, as well as Property Appraiser and the Department of Revenue, by January 10<sup>th</sup> of that calendar year, that the Terra Lago CDD intends to discontinue to use the uniform methodology for such Assessments using form DR-412 promulgated by the Florida Department of Revenue.

## **SECTION III**

### **Duties and Responsibilities of Terra Lago CDD**

The Terra Lago CDD shall:

1. Reimburse the Tax Collector for the actual costs of collection of the non-ad valorem assessments, which reimbursement amount will not exceed two (2) percent of the amount of the Assessments collected and remitted pursuant to Section 197.3632(8)(c), Florida Statutes;
2. Reimburse Tax Collector for necessary administrative costs for the collection and enforcement of the Assessments by the Tax Collector under the uniform methodology, pursuant to Section 197.3632(2), Florida Statutes, and Rule 12D-18.004(2), Florida Administrative Code, to include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming.
3. Pay for or alternatively reimburse the Tax Collector for any separate tax bill (not the tax notice) necessitated by any subsequent inability of the Tax Collector to merge the non-ad valorem special assessment roll as certified pursuant to Section 197.3532(7), Florida Statutes, and Rule 12D-18.004(2) Florida Administrative Code.

4. Upon being billed timely, pay directly for necessary advertising relating to implementation of the uniform non-ad valorem special assessment law pursuant to Sections 197.3632 and 197.3635, Florida statutes, and Rule 12D-18.004(2), Florida Administrative Code.

5. Timely certify the applicable non-ad valorem assessment roll to the Tax Collector in accordance with the requirements of Section 197.3632(10), Florida Statutes, and Rule 12D-18.006, Florida Administrative Code.

6. To the extent provided by law, indemnify and hold harmless Tax Collector to the extent of any legal or quasi-judicial action which may be filed in local, state or federal courts or administrative agency against Tax Collector regarding the imposition, levy, roll preparation and certification of the Assessments; Terra Lago CDD shall pay for or reimburse Tax Collector for fees and costs (including attorney's fees and costs) for services rendered by the Tax Collector with regard to any such legal or quasi-judicial action.

**SECTION IV**  
**Duties of the Tax Collector**

1. The Tax Collector shall take all actions legally required to collect the Assessments in accordance with Chapter 197, Florida Statutes.

2. The Tax Collector agrees to cooperate with the Terra Lago CDD in implementation of the uniform methodology for collecting Assessments pursuant to and as limited by Sections 197.3632 and 197.3635, Florida Statutes.

3. If the Tax Collector discovers errors or omissions on such roll, Tax Collector may request that the Terra Lago CDD file a corrected roll or a correction of the amount of any assessment. The Terra Lago CDD shall bear the cost of any such error or omission.

4. Tax Collector hereby agrees to accept the intent Resolution No. 2023-32 attached hereto and incorporated as part of this agreement as Exhibit A, as required by Section 197.3632(3)(a), Florida Statutes.

**SECTION VI**  
**Miscellaneous**

1. This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein and may not be amended, modified or rescinded, except in writing and signed by the parties hereto.

2. Should any provision of this Agreement be declared to be invalid, the remaining provisions of this Agreement shall remain in full force and effect.

3. This Agreement shall be governed by the laws of the State of Florida.

4. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which together will constitute but one and the same instrument.

5. Written notice shall be given to the parties at the following address, or such other place or person as each of the parties shall designate by similar notice:

a. As to Tax Collector: Ruth Pietruszewski  
Martin County Tax Collector  
3485 SE Willoughby Boulevard  
Stuart, Florida 34990

b. As to Terra Lago CDD: c/o District Manager  
Wrathell, Hunt and Associates, LLC  
2300 Glades Road, Suite 410W  
Boca Raton, FL 33431

THIS SPACE IS INTENTIONALLY LEFT BLANK. SEE  
FOLLOWING PAGE FOR EXECUTION BY THE PARTIES.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals and such of them as are corporations have caused these presents to be signed by their duly authorized officers.

**ATTEST:**

**MARTIN COUNTY TAX COLLECTOR**

Shanna R. Varady  
Signature

Ruth Pietruszewski Tax Collector  
Ruth Pietruszewski

Shanna R. Varady  
Printed Name

1/23/24  
Date

**ATTEST:**

**TERRA LAGO COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Joshua Kellam, Chair  
Board of Supervisors

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

# **UNAUDITED FINANCIAL STATEMENTS**



**TERRA LAGO  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
DECEMBER 31, 2023**

**TERRA LAGO  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2023**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
<b>ASSETS</b>				
Cash	\$ 9,911	\$ -	\$ -	\$ 9,911
Due from Landowner	2,727	-	3,791	6,518
Due from other	699	-	-	699
Total assets	<u>13,337</u>	<u>-</u>	<u>3,791</u>	<u>17,128</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable	7,337	-	3,791	11,128
Due to Landowner	-	7,393	34,833	42,226
Landowner advance	6,000	-	-	6,000
Total liabilities	<u>13,337</u>	<u>7,393</u>	<u>38,624</u>	<u>59,354</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Deferred receipts	2,726	-	-	2,726
Total deferred inflows of resources	<u>2,726</u>	<u>-</u>	<u>-</u>	<u>2,726</u>
Fund balances:				
Restricted for:				
Debt service	-	(7,393)	-	(7,393)
Capital projects	-	-	(34,833)	(34,833)
Unassigned	(2,726)	-	-	(2,726)
Total fund balances	<u>(2,726)</u>	<u>(7,393)</u>	<u>(34,833)</u>	<u>(44,952)</u>
Total liabilities and fund balances	<u>\$ 13,337</u>	<u>\$ -</u>	<u>\$ 3,791</u>	<u>\$ 17,128</u>

**TERRA LAGO  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED DECEMBER 31, 2023**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Landowner contribution	\$ 2,230	\$ 9,464	\$ 108,040	9%
Total revenues	<u>2,230</u>	<u>9,464</u>	<u>108,040</u>	9%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Management/accounting/recording**	2,000	6,000	48,000	13%
Legal	376	548	25,000	2%
Engineering	-	-	2,000	0%
Audit	-	-	5,000	0%
Arbitrage rebate calculation*	-	-	750	0%
Debt service fund accounting***	-	-	5,500	0%
Dissemination agent*	-	-	2,000	0%
Trustee*	-	-	5,000	0%
Telephone	16	50	200	25%
Postage	-	-	250	0%
Printing & binding	42	125	500	25%
Legal advertising	141	141	6,500	2%
Annual special district fee	-	175	175	100%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	-	-	750	0%
Website hosting & maintenance	-	-	705	0%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>2,575</u>	<u>12,039</u>	<u>108,040</u>	11%
Excess/(deficiency) of revenues over/(under) expenditures	(345)	(2,575)	-	
Fund balances - beginning	(2,381)	(151)	-	
Fund balances - ending	<u>\$ (2,726)</u>	<u>\$ (2,726)</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.

\*\*\*For 2nd bond issuance and for each subsequent bond issuance.

**TERRA LAGO  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND  
FOR THE PERIOD ENDED DECEMBER 31, 2023**

	Current Month	Year To Date
<b>REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 <b>EXPENDITURES</b>		
<b>Debt service</b>	<u>-</u>	<u>-</u>
Total debt service	<u>-</u>	<u>-</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	-
Fund balances - beginning	<u>(7,393)</u>	<u>(7,393)</u>
Fund balances - ending	<u><u>\$ (7,393)</u></u>	<u><u>\$ (7,393)</u></u>

**TERRA LAGO  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND  
FOR THE PERIOD ENDED DECEMBER 31, 2023**

	Current Month	Year To Date
<b>REVENUES</b>	\$ -	\$ -
Total revenues	-	-
<b>EXPENDITURES</b>	-	-
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	-	-
Fund balances - beginning	(34,833)	(34,833)
Fund balances - ending	\$ (34,833)	\$ (34,833)

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

# **MINUTES**

**DRAFT**

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

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The Board of Supervisors of the Terra Lago Community Development District held a Regular Meeting and Audit Committee Meeting on December 11, 2023 at 1:00 p.m., at Indiantown Realty, 16654 S.W. Warfield Boulevard, Indiantown, Florida 34955.

**Present at the meeting were:**

Thomas Kenny	Vice Chair
Kevin Powers	Assistant Secretary
David Powers	Assistant Secretary
Jason Dugan	Assistant Secretary

**Also present:**

Cindy Cerbone	District Manager
Andrew Kantarzhi	Wrathell, Hunt and Associates, LLC
Tucker Mackie	District Counsel
Taryn Kryzda	Village Manager, Village of Indiantown
Patrick Nolan	Public Works & Utilities Director, Village of Indiantown

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 1:01 p.m. Supervisors Kenny, Dugan, David Powers and Kevin Powers were present. Supervisor Kellam was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of Standard Form of Agreement Between Owner and Design-Builder [Wastewater Treatment Plant]**

Ms. Cerbone distributed additional Exhibits that were emailed to the Board this morning but not included in the agenda package. Ms. Mackie stated, at the last Board meeting, the respondents were ranked and Florida Drilling was selected as the top ranked respondent. She presented the Standard Form of Agreement between Terra Lago CDD and Florida Design Drilling, LLC, and the draft form Exhibits. She noted the following:

- 41 ➤ Florida Design Drilling, LLC (FDD) engaged Holtz Consulting Engineers, Inc., to design the
- 42 wastewater treatment plant. The proposal is similar to a prior proposal submitted to the Village
- 43 one year ago. The total cost, to be based on an hourly rate, is estimated at \$852,650.
- 44 ➤ The Exhibit that was circulated requires a change, as it includes the cost of a Payment
- 45 and Performance bond, and the design build fee was added to the cost for the soft services,
- 46 which is not appropriate under the contract.
- 47 ➤ A Construction Cost Estimate will be provided for the work; at that time, a Design Build
- 48 Amendment would be considered by the Board in the future.
- 49 ➤ Upon execution, it will likely take until late spring or early summer 2024 to finalize the
- 50 design. Further construction cost estimates will be provided throughout the process.
- 51 ➤ The wastewater treatment plant redesign and reconstruction project is the subject of a
- 52 grant agreement; the goal is to stay within grant-eligible funds for the project.
- 53 ➤ Finalized Exhibits will be sent to the Village for review.
- 54 ➤ The Exhibits included redline edits that were accepted by FDD; a revised version was not
- 55 received in time for the meeting.
- 56 ➤ The CDD anticipates terminating its Interim District Engineer, Haley Ward, Inc., going
- 57 forward; the modification will be made prior to execution.

58

**On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor, the Standard Form of Agreement Between Owner and Design-Builder of the Wastewater Treatment Plant and authorizing the Chair to execute upon receipt of the signoff from the Village of Indiantown, was approved.**

63

64

**FOURTH ORDER OF BUSINESS**

**District Engineering Services**

66

**A. Consideration of Termination of Engineering Services with Haley Ward, Inc.**

68 Ms. Cerbone stated a District Engineering Agreement with Haley Ward, Inc., the CDD's  
69 Interim Engineer, was never finalized.

70

**On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor, terminating Engineering Services with Haley Ward, Inc., was approved.**

71

72

73

74



75 **B. Consideration of Resolution 2024-01, Appointing an Interim District Engineer for the**  
 76 **Terra Lago Community Development District, Authorizing its Compensation and**  
 77 **Providing an Effective Date**

78 Meridian Consulting Engineers, LLC, was suggested.

80 **On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor,**  
 81 **Resolution 2024-01, Appointing Meridian Consulting Engineers, LLC, as Interim**  
 82 **District Engineer for the Terra Lago Community Development District,**  
 83 **Authorizing its Compensation and Providing an Effective Date, was adopted.**

84  
 85  
 86 **C. Consideration of Interim Engineering Services Agreement**

87 **On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor,**  
 88 **the Interim Engineering Services Agreement with Meridian Consulting**  
 89 **Engineers, LLC, was approved.**

90  
 91  
 92 **D. Authorization of Request for Qualifications (RFQ) for Engineering Services**

93 **On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor,**  
 94 **authorizing Staff to advertise the Request for Qualifications (RFQ) for**  
 95 **Engineering Services, was approved.**

96  
 97  
 98 **FIFTH ORDER OF BUSINESS**

**Recess Regular Meeting/Commencement  
 of Audit Selection Committee Meeting**

100  
 101 **On MOTION by Mr. David Powers and seconded by Mr. Kevin Powers, with all**  
 102 **in favor, the Regular Meeting recessed at 1:09 p.m., and the Audit Selection**  
 103 **Committee Meeting convened.**

104  
 105  
 106 **SIXTH ORDER OF BUSINESS**

**Review of Response to Request for  
 Proposals (RFP) for Annual Audit Services**

107  
 108  
 109 **A. Affidavit of Publication**

110 **B. RFP Package**

111 The above items were included for informational purposes.

112 **C. Respondents**

113 **I. Berger, Toombs, Elam, Gaines & Frank**

114 **II. Grau & Associates**

115 Ms. Cerbone stated that her firm works with both respondents and, in Management’s  
116 opinion, both are qualified to perform the audit. Given that both firms are well qualified, cost is  
117 typically the factor that sets the firms apart.

118 **D. Auditor Evaluation Matrix/Ranking**

119 Ms. Cerbone discussed and presented her scores and rankings based on the Auditor  
120 Selection Evaluation Criteria. Berger, Toombs, Elam, Gaines & Frank (BTEGF) bid \$3,115 without  
121 bonds and \$3,725 with bonds. Grau & Associates (Grau) bid \$3,200 for the first year with  
122 annual increases of \$100 plus \$1,500 with bonds. The total points awarded and rankings were:

- 123 1. Berger, Toombs, Elam, Gaines & Frank 100
- 124 2. Grau & Associates 99

126 **On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor,**  
127 **accepting the District Manager’s joint ranking designating Berger, Toombs,**  
128 **Elam, Gaines & Frank as the highest-ranked respondent, was approved.**

131 **SEVENTH ORDER OF BUSINESS**

**Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting**

135 **On MOTION by Mr. Kevin Powers and seconded by Mr. Dugan, with all in favor,**  
136 **the Audit Selection Committee Meeting adjourned at 1:14 p.m., and the**  
137 **Regular Meeting reconvened.**

140 **EIGHTH ORDER OF BUSINESS**

**Consider Recommendation of Audit Selection Committee**

- 143 • **Award of Contract**

145 **On MOTION by Mr. David Powers and seconded by Mr. Dugan, with all in**  
146 **favor, accepting the Audit Committee’s scoring, ranking and recommendation**  
147 **ranking with Berger, Toombs, Elam, Gaines & Frank as #1 ranked respondent to**  
148 **the RFP for Annual Audit Services and authorizing District Staff to negotiate an**  
149 **agreement, was approved.**

152 **NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial Statements as of October 31, 2023**

155 Ms. Cerbone discussed the funding request process and the “Due from Landowner,”  
156 “Due to Landowner” and “Landowner advance” line items. She will also provide the documents  
157 to Ms. Andrea Kilmer.

158  
159 **On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor,**  
160 **the Unaudited Financial Statements as of October 31, 2023, were accepted.**

161  
162  
163 **TENTH ORDER OF BUSINESS**

**Approval of August 14, 2023 Public Hearing  
and Regular Meeting Minutes**

166 **On MOTION by Mr. Kenny and seconded by Mr. Dugan, with all in favor, the**  
167 **August 14, 2023 Public Hearing and Regular Meeting Minutes, as presented,**  
168 **were approved.**

169  
170  
171 **ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

- 172  
173 **A. District Counsel: Kutak Rock LLP**  
174 **B. District Engineer:**

175 There were no District Counsel or District Engineer reports.

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

- 177 • **NEXT MEETING DATE: January 8, 2024 at 1:00 PM**  
178 ○ **QUORUM CHECK**

179 The next meeting will be held on January 8, 2024, unless canceled.

180  
181 **TWELFTH ORDER OF BUSINESS**

**Board Members’ Comments/Requests**

182  
183 There were no Board Members’ comments or requests.

184  
185 **THIRTEENTH ORDER OF BUSINESS**

**Public Comments**

186  
187 No members of the public spoke.

188  
189 **FOURTEENTH ORDER OF BUSINESS**

**Adjournment**

190  
191  
192 **On MOTION by Mr. Kenny and seconded by Mr. Kevin Powers, with all in favor,**  
193 **the meeting adjourned at 1:19 p.m.**

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Secretary/Assistant Secretary

---

Chair/Vice Chair

# **TERRA LAGO**

**COMMUNITY DEVELOPMENT DISTRICT**

# **STAFF**

# **REPORTS**

**TERRA LAGO COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE**

**LOCATION**

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

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
October 9, 2023 <b>CANCELED</b>	Regular Meeting	1:00 PM
November 13, 2023 <b>CANCELED</b>	Regular Meeting	1:00 PM
December 11, 2023	Regular Meeting	1:00 PM
January 8, 2024 <b>CANCELED</b>	Regular Meeting	1:00 PM
February 12, 2024	Regular Meeting	1:00 PM
March 11, 2024	Regular Meeting	1:00 PM
April 8, 2024	Regular Meeting	1:00 PM
May 13, 2024	Regular Meeting	1:00 PM
June 10, 2024	Regular Meeting	1:00 PM
July 8, 2024	Regular Meeting	1:00 PM
August 12, 2024	Regular Meeting	1:00 PM
September 9, 2024	Regular Meeting	1:00 PM