

ABERDEEN

Community Development District

NOVEMBER 28, 2023

AGENDA

Aberdeen Community Development District

475 West Town Place

Suite 114

St. Augustine, Florida 32092

District Website: www.AberdeenCDD.com

November 21, 2023

Board of Supervisors
Aberdeen Community Development District

Dear Board Members:

The Aberdeen Community Development District Meeting is scheduled for **Tuesday, November 28, 2023 at 4:00 p.m.** at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida 32259.

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comments *(regarding agenda items below)*
- III. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager
 - D. Operation Manager - Report
 - E. Amenity Center Manager - Report
- IV. Consideration of Aberdeen Rays Amended Swim Team Proposal
- V. Ratification of Actions Regarding Noticing of Engineer RFQ
- VI. Consideration of RFQ Responses for Engineering Services

- VII. Discussion of Work Truck Purchase (Capital Expense)
- VIII. Consideration of Proposals for Fiscal Year 2024 Lifeguard Services
- IX. Supervisor's Request and Public Comments
- X. Approval of Consent Agenda
 - A. Approval of the Minutes of the October 24, 2023 Meeting
 - B. Ratification of Second Amendment to the Agreement with FirstService Residential Florida, Inc.
- XI. Next Scheduled Meeting – 12/19/23 @ 6:00 p.m. @ Aberdeen Amenity Center
- XII. Adjournment

THIRD ORDER OF BUSINESS

E.

Aberdeen CDD Operations, GM/LD Monthly Report – November 28, 2023

Operations Manager Update:

- The Cypress Trees (21) were taken down from around the pool deck. (Photos Attached)
- American Electric installed a new power outlet at entrance, replaced the emergency light and performed electrical work in the pool pump area. More work required. (Photos Attached)
- The new slide at the Amenity Center Playground was installed. (Photo Attached)
- New Posts with reflectors and chains were installed near the dog park to prohibit kids from using the area with motorbikes. (Photos Attached)
- The storage shed was cleaned out and reorganized. (Photo Attached)
- A new bench was added to the basketball court area. (Photo Attached)
- The Fitness Center free weight area was painted. (Photo Attached)
- New chain nets were used to replace consistently ripped nets. (Photo Attached)
- Border was fixed at River Dee Playground. (Photo Attached)

GM Update:

➤ Facility Update:

- M&G Installed the holiday lights with the new addition of the Fitness Center.
- We received new Aberdeen Logo shirts and jackets for the team. (Photo Attached)

Lifestyle Events Recap:

- We held the Fall Spooktacular Festival with 150+ In attendance (Photos Attached)
- We held the Women's Self Defense Class on 11.5.23 with (9) ladies in attendance.
- The 50+ Social themed "Friendsgiving" was held at the Amenity Center Social Hall on 11.10.23.
- Kat Dance held their end of Season Recital for parents on the Fitness Patio on 11.21.22.
- The Family Movie Night at the Amenity Center was held on 11.24.23.

Lifestyle Upcoming Events:

- The Aberdeen Jingle Jog Glow 5k will be held on Friday, December 1 at 6:00pm.
- Christmas Vendor Village will be held on 12.3.23 in the Amenity Center Parking Lot from 11am – 3pm.
- The 2nd Annual Festival of Trees will be held on 12.9.23 with Proceeds to benefit A.S.S.I.S.T. of St. Johns County.
- Painting with a Twist is coming to the Amenity center for an Adult Holiday Paint and Sip party on December 13th and a Kids Holiday Paint Party on December 17th.
- The Snow Time with Santa event is scheduled for Saturday, December 16th from 2:00-5:00pm.
- The Aberdeen Polar Plunge Event will be held on January 1, 2024 at 9:00am.

GM/Operations & Facility Update



New Slide Installed



New Posts by Dog Park



New Bench for Basketball Court



New Outlet Installed



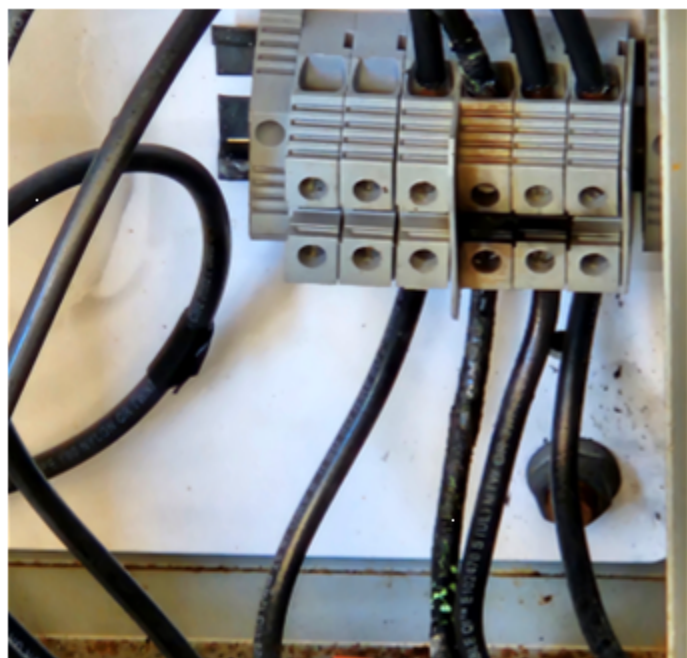
Reorganized storage shed



New Basketball Nets



New Aberdeen logo shirts



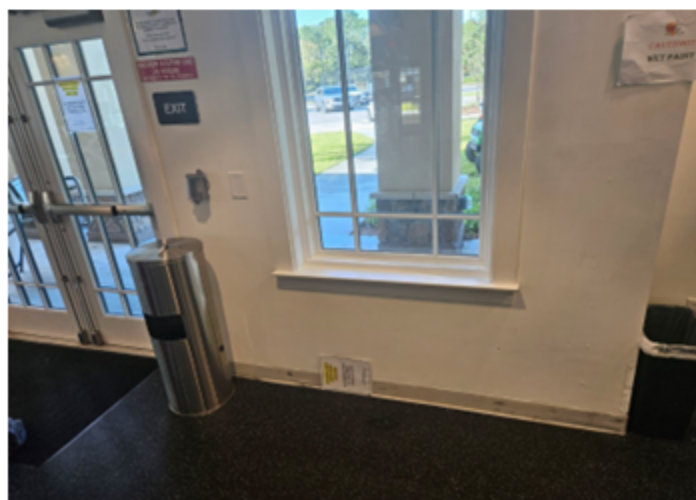
Blown Conductor - Replaced



Replacement Fuses Needed



Fixed Border at River Dee Playground



Repainted Fitness Room

Tree Removal (21) Before & After



Reverse Angle Tree Removal Pictures

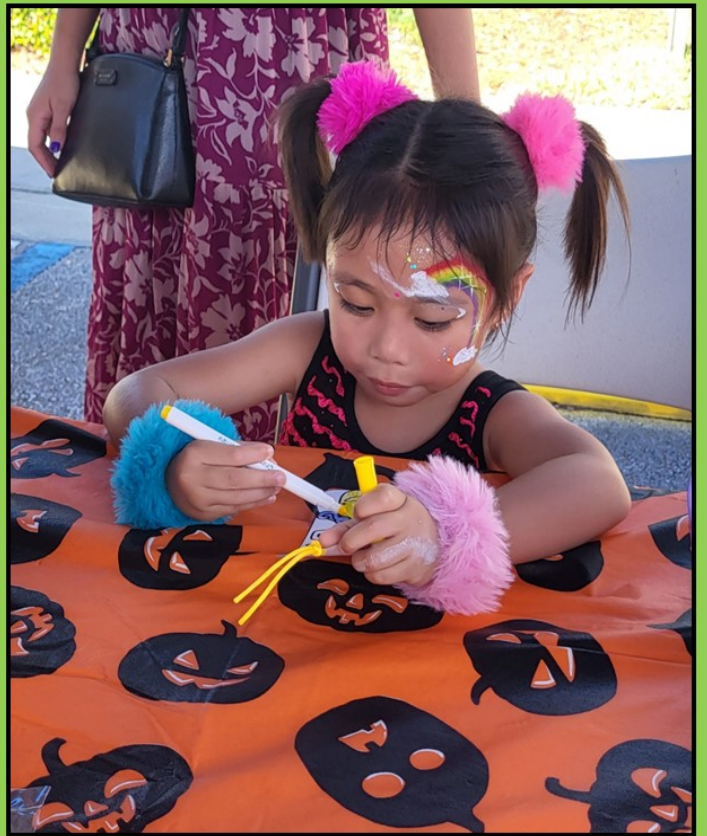


SP KTACULAR

FALL FESTIVAL







FOURTH ORDER OF BUSINESS



2024 Swim Program Proposal

The Aberdeen Rays Swim Team (hereinafter Team) has been operating a summer swim program for the youth in the Aberdeen community since 2014. In 2015, the Team started its first competitive summer program with just 22 swimmers. The Team has grown tremendously. This summer, the Team had 82 swimmers.

After Summer 2023, many Aberdeen families wished for us to join the St. Johns Summer Swim League so that we could compete with local swim teams such as the Bartram Springs Barracudas, Durbin Crossing Dolphins, and the RiverTown RipTides. After a majority vote from our swim families to switch leagues, the Team has decided to join the St. Johns Summer Swim League next summer swim season (2024).

To stay competitive with our new league, our swimmers will need to hone in on their technique and endurance. For this reason, the Team is asking the Aberdeen CDD Board of Directors (hereinafter District) to allow the Team to expand its swim program.

Proposed Summer Program

While school is in session:

- 4 days a week, 1.5 hours/day (M, T, W, R)

After school year ends:

- Mornings - 3 days a week, 1 hour/day (T, W, R)
- Afternoons - 4 days a week, 1.5 hours/day (M, T, W, R)

16-week duration – April 23 – July 31

Total Pool Time: 7:30am – 8:30am & 4:30pm – 6:00pm

Estimated attendance - 75 swimmers

Registration Fee – average \$250/swimmer (sibling discount available)

Age Group	Practice Time
Mornings (after school year ends) – all age groups	7:30am – 8:30am
Afternoons – 8 & Under	4:30pm – 5:15pm
Afternoons – 9 & Up	5:15pm – 6:00pm

The Team will cap total attendance to 100 swimmers. For the last two years, the Team donated \$600 to the District for allowing the Team to run its summer program at Aberdeen. Moving forward, the Team wishes to work up to District norm (20% of total registration fees collected donated to the District) in increments. The Team estimates \$1500-\$2000 will be donated to the District annually from our summer program alone.

Summer Year	Total Amount Donated to the District
2024	10% of registration fees collected
2025	15% of registration fees collected
2026 and after	20% of registration fees collected

Most of the Team's swimmers are 10 years old and younger. Per swim regulation, when a swimmer turns 9, the swimmer is expected to demonstrate more technique and endurance. For example, a 9-year-old must be able to swim 50 yards instead of 25 yards for each stroke (free, fly, back and breast). The same 9-year-old is also expected to flip turn. The most technical flip turn is the one for the backstroke. The Team would like to offer our Aberdeen swimmers an opportunity to work on their endurance and technique before and after the summer season. The Team is proposing usage time for stroke and turn clinics throughout the year.

Proposed Post-season Summer Clinic

3-days a week, 1.5 hours/day (M, W, R)

6-week duration – July/August

Total Pool Time: 5:00pm – 6:30pm

Estimated attendance - 20 to 60 swimmers

Registration Fee – \$50-\$75/swimmer

Age Group	Practice Time
8 & Under	5:00pm – 5:45pm
9 & Up	5:45pm – 6:30pm

Proposed Post-season Fall Clinic

3-days a week, 1.5 hours/day (M, W, R)

6-week duration – September/Oct

Total Pool Time: 4:30pm – 6:00pm

Estimated attendance - 20 to 60 swimmers

Registration Fee – \$50-\$75/swimmer

Age Group	Practice Time
8 & Under	4:30pm – 5:15pm
9 & Up	5:15pm – 6:00pm

Proposed Pre-season Spring Clinic

3-days a week, 1.5 hours/day (M, W, R)

6-week duration – March/April

Total Pool Time: 5:00pm – 6:30pm

Estimated attendance - 20 to 60 swimmers

Registration Fee – \$50-\$75/swimmer

Age Group	Practice Time
8 & Under	5:00pm – 5:45pm
9 & Up	5:45pm – 6:30pm

The Team will cap total attendance to 60 swimmers per clinic. The Team will donate 20% of registration fees collected per clinic to the District.

For both summer and clinics, we will leave at least one lane available for resident lap swimmers. Should there be a second resident, we will kindly ask they circle swim and share that lane for lap swimming. Should we get added resident swimmers we will try to accommodate them by relinquishing a second lap lane. The Team will obtain adequate liability insurance for all summer and clinic programs and certified swim coaches.

The Team will work with the District to adjust regularly scheduled practice dates and/or times to accommodate Annual CDD Functions and Events. Per the District's wishes, the Team will only be comprised of Aberdeen residents.

Our hope with this expansion is to be able to provide the youth in the neighborhood an opportunity to pursue a sport they enjoy with their friends while continuing to build on their success as a swimmer and a healthy lifestyle.

FIFTH ORDER OF BUSINESS

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE ABERDEEN COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The Aberdeen Community Development District ("**District**"), located in St. Johns County, Florida, announces that professional engineering services will be required on a continuing basis for the District's infrastructure 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 [Jurisdiction]; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, *Florida Statutes* ("**CCNA**"). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m. on [REDACTED], 2023 to the attention of Howard "Mac" McGaffney (by email to: hmcgaffney@gmsnf.com) ("**District Manager's Office**").

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

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

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts

and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00).

Publish on: _____ (must be published at least 14 days prior to submittal deadline)

ABERDEEN COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS

COMPETITIVE SELECTION CRITERIA

1) Ability and Adequacy of Professional Personnel (Weight: 30 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: 30 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: 5 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: 10 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.

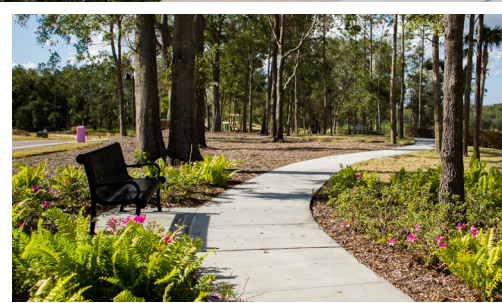
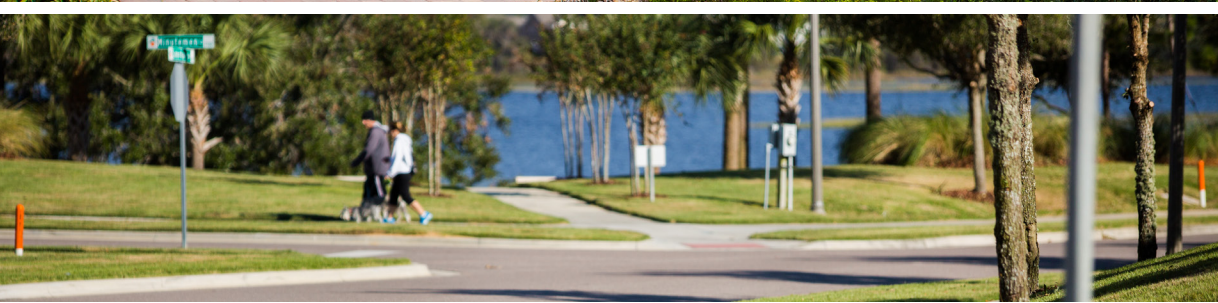
SIXTH ORDER OF BUSINESS

REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

Aberdeen Community Development District

NOVEMBER 17, 2023



SUBMITTED BY

Dewberry Engineers Inc.
200 West Forsyth Street, Suite 1100
Jacksonville, FL 32202

SUBMITTED TO

Attention: Governmental Management Services
1 News Place
St. Augustine, FL 32086

ELECTRONIC

November 17, 2023

Attn: Governmental Management Services
1 News Place
St. Augustine, Florida 32086

RE: Request for Qualifications (RFQ) for Engineering Services for Aberdeen Community Development District

Dear Howard McGaffney,

Our firm has assembled a strong, focused, and experienced team to deliver each task under this contract efficiently and effectively. Dewberry Engineers Inc. (Dewberry) has served as the District Engineer for over 50 Community Development Districts (CDDs) in Florida, allowing us to provide Aberdeen with the unique experience, familiarity, and understanding of the type of services that will be requested under this contract.

Dewberry's Florida operation is backed by the resources and stability of a national firm and specializes in site/civil, environmental, utility infrastructure, transportation engineering, surveying, and land development services. Dewberry has 15 office locations and over 300 employees in Florida, allowing us to bring expertise, qualifications, and resources to clients throughout the state. Dewberry's depth of professional resources and expertise touches every aspect of the District's ongoing needs. From 200 acres to close to 10,000 acres, we offer the District a solid team built on past experience to efficiently address the associated scope of work, as well as the added depth of services involving engineering, environmental, surveying, and construction management for a full service approach.

We have extensive knowledge and understanding of Aberdeen and are able to provide the specific assignments noted in your RFQ. We understand the needs of the District because we are currently the Interim District Engineers.

Dewberry currently has no conflicts with any homebuilder within Aberdeen. Although our past history with numerous CDDs speaks for itself, we are committed to proving ourselves as a valuable partner to provide engineering services to Aberdeen.

It would be our privilege to serve as the District Engineer. We appreciate this opportunity to provide information about our capabilities and welcome the possibility to personally expand upon them.

Sincerely,



Joey Duncan, PE

Principal Engineer
904.423.4935 | jduncan@Dewberry.com



Rey Malave, PE

Associate Vice President
321.354.9656 | rmalave@dewberry.com

SECTION 1: Standard Form 330



ARCHITECT – ENGINEER QUALIFICATIONS

PART I – CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

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

Request for Qualifications for Engineering Services for Aberdeen CDD (St. Johns County, FL)

2. PUBLIC NOTICE DATE

November 3, 2023

3. SOLICITATION OR PROJECT NUMBER

N/A

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Joey Duncan, PE

5. NAME OF FIRM

Dewberry Engineers Inc.

6. TELEPHONE NUMBER

904.423.4935

7. FAX NUMBER

N/A

8. EMAIL ADDRESS

jduncan@dewberry.com

C. PROPOSED TEAM

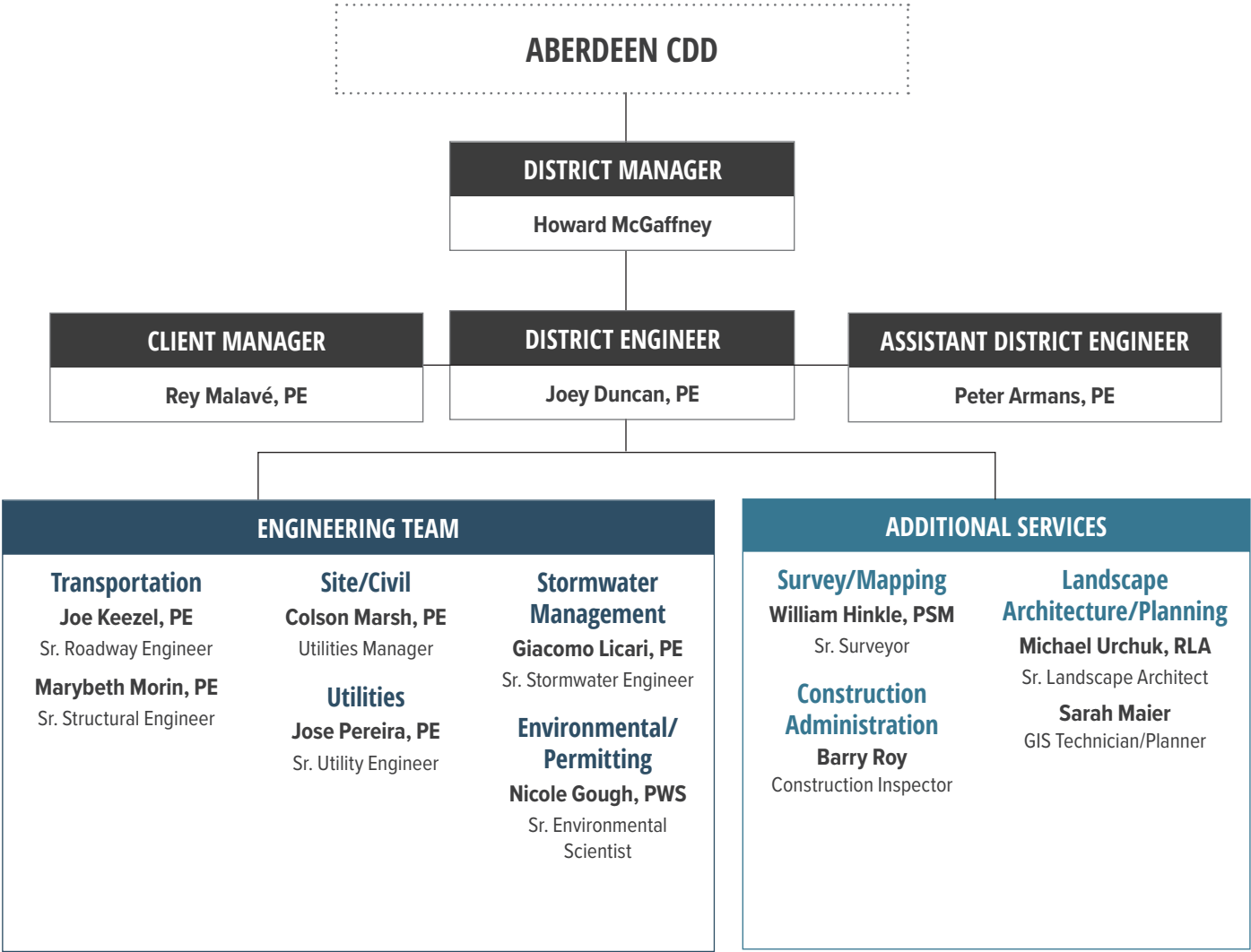
(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE Dewberry Engineers Inc.	200 West Forsyth Street, Suite 1100 Jacksonville, FL 32202	District Engineer, Contract Management
b.	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE Dewberry Engineers Inc.	800 North Magnolia Avenue, Suite 1000 Orlando, FL 32803	Assistant District Engineer; Transportation; Water/Wastewater; Environmental Permitting; Surveying and Mapping; Landscape Architecture/Planning; Construction Administration
c.	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE Dewberry Engineers Inc.	203 Aberdeen Pkwy Panama City, FL 32405	Senior Utility Engineer
d.	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE Dewberry Engineers Inc.	1000 North Ashley Drive Suite 801 Tampa, FL 33602	Stormwater Management

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ *(Attached)*

D. ORGANIZATIONAL CHART OF PROPOSED TEAM



“OUR TEAM’S EXPERIENCE AND COMMITMENT WILL
PROVIDE ABERDEEN CDD WITH THE CONSISTENT,
QUALITY SERVICES REQUIRED TO SUCCESSFULLY SERVE
THIS CONTRACT.”

– JOEY DUNCAN, PE
DISTRICT ENGINEER

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Joey Duncan, PE	13. ROLE IN THIS CONTRACT District Engineer	14. YEARS EXPERIENCE <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">a. TOTAL</td> <td style="width: 50%; border-bottom: 1px solid black;">b. WITH CURRENT FIRM</td> </tr> <tr> <td style="text-align: center;">42</td> <td style="text-align: center;">1</td> </tr> </table>		a. TOTAL	b. WITH CURRENT FIRM	42	1
a. TOTAL	b. WITH CURRENT FIRM						
42	1						
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Jacksonville, FL)							
16. EDUCATION (Degree and Specialization) MS, Engineering Management, BS/Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) FL Professional Engineer #41890					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)							

Joey brings 42 years of progressive leadership experience in program management and civil engineering for both the public and private sectors, with an emphasis on the planning, design, and construction of water and power infrastructure. He previously served as Director of Public Works for the City of Jacksonville (FL), the largest city by land mass in the United States. In this role, he oversaw seven divisions responsible for horizontal and vertical public infrastructure across 840 square miles, with a total capital and operating budget of \$1 billion. In 2008, he guided the launch of the Jacksonville Stormwater Utility, which effectively created a new operating division with its own capital improvement plan and \$30 million in revenue. He has also served in varying management roles at JEA, Jacksonville's utility authority, where he notably led the planning, design, and construction of the \$630 million Northside Generating Station Repowering Project, recognized by Power magazine as the 2002 Plant of the Year.

19. RELEVANT PROJECTS							
a.	(1) TITLE AND LOCATION (City and State) Baymeadows ID (Duval County, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">PROFESSIONAL SERVICES</td> <td style="width: 50%; border-bottom: 1px solid black;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">N/A</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	N/A
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	Ongoing	N/A					
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE District Engineer. Baymeadows Improvement Districts (ID) an incorporated 580-acre master planned community located on Florida's First Coast in the City of Jacksonville, Florida. As the CDD Engineer for the Improvement District, Dewberry's services include engineering, surveying, permitting, owner coordination with the City's review, and approval of construction activities. Dewberry's services also include water and wastewater improvements and upgrades, roadway and storm sewer redesign and repair, stormwater inspections, review and upgrades, coordination of traffic issues oversight of other engineers, assistance with bidding, contractor selection, construction oversight, pay application review, and final project certification and closeout.						
<input checked="" type="checkbox"/> Check if project performed with current firm							
b.	(1) TITLE AND LOCATION (City and State) DHS - Customs & Border Protection, St. Augustine Drainage (St. Johns County, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">PROFESSIONAL SERVICES</td> <td style="width: 50%; border-bottom: 1px solid black;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">2023</td> <td style="text-align: center;">2024</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	2023	2024
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	2023	2024					
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Engineer of Record. The project consists of a design-build effort to improve the drainage condition for the government buildings within the existing facility. Project includes topographic survey of approximately 10 acres surrounding the facility to ascertain current drainage conditions, demolition, erosion and sediment control plan, site layout plan, civil construction plans and specifications.						
<input checked="" type="checkbox"/> Check if project performed with current firm							
c.	(1) TITLE AND LOCATION (City and State) City of Jacksonville Beach, Reuse and Stormwater Improvements (Duval County, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">PROFESSIONAL SERVICES</td> <td style="width: 50%; border-bottom: 1px solid black;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">2022/2023</td> <td style="text-align: center;">2024</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	2022/2023	2024
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	2022/2023	2024					
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE QA/QC Engineer and Field Engineer. Project is to increase volume of reuse water used for irrigation from the Jacksonville Beach and minimize/eliminate use of ground water for irrigation. Project includes increase storage volume on several golf course ponds, new irrigation system/layout (golf course) and piping to extend irrigation to other parks.						
<input checked="" type="checkbox"/> Check if project performed with current firm							
d.	(1) TITLE AND LOCATION (City and State) City of Jacksonville Beach, Chlorine Disinfection System Conversions (Duval County, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">PROFESSIONAL SERVICES</td> <td style="width: 50%; border-bottom: 1px solid black;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">2023</td> <td style="text-align: center;">Ongoing</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	2023	Ongoing
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	2023	Ongoing					
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE CEI QA/QC . This project included engineering design to convert the disinfection systems of two water treatment plants and an advanced wastewater treatment facility from chlorine gas to sodium hypochlorite, meeting the City's strategic plan goals and objectives to improve quality of life and public safety. The project also includes mechanical and structural improvements at the wastewater facility.						
<input checked="" type="checkbox"/> Check if project performed with current firm							

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Peter Armans, PE	13. ROLE IN THIS CONTRACT Assistant District Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 14	b. WITH CURRENT FIRM 4
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Orlando, FL)			
16. EDUCATION (Degree and Specialization) BS/Civil Engineering	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) FL Professional Engineer #87064; OSHA Construction Safety 10 Hour; Erosion & Sediment Control Certified		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

Peter Armans has 14 years of experience in the planning, design, rehabilitation, condition assessment, and construction management of water distribution systems, sewer conveyance systems, and stormwater management systems. He provides oversight and review for various inspection technologies and methodologies and has in-depth experience with scoping, budgeting, advertising, and negotiating construction activities and contracts.

19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State) Deer Run CDD (Bunnell, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	District Engineer. Dewberry is the current District Engineer for this +/- 602-acre Master Planned Golf Community with 749 units. Our services include attending monthly District Board meetings, processing pay requisitions and construction pay applications, and providing general consulting services and input to the Board of Directors. Specific assignments include planning, preparing reports and plans, surveying designs and specifications for water management systems and facilities, water and sewer systems and facilities, roads, landscaping, recreational facilities, and street lighting. Dewberry is also assisting the district with instituting a conservation easement mitigation plan to comply with the SJRWMD requirements.		
b.	(1) TITLE AND LOCATION (City and State) VillaSol CDD (Osceola County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	District Engineer. As District Engineer, Dewberry's services include stormwater management system design, water and sewer system design, roadway design, landscaping, recreational facilities, street lighting, and inspection services. Dewberry assisted the district in instituting a proactive program for infrastructure inspection and repair to mitigate the rising cost of performing emergency repairs caused by a reactive approach.		
c.	(1) TITLE AND LOCATION (City and State) Baytree CDD (Brevard County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	District Engineer. Baytree is golf course private community with private roadways and consists of 461 high-end homes. Dewberry assisted the CDD with resolving multiple drainage issues, vehicular speeding, and instituting a long-term roadway maintenance plan to match the CDD's budgeting projections while maintaining the condition of the roadways.		
d.	(1) TITLE AND LOCATION (City and State) Dowden West CDD (Orange County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	District Engineer. Dowden West is an established CDD with multiple phases currently under development and construction. Dewberry is currently assisting the CDD with multiple improvements conveyances from the developer to the CDD and from the CDD to the County. Dewberry is also assisting the water management district in permitting transfers, and the transfer of sewer lift stations to Orange County		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Rey Malavé, PE	13. ROLE IN THIS CONTRACT Client Manager	14. YEARS EXPERIENCE	
		a. TOTAL 45	b. WITH CURRENT FIRM 44
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Orlando, FL)			
16. EDUCATION (Degree and Specialization) MBA/Business Administration; BS/Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) FL Professional Engineer #31588	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

Rey Malavé has 45 years of experience in civil engineering design and a diversified background in the designing and permitting of municipal infrastructure systems. His areas of expertise includes stormwater management systems, sanitary sewage collection systems, water distribution systems, and site development. He has managed and participated in the planning and designing of numerous large, complex projects for public and private clients. He has extensive knowledge of permitting requirements and has developed a rapport with permitting agencies, including the Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Southwest Florida Water Management District (SWFWMD), and other local agencies.

19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State) Dowden West CDD (Orlando, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE District Engineer. Dowden West is a 736-acre master planned residential community consisting of 1,446 residential units and divided into 10 villages. As District Engineer, our services include water distribution, sanitary sewer collection, reuse water distribution systems, stormwater management, environmental/permitting, landscape architecture, roadway improvements, and surveys.		
b.	(1) TITLE AND LOCATION (City and State) Westside Haines City CDD (Winter Haven, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE District Engineer. The Westside Haines City CDD is 613.43 acres located in Winter Haven, Florida, and is expected to consist of 2,752 residential lots of various sizes for single-family lots and townhome lots with recreation/amenity areas, parks, and associated infrastructure for the various villages. Dewberry is the CDD Engineer for this project. Our services include civil engineering, permitting, roadway design, stormwater monitoring, permitting, recreational facilities, and infrastructure review reports.		
c.	(1) TITLE AND LOCATION (City and State) Deer Run CDD (Bunnell, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE District Engineer. Dewberry serves as the current District Engineer for this +/- 602-acre Master Planned Golf Community with 749 units. Our services have included attending monthly District Board meetings, processing pay requisitions and construction pay applications, and providing general consulting services and input to the Board of Directors. Specific assignments include planning, preparing reports and plans, surveying designs, and specifications for water management systems and facilities, water and sewer systems and facilities, roads, landscaping, recreational facilities, and street lighting.		
d.	(1) TITLE AND LOCATION (City and State) Lakewood Ranch CDDs 1, 2, 4, 5, and 6 (Sarasota and Manatee County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE District Engineer. Lakewood Ranch is an unincorporated 17,500-acre community in Sarasota and Manatee County. Established in 1995, there is an 8,500-acre master planned community within the ranch, consisting of seven villages with a variety of housing types and five CDDs. It contains A-rated schools, shopping, business parks, a hospital and medical center, and three different golf courses, as well as an athletic center with fitness, aquatics, and lighted tennis courts. Lakewood Ranch has over 150 miles of sidewalks and trails, community parks, lakes, and nature preserves abundant with native wildlife. As District Engineer, our services include engineering, planning, surveying, permitting, landscape architecture, owner coordination with City/County, and approval of all development and construction activities.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Joe Keezel, PE	13. ROLE IN THIS CONTRACT Senior Roadway Engineer	14. YEARS EXPERIENCE <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">a. TOTAL</td> <td style="width: 50%; text-align: center;">b. WITH CURRENT FIRM</td> </tr> <tr> <td style="text-align: center;">27</td> <td style="text-align: center;">7</td> </tr> </table>		a. TOTAL	b. WITH CURRENT FIRM	27	7
a. TOTAL	b. WITH CURRENT FIRM						
27	7						
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Orlando, FL)							
16. EDUCATION (Degree and Specialization) BS/Environmental Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) FL Professional Engineer #57501					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)							

Joe Keezel has more than 27 years of experience designing major transportation systems and thoroughfares, working primarily on FDOT projects. He has managed several major highway projects, including a capacity project that widened a rural four-lane state highway to an urban six-lane section, replaced twin bridges, and updated drainage, signing, pavement markings, and signals. He was Project Manager for two districtwide contracts and prepared construction documents for more than 10 resurfacing, restoration, and rehabilitation projects ranging from two-lane rural to multi-lane urban. Joe also prepared several designs with limited surveys using as-built plans, right-of-way (ROW) maps and SLD's, and prepared several projects with SMART plans and letter sets, all of which have been constructed with no claims.

19. RELEVANT PROJECTS							
a.	(1) TITLE AND LOCATION (City and State) Lakewood Ranch CDDs 1, 2, 4, 5, and 6 (Manatee, County, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES</td> <td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">Ongoing</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	Ongoing
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	Ongoing	Ongoing					
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Roadway Engineer. As District Engineer, our services include water distribution, sanitary sewer collection, reuse water distribution systems, stormwater management, environmental/permitting, landscape architecture, roadway improvements, and surveys.							
<input checked="" type="checkbox"/> Check if project performed with current firm							
b.	(1) TITLE AND LOCATION (City and State) West Villages Improvement District (Sarasota County, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES</td> <td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">N/A</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	N/A
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	Ongoing	N/A					
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Roadway Engineer. The West Villages Improvement District ("District") is located in the City of North Port and unincorporated Sarasota County, Florida. The District encompasses approximately 8,200 +/- acres of land within the City of North Port and 3,300 +/- acres in unincorporated Sarasota County. The services included earthwork, water and sewer facilities and infrastructure (including water treatment plants and wastewater treatment plants), stormwater management, drainage facilities, infrastructure, roadways, signalization improvements, and parking facilities.							
<input checked="" type="checkbox"/> Check if project performed with current firm							
c.	(1) TITLE AND LOCATION (City and State) FDOT District Five, Continuing Engineering Services, Roadway Design (Multiple Counties, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES</td> <td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">2020</td> <td style="text-align: center;">Ongoing</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	2020	Ongoing
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	2020	Ongoing					
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Through our continuing services contract with District Five, Dewberry's task work orders included intersection improvements, resurfacing, lighting, signalization, and all tasks associated with highway design projects. Our traffic design services included signing design, pavement marking design, signal warrant analysis, signalization design, lighting justification, lighting design, and traffic studies.							
<input checked="" type="checkbox"/> Check if project performed with current firm							
d.	(1) TITLE AND LOCATION (City and State) Central Florida Expressway Authority (CFX), General Engineering Consultant (Multiple Counties, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES</td> <td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">N/A</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	N/A
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	Ongoing	N/A					
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Roadway Engineer. Dewberry currently serves as a general engineering consultant to the CFX. In order to support the delivery of CFX's \$3.2 billion, five-year work plan, the scope of services that Dewberry is performing as the general engineering consultant are categorized into seven tasks: bond financing support, engineering/design support, planning support, maintenance program support, general planning, work plan support, and multimodal/transit support.							
<input checked="" type="checkbox"/> Check if project performed with current firm							
e.	(1) TITLE AND LOCATION (City and State) FDOT District One, I-4 Beyond the Ultimate, Segment 5 (Polk County, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES</td> <td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">Ongoing</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	Ongoing
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	Ongoing	Ongoing					
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead Roadway Engineer. This segment is a 4.5-mile section from west of State Road (SR) 25/US 27 to west of County Road (CR) 532 (Polk/Osceola County Line) in Polk County, including the US 27 Interchange. The proposed I-4/US 27 interchange is a full-service partial cloverleaf interchange with loop ramps in the northwest and southeast quadrants. Eleven new bridges, substantial modifications to the ramp terminal intersections, and improvements along US 27 are proposed.							
<input checked="" type="checkbox"/> Check if project performed with current firm							

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Marybeth Morin, PE	13. ROLE IN THIS CONTRACT Senior Structural Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 27	b. WITH CURRENT FIRM 25
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Orlando, FL)			
16. EDUCATION (Degree and Specialization) BS/Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) FL Professional Engineer #57547	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

Marybeth Morin has 27 years of experience in the structural design of transportation structures. She is responsible for the design and plan production of projects from the preliminary stages to final design. These projects include minor grade separations, water crossings, and interchanges. She has experience in AASHTO and Florida I-Beam girders, precast-prestressed slab units, and steel I-girders. She also has experience in alternatives development, design-build work, and miscellaneous structures. Miscellaneous structures include sign structure, mast arm, noise buffer and retaining wall, box culvert, and strain pole foundation design. Marybeth is responsible for project design, coordination, and plan production.

19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State) Live Oak Lake CDD (Twin Lakes Development) (Osceola County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Senior Structural Engineer. Live Oak Lake CDD is a multi-phased, active adult community consisting of residential units, green open space tracts with community facilities, and a community amenity center. Marybeth was responsible for the design and overseeing the construction of the vehicular bridge that crosses the existing Bullis Road, connecting the northern pool and amenity area with the remainder of the development. The bridge is a single-span FIB-36 with spread footing, which reduces vibration and cost, MSE walls with concrete drainage ditch, and splash pads for run-off. The bridge utilizes a custom railing with stone veneer, architectural finishes, and custom planters for a high-level aesthetic result.		
b.	(1) TITLE AND LOCATION (City and State) Lakewood Ranch CDDs 1, 2, 4, 5, and 6 (Manatee County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Senior Structural Engineer. As District Engineer, our services include water distribution, sanitary sewer collection, reuse water distribution systems, stormwater management, environmental/permitting, landscape architecture, roadway improvements, and surveys.		
c.	(1) TITLE AND LOCATION (City and State) CFX, Wekiva Parkway (Orange County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2015	CONSTRUCTION (If applicable) 2017
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Senior Structural Engineer. The Wekiva Parkway (SR 429) is an alignment, high-speed, limited access alignment in northwest Orange County. Segment 203 extends from just north of Ponkan Road to north of Kelly Park Road, a distance of approximately 2.2 miles. The project included bridge structures over the Lake Victor floodplain, a future access road, and Kelly Park Road. A partial cloverleaf interchange was provided at Kelly Park Road. The project included modifications to several local arterials and off-site stormwater management facilities.		
d.	(1) TITLE AND LOCATION (City and State) FDOT, Florida's Turnpike Enterprise (FTE), Suncoast Parkway 2, Section 2 (Citrus County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2016	CONSTRUCTION (If applicable) 2017
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Senior Structural Engineer. This section of the Suncoast Parkway 2 Project was for the design of a new roadway located from south of Grover Cleveland Boulevard to north of CR 486, a distance of approximately 8.5 miles. This alignment project included a major intersection and several county road crossings traversing through heavily wooded areas, borrow pits, and subdivisions. Marybeth was responsible for bridge design and plans production.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Colson Marsh, PE	13. ROLE IN THIS CONTRACT Utilities Manager	14. YEARS EXPERIENCE	
		a. TOTAL 7	b. WITH CURRENT FIRM 5
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Orlando, FL)			
16. EDUCATION (Degree and Specialization) BS/Environmental Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) FL Professional Engineer #91010	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

Colson Marsh, PE, has seven years of experience providing design support on a variety of projects, including water and wastewater treatment plants, water distribution systems, utility coordination, pipelines, and wastewater collection and treatment. Colson has provided engineering design support on a multitude of projects during his professional career, specifically but not limited to design, permitting, cost estimating, and construction services. He holds a certificate for the Sunshine 811 ITE Training.

19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State) Polk County Utilities (PCU), Gibson Oaks Pipeline Design (Polk County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Engineer. This project included a plan and profile design of raw and potable water pipelines. Roughly 34,000 LF of pipeline to loop potable water distribution systems and connect off-site water production wells to the treatment facility. The project includes some potable water pipe improvements that will prepare the distribution system for increased future flows and additional fire flow protection. The project is currently in the bidding phase, with construction administration to follow.		
b.	(1) TITLE AND LOCATION (City and State) City of Tampa, Virginia Pump Station Rehabilitation Preliminary Design (Tampa, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Engineer. Colson is currently assisting with the rehabilitation design of the Virginia Ave. wastewater pump station, which was originally constructed as a pneumatic ejector station in 1954. The ejector station was located in a brick and mortar manhole at the end of Virginia Ave. at its termination on the east bank of the Hillsborough River and discharged through a 6-inch cast iron forcemain to the east into the City's gravity sewer system. The station is located in the right-of-way of Virginia Ave.		
c.	(1) TITLE AND LOCATION (City and State) PCU, Cherry Hill Water Production Facility (Polk County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Engineer. Colson was responsible for the design of a high service booster pump station for this project that included preliminary and final design and permitting for a new greenfield 10.4-million gallon per day water facility that includes new raw water wells, updated water use permit, 1-million gallon pre-stress concrete storage tank, chemical storage, feed systems, high service booster pump station, and a new electrical building. Alternative water supplies were also investigated for the facility.		
d.	(1) TITLE AND LOCATION (City and State) City of Leesburg, Turnpike WWTF Upgrade (Leesburg, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Engineer. Assisting with facility design, specifications, cost estimating, permitting, and CAD support required to upgrade the Turnpike Wastewater Treatment Facility permitted capacity from 3.0 MGD to 4.5 MGD. Provided design, analysis, and CAD support for several onsite facilities, including a decant pump station, effluent transfer pump station, chemical feed and storage building, SBR, digesters, and yard piping. Colson provides construction support services and is the daily contact for coordination of construction phase services, including site visits, requests for information, shop drawings, payment applications, and attending monthly progress meetings.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Giacomo Licari, PE	13. ROLE IN THIS CONTRACT Senior Stormwater Engineer	14. YEARS EXPERIENCE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">a. TOTAL 17</td> <td style="width: 50%; text-align: center;">b. WITH CURRENT FIRM 6</td> </tr> </table>		a. TOTAL 17	b. WITH CURRENT FIRM 6
a. TOTAL 17	b. WITH CURRENT FIRM 6				
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Tampa, FL)					
16. EDUCATION (Degree and Specialization) MS/Civil/Structural Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) FL Professional Engineer #72415			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					

Giacomo Licari has 17 years of experience in civil engineering experience. His project responsibilities have included rezoning and variances, total site design, stormwater modeling, flood studies, permitting, construction administration, and as-built certifications. Many projects also included fire flow modeling, design, and permitting.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	West Villages Improvement District (Sarasota County, FL)	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
a.	Project Engineer. The West Villages Improvement District is located in the City of North Port and unincorporated Sarasota County, Florida. The District encompasses approximately 8,200 +/- acres of land within the City of North Port and 3,300 +/- acres in unincorporated Sarasota County. The services included earthwork, water and sewer facilities and infrastructure (including water treatment plants and wastewater treatment plants), stormwater management, drainage facilities, infrastructure, roadways, signalization improvements, and parking facilities.		
	Lakewood Ranch CDDs 1, 2, 4, 5 and 6 (Manatee County, FL)	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
b.	Project Engineer. Lakewood Ranch is an unincorporated 17,500-acre community in Manatee County. Established in 1995, there is an 8,500-acre master planned community within it, consisting of seven villages with a variety of housing types and five CDDs. It contains A-rated schools, shopping, business parks, a hospital and medical center, and three different golf courses, as well as an athletic center with fitness, aquatics, and lighted tennis courts. Lakewood Ranch has over 150 miles of sidewalks and trails, community parks, lakes, and nature preserves abundant with native wildlife. As District Engineer, our services include engineering, planning, surveying, permitting, landscape architecture, owner coordination with the City/County, and approval of all development and construction activities.		
	Covington Park CDD (Hillsborough County, FL)	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	Project Engineer. As District Engineer, our services include planning, civil engineering, roadway design, stormwater design, environmental/permitting, landscape architecture, survey, and construction administration.		
	Lakewood Ranch Stewardship (Manatee County, FL)	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	Project Engineer. As District Engineer, our services include water distribution, sanitary sewer collection, and reuse water distribution systems, stormwater management, environmental/permitting, landscape architecture, roadway improvements, and surveys.		
	Viera East CDD (Viera, FL)	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
		<input checked="" type="checkbox"/> Check if project performed with current firm	
e.	Project Engineer. Vierra Planned Development and COD is a 2,000-acre mixed-use development in the City of Vierra, located east of I-95 and north of Merral Road in Brevard County. The project consists of 2,000 single-family units, 900 multi-family units, and over 20,000 square feet of commercial and retail space. With over 600 acres of existing on-site wetlands and lakes, this project presented some unique design challenges, including creating a viable community that balanced the developable parcels with existing ecological systems. Additional challenges related to the need to tie into both existing and proposed roadways and proposed master utilities serving the project.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Jose Pereira, PE	13. ROLE IN THIS CONTRACT Senior Utility Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 35	b. WITH CURRENT FIRM 31
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Panama City, FL)			
16. EDUCATION (Degree and Specialization) MS/Environmental Engineering; BS/Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) FL Professional Engineer #82808	

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

Jose Pereira has 35 years of professional experience in the field of environmental engineering, including the design of water treatment and wastewater collection, pumping, and treatment facilities; pilot-scale and laboratory-scale treatabilities studies; and water and wastewater wet chemistry analysis. He has been actively engaged in the planning, design, construction engineering, and start-up services for numerous municipal wastewater treatment collection, pumping, and treatment systems. Many of these facilities have included innovative treatment processes such as nitrification, de-nitrification, bio-selectors, and other biological nutrient removal. To accommodate new developments, Jose has planned and designed entire wastewater collection systems that have included interceptor sewers up to 72 inches in diameter, wastewater pumping facilities, and in-system flow equalization storage basins as large as 16 million gallons.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Lakewood Ranch CDDs 1, 2, 4, 5, and 6 (Manatee County, FL)	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer. As District Engineer, our services include water distribution, sanitary sewer collection, reuse water distribution systems, stormwater management, environmental/permitting, landscape architecture, roadway improvements, and surveys.		
		<input checked="" type="checkbox"/> Check if project performed with current firm	
	West Villages Improvement District (Sarasota County, FL)	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer. The West Villages Improvement District ("District") is located in the City of North Port and unincorporated Sarasota County, Florida. The District encompasses approximately 8,200 +/- acres of land within the City of North Port and 3,300 +/- acres in unincorporated Sarasota County. The services included earthwork, water and sewer facilities and infrastructure (including water treatment plants and wastewater treatment plants), stormwater management, drainage facilities, infrastructure, roadways, signalization improvements, and parking facilities.		
		<input checked="" type="checkbox"/> Check if project performed with current firm	
	Highway 390 Water/Wastewater Relocation (Panama City Beach, FL)	PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) N/A
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. The Panama City Water and Wastewater System Relocation Project included the relocation of the city-owned utilities that conflicted with the proposed improvements to tie into the proposed utilities for the FDOT Highway 390 Widening Project. The City was required to relocate its water and wastewater infrastructure due to the FDOT Highway 390 widening project. The project included the installation of approximately 4,400 linear feet (LF) of 12-, 8-, 6- and 2-inch water mains, fire hydrants, valves, fittings, and new potable water services.		
		<input checked="" type="checkbox"/> Check if project performed with current firm	
	Wastewater Improvements (Parker, FL)	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) Ongoing
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer. Dewberry worked with the City of Parker to inspect the city's existing wastewater system's condition and identify areas that required upgrades and replacement. Dewberry prepared a Facilities Plan with recommendations, projected costs, and priorities for improvements and assisted the City in securing funds through the SRF. The work consisted of design for approximately 7,000 LF of sewer force main replacement, 2,450 LF of directional bores, lift station upgrades, and manhole rehabilitation.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Nicole Gough, PWS	13. ROLE IN THIS CONTRACT Senior Environmental Scientist	14. YEARS EXPERIENCE <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">a. TOTAL</td> <td style="width: 50%; border-bottom: 1px solid black;">b. WITH CURRENT FIRM</td> </tr> <tr> <td style="text-align: center;">26</td> <td style="text-align: center;">8</td> </tr> </table>		a. TOTAL	b. WITH CURRENT FIRM	26	8
a. TOTAL	b. WITH CURRENT FIRM						
26	8						
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Orlando, FL)							
16. EDUCATION (Degree and Specialization) BS/Parks and Recreation/Resource Management, Specialization in NPS Level II Law Enforcement	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Wetland Scientist #2585; FL Certified Prescribed Burn Manager #20144567; FL Certified Pesticide Applicator #PB11275; FL Certified Stormwater Management Inspector #3799; Railroad Worker's Safety Certified; Federal Red Card						

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

Nicole Gough has 26 years of experience in project management related to ecological evaluation, planning, permitting, and oversight of regional transportation and infrastructure projects, large agricultural projects, and land development. Nicole previously served as a wetlands biologist and regulatory reviewer for both the South Florida Water Management District (SFWMD) and SJRWMD. While working with both private and public entities, Nicole has garnered extensive permitting experience in all aspects of federal, state, and local permitting, including the National Pollutant Discharge Elimination System (NPDES). Additional expertise includes threatened and endangered species surveys, wetland determinations, biology, botany, conservation biology, ecology, emergency management, Endangered Species Act compliance for Letter of Map Revision (LOMR)/Conditional Letter of Map Revision (CLOMR), GIS data collection and mapping, preparation of technical specifications and contract documents, and stakeholder coordination/facilitation.

19. RELEVANT PROJECTS							
a.	(1) TITLE AND LOCATION (City and State) Narcoossee CDD (Orlando, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">PROFESSIONAL SERVICES</td> <td style="width: 50%; border-bottom: 1px solid black;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">N/A</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	N/A
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	Ongoing	N/A					
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm							
Environmental Scientist. The Narcoossee CDD is located in Orlando, Florida, and consists of approximately 416 acres. The project is projected to have 540 single-family units, 860 multi-family units, and 278,000 square feet of retail and office space. The Narcoossee CDD encompasses the entire 416 acres and will construct, operate, and maintain infrastructure to support all of its communities. As the CDD Engineer, our services include engineering evaluations, owner coordination with the City of Orlando and Orange County, and approval of all development and construction activities.							
b.	(1) TITLE AND LOCATION (City and State) Live Oak Lake CDD (Twin Lakes Development) (Osceola County, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">PROFESSIONAL SERVICES</td> <td style="width: 50%; border-bottom: 1px solid black;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">N/A</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	N/A
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	Ongoing	N/A					
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm							
Environmental Scientist. Live Oak Lake CDD is a multi-phased active adult community consisting of residential units, green open space tracts with community facilities, and a community amenity center located just off of Live Oak Lake. Phases 1 – 8 consists of a mix of 50 and 70-foot duplex units totaling 2,023 units. Dewberry's services include entitlements, planning, surveying, site/civil engineering, roadway design, bridge design, signal design, environmental/permitting, landscape/hardscape design, assistance with the City master upsizing agreements, and construction administration.							
c.	(1) TITLE AND LOCATION (City and State) Lakewood Ranch CDDs 1, 2, 4, 5, and 6 (Sarasota and Manatee County, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">PROFESSIONAL SERVICES</td> <td style="width: 50%; border-bottom: 1px solid black;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">Ongoing</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	Ongoing
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	Ongoing	Ongoing					
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm							
Environmental Scientist. Lakewood Ranch is an unincorporated 17,500-acre community in Manatee County. Established in 1995, there is an 8,500-acre master planned community within it, consisting of seven villages with a variety of housing types and five CDDs. It contains A-rated schools, shopping, business parks, a hospital and medical center, and three different golf courses, as well as an athletic center with fitness, aquatics, and lighted tennis courts. Lakewood Ranch has over 150 miles of sidewalks and trails, community parks, lakes, and nature preserves abundant with native wildlife. As District Engineer, our services include engineering, planning, surveying, permitting, landscape architecture, owner coordination with the City/County, and approval of all development and construction activities.							
d.	(1) TITLE AND LOCATION (City and State) West Villages Improvement District (Sarasota County, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">PROFESSIONAL SERVICES</td> <td style="width: 50%; border-bottom: 1px solid black;">CONSTRUCTION (If applicable)</td> </tr> <tr> <td style="text-align: center;">Ongoing</td> <td style="text-align: center;">Ongoing</td> </tr> </table>		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	Ongoing	Ongoing
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)					
	Ongoing	Ongoing					
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm							
Environmental Scientist. The West Villages Improvement District ("District") is located in the City of North Port and unincorporated Sarasota County, Florida. The District encompasses approximately 8,200 +/- acres of land within the City of North Port and 3,300 +/- acres in unincorporated Sarasota County.							

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME William Hinkle, PSM	13. ROLE IN THIS CONTRACT Survey Manager	14. YEARS EXPERIENCE <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">a. TOTAL 43</td> <td style="width: 50%; border-bottom: 1px solid black; text-align: center;">b. WITH CURRENT FIRM 16</td> </tr> </table>		a. TOTAL 43	b. WITH CURRENT FIRM 16
a. TOTAL 43	b. WITH CURRENT FIRM 16				
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Orlando, FL)					
16. EDUCATION (Degree and Specialization) N/A		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) FL Professional Surveyor and Mapper #LS4633			

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

William Hinkle, a Transportation Survey Project Manager with Dewberry, has over 43 years in various types of surveying and mapping, including over 19 years with the Florida Department of Transportation (FDOT) in District One. His experience includes right-of-way maps, right-of-way control maps, mitigation site surveys, geodetic surveys, design surveys, right-of-way surveys, subsurface utility engineering surveys, and horizontal and vertical control, including utilization of electronic field book, topographic, and construction surveying. William served as District One's Location Surveyor for six years, where his responsibilities included managing three to four District-Wide Surveying and Mapping Contracts, planning, scheduling, supervising, and quality control of 45 plus or minus projects yearly of various right-of-way and design surveys. He supervised and coordinated assignments of the Survey Department's Electronic Survey section and the engineering/land surveying assignments of two to four Department field survey crews.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
a.	Dowden West CDD (Orlando, FL)	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
Survey Manager. Dowden West is a 736-acre master planned residential community consisting of 1,446 residential units and divided into 10 villages. As District Engineer, our services include water distribution, sanitary sewer collection, reuse water distribution systems, stormwater management, environmental/permitting, landscape architecture, roadway improvements, and surveys.			
b.	Live Oak Lake CDD (Twin Lakes Development) (Osceola County, FL)	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
Survey Manager. Live Oak Lake CDD is a multi-phased active adult community consisting of residential units, green open space tracts with community facilities and a community amenity center located just off of Live Oak Lake. Phases 1 – 8 consists of a mix of 50 and 70-foot duplex units totaling 2,023 units. Dewberry's services include entitlements, planning, surveying, site/civil engineering, roadway design, bridge design, signal design, environmental/permitting, landscape/hardscape design, assistance with the City master upsizing agreements, and construction administration.			
c.	Lakewood Ranch CDDs 1, 2, 4, 5, and 6 (Sarasota and Manatee County, FL)	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
Survey Manager. Lakewood Ranch is an unincorporated 17,500-acre community in Manatee County. Established in 1995, there is an 8,500-acre master planned community within it, consisting of seven villages with a variety of housing types and five CDDs. It contains A-rated schools, shopping, business parks, a hospital and medical center, and three different golf courses, as well as an athletic center with fitness, aquatics, and lighted tennis courts. Lakewood Ranch has over 150 miles of sidewalks and trails, community parks, lakes, and nature preserves abundant with native wildlife. As District Engineer, our services include engineering, planning, surveying, permitting, landscape architecture, owner coordination with the City/County, and approval of all development and construction activities.			
d.	West Villages Improvement District (Sarasota County, FL)	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
Survey Manager. The West Villages Improvement District ("District") is located in the City of North Port and unincorporated Sarasota County, Florida. The District encompasses approximately 8,200 +/- acres of land within the City of North Port and 3,300 +/- acres in unincorporated Sarasota County. The services included earthwork, water and sewer facilities and infrastructure (including water treatment plants and wastewater treatment plants), stormwater management, drainage facilities, infrastructure, roadways, signalization improvements, and parking facilities.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Michael Urchuk, RLA	13. ROLE IN THIS CONTRACT Senior Landscape Architect	14. YEARS EXPERIENCE	
		a. TOTAL 33	b. WITH CURRENT FIRM 7
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Orlando, FL)			
16. EDUCATION (Degree and Specialization) BS/Landscape Architecture		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) FL Registered Landscape Architect #LA6666675	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

Michael Urchuk has 33 years of experience and has a varied background in landscape architecture and planning. As a Project Manager, he is responsible for coordination across design disciplines and acts as a liaison between the owner, design team, and contractor. He is also responsible for coordinating design efforts and project submittals. Michael's experience as a landscape architect includes retail office, residential, mixed-use, streetscapes, and recreational uses, as well as hardscape and irrigation design. Hardscape designs include corporate plazas, streetscapes, fountains, amenity areas for multi-family projects, and urban plazas. Michael also provides construction administration services on multiple levels including shop drawings and RFI reviews, field reports, final punch lists, and on-site project coordination meetings.

19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State) Live Oak Lake CDD (Twin Lakes Development) (Osceola County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Landscape Architect. Live Oak Lake CDD is a multi-phased active adult community consisting of residential units, green open space tracts with community facilities and a community amenity center located just off of Live Oak Lake. Phases 1 – 8 consists of a mix of 50 and 70-foot duplex units totaling 2,023 units. Dewberry's services include entitlements, planning, surveying, site/civil engineering, roadway design, bridge design, signal design, environmental/permitting, landscape/hardscape design, assistance with the City master upsizing agreements, and construction administration.	<input checked="" type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) VillaSol CDD (Osceola County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Landscape Architect. As District Engineer, Dewberry's services include stormwater management system design, water and sewer system design, roadway design, landscaping, recreational facilities, street lighting, and engineering contract management and inspection services during construction.	<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) Osceola County Fire Training Facility (Osceola County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Landscape Architect. This project included the design of a new Fire Training Facility for the Osceola County Fire Department. Located on approximately 11 acres, site elements include an Open Air Training Course, a 9,500 square feet fire station with three fire bays, a fire station training building, a burn tower, and several shaded pavilions.	<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION (City and State) Lancaster Park East (St. Cloud, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Landscape Architect. This project consists of 461 single family units and community facilities. Dewberry was tasked with designing and permitting the site layout, stormwater management facilities, utilities, grading, drainage, easement vacations, Federal Emergency Management Agency (FEMA), CLOMR, and LOMR approvals. Dewberry provided planning and entitlements, landscape/hardscape design, site/civil engineering, and construction administration.	<input checked="" type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION (City and State) CFX, Roadway Operations Facility (Orlando, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Landscape Architect. As the General Engineering Consultant to CFX, Dewberry has provided both architectural and civil engineering services for the CFX Roadway Operations Facility. The new facility includes a 6,500 square foot office building, fueling station, small vehicle maintenance bays, warehouse, three enclosed storage buildings totaling 23,000 square feet, and a laydown yard.	<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Sarah Maier	13. ROLE IN THIS CONTRACT GIS Technician/Planner	14. YEARS EXPERIENCE	
		a. TOTAL 20	b. WITH CURRENT FIRM 18
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Orlando, FL)			
16. EDUCATION (Degree and Specialization) BS/Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) N/A	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

Sarah Maier has experience in development entitlements for a variety of land uses and project sizes, including Developments of Regional Impact (DRIs), comprehensive policy plan amendments, zonings, planned developments, and conceptual land use planning. Sarah's responsibilities have ranged from policy and code amendments, GIS as it pertains to land use planning and growth forecasting, and includes projects involving commercial, industrial, residential, and mixed uses.

19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State) Live Oak Lake CDD (Twin Lakes Development) (Osceola County, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Planner/GIS Technician. Live Oak Lake CDD is a multi-phased active adult community consisting of residential units, green open space tracts with community facilities and a community amenity center located just off of Live Oak Lake. Phases 1 – 8 consists of a mix of 50 and 70-foot duplex units totaling 2,023 units. Dewberry's services include entitlements, planning, surveying, site/civil engineering, roadway design, bridge design, signal design, environmental/permitting, landscape/hardscape design, assistance with the City master upsizing agreements, and construction administration.		
b.	(1) TITLE AND LOCATION (City and State) Dowden West CDD (Orlando, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	Project Planner/GIS Technician. Dowden West is a 736-acre master planned residential community consisting of 1,446 residential units and divided into 10 villages. As District Engineer, our services include water distribution, sanitary sewer collection, reuse water distribution systems, stormwater management, environmental/permitting, landscape architecture, roadway improvements, and surveys.		
c.	(1) TITLE AND LOCATION (City and State) Deer Run CDD (Bunnell, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	GIS Technician. Dewberry serves as the current District Engineer for this +/- 602-acre Master Planned Golf Community with 749 units. Our services have included attending monthly District Board meetings, processing pay requisitions and construction pay applications, and providing general consulting services and input to the Board of Directors. Specific assignments include planning, preparing reports and plans, surveying designs and specifications for water management systems and facilities, water and sewer systems and facilities, roads, landscaping, recreational facilities, and street lighting.		
d.	(1) TITLE AND LOCATION (City and State) Country Greens CDD (Sorrento Springs Planned Development) (Sorrento, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	GIS Technician. Sorrento Springs is a 680-acre planned development within the Country Greens CDD in Lake County, Florida. Developed by Hewitt Properties, Inc., the project contained 678 single-family lots, an 18-hole golf course, and clubhouse facilities. The Country Greens CDD encompasses the entire 680 acres and will construct, operate and maintain infrastructure to support the Sorrento Hills community. Our firm provided the Master Planning for the community, which included the development of all "green areas" tied to the golf course and clubhouse. We developed a Community Park area that provided the entire Village with a pool area and rustic style centered community building. As the CDD Engineer, our services included engineering, planning, surveying, permitting, landscape architecture, owner coordination with the City of Eustis and Lake County, and approval of all development and construction activities.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Barry Roy	13. ROLE IN THIS CONTRACT Construction Inspector	14. YEARS EXPERIENCE <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">a. TOTAL 39</td> <td style="width: 50%; text-align: center;">b. WITH CURRENT FIRM 39</td> </tr> </table>		a. TOTAL 39	b. WITH CURRENT FIRM 39
a. TOTAL 39	b. WITH CURRENT FIRM 39				
15. FIRM NAME AND LOCATION (City and State) Dewberry Engineers Inc. (Orlando, FL)					
16. EDUCATION (Degree and Specialization) BS/Environmental Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) N/A			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					

Barry Roy is responsible for all construction management and administration activities of the firm's Central Florida operations. He has more than 39 years of diversified experience in public and private waterworks, sewage, roadway, and drainage construction projects. Barry is experienced in the construction of water and wastewater transmission mains, trunk gravity sewers, master pumping stations, stormwater management systems, street drainage systems, roadways, and associated structures. He routinely performs cost estimating, construction inspections, value engineering, quality control, and construction administration, prepares contract documents and bid packages. He actively translates this experience into the successful completion of projects.

19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State) Live Oak Lake CDD (Twin Lakes Development) (Osceola County, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES Ongoing</td> <td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable) N/A</td> </tr> </table>		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) N/A			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Check if project performed with current firm </div>				
<p>Construction Manager. Live Oak Lake CDD is a multi-phased active adult community consisting of residential units, green open space tracts with community facilities and a community amenity center located just off of Live Oak Lake. Phases 1 – 8 consists of a mix of 50 and 70-foot duplex units totaling 2,023 units. Dewberry's services include entitlements, planning, surveying, site/civil engineering, roadway design, bridge design, signal design, environmental/permitting, landscape/hardscape design, assistance with the City master upsizing agreements, and construction administration.</p>					
b.	(1) TITLE AND LOCATION (City and State) Country Greens CDD (Sorrento Springs Planned Development) (Sorrento, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES 2022</td> <td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable) N/A</td> </tr> </table>		PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) N/A
	PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) N/A			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Check if project performed with current firm </div>				
<p>Construction Manager. Sorrento Springs is a 680-acre planned development within the Country Greens CDD in Lake County, Florida. Developed by Hewitt Properties, Inc., the project contained 678 single-family lots, an 18-hole golf course, and clubhouse facilities. The Country Greens CDD encompasses the entire 680 acres and will construct, operate and maintain infrastructure to support the Sorrento Hills community. Our firm provided the Master Planning for the community, which included the development of all "green areas" tied to the golf course and clubhouse. We developed a Community Park area that provided the entire Village with a pool area and rustic style centered community building. As the CDD Engineer, our services included engineering, planning, surveying, permitting, landscape architecture, owner coordination with the City of Eustis and Lake County, and approval of all development and construction activities.</p>					
c.	(1) TITLE AND LOCATION (City and State) Highland Meadows CDD (Polk County, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES Ongoing</td> <td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable) Ongoing</td> </tr> </table>		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Check if project performed with current firm </div>				
<p>Construction Manager. Highland Meadows is a 263.5-acre master planned, residential community located in the city of Davenport. The development is approved as a planned development for 222 single-family unit community. Dewberry's services have included civil engineering, construction estimates and administration, coordination of environmental, jurisdictional lines, and due diligence, permitting, planning, landscaping plans, and surveying.</p>					
d.	(1) TITLE AND LOCATION (City and State) Deer Run CDD (Bunnell, FL)	(2) YEAR COMPLETED <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">PROFESSIONAL SERVICES Ongoing</td> <td style="width: 50%; text-align: center;">CONSTRUCTION (If applicable) Ongoing</td> </tr> </table>		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable) Ongoing			
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Check if project performed with current firm </div>				
<p>Construction Manager. Dewberry serves as the current District Engineer for this +/- 602-acre Master Planned Golf Community with 749 units. Our services have included attending monthly District Board meetings, processing of pay requisitions and construction pay applications, and providing general consulting services and input to the Board of Directors. Specific assignments include planning, preparing reports and plans, surveying designs and specifications for water management systems and facilities, water and sewer systems and facilities, roads, landscaping, recreational facilities, and street lighting.</p>					

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

#1

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

Dowden West CDD (Orlando, FL)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Government Management Services

b. POINT OF CONTACT NAME

George Flint

c. POINT OF CONTACT TELEPHONE NUMBER

407.841.5524

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



Dowden West is a 736.28-acre master planned residential community with 1,446 residential units located in the City of Orlando. The development is 10 villages within the approved planned development for Starwood, which encompasses approximately 2,558 acres and is entitled to 4,400 residential units.

As District Engineer, we have been responsible for providing the master utility design for the water, sewer, and reuse systems, in addition to master stormwater modeling for an approximately 6,500-acre watershed for the Dowden West CDD. This modeling was used for both stormwater management design and FEMA floodplain determination.

Other services include landscape architecture design for the common open spaces and community parks, the design of community roads that also include the extension of the four-lane Dowden Road through the community, boundary surveys, topographic surveys, tree surveys, and other additional surveys, as needed.

- **COST** \$500,000 (Consultant Fees to Date)

- **SERVICES**

- Boundary Surveys
- Environmental/Permitting
- Landscape Architecture
- Roadway Design/Improvements
- Stormwater Management
- Topographic Surveys
- Tree Surveys
- Utility Design

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	Dewberry Engineers Inc.	Orlando, FL	District Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

#2

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

Lakewood Ranch CDD 1, 2, 4, 5, and 6 (Sarasota and Manatee County, FL)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Lakewood Ranch CDD

b. POINT OF CONTACT NAME

Steve Zielinski

c. POINT OF CONTACT TELEPHONE NUMBER

941-907-0202 Ext 229

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



Lakewood Ranch is an unincorporated 31,000-acre master planned community located on Florida's Gulf Coast in Sarasota and Manatee Counties, established in 1995. The five CDDs we serve cover an 8,500-acre community within the larger Lakewood Ranch Development. The overall development contains A-rated schools, shopping, business parks, a hospital and medical center, golf courses, athletic centers, aquatics, and lighted tennis courts.

As the CDD Engineer for the five CDDs, Dewberry's services include engineering, surveying, permitting, owner coordination with the County's review, and approval of construction activities. Dewberry's services also include water and wastewater improvements and upgrades, roadway and storm sewer redesign and repair, stormwater inspections, reviews and upgrades, coordination of traffic issues including signalization with County officials, oversight of other engineers, assistance with bidding, contractor selection, construction oversight, pay application review, and final project certification and closeout.

• **COST** \$906,730 (Consultant Fees to Date)

• **SERVICES**

Civil Engineering
 Compliance Monitoring
 Construction Estimates and Administration
 Coordination and Monitoring of Environmental Jurisdictional Areas through Permitting Agencies
 Design Evaluations and Analysis
 Drainage/Stormwater Management
 Monthly Board Meeting Attendance
 Permitting
 Planning
 Surveying
 Utilities

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	Dewberry Engineers Inc..	Sarasota, FL	District Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

#3

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

Westside Haines City CDD (Winter Haven, FL)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Government Management Services

b. POINT OF CONTACT NAME

Jillian Burns

c. POINT OF CONTACT TELEPHONE NUMBER

407.841.5524 ex. 115

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



The Westside Haines City CDD is 613.43 acres located in Winter Haven, Florida. The District currently contains approximately 613.43 acres and is expected to consist of 2,752 residential lots of various sizes for single-family lots and townhome lots with recreation/amenity areas, parks, and associated infrastructure for the various villages.

Dewberry is the CDD Engineer for this project. Our services include civil engineering, permitting, roadway design, stormwater monitoring, permits, recreational facilities, and infrastructure review reports.

- **COST** \$44,500.00 (CONSULTANT FEES TO DATE)
- **SERVICES**
 - Civil Engineering
 - Permitting
 - Roadway Design
 - Stormwater Monitoring and Permit
 - Recreational Facilities
 - Infrastructure Review Reports

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	Dewberry Engineers Inc.	Orlando, FL	District Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

#4

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

Highland Meadows CDD (Polk County, FL)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Rizette & Company, Inc

b. POINT OF CONTACT NAME

Richard Hernandez

c. POINT OF CONTACT TELEPHONE NUMBER

407.472.2471 Ext. 0864

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



Highland Meadows is a 263.5-acre master planned residential community located in the city of Davenport. The development is approved as a planned development for a 222 single-family unit community. The CDD is located on the south side of County Road 547 - Holly Hill Road and the north side of Olsen Road. The community consists of CDD owned roadways, stormwater ponds, and conservation areas. Dewberry has provided services to the District in the review and repair of roadways, stormwater systems, street signage, and landscape architecture improvements. We have assisted in the bidding and construction of the many infrastructure facilities within the community.

Dewberry is the CDD Engineer for this project. Our services include civil engineering, construction estimates and administration, coordination of environmental, jurisdictional lines and permitting, due diligence, permitting, planning, landscaping plans, and surveying.

- COST** \$350,000 (CONSULTANT FEES)

- SERVICES**

- Civil Engineering
- Construction Estimates and Administration
- Coordination of Environmental Jurisdictional Lines and Permitting
- Due Diligence
- Permitting
- Planning
- Landscaping Plans
- Surveying

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	Dewberry Engineers Inc.	Orlando, FL	District Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT
KEY NUMBER

#5

21. TITLE AND LOCATION (City and State)

Narcoossee CDD (Orlando, FL)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (If applicable)

Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Government Management Services

b. POINT OF CONTACT NAME

Jason Showe

c. POINT OF CONTACT TELEPHONE NUMBER

407.841.5524

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



The Narcoossee CDD is located in Orange County, Florida, and consists of approximately 416 acres. The project is projected to have 540 single-family units, 860 multi-family units, and 278,000 square feet of retail and office space. The Narcoossee CDD encompasses the entire 416 acres. We will provide services as needed for the construction and will operate and maintain infrastructure to support all of its communities.

Dewberry is the CDD Engineer for this project. Our services include engineering evaluations, owner coordination with the City of Orlando and Orange County, and approval of all development and construction activities.

- **COST** \$475,000 (Consultant Fees to Date)
- **SERVICES**
 - Civil Engineering
 - Construction Administration
 - Development Planning
 - Infrastructure Review Reports
 - Landscape Architecture
 - Permitting
 - Stormwater Monitoring and Permit Compliance Reports
 - Surveying

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Dewberry Engineers Inc.	Orlando, FL	District Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

#6

21. TITLE AND LOCATION (City and State)

Deer Run CDD (Bunnell, FL)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (If applicable)

Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Government Management Services

b. POINT OF CONTACT NAME

Ernesto Torres

c. POINT OF CONTACT TELEPHONE NUMBER

904.940.5850 ext. 403

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



Dewberry serves as the current District Engineer for this +/- 602 acre Master Planned Golf Community with 749 units. Our services have included attending monthly District Board meetings, processing of pay requisitions and construction pay applications, and providing general consulting services and input to the Board of Directors.

Specific assignments include planning, preparing reports and plans, surveying designs and specifications for water management systems and facilities, water and sewer systems and facilities, roads, landscaping, recreational facilities and street lighting, and other community infrastructure provided by the District, as authorized in Chapter 190 F.S.; and affiliated projects to include engineering contract management and inspection services during construction.

- COST** \$120,000 (Consultant Fees to Date)

- SERVICES**

- Community Infrastructure
- Construction Administration
- Cost Estimates
- Landscaping
- Planning
- Recreational Facilities
- Reports and Plans
- Roadway Design
- Street Lighting
- Surveying Designs
- Water Management Systems and Facilities
- Water and Sewer Systems

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	Dewberry Engineers Inc.	Orlando, FL	District Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

#7

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

Live Oak Lake CDD (Twin Lakes Development) (Osceola County, FL)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Governmental Management Services

b. POINT OF CONTACT NAME

Jillian Burns

c. POINT OF CONTACT TELEPHONE NUMBER

407.841.5524 ex. 115

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



- **COST** \$2.1 million (Consultant Fees to Date)
- **SERVICES**
 - Assistance with the City Master Upsizing Agreements
 - Civil Engineering
 - Construction Administration
 - Entitlements
 - Environmental/Permitting
 - Landscape/Hardscape Design
 - Maintenance of Traffic Planning
 - Planning
 - Signal Design
 - Surveying

Live Oak Lakes CDD (Twin Lakes Development) is a multi-phased, active adult community consisting of residential units, green open space tracts with community facilities, and a community amenity center located just off of Live Oak Lake. The development is situated just east of Charles Cove Road and west of Live Oak Lake and Sardine Lake in Osceola County. Phases 1 – 8 consists of a mix of 50-and 70-foot duplex units totaling 2,023 units.

A 42,000+ square foot amenity clubhouse is currently being constructed alongside the oversized pool and cabana area, which includes a bar for food and beverages. The outdoor rec space is under construction just to the south. This area was designed to include a bocci ball, pickle ball, horseshoes, tennis courts, and a half basketball court. It also provides walking trails, a boat dock, and a dock for fishing.

In addition to civil engineering services, we also provided roadway design, bridge design, and signal design within the first phase. We were responsible for the roadway widening design of Charles Cove Road, where services also included drainage and utility extensions. We extended New Nolte Road from the existing intersection east through the first phase of construction. This 150-foot ROW is master planned to be a four lane divided major collector road in the future. We also designed and oversaw the construction of the vehicular bridge that crosses existing the Bullis Road, connecting the northern pool and amenity area with the remainder of the development. We provided signal design for the New Nolte and Charles Cove Road Intersection, which also includes golf cart paths and golf cart path crossings at the updated intersection.

Utilities have been master designed for the build out of the development, which will include city master transmission mains for the 24-inch potable water main and 24-inch reclaim main, along with five sanitary lift stations to service the phases of the development as they are constructed. Phase 1 of the project utilizes two sanitary lift stations, a portion of the 24-inch potable and reclaim mains. The first lift station is located on the west side of Charles Cove Road. The second lift station is located

along the extension of Nolte Road, east of Charles Cove Road. This lift station has been designed to accept additional flows from future phases of this development. This lift station pumps into a force main down the Nolte Road extension and connects to the existing 20-inch force main located within the Charles Cove ROW.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	Dewberry Engineers Inc.	Orlando, FL	District Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

#8

21. TITLE AND LOCATION (City and State)

West Villages Improvement District (Sarasota County, FL)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (If applicable)

N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Government Management Services

b. POINT OF CONTACT NAME

William Crosley, District Manager

c. POINT OF CONTACT TELEPHONE NUMBER

941-244-2805

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



The West Villages Improvement District ("District") is located in the City of North Port and unincorporated Sarasota County, Florida. The District encompasses approximately 8,200 +/- acres of land within the City of North Port and 3,300 +/- acres in unincorporated Sarasota County. The services included earthwork; water and sewer facilities and infrastructure (including water treatment plants and wastewater treatment plants); stormwater management and drainage facilities and infrastructure; roadways, signalization improvements, parking facilities, and recreational amenity and park improvements; governmental facility improvements (such as fire stations and police stations); landscaping, hardscaping, and signage, improvements; environmental services; and other similar infrastructure for a mixed-use development.

- COST** \$52,000.00 (Consultant Fees to Date)

SERVICES

Water and Sewer Facilities and Infrastructure
 Stormwater Management and Drainage Facilities and Infrastructure
 Roadways
 Signalization improvements
 Recreational Facilities
 Park improvements
 Governmental Facility Improvements
 Landscape/Hardscape Design
 Signage
 Environmental Services

Additional engineering services may include attendance at Board, staff, and other meetings; participation in the District's issuance of new and maintenance of existing financing; monitoring District projects; overseeing construction and acquisition activities; preparation of certifications, documents, and reports in furtherance of District engineering activities; and providing other engineering services as may be authorized by the Board.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Dewberry Engineers Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE District Engineer
	(1) FIRM NAME Dewberry Engineers Inc.	(2) FIRM LOCATION (City and State) Sarasota, FL	(3) ROLE District Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

#9

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

VillaSol CDD (Osceola County, FL)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

InfraMark

b. POINT OF CONTACT NAME

Robert Koncar

c. POINT OF CONTACT TELEPHONE NUMBER

407.566.4122

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



VillaSol CDD is located in Osceola County which is just minutes from the Orlando International Airport, area attractions, and theme parks, and offers amenities like no other community in the area.

Nestled along Boggy Creek, residents have access to a boat dock where they can travel down to East Lake Toho. Resort style amenities include a tennis court, basketball court, clubhouse, pool, and soft gate with a guard house.

Some of Dewberry's specific assignments for this project include planning, preparing reports and plans, designs and specifications for water management systems and facilities; water and sewer systems and facilities, roads, landscaping, recreational facilities and street lighting, other community infrastructure provided by the District, as authorized in Chapter 190 F.S.; and affiliated projects to include engineering contract management and inspection services during construction.

- COST** \$375,000 (Consultant Fees to Date)

SERVICES

Community Infrastructure
 Construction Administration
 Cost Estimates
 District Board Meetings
 Landscape Architecture
 Planning
 Recreational Facilities Design
 Reports and Plans
 Roadway Design
 Street Lighting Design
 Surveying
 Water Management Systems and Facilities
 Water and Sewer Systems

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	Dewberry Engineers Inc.	Orlando, FL	District Engineer

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

#10

21. TITLE AND LOCATION (City and State)

Baymeadows Improvement District (Duval County, FL)

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (If applicable)

Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Rizzetta Company

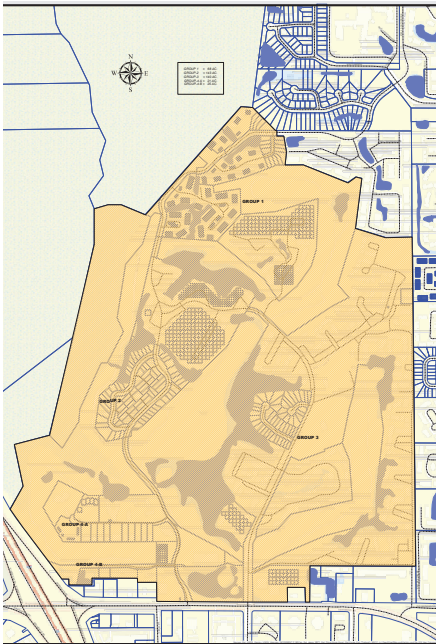
b. POINT OF CONTACT NAME

Lesley Gallagher

c. POINT OF CONTACT TELEPHONE NUMBER

904.436.6237

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



Baymeadows Improvement Districts (ID) an incorporated 580-acre master planned community located on Florida's First Coast in the City of Jacksonville. The City, through the community, established the Improvement district in this old golf course community in 2022. The Improvement District we serve covers an existing development community that was developed many years ago as a golf course community and now has lost the golf courses, and the community has come together to provide the services of maintenance and improvements of the existing roadways, stormwater systems, and the community facilities. The overall development contains commercial areas, business parks, old golf courses, and residential communities.

As the CDD Engineer for the Improvement District, Dewberry's services include engineering, surveying, permitting, owner coordination with the City's review, and approval of construction activities. Dewberry's services also include water and wastewater improvements and upgrades, roadway and storm sewer redesign and repair, stormwater inspections, review and upgrades, coordination of traffic issues, oversight of other engineers, assistance with bidding, contractor selection, construction oversight, pay application review, and final project certification and closeout.

- COST** \$10,000 (CONSULTANT FEES TO DATE)

- SERVICES**

- Civil Engineering
- Compliance Monitoring Construction
- Estimates and Administration
- Coordination and Monitoring of
- Environmental Jurisdictional Areas
- through Permitting Agencies Design
- Evaluations and Analysis Drainage/
- Stormwater Management Monthly
- Board Meeting Attendance Permitting
- Planning
- Surveying
- Utilities

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Dewberry Engineers Inc.	(2) FIRM LOCATION (City and State) Orlando, FL	(3) ROLE District Engineer
	(1) FIRM NAME Dewberry Engineers Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE District Engineer

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL <i>(From Section E, Block 12)</i>	27. ROLE IN THIS CONTRACT <i>(From Section E, Block 13)</i>	28. EXAMPLE PROJECTS LISTED IN SECTION F <i>(Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)</i>									
		1	2	3	4	5	6	7	8	9	10
Joey Duncan, PE	District Engineer										●
Rey Malavé, PE	Client Manager	●	●	●	●	●	●	●	●	●	●
Peter Armans, PE	Assistant District Engineer	●		●	●	●	●			●	●
Joe Keezel, PE	Sr. Roadway Engineer		●						●		
Marybeth Morin, PE	Sr. Structural Engineer	●	●		●			●	●	●	
Colson Marsh, PE	Utilities Manager										
Giacomo Licari, PE	Sr. Stormwater Engineer								●		
Jose Pereira, PE	Sr. Utility Engineer	●	●	●					●	●	
Bill Hinkle, PSM	Survey Manager	●	●					●	●		
Nicole Gough, PWS	Sr. Environmental Scientist	●	●	●	●	●	●	●	●	●	
Michael Urchuk, RLA	Sr. Landscape Architect	●	●		●	●	●	●	●	●	
Sarah Maier	GIS Technician/Planner	●	●	●	●	●	●	●	●	●	
Barry Roy	Construction Inspector	●	●	●	●	●	●	●	●	●	

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NO.	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	Dowden West CDD , Orlando, FL	6	Deer Run CDD , Bunnell, FL
2	Lakewood Ranch CDD 1, 2, 4, 5, 6 , Sarasota and Manatee County, FL	7	Live Oak Lake CDD (Twin Lakes Development) , Osceola County, FL
3	Westside Haines City CDD , Haines City, FL	8	West Villages Improvement District , Sarasota County, FL
4	Highland Meadows CDD , Polk County, FL	9	VillaSol CDD , Osceola County, FL
5	Narcoossee CDD , Orlando, FL	10	Baymeadows CDD , Duval County, FL

FIRM QUALIFICATIONS

Dewberry is a leading, multi-disciplined firm with a proven history of providing professional services to a wide variety of public- and private-sector clients. Established in 1956, Dewberry is headquartered in Fairfax, Virginia, with 50 locations and over 2,000 professionals nationwide, including our local office in Jacksonville and Orlando. Recognized for combining unsurpassed commitment to client service with deep subject matter expertise, Dewberry is dedicated to solving clients' most complex challenges and transforming their communities.

Dewberry's Florida operation is backed by the resources and stability of a national firm and specializes in site/civil, environmental, utility infrastructure, transportation engineering, surveying, architecture, and land development services. Dewberry has 15 office locations and over 300 employees in Florida, bringing expertise, qualifications, and resources to cities and counties throughout the state. Dewberry supports large and small projects in the following primary service areas:

- Alternative delivery
- Architecture
- Building engineering
- Disaster response and emergency management
- Energy services
- Environmental services
- Geospatial services
- Mechanical, electrical, and plumbing services
- Program management
- Site/civil services
- Surveying/mapping
- Sustainability
- Transportation
- Water/wastewater/reclaimed water services

We put clients first, we build strong and lasting relationships to become trusted advisors to our clients. Personal commitment to our clients and standing behind our work are central principles of the "Dewberry Way."

Relevant Experience

The absolute best predictor of future success is past performance, and we have a lot of experience in all areas required for this contract. Whether we are providing professional design engineering services or as a previous District Engineer, our track record speaks for itself.

**DEWBERRY HAS
300+ EMPLOYEES
IN FLORIDA**

During past years in business, **no other Central Florida firm has been more involved in Florida's explosive development.** This is demonstrated by the work we have performed for hundreds of clients over four decades. We have developed a unique general approach to land development projects. Our approach is tried-and-true, and it has proven, time-and-time-again, to reduce the coordination efforts for our clients and, importantly, it produces successful projects.

Dewberry has also developed a "Land Development Process" Manual. All our professional staff members are required to know our quality procedures and to stay abreast of regulatory changes. The purpose of this manual is to describe the method and process by which Dewberry provides planning, design, and construction related services for land development projects. This process minimizes the opportunity for missed deadlines, decreases errors and omissions on the plans, plats, calculations and permits, and maximizes the opportunity to produce high quality, buildable projects, resulting in satisfied clients and a positive company reputation in the engineering community.

We have a defined, workable Quality Control Plan. Every submittal is checked by an independent reviewer using our written quality control procedures. These procedures include Sufficiency Checklists to ensure that the documents are complete. The quality control checks are scheduled within the project master schedule to ensure that time is allocated to make revisions. All of our staff use Quality Control Manuals to ensure that the project is being prepared correctly the first time. All of this detail means that our clients can be confident that they are getting the best possible product from Dewberry.

The following CDD projects are representative of our relevant project experience:

- Baymeadows ID, Duval County
- Baytree CDD, Brevard County
- Cascades at Groveland CDD, Lake County

H. ADDITIONAL INFORMATION

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

- Country Greens CDD, Lake County
- Covington Park CDD, Hillsborough County
- Deer Run CDD, Flagler County
- Dowden West CDD, Orlando
- East Park CDD, Orange County
- Greater Lakes – Sawgrass Bay CDD, Lake Wales
- Highland Meadows CDD, Polk County
- Lake Emma CDD, Groveland
- Lakewood Ranch CDDs 1, 2, 4, 5, 6, Sarasota and Manatee County
- Lakewood Ranch Stewardship, Sarasota and Manatee County
- Live Oak Lake CDD, Osceola County
- Montecito CDD, Brevard County
- Narcoossee CDD, Orange County
- On-Top-of-the-World CDDs, Marion County
 - Chandler Hills East CDD, Marion County
 - Indigo East CDD, Marion County
 - Bay Laurel Center CDD, Marion County
- Osceola Chain of Lakes, Osceola County
- Reedy Creek Improvement District, Osceola County
- Reunion Resort CDD, Osceola County
- Verandas CDD, Pasco County
- Viera CDD, Brevard County
- VillaSol CDD, Osceola County
- West Villages Improvement District, Sarasota County

Project Approach

We have prepared an organizational approach to fit the specific categories of the organization and operations to support both large and small engineering projects. Through our many years of serving as District Engineer, we've been successful at becoming an extension of the CDD's Project Management group, with the ability to understand project needs and proposing only on what is necessary to complete the task at hand. Our management team is committed to a quality product that is consistent with Aberdeen CDD's policies and procedures.

Serving as District Engineer is Joey Duncan, PE. Joey brings 42 years of progressive leadership experience in program management and civil engineering for both the public and private sectors, with an emphasis on the

planning, design, and construction of water and power infrastructure. He previously served as Director of Public Works for the City of Jacksonville (FL), the largest city by land mass in the United States. In this role, he oversaw seven divisions responsible for horizontal and vertical public infrastructure across 840 square miles, with a total capital and operating budget of \$1 billion.

Transportation Services

Dewberry has provided roadway and bridge design services to numerous governmental agencies throughout Florida for over 30 years. Our projects have ranged from minor intersection improvements and milling and resurfacing of existing roadways to capacity improvements and complex, multilevel interchanges. The extensive experience of our staff in the design, preparation of construction documents, and post design services for roadways, bridges, and associated systems provides Aberdeen with the expertise to handle any type of transportation related assignment. Our transportation design staff, coupled with the survey, drainage, environmental, and permitting capabilities, allows us to efficiently complete any assignment, as all disciplines required are available in-house.

Traffic design may include one or more of the following items, dependent upon a specific project: signing design, pavement marking design, signal warrant analysis, signalization design, lighting justification, lighting design, and traffic studies. We have extensive experience in these phases of the project, and we are qualified to perform all aspects of traffic engineering.

Engineering services related to structural design may be required for bridge widenings, bridge rail replacements, box culvert extensions, retaining walls, sheet piling, overhead sign structures, multi-post guide signs, signal poles, mast arms light poles, and foundations for signs, signal poles, and lighting. We have an experienced in-house staff to provide these services.

Water/Wastewater Services

Our team can provide utility analyses of existing master systems, preparation and updates to master plans, as well as preparation of utility construction plans. Dewberry can analyze the existing utility systems and make recommendations for upgrades or replacement. We have designed numerous utility collection and transmission facilities, gravity sewers, force mains, reuse water, and potable water systems. We have also designed numerous wastewater and water pump stations. We also have experience in the transformation of septic tank systems by the installation of new sewer systems.

H. ADDITIONAL INFORMATION

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

Stormwater Management Services

Our integrated stormwater management services range from large basin studies to the design of collection systems. Our team has performed analysis on various projects throughout Florida. We have designed culvert replacements to extensions on numerous roadway projects, ranging from two-lane rural widening to multi-lane expressways.

Drainage design and permitting are critical parts of any project. We will provide assistance to the District in coordination with MS4 support, total maximum daily loads, numeric nutrient criteria support, drainage, erosion and sediment control, stormwater basin modeling, assessment and evaluation drainage systems, design and construction plans for stormwater management systems, and coordination with state and federal agencies.

Assumptions and/or omissions in this area can cause significant delays in the project schedule, increase costs during construction, and even lead to possible litigation against the District. We are experienced in identifying, analyzing, and addressing drainage impacts associated with a variety of project types. Our drainage staff is knowledgeable of Water Management District criteria, and we are adept at developing creative and innovative solutions to drainage problems. We also have experience preparing flood studies with FEMA. At the heart of our approach is a thorough document review of the existing plans, USGS Quadrangle Maps, USDA Soil Survey, FEMA Flood Insurance Maps and aerial photographs. With this data in hand, we will perform a field review during the pre-scope meeting, identify all drainage and permitting issues, and discuss possible drainage solutions with the District. Existing drainage patterns, ponding concerns and erosion problems will be documented. We will contact the District's Maintenance Engineer to discuss any concerns regarding the project area.

Survey and Mapping Services

Dewberry has provided continuing surveying services for many counties and municipalities throughout the State of Florida. Our large in-house survey staff, with numerous crews out of our Jacksonville and Orlando office, are well-versed in the rigors of on-call assignments and the immediate response time they require. We utilize state-of-the-art equipment to provide cost effective surveying, ROW mapping, utility designation, and subsurface utility engineering (SUE) for roadway, municipal, and civil development projects. We have extensive experience in boundary surveys, topographic design surveys, tree surveys, inventory surveys, and underground utility mapping. Our survey team has a dedicated staff of photogrammetrists who specialize in aerial photogrammetry, fixed and aerial LiDAR, and GIS

mapping.

Our services for surveying and mapping may include as-built surveys, boundary surveys, eminent domain surveys, GIS, legal description preparation, plat preparation, property sketches, ROW mapping, SUE, topographic surveys, and utility surveys.

SUE technology combines geophysics, surveying, and civil engineering to better locate underground utilities. This service helps our clients avoid costly utility conflicts and construction delays caused by inaccurately plotted utilities. Our 3-D Laser Scanning equipment allows our survey crews to accurately collect field data comprehensively and, most importantly, safely. Dewberry is one of a select few firms in the state to have this technology.

Environmental/Permitting Services

From determining wetland lines to the understanding of current rules and regulations for water management districts, our staff has full understanding and experience in providing these services for cities and other governmental agencies. We have obtained permits with various local, state, and federal agencies for a variety of projects. We understand how to prepare permit applications, work closely with the agencies, and obtain permits for your projects. Dewberry will track the permit status for each agency, keep the District informed of the progress of all permits, and respond promptly to all requests for additional information.

As part of our efforts for Aberdeen CDD, we will assist in determining the permits needed for each development project along with the anticipated schedules for obtaining each permit. Additionally, we have experience in permitting with governmental agencies such as the Water Management Districts, FDEP, Florida Fish and Wildlife Conservation Commission (FFWCC), U.S. Army Corps of Engineers (USACE), and FDOT. We have staff that consists of both engineers and environmental scientists, many of which have worked previously for various permitting agencies.

Landscape Architecture/Planning

Dewberry has extensive landscape architecture experience throughout Florida. Our project experience includes residential, retail office, mixed-use, streetscapes, and recreational uses, as well as hardscape and irrigation design. Our hardscape designs have included corporate plazas, streetscapes, fountains, amenity areas for multi-family projects, and urban plazas.

Our planning services to Aberdeen CDD will include presentations to CDD Commissioners and public

H. ADDITIONAL INFORMATION

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

meetings, where we would provide assistance to the District for the understanding of technical issues, proposed developments, projected roadway designs, possible ROW changes, and to provide a professional and expert opinion on issues that may be needed by the District. Dewberry can assist the District with the following planning services:

- Comprehensive planning
- Review of comprehensive plan amendments
- Preparing land development regulations, including form based codes, GIS, and mapping services
- Transportation planning
- Revitalization/redevelopment planning

Construction Administration/CEI

We have continually provided construction administration services to our clients on most of the projects we have designed. Dewberry understands the importance of establishing and maintaining budgets. As a project is constructed, our team must monitor the project budget and keep the District consistently informed. We have worked with many cities and counties on providing all construction services, including assistance in the preparation of bid documents, prebid meetings, pre-construction meetings, construction administration, site observation, pay application review, and approvals. We also provide shop drawing reviews and approvals per construction documents. We will provide assistance to District staff in the administration of construction contracts. Our team is currently providing these services to many municipalities across the state of Florida.

Our construction administration staff is prepared to support the District in various construction management related tasks. We routinely perform these services for both our public and private clients. Our services include:

- Construction Inspection
- Shop Drawing Review
- Pay Application Verification
- Construction Scheduling
- Utility Company Coordination
- Final Regulatory Acceptance
- Record Drawings
- Project Value Engineering
- Bid Document Preparation
- Bid Summarization and Analysis

- Contract Preparation

Task Initiation

Our Project Approach will vary due to the type of assignment; however, the important first steps in task initiation involve data gathering and scope development.

Data Gathering

This phase consists of defining the project objectives, identifying elements involved in the task, conducting a field review meeting (if required), and developing a detailed scope of services.

This phase will begin once the District has identified a specific task or project. Once identified, we will coordinate with the District to obtain all existing information. This data collection effort is very important because it provides valuable information before developing the scope of services.

If applicable or desired, an on-site field review meeting will be held jointly with the District and other appropriate agencies to discuss the task objectives and identify areas of concern. Discussions regarding the project's background, scope requirements, constraints, and other relevant issues will be held to understand the overall project goals. Based on the data collection effort and the initial on-site field meeting, the specific plan elements required for the task will be identified and agreed to with the District prior to developing a scope of services.

Scope Development

A detailed scope of services, fee estimate, and schedule for each task will be developed based on the data gathering efforts and discussions. This scope and work effort will be heavily influenced by the quality of the data collected and the specific needs of each task. Man-hour estimates will be provided for each discipline involved. The scope and work effort will be prepared and negotiated quickly, so as not to affect the schedule.

Other Considerations

COST CONTROL

We constantly review our designs and look for ways to save our clients time and money. We exercise common sense engineering to provide practical design solutions, not merely based how things have always been done.

PROJECT COSTS

We understand the financial constraints that clients face due to budget cuts and rising construction and ROW costs. We will review all designs prepared by Dewberry or others for cost savings measures that will not affect the

H. ADDITIONAL INFORMATION

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

intention or safety of the project. Our recent experience has shown that minor changes in the design can save materials, and reduce or avoid costly business damage claims and ROW impacts. Another key to cost controls is to estimate costs early in the design process and as the design evolves, not just near the end of the design process. Early cost estimating allows for more options to be explored and provides the District with opportunities to adjust budgets as needed..

PROJECT SCHEDULE

The importance of maintaining the project schedule through the design or review process cannot be overstated. Dewberry is committed to developing and adhering to the project schedule for each assignment. This is important to us because if we fail to successfully complete any assignment on time, our ability to obtain additional assignments with Aberdeen will be limited. Furthermore, we will maintain an overall schedule of projects to help with internal and external coordination. We fully understand what is required to keep a project on schedule. Our team will use the following proven actions to control the project schedule:

- **Experienced Client Manager:** Our District Engineer, Joey Duncan, routinely manages multi-discipline projects where coordination is critical. Dewberry's wide range of in-house services ensures close coordination between disciplines, enabling us to direct our staffing resources.
- **Weekly Team Meetings:** Coordination will be ensured through weekly team meetings. These meetings will be used to track progress on individual tasks and as a planning tool.
- **Monthly Progress Reports:** Monthly progress reports will be supplied to Aberdeen. These reports will be an effective snapshot of the status of each assignment and will be used to identify any potential schedule issues.
- **Being Proactive:** We will be proactive (vs. reactive) on all tasks while managing the schedule. Emphasis will be placed on the activity start dates to ensure timely completion.

NPDES MS4 PROGRAM SUPPORT

Having completed numerous programs for other cities and counties, we understand the MS4 Program and have the staff to assist the CDD in updates, compliance questions, and recommendations as needed in the ongoing program.



H. ADDITIONAL INFORMATION

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

INDEPENDENT PEER REVIEW

An independent peer review is performed for each phase submittal. Dewberry's established Quality Management Program requires the review to be performed by senior-level staff not directly involved in the project to make sure quality standards are met on every submittal.

CONSTRUCTABILITY/BIDABILITY REVIEW

Prior to the 90 and 100 percent submittals, the plans will be subjected to a constructability/bidability review. This review will be performed by our in-house construction administrators, who are experienced in CDD requirements.

Quality Assurance/Quality Control

Dewberry understands the value of repeat business. Our commitment to personalized client service is such that we guarantee we will respond to each client's needs promptly and effectively. From the beginning, we recognized that functional efficiency and technical excellence must be provided as a matter of course in engineering design. Each project produced by our firm reflects this corporate commitment to excellence, and our insurance is our Quality Control Plan. Our Quality Assurance Plan and procedures are based on the philosophies that include:

- **Plan:** Quality is controlled by adequate planning, coordination, supervision, technical direction, proper definition of job requirements and procedures, and the involvement of experienced professionals.
- **Do:** Quality is achieved by individuals performing work functions carefully and "doing it right the first time."
- **Check:** Quality is verified through checking, reviewing, and supervising work activities, with documentation by objective individuals who were not directly responsible for performing the initial work.
- **Act:** Quality is ensured by having a manager perform quality assurance functions that involve monitoring and close review of the work and the procedures used in performing the work.

Asset Management

Dewberry is a leader in developing comprehensive, strategic asset management programs for public infrastructure. We typically utilize and coordinate with IT, GIS, mapping, and other appropriate technologies. Our asset management services are part of helping clients build dynamic, sustainable organizations capable of and committed to delivering the highest possible level of value and service to their customers.

Our team brings credibility to the process that cannot be gained from a strict management-only consulting approach. Over the coming years, aging infrastructure will require an increasing higher portion of an organization's Capital and Renewal & Replacement (R&R) dollars. Today's planning must focus on risk based assessments, including targeted condition assessments, to quantify and prioritize limited R&R and capital dollars. The Dewberry Team is comprised of subject matter experts who champion this innovative approach.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

33. NAME AND TITLE

Rey Malavé, PE, Associate Vice President

32. DATE

11.17.2023

ARCHITECT – ENGINEER QUALIFICATIONS

PART II – GENERAL QUALIFICATIONS

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

1. SOLICITATION NUMBER
(IF ANY)

N/A

2a. FIRM (or Branch Office) NAME

**Dewberry Engineers Inc.
(Orlando branch office)**



3. YEAR ESTABLISHED

2013

4. UNIQUE ENTITY IDENTIFIER

K3WDSCEDY1V5

2b. STREET

800 North Magnolia Avenue, Suite 1000

5. OWNERSHIP

2c. CITY

Orlando

2d. STATE

FL

2e. ZIP CODE

32803-3251

a. TYPE

Corporation

6a. POINT OF CONTACT NAME AND TITLE

Kevin E. Knudsen, PE, Vice President

b. SMALL BUSINESS STATUS

No

6b. TELEPHONE NUMBER

321.354.9646

6c. EMAIL ADDRESS

kknudsen@dewberry.com

7. NAME OF FIRM (If block 2a is a branch office)

The Dewberry Companies Inc.

8a. FORMER FIRM NAME(S) (If any)

Former name of Dewberry Engineers Inc. (DEI): Dewberry-Goodkind, Inc.; Goodkind & O'Dea, Inc.; Goodkind & O'Dea of New York, Inc.; Goodkind & O'Dea, Inc. (partnership); A.E. Friedgen, Inc.
Affiliated companies: Dewberry Architects Inc. (DAI); Dewberry Design-Builders Inc. (DDB)

8b. YEAR ESTABLISHED

Dewberry Engineers Inc.: 2012

8c. UNIQUE ENTITY IDENTIFIER

DEI: K3WDSCEDY1V5;
DAI: DB9NCZBFDDN3;
DDB: CG6JSKCHEKN6

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	232	9	B02	Bridges	1
08	CADD Technician	80	8	C16	Construction Surveying	2
12	Civil Engineer	329	12	E03	Electrical Studies and Design	2
15	Construction Inspector	121	1	E11	Environmental Planning	1
16	Construction Manager	66	1	L02	Land Surveying	4
20	Economists/Financial Analysts	47	4	L10	Land Development, Residential	6
21	Electrical Engineer	66	1	L11	Land Development, Commercial	4
24	Environmental Scientist	64	9	L12	Land Development, Industrial	2
30	Geologist	9	1	L13	Land Development, Public	4
38	Land Surveyor	211	27	R07	Remote Sensing	1
39	Landscape Architect	38	4	R11	Rivers; Canals; Waterways; Flood Control	1
47	Planner: Urban/Regional	37	2	S10	Surveying; Platting; Mapping; Flood Plain Studies	6
48	Program Analyst/Program Manager	31	3	S13	Storm Water Handling & Facilities	1
56	Technical/Specification Writer	53	2	T01	Telephone Systems (Rural; Mobile; Intercom, Etc.)	2
57	Structural Engineer	145	6	T02	Testing & Inspection Services	1
58	Technician/Analyst	3	1	T03	Traffic & Transportation Engineering	8
60	Transportation Engineer	174	28	T04	Topographic Surveying and Mapping	5
62	Water Resources Engineer	117	3	T05	Towers (Self-Supporting & Guyed Systems)	3
	Water/Wastewater Engineer	101	6	W02	Water Resources; Hydrology; Ground Water	1
	Other Employees	520		W03	Water Supply; Treatment and Distribution	7
Total		2444	128			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRMS FOR LAST 3 YEARS
(Insert revenue index number shown at right)

a. Federal Work 1
b. Non-Federal Work 8
c. Total Work 8

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than \$100,000
2. \$100,000 to less than \$250,000
3. \$250,000 to less than \$500,000
4. \$500,000 to less than \$1 million
5. \$1 million to less than \$2 million
6. \$2 million to less than \$5 million
7. \$5 million to less than \$10 million
8. \$10 million to less than \$25 million
9. \$25 million to less than \$50 million
10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE

b. DATE

November 17, 2023

c. NAME AND TITLE

Donald E. Stone, Jr., Director/Executive Vice President

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

N/A

STANDARD FORM 330 (REV. 7/2021) PAGE 1

1. SOLICITATION NUMBER
(IF ANY)

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

Dewberry Engineers Inc.
(Tampa branch office)



2014

K3WDSCEDY1V5

1000 North Ashley Drive, Suite 801

5. OWNERSHIP

Tampa

FL

33602-3718

Corporation

Amar K. Nayegandhi, CP, CMS, GISP, Senior Vice President

No

813.421.8642

anayegandhi@dewberry.com

The Dewberry Companies Inc.

Former name of Dewberry Engineers Inc. (DEI): Dewberry-Goodkind, Inc.; Goodkind & O'Dea, Inc.; Goodkind & O'Dea of New York, Inc.; Goodkind & O'Dea, Inc. (partnership); A.E. Friedgen, Inc.
Affiliated companies: Dewberry Architects Inc. (DAI); Dewberry Design-Builders Inc. (DDB)

Dewberry Engineers
Inc.: 2012

DEI: K3WDSCEDY1V5;
DAI: DB9NCZBFDDN3;
DDB: CG6JSKCHEKN6

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	232	2	E12	Environmental Remediation	1
21	Electrical Engineer	66	1	G04	Geographic Information System Services: Development, Analysis, and Data Collection	4
24	Environmental Scientist	64	4	L02	Land Surveying	1
29	Geographic Information System Specialist	95	19	L10	Land Development; Residential	1
45	Photo Interpreter	6	4	P03	Photogrammetry	1
46	Photogrammetrist	4	2	R07	Remote Sensing	8
49	Remote Sensing Specialist	19	11	R10	Risk Analysis	1
62	Water Resources Engineer	117	1	S10	Surveying; Platting; Mapping; Flood Plain Studies	1
	Hydrologist	3	1	S13	Storm Water Handling & Facilities	1
	QA/QC Specialist	14	1	W02	Water Resources; Hydrology; Ground Water	1
	Water/Wastewater Engineer	101	1			
	Other Employees	1723				
Total		2444	47			

a. Federal Work	7
b. Non-Federal Work	6
c. Total Work	8

1. Less than \$100,000
2. \$100,000 to less than \$250,000
3. \$250,000 to less than \$500,000
4. \$500,000 to less than \$1 million
5. \$1 million to less than \$2 million
6. \$2 million to less than \$5 million
7. \$5 million to less than \$10 million
8. \$10 million to less than \$25 million
9. \$25 million to less than \$50 million
10. \$50 million or greater

The foregoing is a statement of facts.

SIGNATURE 

November 17, 2023

Donald E. Stone, Jr., Director/Executive Vice President

SECTION 2: Firm Licenses



FIRM LICENSES

State Licenses

State of Florida Department of State

I certify from the records of this office that DEWBERRY ENGINEERS INC. is a New York corporation authorized to transact business in the State of Florida, qualified on December 26, 2000.

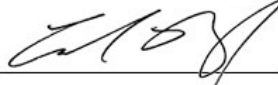
The document number of this corporation is F00000007242.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on April 24, 2022, and that its status is active.

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

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




Secretary of State

Tracking Number: 2476514278CU

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

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



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

License No: **LB8011**

Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

DEWBERRY ENGINEERS INC.
800 N MAGNOLIA AVE STE 1000
ORLANDO, FL 32803-3251

A stylized, handwritten signature in black ink, appearing to read "W. Simpson", positioned above a horizontal line.

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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

Please be advised that as of February 2021, the Florida Board of Professional Engineers (FBPE) does not require companies to renew their engineering licensure and therefore no longer have printable licenses nor applicable expiration dates, only a requirement that they be currently listed on the Board's registry. Dewberry Engineers Inc. is up-to-date on professional registration to the board, which can be confirmed with a Florida Department of Business & Professional Regulation (DBPR) licensee search.



The screenshot shows the Florida DBPR Online Services website. The header includes the Florida DBPR logo and the text "DBPR ONLINE SERVICES" with a "Home" link. A left sidebar contains navigation links: "Log On", "Search for a Licensee", "Apply for a License", "View Application Status", "Find Exam Information", "File a Complaint", "ABST Delinquent", "Invoice & Activity", and "List Search". The main content area is titled "Licensee Details" and contains the following information:

Licensee Information	
Name:	DEWBERRY ENGINEERS INC. (Primary Name)
Main Address:	8401 ARLINGTON BLVD. FAIRFAX Virginia 22031
County:	OUT OF STATE
License Mailing:	
License Location:	

License Information	
License Type:	Registry
Rank:	Registry
License Number:	8794
Status:	Current
Licensure Date:	02/09/2001
Expires:	

Special Qualifications	Qualification Effective

Alternate Names



The screenshot shows the Florida DBPR Online Services website. The header includes the Florida DBPR logo and the text "DBPR ONLINE SERVICES" with a "Home" link. A left sidebar contains navigation links: "Log On", "Search for a Licensee", "Apply for a License", "View Application Status", "Find Exam Information", "File a Complaint", "ABST Delinquent", "Invoice & Activity", and "List Search". The main content area is titled "Licensee Details" and contains the following information:

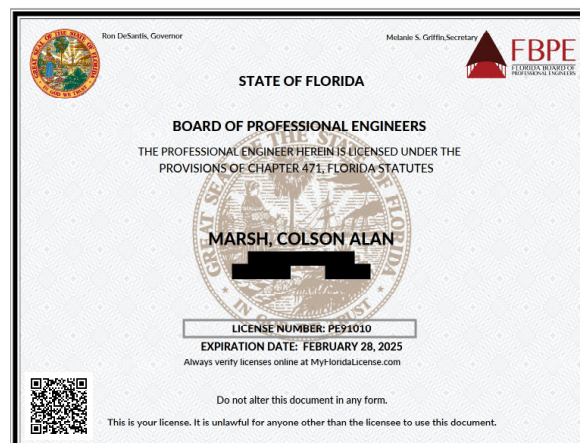
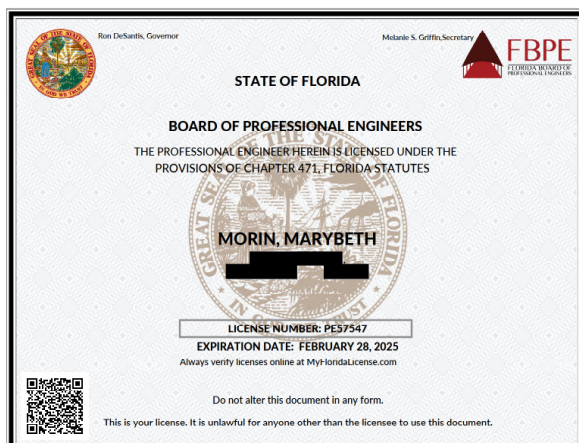
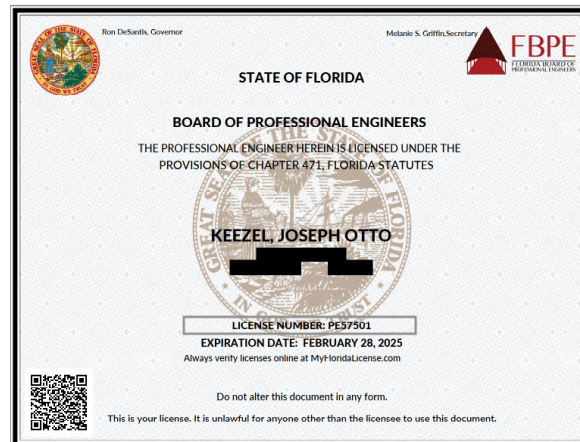
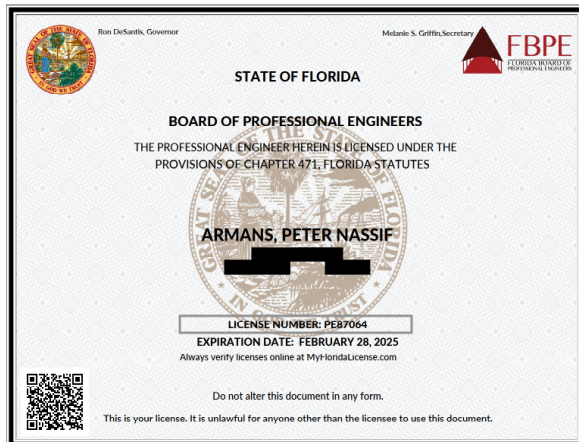
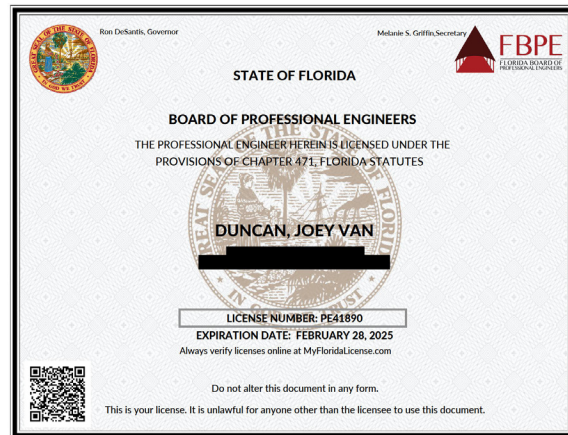
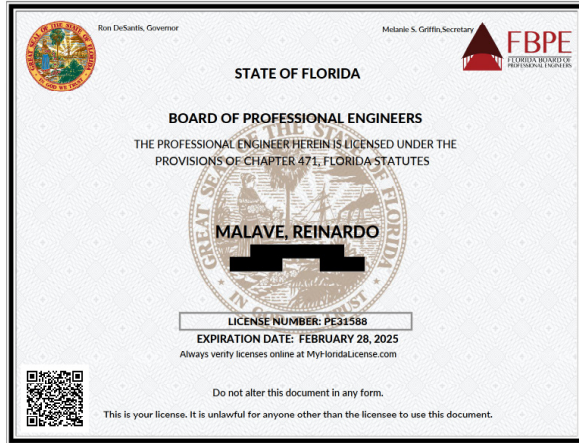
Licensee Information	
Name:	BEIGHT, JAMES L. (Primary Name)
Main Address:	DEWBERRY ARCHITECTS INC (DBA Name) 8401 ARLINGTON BLVD FAIRFAX Virginia 22031-4666
County:	OUT OF STATE
License Mailing:	
License Location:	

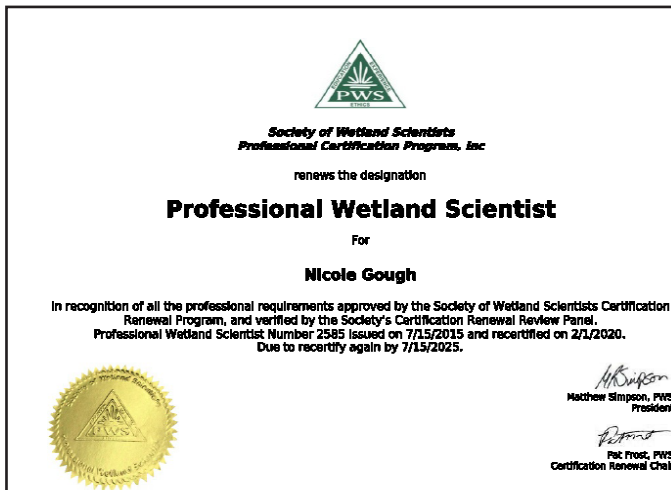
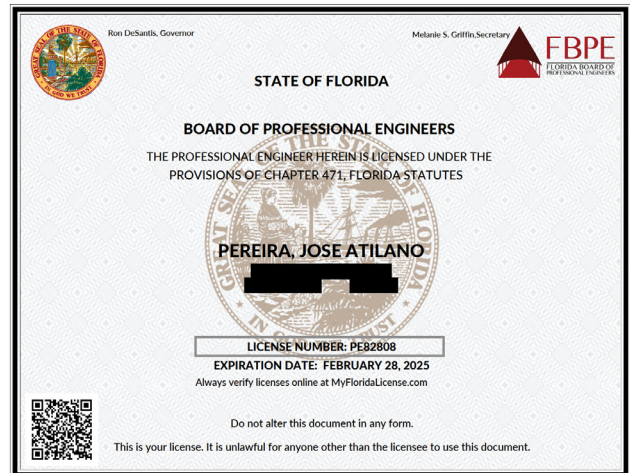
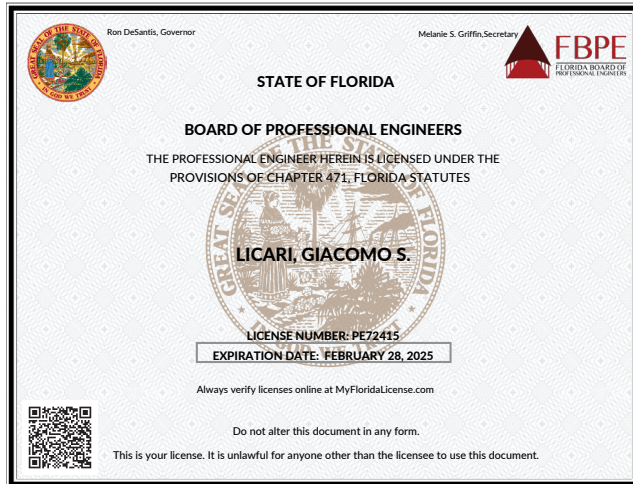
License Information	
License Type:	Architect
Rank:	Architect
License Number:	AR0012022
Status:	Current, Active
Licensure Date:	12/07/1987
Expires:	02/28/2023

Special Qualifications	Qualification Effective

Alternate Names

Individual Licenses





SECTION 3: Qualifications and Experience



QUALIFICATIONS AND EXPERIENCE

Ability and Adequacy of Professional Personnel

We have carefully selected our team of professionals and technical experts to match our experience and expertise with the qualifications required. Our firm has a wide array of experience, disciplines, and resources available to provide the required services to the Aberdeen CDD. Our team can provide engineering design, planning management, technical, and administrative services as requested by Aberdeen CDD and will make a commitment to prioritize the CDD's needs.

Our District Engineer, Joey Duncan, PE, Principal Engineer at Dewberry, has 42 years of experience in program management and civil engineering for both the public and private sectors, with an emphasis on the planning, design, and construction of water and power infrastructure. Previously, Joey Duncan served the City of Jacksonville for over five years as Director of Public Works. Under his leadership, the team has provided a range of experts that meet each of the needs under this contract. This experience included infrastructure review, floodplain mapping, SWMM Modeling, FEMA coordination, resiliency, water quality, and CIP development.

Joey has a proven track record for meeting budgets and schedules on complex and short time frame design projects. He is known for his ability to quickly adapt to changing schedules, design parameters, and client needs. Joey's diversified background in engineering design includes all aspects of land development engineering including master drainage, stormwater management design, site grading, water and reclaim distribution, sewer collection/transmission systems, and project reviews for permitting agencies.

Serving as Assistant District Engineer is **Peter Armans, PE**. He has 14 years of experience in planning, design, rehabilitation, condition assessment, and construction management of water distribution, sewer conveyance, and stormwater management systems. He oversees and reviews inspection technologies and methodologies and has in-depth experience with scoping, budgeting, advertising, and negotiating construction activities and contracts.

Our project management and organizational

Why Dewberry?



District Engineer for 25+ CDDs across Florida



Local, experienced District Engineer ready to work for you



Comprehensive understanding of CDD's infrastructure and operational needs



300+ employees in 15 offices within Florida, including a local office in Jacksonville and Orlando



Cohesive group of professionals integrated across service areas to leverage success for our clients



60+ years helping clients build and shape communities

structure within each key service areas demonstrates our thorough understanding of the scope of this contract and our desire to meet the objectives of the project assignments.

Our senior experienced professionals are well versed in addressing their particular specialty area and have associates working under their direction to tackle any assignment from Aberdeen CDD efficiently. This organizational structure has a long history of success as a model that Dewberry has implemented across the country for similar CDDs and public agencies.

We will continue to develop and apply innovative concepts and techniques to design and manage all tasks effectively and efficiently. It is important to note that Dewberry is a full-service civil engineering firm that can meet your needs for any project – large or small. Dewberry can react quickly to client requests and provide all technical support under one roof.

For more information on our project management



FIGURE 3.1 We build strong and lasting relationships with our clients. The caliber of our people and combining unsurpassed client service with deep subject matter expertise is what sets us apart. We operate with the highest level of ethics and transparency. Our integrity—and that of our people—is second to none. Personal commitment to our clients and standing behind our work are two central tenets of our cultural statement, “Dewberry at Work.”
.....

team, we have provided resumes in within **Section 1: Standard Form 330** of our proposal.

Certified Minority Business

While Dewberry Engineers Inc. does not qualify as a certified minority business, we proactively support minority and disadvantaged businesses through corporate initiatives aimed at providing opportunities that nurture and support our valued subcontractors.

Willingness to Meet Time and Budget Requirements

Dewberry recognizes the importance of maintaining project budgets. We have a long history of providing on-schedule services and projects that fit within the client’s budget. Over 85% of our work is from repeat clients ... a testament to our ability to work within a budget and schedule.

Our team will use the following proven actions to control the project budget:

- **Experienced Staff:** The most effective means of meeting the design budget and schedule is using experienced staff with the knowledge, training, and equipment necessary to perform their assigned tasks. Dewberry’s Project Team has these attributes.
- **Construction Budget Controls:** We are acutely aware of the volatile construction materials market and its impact on construction budgets. As such, we periodically update our cost data to ensure that the most current unit prices are used for the construction cost estimates.
- **Project Schedule:** One way we keep costs in line is by developing and maintaining a schedule for each task. We build a design quality control checking date into every schedule prior to the submittal date for all project deliverables. We have found that focusing on the submittal date often results in rushed or incomplete quality control checks of the plans. Therefore, we will schedule a quality check date at least two weeks prior to the submittal date to make sure that the process is completed. This also allows our District Engineer and team to focus on the quality control date, resulting in plenty of time for the process to work and thus further

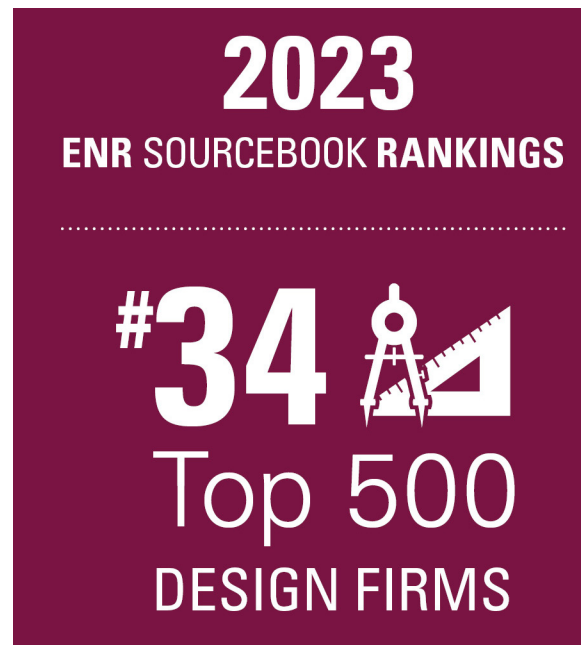
committing to the project's budget.

Past Experience and Performance

For more than 45 years, our land development professionals have combined an unsurpassed commitment to serving Florida developers with deep subject matter expertise in a broad spectrum of professional services. We have served as District Engineer for over 50 CDDs across Florida, varying in size from 200 acres to close to 10,000 acres. We are experienced in CDDs from the creation to the continued operations.

Our clients benefit from our local experience and presence and our familiarity with entitlement issues, plan development and review processes, and local codes and ordinances. We offer creative and cost-effective designs that transform communities.

We provide our residential clients with a range of services, including land planning, entitlement approval, infrastructure design and permitting, surveying, stormwater modeling, environmental review and permitting, sustainable design, landscape architecture, and cost and schedule estimates. We envision and help realize possibilities to enrich communities, restore built and natural environments, and manage positive change.



The following table demonstrates our CDD experience throughout Florida, including various projects in Polk County, such as the Highland Meadows CDD, East 547 CDD, and Eden Hills CDD.

<u>CDD/Location</u>	District Engineer	Planning	Due Diligence	Civil Engineering	Roadway Design	Stormwater Design	Environmental/Permitting	Landscape Architecture	Survey	Construction Admin
Baytree CDD, Brevard County, FL	●	●		●	●	●	●			●
Cascades at Groveland CDD, Groveland, FL	●	●	●	●	●	●	●		●	●
Country Greens CDD (Sorrento Springs CDD), Lake County, FL	●	●	●	●	●	●	●	●	●	●
Covington Park CDD, Hillsborough County, FL	●	●		●	●	●	●	●	●	●
Deer Run CDD, Flagler County, FL	●	●		●	●	●		●	●	●
Dowden West CDD, Orange County, FL	●	●	●	●	●	●	●	●	●	●
East Park CDD, Orange County, FL	●	●		●			●		●	●
Greater Lakes - Sawgrass Bay CDD, Lake Wales, FL	●	●		●			●		●	●
Highland Meadows CDD, Polk County, FL	●	●		●	●	●	●	●	●	●
Lake Emma CDD, Groveland, FL	●	●	●	●	●	●	●		●	●
Lakewood Ranch CDDs 1, 2, 4, 5, 6, Manatee County, FL	●	●		●			●	●	●	●
Lakewood Ranch Stewardship, Manatee County, FL	●	●		●	●	●			●	

<u>CDD/Location</u>	District Engineer	Planning	Due Diligence	Civil Engineering	Roadway Design	Stormwater Design	Environmental/Permitting	Landscape Architecture	Survey	Construction Admin
Live Oak Lake (Twin Lakes Development) CDD , Osceola County, FL	●	●	●	●	●	●	●	●	●	●
Montecito CDD , Brevard County, FL	●			●					●	●
Narcoossee CDD , Orange County, FL	●	●		●			●		●	●
On-Top-of-the-World CDDs , Marion County, FL	●	●		●	●	●			●	●
Osceola Chain of Lakes , Osceola County, FL	●	●	●	●	●	●	●	●	●	●
Reedy Creek Improvement District , Osceola County, FL	●	●		●			●		●	●
Reunion Resort CDD , Osceola County, FL	●	●		●		●			●	●
East 547 CDD , Polk County, FL	●	●		●			●		●	●
Eden Hills CDD , Polk County, FL	●	●		●			●		●	●
VillaSol CDD , Osceola County, FL	●	●		●	●	●		●	●	●

Geographic Location

With 15 office locations and over 300 employees in Florida, we bring expertise, qualifications, and resources to clients throughout the State.

Located in our Jacksonville and Orlando offices, Joey and Peter will be responsive, make frequent visits, and be readily available for meetings, presentations, or site visits. Additionally, our project team includes local Jacksonville and Orlando staff members proposed for this contract, which leads all components of our assignments to be developed concurrently by a cohesive team.

By utilizing our extensive presence within Central Florida, our approach to the District's projects will combine our understanding of the various project assignments with our experience in identifying the District's needs to develop the appropriate project team for each assignment. This allows us to minimize the time needed from project request to "boots on the ground" activity.

In addition, our Project Team is supported by nationally-recognized subject matter experts and dedicated quality control staff who have the required capacity to provide the array of required services to Aberdeen. This depth of organization permits us to call upon specialists and a broad base of support to satisfy diverse or manpower intensive tasks.

Current and Projected Workloads

Dewberry has an excellent track record of meeting time and budget requirements on the projects we highlighted in this response and are committed to meeting the goals of the Aberdeen CDD. **We are fully available for this contract!**

Our team, supported by a strong in-house team of infrastructure design specialists, planners, surveyors, environmental scientists, ROW mappers, roadway engineers, MOT engineers, and construction inspection personnel. As such, Dewberry has the capacity to address all of the District's needs throughout the term of this contract.

Due to the capacity and availability of our proposed staff, we can commit our dedicated team members for these important projects.

Volume of Work Previously Awarded to Consultant by District

Although Dewberry has not worked for the Aberdeen CDD, we have extensive working experience with numerous CDDs. As demonstrated throughout our proposal, we currently serve as the District Engineer for over 50 CDDs in Florida, which allows us to provide Aberdeen with the unique experience, familiarity, and understanding of the type of services that will be requested.



 **Dewberry®**

www.dewberry.com

NOVEMBER 17, 2023
ORIGINAL

MATTHEWS | **BCCM**

Solicitation: Aberdeen Community Development District

GOVERNMENTAL MANAGEMENT SERVICES, LLC



November 17, 2023

Aberdeen Community Development District
Governmental Management Services, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

RE: Request for Qualifications - Professional Engineering Services

Dear Members of the District Selection Committee,

Aberdeen CDD values creative, site-specific solutions; an attentive and responsive team that follows through and keeps you informed, and understands how to deliver your project efficiently and effectively giving you peace of mind that your projects are our top priority so you can concentrate on your top priorities.

Matthews | DCCM understands that local infrastructure is essential to business, schools, families, and the economy. We are dedicated to improving this community through projects just like this because it is our community, too. Established in 2005, our team has been helping counties throughout Florida solve their challenges in site/civil, transportation, planning, landscape architecture, architecture, surveying, utility infrastructure, land development, and construction administration and inspection services.

Our team will be led by **Alex Acree, PE**, as Project Manager for this contract. He will be the primary point-of-contact that will be overseeing the attendance of District meetings, construction services, and other engineering tasks. Our firm has extensive experience working with CDDs. Matthews | DCCM has been the District Engineering or prime engineering consultant for other CDDs, HOAs, POAs, and master planned communities.

WHY MATTHEWS | DCCM

- » **Full Service:** Our range of services results in efficiencies and increased cost-effectiveness.
- » **Available Depth of Staff:** With ~50 professionals local to the project, we can provide you with the right team to serve the specific needs of this project.
- » **Proactive and Responsive:** Our team is attentive and responsive - returning calls and emails within 24 hours and providing you with updates to keep you informed of project status.
- » **This is Our Home:** We have extensive resumes of completed projects working to support the growth of our local communities.
- » **Collaborative:** Communication and client experience are important, which is why we balance stakeholder concerns and requirements with the functional needs of the project/client.
- » **On-Time/On Budget:** We actively seek ways to complete every project ahead of schedule and under budget.
- » **No Cookie Cutter:** We provide customized solutions for the unique engineering constraints of the NE Florida coast.
- » **Quality:** We have detailed QA/QC processes to ensure the highest quality.

As President of Matthews | DCCM and Principal-in-Charge for this contract, I take responsibility for the oversight and delivery of the projects issued under this contract, and fully commit the firm's resources to work order assignments.

This proposal outlines our approach to your request. We appreciate the opportunity to help you achieve your goals. If you need more information or definition, please feel free to give me a call at any time at 904-826-1334. We are eager to solve your challenges and ask for your confidence by awarding us this project.

Respectfully,

Matthews | DCCM



Rob A. Matthews III, PE
President

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

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

RFQ for Professional Engineering Services, Aberdeen CDD

2. PUBLIC NOTICE DATE

November 3, 2023

3. SOLICITATION OR PROJECT NUMBER

N/A

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Alex Acree, PE, Project Manager

5. NAME OF FIRM

Matthews | DCCM

6. TELEPHONE NUMBER

(904) 826-1334

7. FAX NUMBER

(904) 826-4547

8. E-MAIL ADDRESS

marketing@mdginc.com

C. PROPOSED TEAM

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

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCONTRACTOR			
a.	x				Matthews DCCM <input type="checkbox"/> CHECK IF BRANCH OFFICE	7 Waldo Street St. Augustine	Civil Engineering, Planning, Permitting, Surveying, Construction Administration and CEI
b.	x				Matthews DCCM <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	6621 Southpoint Drive N #300, Jacksonville, FL 32216	Civil Engineering, Planning, Permitting, Construction Administration, Landscape Architecture, Architecture
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 Alex Acree, PE	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 18	b. WITH CURRENT FIRM 7

15. FIRM NAME AND LOCATION (City and State) Matthews DCCM, St. Augustine, FL
--

16. EDUCATION (Degree and Specialization) BS, Civil Engineering	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Florida - Professional Engineer
---	--

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) With 18 years of experience, Alex has managed diverse projects, from master planned residential subdivisions to small commercial facilities. His expertise covers stormwater management, watershed analysis, and pond siting, serving both municipal and private development projects. He's skilled in construction administration, overseeing pre-construction meetings, document preparation, bid assistance, and more. As an effective project manager, Alex leads his engineering team from project inception through design, permitting, construction, inspections, and certifications for multiple development projects. successfully leads his team of engineers from project conception through design, permitting, construction, inspections, and certifications for multiple development projects.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Sampson Creek CDD, District Engineer, St. Johns, FL	Ongoing	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. Ongoing professional engineering services, including drainage analysis, roadway maintenance assessments with improvement recommendations, Aquatic Center upgrades, hardscape enhancements, and landscape architecture for revitalizing the Golf and Country Club Amenity Center's landscaped areas.		
b.	Stillwater CDD, District Engineer, St. Augustine, FL	Ongoing	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. Ongoing engineering services including wastewater and stormwater assessments, infrastructure dedication, and golf cart signage plans. Additionally, our role includes attending meetings and hearings, project monitoring, general engineering consulting, and report and requisition preparation.		
c.	World Golf Village, HOA, Pond Evaluations, St. Augustine, FL	2020	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. Engineering services for approximately 45 stormwater management facilities. Each facility underwent a comprehensive assessment, resulting in detailed reports covering slope conditions, control structures, orifices, vegetation, erosion, permit compliance, required repairs, and preventive maintenance recommendations.		
d.	South Village CDD, District Engineer, Orange Park, FL	Ongoing	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. Continuous engineering services for pond bank reconstruction, including needs analysis covering facilities, resident projections, service areas, costs, facility lifespan, and financial planning. Additionally, comprehensive public facilities reports detail existing and future facilities, financing, schedules, and capacity projections to ensure regulatory compliance and informed evaluations.		
e.	Arbors at Valencia, St. Augustine, FL	2019	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. Professional engineering services for a new subdivision to include 200 single-family home sites. Services included site planning, re-zoning assistance, construction plans detailing site, paving, grading and drainage plans, utility plans, parking lot addition, construction administration and certifications, and bid assistance.		

E. Resumes of Key Personnel Proposed for this Contract
(Complete one Section E for each key person)

12. NAME Rob A. Matthews III, PE	13. ROLE IN THIS CONTRACT Principal-in-Charge	14. YEARS EXPERIENCE	
		a. TOTAL 27	b. WITH CURRENT FIRM 18

15. FIRM NAME AND LOCATION (City and State) Matthews DCCM, St. Augustine, FL
--

16. EDUCATION (Degree and Specialization) BS, Civil Engineering; MS, Civil Engineering	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Florida, South Carolina - Professional Engineer
--	--

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Rob has extensive experience in land development, roadway engineering, and environmental permitting, spanning 18 years at Matthews DCCM. His expertise covers CDBG work, roadway projects, site development, environmental permitting, and regulatory compliance. Rob excels in planning, managing, designing, and inspecting land development and municipal civil engineering projects, utility infrastructure design, stormwater modeling, roadway design, environmental impact studies, site development, and permitting. As President of Matthews DCCM, he oversees resource allocation, schedules, and ensures project alignment with client expectations through close monitoring and coordination.
--

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Sampson Creek CDD, District Engineer, St. Johns, FL	Ongoing	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Principal-in-Charge. Ongoing professional engineering services, including drainage analysis, roadway maintenance assessments with improvement recommendations, Aquatic Center upgrades, hardscape enhancements, and landscape architecture for revitalizing the Golf and Country Club Amenity Center's landscaped areas.		
b.	Julington Creek Plantation POA, Continuing Engineering Services Fruit Cove, FL	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Principal-in-Charge. Providing complete oversight of project components as specified in the continuing service contract for this large subdivision located in NW St. Johns County. Project scope has included evaluations of roadway pavement condition, redesign of curbing, traffic study evaluation, and evaluation of drainage issues.		
c.	Cimarrone POA Master Drainage System Study, Jacksonville, FL	2015	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Principal-in-Charge. Providing complete oversight of project components as specified in the continuing service contract for this large subdivision located on CR 210. Project scope has included an evaluation of the master drainage plan for the subdivision to make recommendations and resolve problem areas.		
d.	Plantation Estates POA Road & Stormwater Evaluation, St. Johns County, FL	2018	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Principal-in-Charge. Under a continuing service contract for engineering services, Matthews DCCM provided assessments and remediation for drainage systems and roadway pavement conditions for this gated community of single-family homes.		
e.	Olympus Reserve CDD, District Engineer, Clermont, FL	Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Principal-in-Charge. Continuous services, including engineering, surveying, planning, landscaping, construction administration, environmental management, permitting, and financial/economic studies. Geared toward financing, constructing, acquiring, and maintaining infrastructure improvements and services within the District.		

E. Resumes of Key Personnel Proposed for this Contract
(Complete one Section E for each key person)

12. NAME Billy Almaguer, PE	13. ROLE IN THIS CONTRACT QA/QC Manager	14. YEARS EXPERIENCE	
		a. TOTAL 25	b. WITH CURRENT FIRM 7

15. FIRM NAME AND LOCATION (City and State) Matthews DCCM, St. Augustine, FL
--

16. EDUCATION (Degree and Specialization) BS, Civil Engineering; MS, Civil Engineering	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Florida - Professional Engineer
--	--

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Billy, an experienced professional engineer, specializes in civil site design, regulatory permitting, stormwater modeling, and drainage facility design. His broad expertise includes wetland modeling, stormwater planning, and engineering for various projects, from highways to beach re-nourishment and mitigation banks. He's well-versed in construction administration, bid document preparation, and ensuring quality control. Billy's role encompasses the review of all engineering and design work, delivering comprehensive and high-quality solutions that align with client requirements.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Home Again St. Johns, St. Augustine, FL	2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	QC Manager. Civil engineering and site design for a sizable campus with multiple structures, including an administration building, medical facility, and five low-income housing buildings comprising ~100 units. The project encompassed driveway and parking lot design, stormwater management facilities, utility layout, and landscaping.		
b.	Cypress Trail Subdivision, Ormond Beach, FL	2018	2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	QC Manager/Project Engineer. Engineering design services to permit and construct the subdivision. Scope included development of a concept site plan, construction plans, and permitting services. The subdivision (rezoned PUD) includes 48 home sites, a half-mile road, two stormwater ponds and infrastructure, and water and sewer utilities.		
c.	Seaside Charter School, Jacksonville, FL	2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	QA/QC Manager/Drainage Engineer. Civil engineering, design, and permitting for a school campus on Mayport Road, featuring four buildings, a playground, and a central gathering area, overcoming floodplain challenges near a tidally influenced creek. The project included separate driveways, an extensive sidewalk network, utility connections, and construction administration services.		
d.	Anastasia Mosquito Control District (AMCD), St. Augustine, FL	2020	2022
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	QA/QC Manager. Conceptual site design/engineering for the AMCD base station, included utility and stormwater design, construction administration, and permitting. Phase 1: an office, classroom, maintenance facility, chemical storage, and a fueling site. Phase 2: student housing, laboratories, greenhouses, a poultry facility, and a heliport with a hangar and fueling facility.		
e.	St. Johns County Fire Station & Sherriff's Office Complex, St. Augustine, FL	2019	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
	QA/QC Manager. Civil engineering site design for a fire station in St. Augustine. The facility, housing six fire apparatus, serves as a command center for the St. Johns County Sheriff's Office and features a three-story drill tower and fitness room. Scope included site planning, utility design, and securing regulatory permits from multiple agencies.		

E. Resumes of Key Personnel Proposed for this Contract
(Complete one Section E for each key person)

12. NAME Scott Knowles, PE, LEED AP	13. ROLE IN THIS CONTRACT Utility Coordinator/Civil Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 28	b. WITH CURRENT FIRM 16

15. FIRM NAME AND LOCATION (City and State) Matthews DCCM, St. Augustine, FL
--

16. EDUCATION (Degree and Specialization) BS, Agricultural Engineering	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Florida - Professional Engineer
--	--

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Scott brings extensive experience in land development engineering, including site and roadway design, stormwater management, utility coordination, and permitting. His project management background covers a wide range of services, from drainage and roadway design to land use planning and grant administration. Scott has managed various projects, including CDBG initiatives and FEMA HMGP projects. He excels in drainage and stormwater design, permitting, and construction administration for diverse projects, such as residential subdivisions, shopping centers, office buildings, schools, and recreational facilities. His expertise also extends to Geographic Information System (GIS) databases.

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	World Golf Village, HOA, Pond Evaluations, St. Augustine, FL	2020	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Engineer. Engineering services for ~45 stormwater management facilities/ponds. Each facility was inspected, and a report detailed conditions, compliance, necessary repairs, and preventative maintenance. Reports were cataloged per the St. Johns Northwest Master Association's SWMF system and certified by a licensed Florida engineer.		
b.	Queen's Harbour Yacht & Country Club, HOA Drainage Assessments, Jacksonville, FL	2020	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Engineer. Engineering assessment of the Queen's Harbour neighborhood stormwater drainage system, covering 20+ ponds, inlets, pipes, manholes, and outfalls. Included a master map of the drainage system, identification of areas requiring corrective measures, repair recommendations, estimated costs, and operation and maintenance guidelines.		
c.	Flagler Estates Road & Water Control District, Flagler & St. Johns Counties, FL	Ongoing	NA
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. Review of the drainage basin's stormwater model and managed projects to improve stormwater infrastructure, road resurfacing, and the replacement of water control structures. Facilitated Disaster Recovery (DR) and Community Development Block Grants (CDBG) for drainage and roadway enhancements and prepared a FEMA DR reimbursement and grant application to address hurricane damage caused by Hurricanes Matthew and Irma.		
d.	Disaster Recovery Projects (CDBG), Various Locations, St. Johns County, FL	2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. Assisted the County in preparing grant applications and provided plans and construction administration for CDBG initiatives addressing various infrastructure issues, including roadway, stormwater facilities, drainage, sewer repairs, and street lighting. These projects, totaling approximately \$3.5 million, involved roadway and stormwater design, drainage design, and bid document preparation.		
e.	Villages of Valencia, St. Augustine, FL	2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. Civil engineering services for the five-phase residential development of approximately 300 homes across 144 acres. Our scope encompassed construction plans, site grading, stormwater drainage, utility design, and a Stormwater Pollution Prevention Plan (SWPPP).		

E. Resumes of Key Personnel Proposed for this Contract

(Complete one Section E for each key person)

12. NAME Chris Buttermore, PE	13. ROLE IN THIS CONTRACT Roadway Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 18	b. WITH CURRENT FIRM 7

15. FIRM NAME AND LOCATION (City and State) Matthews DCCM, St. Augustine, FL
--

16. EDUCATION (Degree and Specialization) BS, Civil Engineering	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Florida - Professional Engineer
---	--

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Chris brings extensive design experience in public and private sector civil engineering projects, encompassing site planning, stormwater management, utilities, roadway design, parking lots, sidewalks, and trails for a variety of residential, commercial, industrial, government, and municipal projects. He has worked on various roadway design projects for FDOT and municipalities, serving in roles such as project manager, roadway engineer, MOT engineer, and S&PM engineer. His project management skills extend to controlled access highway design, temporary traffic control plans, ADA-compliant curb ramps, and more. Proficient in CADD, ICPR, and storm drainage software, Chris is well-versed in FDOT protocols and design criteria.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. Olympus Reserve CDD, District Engineer, Clermont, FL	Ongoing	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. Ongoing professional engineering services to provide engineering, surveying, planning, landscaping, construction administration, environmental management, permitting, and financial and economic studies for the purpose of financing, constructing, acquiring and/or maintaining infrastructure improvement and services within the District.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
b. Madeira CDD, District Engineer, St. Augustine, FL	Ongoing	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Engineer. Engineering services, attend Board meetings, and offer professional expertise in line with the District's Trust Indentures. We also handle construction tasks, ensuring smooth project execution, and assist with ongoing facility maintenance as authorized by the Board.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
c. Las Calinas Residential Development, St. Augustine, FL	2016	2019
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Engineer. Provided engineering design services for this 440-acre residential development. Designs included a 39-acre recreation pond, internal roadways, utilities, and stormwater management facilities, as well as permitting.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
d. Colbert Lane & Grady Prather Jr. Cove Roadway Improvements, Palm Coast, FL	2017	2018
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. Provided engineering design and permitting for the resurfacing of Colbert Lane (7.1 miles) and Grady Prather Jr. Cove (1.2 miles), including S&PM improvements and enhanced pavement markings. Identified severe shoulder and sidewalk deterioration on Grady Prather Jr. Cove, leading to concrete replacement. Addressed pipe cover issues affecting the Graham Swamp parking lot and added a full access driveway connection during the 60% design phase.		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
e. Rock Springs Subdivision PUD, St. Augustine, FL	2021	2021
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. Planning and engineering services for Rock Springs Subdivision including reviewed and updated the concept plan to address stormwater issues, modified the PUD, and provided a Master Development Plan. Services include drainage analysis, rezoning assistance, construction plans for land clearing, site grading, stormwater management, utilities, landscape design, construction administration, and permitting with authorities.		

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**
(Present as many projects as requested by agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY
NUMBER

1

21. TITLE AND LOCATION (City and State)

**Sampson Creek CDD, District Engineer
St. Augustine, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (if applicable)

Ongoing

NA

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Sampson Creek CDD

b. POINT OF CONTACT NAME

Ernesto Torres

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 940-5850

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



As District Engineer, Matthews | DCCM provides ongoing professional engineering services, which have included drainage analysis and improvement designs, roadway maintenance/pavement assessments and recommendations for improvements. To date, scope of work performed has also included upgrades to the development's Aquatic Center and hardscape improvements as well as landscape architecture services for the complete renovation of existing landscaped areas for the Golf and Country Club Amenity Center. An example of one project under this contract included the renovation and expansion of the community pool located in the St. Johns County Golf & Country Club. The project scope included a complete update of the existing facility to include a splash pad amenity for children, terrace seating for swim competitions, and additional shading in the pool area. Matthews | DCCM secured all permits as required by governing agencies.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews | DCCM

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**
(Present as many projects as requested by agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY
NUMBER

2

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

**Olympus Development and CDD, District Engineer
Clermont, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (*if applicable*)

Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Olympus CDD

b. POINT OF CONTACT NAME

Lynne Mullins

c. POINT OF CONTACT TELEPHONE NUMBER

(407) 723-5900

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



Matthews | DCCM is providing engineering and landscape services for the Olympus Mixed-Use Development in Clermont along US Highway 27. This development is a key part of Clermont's "Wellness Way" corridor, spanning a vast 16,000-acre region. Olympus project shares space with major residential developments from builders like Lennar and Pulte, and it sprawls across 247 acres of land that was previously an orange grove, featuring hilly terrain and two preserved low spots transformed into a large lake and wetland area. To facilitate the funding and construction of Olympus, the Olympus CDD was formed, and Matthews | DCCM is the District Engineer, overseeing various subcontractors and the public bidding process to ensure fairness in contract awards. The development is divided into five distinct phases, each with unique infrastructure and construction requirements, including roads, utilities, and commercial spaces, as well as a sports campus with diverse facilities.

The Olympus development will seamlessly integrate a variety of property types, including single-family and multifamily residences, along with diverse commercial components such as retail outlets, offices, medical facilities, restaurants, and hotels. The project is set to offer numerous amenities like a welcome center, an extensive trail network connecting all phases, open spaces, parks, and an amphitheater. Matthews | DCCM's role as the CDD engineer involves comprehensive oversight, ensuring transparency and equity throughout the project's development phases and adhering to rigorous governmental entity regulations and processes.

Professional Fees: \$1,500,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews | DCCM

(2) FIRM LOCATION (*City and State*)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**
(Present as many projects as requested by agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY
NUMBER

3

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

**Stillwater Development and CDD, District Engineer
St. Johns, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (*if applicable*)

Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Lennar Homes

b. POINT OF CONTACT NAME

Ginny Feiner

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 380-0779

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



Matthews | DCCM is providing professional engineering services for the Stillwater development, an age restricted community with 550 single family and multifamily duplex units and an 18-hole golf course with associated amenities and infrastructure. The amenities include an 18,828 SF clubhouse building, a 2,109 SF Aquatics building with associated pool, a 600 SF driving range concession and restroom building with associated driving range bays, and a 9,098 SF maintenance facility. Additional recreational amenities include a 2.5 acre driving range, two full size tennis courts, two full size pickle ball courts, a bocce ball court and special event lawn space.

Matthews | DCCM coordinated the design and permitting with SJC, WMD, JEA, FDEP and ACOE. Matthews | DCCM is also responsible for certifications of the completed construction which requires routine site visits throughout construction and conducting an as-built review along with review of all testing documents.

As District Engineer, Matthews | DCCM actively manages a comprehensive project, providing essential services such as reporting, professional engineering, and construction oversight. The project encompasses a range of tasks and maintenance services as directed by the Board, ensuring overall success.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews | DCCM

(2) FIRM LOCATION (*City and State*)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**
(Present as many projects as requested by agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY
NUMBER

4

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

**South Village CDD, District Engineer
Orange Park, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (*if applicable*)

Ongoing

NA

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Government Management Services

b. POINT OF CONTACT NAME

James Oliver

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 940-5850

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



Matthews | DCCM serves as the District Engineer for the South Village Community Development District (CDD) in Clay County. Our team conducted a 20-year needs analysis as mandated by the 2021 legislative session, providing comprehensive insights into wastewater and stormwater services for the CDD. This analysis covered facility descriptions, resident projections, service areas, cost estimations, facility lifespan, financial histories, and funding plans.

Additionally, Matthews | DCCM will assist in preparing a public facilities report, which is required every 7 years. This report will detail existing public facilities, ongoing and proposed projects, replacement schedules, completion timelines, and facility capacity projections. Matthews | DCCM ensures compliance and transparency throughout these services to meet regulatory requirements.

As District Engineer, Matthews | DCCM has also assisted with various drainage issues throughout the community and added golf cart parking at the main amenity center. One major drainage issues involved the redesign of a failed stormwater outfall structure with a more appropriate design, and coordinating construction with the contractor and CDD board.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews | DCCM

(2) FIRM LOCATION (*City and State*)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**
(Present as many projects as requested by agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY
NUMBER

5

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

**Flagler Estates Road & Water Control District Continuing
Services, St Johns and Flagler Counties, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION (*if applicable*)

NA

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Flagler Estates Road & Water Control District

b. POINT OF CONTACT NAME

Linda Gee

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 692-1513

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



Since 2010, Matthews | DCCM has provided ongoing engineering support as the District Engineer to this 7,000-acre community. Flagler Estates includes approximately 5,400 lots, over 140 miles of roadway, and over 36 miles of drainage canals. The roadways within Flagler Estates range from unpaved, to improved surface, to paved. Matthews | DCCM has worked with the District to provide phased improvements of the roadways with the goal of eventually paving the majority of the roads within the District. Over 30 miles of roadway have been improved from dirt to either black base, cold mix asphalt, or hot mix asphalt. Design, bidding assistance and construction administration for these roadway improvements have been included in our scope of work.

Additionally, collaboration with District staff was provided to create and maintain a Roadway Management Program to plan for new road improvements and to provide long-term maintenance solutions. We have completed a review of the overall stormwater model for this drainage basin, and finalized multiple projects to improve stormwater infrastructure, resurface roadways, and replace major water control structures that service Sixteen Mile Creek. Coordination for Disaster Recovery (DR) and Community Development Block Grants (CDBG) for improvements to drainage and roadways was provided. In 2017, MDG prepared and submitted a FEMA DR reimbursement and grant application for damage caused by Hurricane Matthew. Significant damage to drainageways and roadways throughout Flagler Estates was also caused by Hurricane Irma in September 2017. Matthews | DCCM worked with District staff and FEMA to secure reimbursement for the disaster cleanup and repairs following Hurricane Irma. Additionally, an application was prepared and submitted to Department of Economic Opportunity (DEO) for HMGP grants to improve damaged structures to prevent similar damage in future storm events.

Professional Fees: \$500K; Construction Value: \$2.5M

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews | DCCM

(2) FIRM LOCATION (*City and State*)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**
(Present as many projects as requested by agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY
NUMBER

6

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

**City of St. Augustine Continuing Service Contract
St. Augustine, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION (*if applicable*)

2022

NA

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

City of St. Augustine

b. POINT OF CONTACT NAME

Reuben Franklin

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 825-1040

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



Matthews | DCCM has recently operated under a continuing services contract for the City of St. Augustine for civil engineering services. Projects to date have included analysis of stormwater drainage problem areas, and design and implementation of corrective measures, installation of saltwater monitoring wells, and capping of abandoned wells.

Additionally, Matthews | DCCM has engineered drainage improvements for several streets in St. Augustine's historic district. Streets included Pine Street, Inlet Drive, Charlotte Place, and the area near St. George and Cordova streets. Work has involved hydrologic and hydraulic analyses for the areas of concern, drainage improvement designs to correct sizing of water quality treatment structures and help in obtaining bids from contractors to perform the work. Work scope also included tasks such as providing modifications to the drainage systems, addition of hydrodynamic sediment separators, and repairs and improvements to the roadways involved in construction.

Professional Fees: \$200K; Construction Value: \$25M

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews | DCCM

(2) FIRM LOCATION (*City and State*)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**
(Present as many projects as requested by agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY
NUMBER

7

21. TITLE AND LOCATION (City and State)

**St. Johns County Continuing Service Contract
St. Augustine, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES
2022

CONSTRUCTION (if applicable)
Various

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

St. Johns County

b. POINT OF CONTACT NAME

William "Bill" Freeman, PE

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 825-1040

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



Matthews | DCCM is currently operating under a continuing services contract for St. Johns County. Since 2008, our team has completed more than 60 projects under this contract. Examples include:

- » Butler Park Beachfront Pavilions
- » West Augustine Roadway and Drainage Improvements, CDBG
- » Woodlawn Road Drainage and Roadway Improvements
- » Public Works New Facility Site & Infrastructure Design
- » Santa Maria Drainage Engineering
- » Butler Beach Regional Drainage Study
- » Public Works Fuel Tanks Relocation
- » SR 13 Force Main Extension
- » Four Mile Roadway Improvements
- » Fruit Cove Drive Lift Station Upgrades
- » West Augustine Landscape Architecture
- » SJC Boat Ramp Assessments
- » Euclid Avenue Beachfront Parking
- » Usina Boat Ramp Park Redevelopment

Professional Fees: \$900k

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews | DCCM

(2) FIRM LOCATION (City and State)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**
(Present as many projects as requested by agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY
NUMBER

8

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

Queen's Harbour Yacht & Country Club HOA
Jacksonville, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2020

CONSTRUCTION (*if applicable*)

NA

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Queen's Harbour Yacht & CC HOA

b. POINT OF CONTACT NAME

Bethann Ridikas-Parker

c. POINT OF CONTACT TELEPHONE NUMBER

(904) 221-8859

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



Queen's Harbour is a Jacksonville waterfront community features some of the most exquisite homes in Northeast Florida. Most homes within the community are nestled among decades-old oak trees, palms and winding waterways that connect to the Intracoastal Waterway, green spaces and ponds.

Matthews | DCCM was retained to provide professional engineering services for an engineering assessment of the Queen's Harbour neighborhood stormwater drainage system. The assessment covered all over 20 ponds, stormwater inlets, pipes, manholes, and outfalls.

A written assessment of the stormwater management system included a master map of drainage system, identification of areas needing corrective measures; recommendation for time of repairs; estimate of probable costs for repairs; and operation and maintenance guidelines for the stormwater system components.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews | DCCM

(2) FIRM LOCATION (*City and State*)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**
(Present as many projects as requested by agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY
NUMBER

9

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

**San Marco Heights
St. Augustine, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2023

CONSTRUCTION (*if applicable*)

2023

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

SHAG Development, LLC

b. POINT OF CONTACT NAME

Darren Smith

c. POINT OF CONTACT TELEPHONE NUMBER

(561) 859-8520

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



Matthews | DCCM provided rezoning services, civil engineering design and permitting, as well as landscape architecture for San Marco Heights. This 132-unit affordable housing apartment complex also features a 5,000 SF clubhouse, fitness center, outdoor recreation, and protects 2.78 acres of wetland in a conservation easement.

The facility has backup power so that it can be used as an evacuation center in case of an emergency, such as a hurricane. The outdoor recreation center has a playground, bocce ball court, picnic tables, and other features.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews | DCCM

(2) FIRM LOCATION (*City and State*)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED
TEAM'S QUALIFICATIONS FOR THIS CONTRACT**
(Present as many projects as requested by agency, or 10 projects, if not specified.
Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY
NUMBER

10

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

**Isla Antigua Apartments
St. Augustine, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES
2019

CONSTRUCTION (*if applicable*)
2019

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Catalyst Development Partners, LLC

b. POINT OF CONTACT NAME

Ben Field

c. POINT OF CONTACT TELEPHONE NUMBER

(678)-666-1220

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



Matthews | DCCM provided civil engineering, site design, and permitting for this luxury waterfront community located along the Intracoastal Waterway on Anastasia Island in St. Augustine, Florida.

Situated on 157 acres, this community provides occupants with up-scale accommodations and scenic views of two historic St. Augustine landmarks, the Bridge of Lions, and the St. Augustine Lighthouse. The Isla Antigua Apartments includes 450 luxury waterfront residences and condominiums, with community amenities featuring a resort-style pool with semiprivate cabanas, outdoor kitchen with gas grills and dining areas, a sunset beach retreat with and fire pit lounges, plus executive office suites and other commercial development along SR 312.

Isla Antigua also provides a unique retreat for residents, with direct access to the beautiful Matanzas River with a boardwalk and private dock with kayak launch.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

Matthews | DCCM

(2) FIRM LOCATION (*City and State*)

St. Augustine, FL

(3) ROLE

Prime Civil Engineer

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	Sampson Creek CDD	6	City of St. Augustine Continuing Engineering Contract
2	Olympus Development/CDD	7	St. Johns County Continuing Engineering Contract
3	Stillwater Development/CDD	8	Queen's Harbour HOA
4	South Village CDD	9	San Marco Heights
5	Flagler Estates Water & Road Mgmt. District	10	Isla Antigua Apartments

H. ADDITIONAL INFORMATION

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

To fully address the criteria requested in the RFQ, we offer the following additional information. This further demonstrates Matthews | DCCM's expertise and capabilities to perform all work that is anticipated under this contract as District Engineer for the Aberdeen CDD.

ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

Matthews | DCCM is equipped with a team of around 50 professionals, including engineers, technicians, inspectors, planners, architects, and project administrators, who bring extensive experience in a wide range of projects. This encompasses construction plans and specifications for land development, transportation systems, Signing & Pavement Markings, Maintenance of Traffic, stormwater management, utilities, structures, and permits from various authorities. Our Project Managers, Team Leaders, Engineers, and Technicians possess firsthand expertise in protocols, design criteria, and filing conventions necessary for permit and project approval.

Our key staff for this project team are experts in their disciplines and well suited to provide the continuing engineering services required of your District Engineer. **Additionally, one of our engineers lives in the Aberdeen community, giving us first-hand knowledge and understanding of the issues.** Our project management team and discipline leads are supported by other highly skilled engineers, technicians, and designers to provide a well-rounded and well-staffed production force.



Alex Acree, PE | VP of Production | Proposed Role: Project Manager

As Project Manager, Alex will offer technical expertise and support throughout the planning, design, and implementation of the civil engineering design. He will take charge of preparing engineering drawings and specifications, coordinate with contractors and suppliers, and provide supervision for construction activities, including attending district meetings to ensure seamless project execution.



Rob A. Matthews III, PE | President | Proposed Role: Principal-in-Charge

As Principal-in-Charge, Rob will provide strategic direction and overall leadership to the project. He will be responsible for setting the vision, goals, and objectives of the project and ensuring they are effectively communicated and implemented. Rob will oversee key aspects such as client relations, project delivery, financial management, and quality control. He will play a critical role in decision-making, managing resources, fostering client relationships, and maintaining the overall success of the project.



Billy Almaguer, PE | VP of Culture and Innovation | Proposed Role: QA/QC Manager

As QA/QC Manager, Billy will ensure that the deliverables, services, and processes meet or exceed established quality standards. He will be responsible for developing and implementing quality management systems, procedures, and protocols to ensure consistency and compliance with regulations and client requirements.



Scott Knowles, PE | Sr. Professional Engineer | Proposed Role: Project Engineer/Utility Coordinator

As Utility Coordinator and Project Engineer, Scott will serve as Utility Coordinator and provide invaluable assistance in the development and execution of design and construction plans for our projects. His responsibilities encompass managing utility-related aspects and facilitating a seamless integration of utility systems within the broader project framework.



Chris Buttermore, PE | Transportation Lead | Proposed Role: Transportation Engineer

As Transportation Engineer, Chris will play a pivotal role in the planning, design, and execution of transportation infrastructure projects. His responsibilities will encompass a wide range of tasks related to transportation systems, aimed at enhancing safety, efficiency, and sustainability in the Aberdeen community.

H. ADDITIONAL INFORMATION

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

CERTIFIED MBE

Matthews | DCCM is not a certified MBE.

WILLINGNESS & ABILITY TO MEET TIME & BUDGET REQUIREMENTS

The Matthews | DCCM Team commits to meeting the schedule and budget goals of the Aberdeen CDD. Matthews | DCCM will determine the most cost-effective solutions and time saving measures for all project improvements issued under this contract.

Our team will be led by **Alex Acree, PE**, as the Project Manager. With the responsibility of managing this contract, Alex will oversee the resources needed to fulfill the requirements.

For each submittal, we establish advanced internal deadlines to allow for proper quality control of the deliverables as well as early submittals. Progress reports will be provided to the Project Manager including action items and schedule status reports. Some other measures we will apply to control the project schedule and budget include executing a detailed Project Management Plan, applying a strong QA/QC plan focused on constructibility reviews, developing a well-defined scope and updating the project cost estimate at every stage of the plans submittals, and early start on all critical issues such as public involvement, permitting and utility coordination.

Matthews | DCCM has a record of completing work on time and within budget. In fact, nearly every one of Matthews | DCCM's projects have met these requirements. For work requiring quick turnaround, we adjust work schedules as necessary to meet our client's needs. We commit to continuing our impressive service record by providing prompt responses and the delivery of quality construction documents.

CONSULTANT'S PAST EXPERIENCE/PERFORMANCE

Matthews | DCCM has maintained work/task order driven continuing service contracts for several years and has the experience and resources necessary to anticipate and compensate for these challenges. Through efficient scheduling, a dedicated workforce, solid experience, and proven record of success with past projects, Matthews | DCCM has earned a reputation for providing high-quality, innovative engineering solutions in a timely and cost-effective manner.

Matthews | DCCM has also completed multitude private development projects within its service area. These projects involved planning, design, and permitting, and many involved construction inspection. Pertinent to the interests of this RFQ, our expertise includes application of the latest versions of ICPR and POND5 hydrologic software applications to address issues associated with stormwater infrastructure including stormwater ponds, and pond bank design and reconstruction. Clients that entrust Matthews | DCCM to perform these professional services on a continuing basis include:

- » Antigua Community Development District (Continuing Engineering Services - District Engineer)
- » Madeira Community Development District (Continuing Engineering Services - District Engineer)
- » Sampson Creek Community Development District (Continuing Engineering Services - District Engineer)
- » Stillwater Community Development District (Continuing Engineering Services - District Engineer)
- » South Village Community Development District (Continuing Engineering Services - District Engineer)
- » Tolomato Community Development District, Nocatee (Continuing Engineering Services - District Engineer)
- » Olympus Community Development District (Continuing Engineering Services - District Engineer)
- » Flagler Estates Road and Water Control District (Continuing Engineering Services - District Engineer)
- » St. Johns County School District (Continuing Engineering Services)
- » St. Johns County (Continuing Engineering Services)
- » St. Johns County Parks and Recreation Department (Continuing Engineering Services)
- » St. Johns County Airport (Civil Engineering Subconsultant Continuing Services)
- » City of St. Augustine (Continuing Contract for Professional Services - Civil & Environmental Engineering)

H. ADDITIONAL INFORMATION

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

- » City of Jacksonville (A/E Continuing Services for Misc. Park Improvement Projects)
- » City of Green Cove Springs (Continuing Engineering Services for Water, Wastewater, Drainage, Stormwater, Roadway & Parks)
- » City of Flagler Beach (Emergency Civil/Structural Engineering, Planning & Emergency Management Support Services for Disaster Recovery)
- » Flagler County (Continuing Civil Engineering Services)
- » Flagler County School District (Continuing Civil Engineering Services)
- » Putnam County (Continuing Professional Engineering Services)
- » St. Johns River State College (Continuing Civil Engineering Services)
- » Catholic Diocese of St. Augustine (Civil Engineering Services)
- » Florida Department of Transportation, District 2 (Continuing Services Subconsultant for Landscape Design)
- » Florida Department of Military Affairs (Continuing Engineering Services)

GEOGRAPHIC LOCATION

Matthews | DCCM's corporate office is located just north of the historic district at 7 Waldo Street in St. Augustine, Florida and will have direct responsibility for work performed under this contract. Our Jacksonville office is located at 6621 Southpoint Drive N #300 in Jacksonville. Our close proximity, ~25 miles, to Aberdeen, make our staff readily available to serve the needs of the Aberdeen CDD. This office location is important during permitting and construction to ensure timely responses.

RECENT, CURRENT & PROJECTED WORKLOADS

Matthews | DCCM assumes ultimate responsibility for project management, allocation of resources, and for the completion of projects assigned with respect to cost, schedule, and quality. Each of our team members have the capacity to accommodate the project requirements as described in this RFQ, and we have additional resources on-hand to provide support as needed. Matthews | DCCM and its team are well staffed and available to meet the needs for this contract.

Matthews | DCCM openly and frequently communicates with our team and is in control over the resources needed, both in-house and with our teaming partners, to provide the assurance that there will not be unforeseen delays. Our team has an enviable record of completing work on time and within budget. The level of service and quality products that Matthews | DCCM's professional and technical staff delivers on a daily basis has earned our firm an excellent reputation and record for repeat business. This is indicative of the high level of client satisfaction with our performance and work products, our ability to meet deadlines, and keep projects within budgetary guidelines.

Each staff member is tracked using an internal forecast tool, which allows us to view/analyze workload projections on an individual level. We account for 80% of each person's time for ongoing projects, leaving 20% available for new opportunities, such as the projects outlined in the RFQ. As we continue to hire and on-board new employees, our availability will increase. The graph below shows the available vs planned hours for our technical staff from November 2023 through October 2024.

	2023		2024									
	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Available Hrs	5,760	5,760	6,336	6,048	6,048	6,336	6,336	5,760	6,336	6,336	6,048	6,336
Planned Hrs	4,608	4,608	5,068	4,438	4,438	5,068	5,068	4,608	5,068	5,068	4,438	5,068

H. ADDITIONAL INFORMATION

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

VOLUME OF WORK PREVIOUSLY AWARDED TO CONSULTANT BY DISTRICT

Matthews | DCCM has not previously performed work for the Aberdeen CDD.

REFERENCES

Ernesto Torres, Sampson Creek CDD

904-940-5850

etorres@gmsnf.com

Leslie Gallagher, Madeira CDD

904-838-7153

LGallagher@rizzetta.com

Daphne Gilyard, Stillwater CDD

877-276-0889

gilyardd@whhassociates.com

Shelly Vongchanta, St. Johns County

904-209-0150

svongchanta@sjcfl.us

TECHNICAL EXPERIENCE

Stormwater Management & Permitting

Stormwater management engineering requires the seamless integration of site function, civil infrastructure, regulatory requirements, and client goals and objectives. To execute a project with so many moving parts requires a team of professionals who are experienced in delivering projects of varying sizes for all types of clients. Matthews | DCCM has an expert team of engineers and planners, and teams with other professionals that are proficient in their disciplines. We evaluate existing site conditions, including topography/pond banks, natural resources, wetlands and streams, drainage patterns, and existing or nearby utility and roadway infrastructure, so the site is contiguous with existing conditions and meets the intended use. Matthews | DCCM ensures that site layouts maximize development and land use potential with cost-effective features.

Matthews | DCCM is a leader in stormwater management design and permitting, and has completed stormwater studies and associated plans for projects ranging from single roadway intersections, to small, rapidly developing communities, cities, and counties. Matthews | DCCM has developed innovative approaches that integrate the needs of both the private sector and the municipalities in the development of recommendations. Matthews | DCCM's stormwater plans are routinely approved and implemented with minimal opposition. We are able to accomplish this by including our clients, as well as the regulatory agencies, at the early stages of a project to be part of the planning process and resolve any potential permitting design issues from the start.

Drainage Studies & Design

Dependent upon the soil characteristics, roadway swales will be designed for proper stormwater storage, treatment, and conveyance. In some instances, roadside swales can be regraded and used as linear ponds to provide water quality treatment and attenuation. Alternatively, attenuation in roadside swales can be provided using ditch blocks or raised inlets. Regardless of the unique location challenges, our drainage engineering professionals will evaluate and design improvements as necessary to reduce flooding at each project location. Matthews | DCCM will manage these study/design efforts. Our objective is to create effective, low maintenance drainage systems that will operate optimally with less maintenance requirements.

Utility (Potable & Sanitary) Design & Coordination

A key aspect of a project's success requires an understanding of how existing utilities affect the design, maintenance schedule, and budget. Matthews | DCCM provides this critical need and conducts all utility design for potable and sanitary water, while also coordinating with using agencies. All meetings and utility conflict resolution is led by our in-house professional engineers. All utilities will be identified, designed and mapped within the relevant project corridor. Our design will avoid utility conflicts when possible and keep any utility relocations or adjustments to a minimum. Additionally, our close relationship to many local utility agencies expedites production of accurate data and ultimately keeps the project moving forward, preventing delays. Effective utility coordination requires innovation, experience, and a team approach. Matthews | DCCM is eager and equipped to begin.

H. ADDITIONAL INFORMATION

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

Grant Support & Administration

Matthews | DCCM has a long history of working with small to large municipalities to ensure they maximize the benefit of their grants. Since 2008, Matthews | DCCM has been involved with a number of projects financed in part with grant funds. Matthews | DCCM served as lead consultant for the St. Johns County Community Development Block Grant (CDBG) Disaster Recovery Initiative to address stormwater drainage and other issues within the County. Matthews | DCCM has also worked on the Hazard Mitigation Grant Program (HMGP) application, providing grant application assistance for Putnam County. This included gathering information, conceptual design drawings, an opinion of probable costs for proposed improvements, project schedule with timeline and key milestones, and a maintenance schedule for the proposed improvements. This experience demonstrates that Matthews | DCCM is capable of handling the design and engineering as well as the timelines and processes associated with HMGP grants and working with the regulatory agencies such as the Department of Economic Opportunity (DEO). Matthews | DCCM's extensive experience assisting counties and cities with grant-funded and grant-related public work projects has an estimated value exceeding \$10M.

APPROACH TO PROJECT MANAGEMENT/METHODOLOGY

We understand that the role of an effective project manager is crucial for the overall success of any project. Therefore, the achievement of project objectives relies heavily on the implementation of effective project management practices throughout the project's entire life cycle. These practices encompass several key elements, including:



- » **Project Understanding:** The project manager needs a deep understanding of project objectives, requirements, and outcomes, forming the basis for decision-making and alignment.
- » **Budget & Schedule Control:** Our managers vigilantly oversee budgets and schedules, monitoring expenses, resources, and implementing strategies to prevent cost overruns and delays.
- » **Risk Management:** Identifying and mitigating risks is crucial. Our manager assesses potential obstacles, gauges their impact, and develops mitigation plans to keep the project on track.
- » **Effective Communication:** Open and transparent communication with the CDD and project team staff is vital for success. This fosters collaboration and shared project objectives.
- » **Quality Control (QC):** Adherence to the QC Plan is fundamental. Our manager ensures quality standards are met, implements quality control measures, and conducts assessments for high-quality outcomes.

Schedule Management Among Team Members

Matthews | DCCM assumes ultimate responsibility for project management, allocation of resources among the team members, and for the completion of projects assigned with respect to cost, schedule, and quality. Each of our team members have the capacity to accommodate the District's project service requirements as described in this RFQ, and we have additional resources on-hand to provide support as needed. As a whole, Matthews | DCCM is well staffed and we are available to meet the needs for this contract.

Matthews | DCCM is a local division of DCCM, LLC (DCCM), who is a provider of design, consulting, and construction management services that focuses on infrastructure marketplaces across the United States. Through a family of complementary brand divisions, DCCM serves a variety of end markets while offering a national reach. Through

H. ADDITIONAL INFORMATION

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

strategic acquisitions and investments in organic growth, DCCM is able to offer an increasing depth of services across its growing customer base, including land planning, master plans, and commercial developments. DCCM is comprised of 1,000+ professionals across the county who specialize in multiple service lines. **As part of DCCM, our team has the ability to tap into these resources as necessary to ensure project success.**

Matthews | DCCM openly and frequently communicates with our team and is in control over the resources we need, both in-house and with our sub-consultant partners, to provide the assurance that there will not be unforeseen delays.

Matthews | DCCM has an enviable record of completing work on time and within budget. The level of service and quality products that Matthews | DCCM's professional and technical staff delivers on a daily basis, has earned our firm an excellent reputation and record for repeat business. This is indicative of the high level of client satisfaction with our performance and work products, our ability to meet deadlines, and keep projects within budgetary guidelines. We attribute this success to our solid commitment to provide each client:

- | | |
|---|---|
| » Open Lines of Communication | » Well Thought Out Project Approach |
| » Knowledgeable Team Members | » Schedule Based on Real Data |
| » Local and Available Staff | » Internal Meetings with Project Manager and Design Teams |
| » Quick Response Time | » Frequent Project Meetings with Client |
| » Flexibility of Industry Experts with a Wide Range of Technical Capabilities | » Technical Review Team Assisting in QA/QC |

FIRM LICENSURE & PREQUALIFICATIONS

Matthews | DCCM is licensed to perform professional engineering and landscape architecture in the State of Florida and is certified with the Florida Department of State as an S-Corporation. Matthews | DCCM is also licensed to perform work in Georgia and South Carolina for both engineering and landscape architecture. A copy of the firm's licenses, and key staff licenses, can be found at the of this section as **Exhibit A**.

FDOT Work Group Prequalifications

- » 3.1 – Minor Highway Design
- » 3.2 – Major Highway Design
- » 7.1 – Signing, Pavement Marking and Channelization
- » 10.1 – Roadway Construction Engineering Inspection
- » 13.6 – Land Planning/Engineering
- » 15 – Landscape Architect

Certifications

- » Council of Landscape Architectural Registration Boards (CLARB) Certified Landscape Architect

FINANCIAL CAPACITY

Matthews | DCCM is a Sub "S" Corporation, founded in June 2005 and in its 18th year of business. Bank and CPA reference can be provided upon request. Both our Banker and CPA have vouched for our financial strength. To date, Matthews | DCCM has never faced legal proceedings of any kind for failing to meet or honor any of its contractual obligations.

INSURANCE

Matthews | DCCM carries General Liability insurance with a general aggregate limit of \$2 million and Professional Errors and Omissions insurance with an aggregate limit of \$2 million. Proof of insurance appears at the end of the additional information section as **Exhibit B**.

LEGAL REQUIREMENTS AND DISCLOSURE

No judicial or administrative agency or qualification board has ever investigated Matthews | DCCM or any of its employees. Neither Matthews | DCCM nor any Matthews | DCCM employee, including its engineers, has ever received any prior adverse decision or settlement relating to a violation of ethical standards.

H. ADDITIONAL INFORMATION

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

Matthews | DCCM has not been terminated from any contract.

Matthews | DCCM has not defaulted on any contract or is in arrears on any contract.

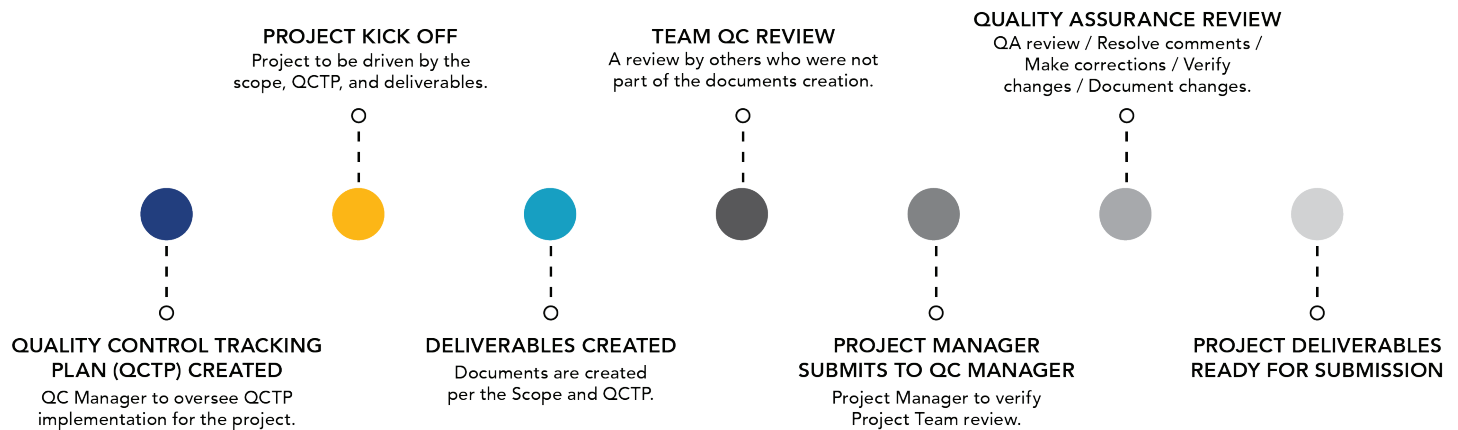
Matthews | DCCM or any of its employees are not involved in any litigation involving work.

Matthews | DCCM or any of its employees have not been the subject of any governmental action of any kind.

No person or affiliate associated with this submission has ever appeared on a convicted vendor list following conviction of a public entity crime.

Further, Matthews | DCCM accepts its responsibility to comply with all federal, state, county, and local laws, ordinances and regulations that affect the services covered in the Aberdeen RFQ.

QUALITY & SCHEDULE CONTROL



Matthews | DCCM has project management methods established to help monitor and track each and every project. To begin, each contracted project is set up so that the project team can work efficiently and effectively. Our firm utilizes Deltek to manage the budget and major milestones for each project. At any point during a project, a Project Manager and/or team member can look to see how much time and effort has been expended for each Phase and Task of any project. This level of information exists for every phase of the project and allows for each project to be accurately tracked as it progresses to the typical 30%, 60%, and 90% milestones.

In addition to the use of Deltek, Matthews | DCCM has created an internal tracking system that tracks where each project is (firm wide), key milestones (including QA/QC), and allows for resource allocation (firm wide) so that project schedules can be met. It is important to know that every project is tracked and every Project Manager at our firm knows where each project is, its next step, and the resources that are required to get the task/phase done. Sub-consultants are managed so that the overall project schedule can be maintained, and the budget is adhered to. This includes weekly communication and coordination on project specifics, and monthly communication regarding the budget.

This system for project management allows us to control the quality of each and every deliverable. This ensures that we produce the highest quality of work so that projects can be efficiently permitted and constructed with an eye on cost savings. As deliverables move through the project tracking process, they are subject to a team review (originating team) and an independent review by a licensed PE who did not work on the project. This ensures that every deliverable has gone through a minimum of two reviews.

Matthews | DCCM QA/QC Team:

- » Billy Almaguer, PE, QA/QC Manager
- » Scott Knowles, PE, QA/QC Support
- » Branden Marcinell, EI, QA/QC Support
- » Ivan Lamoš, EI, QA/QC Support

H. ADDITIONAL INFORMATION

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

EXHIBIT A - LICENSES

2023 FLORIDA LIMITED LIABILITY COMPANY AMENDED ANNUAL REPORT
DOCUMENT# L22000424179
Entity Name: MATTHEWS DESIGN GROUP, LLC
Current Principal Place of Business:
7 WALDO ST.
ST. AUGUSTINE, FL 32084
Current Mailing Address:
7 WALDO ST.
ST. AUGUSTINE, FL 32084 US
FEI Number: 92-0592519
Name and Address of Current Registered Agent:
CLUKEY & TEBALTT, LLC
201 OWENS AVENUE
UNIT A
SAINT AUGUSTINE, FL 32080 US
Certificate of Status Desired: No
SIGNATURE: MICAH CLUKEY
Electronic Signature of Registered Agent
Date: 10/12/2023
Authorized Person(s) Detail :
Title: CEO
Name: MATTHEWS, KERI
Address: 7 WALDO ST.
City-State-Zip: ST. AUGUSTINE FL 32084
Title: DIRECTOR OF ARCHITECTURE
Name: PICKETT, DANIEL
Address: 7 WALDO ST.
City-State-Zip: ST. AUGUSTINE FL 32084
Title: AUTHORIZED MEMBER
Name: HEWITT, JEREMY
Address: 7 WALDO ST.
City-State-Zip: ST. AUGUSTINE FL 32084
I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.
SIGNATURE: ROB MATTHEWS
Principal
Date: 10/12/2023
Electronic Signature of Signing Authorized Person(s) Detail

Licensee
Name: MATTHEWS DESIGN GROUP, LLC License Number: 26535
Rank: Registry License Expiration Date:
Primary Status: Current Original License Date: 08/22/2005
Related License Information
License Number: 58425 Status: Current, MATTHEWS, ROB A III Registry Relationship Type: Professional Engineer Rank: Professional Engineer Expiration Date: 02/28/2025

ONLINE SERVICES
Apply for a License
Verify a License
View Food & Lodging Inspections
File a Complaint
Continuing Education Course Search
View Application Status
Find Exam Information
Unlicensed Activity Search
AB&T Delinquent Invoice & Activity List Search
LICENSEE DETAILS
Licensee Information
Name: MATTHEWS DESIGN GROUP, LLC (Primary Name)
Main Address: P.O BOX 3126 SAINT AUGUSTINE Florida 32085
County: ST. JOHNS
License Information
License Type: Engineering Business Registry
Rank: Registry
License Number: 26535
Status: Current
License Date: 08/22/2005
Expires:
Special Qualifications
Qualification Effective
Alternate Names

STATE OF FLORIDA
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES
ACREE, ALEXANDER R
69 CROWN COLONY RD
ST. AUGUSTINE, FL 32086
LICENSE NUMBER: PE73155
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com
Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

STATE OF FLORIDA
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES
MATTHEWS, ROB A. III
400 VILLAGE DR
ST. AUGUSTINE, FL 32084
LICENSE NUMBER: PE58425
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com
Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

STATE OF FLORIDA
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES
ALMAGUER, BILLY JOE
597 DEER CROSSING ROAD
ST. AUGUSTINE, FL 32086
LICENSE NUMBER: PE38541
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com
Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.


STATE OF FLORIDA
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES
KNOWLES, SCOTT A
113 EAST END ROAD
SAN MATEO, FL 32189
LICENSE NUMBER: PE35991
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com
Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

STATE OF FLORIDA
BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES
BUTTERMORE, CHRISTOPHER LEE
119 LAKEHURST LANE
ST. AUGUSTINE, FL 32093
LICENSE NUMBER: PE74911
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com
Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

H. ADDITIONAL INFORMATION

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

EXHIBIT B - CERTIFICATES OF INSURANCE

Client#: 189537		DCCMLLC	
ACORD		CERTIFICATE OF LIABILITY INSURANCE	
		DATE (MM/DD/YYYY) 9/06/2023	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).</p>			
PRODUCER Propel Insurance 1201 Pacific Avenue; Suite 1000 COM Middle Market Tacoma, WA 98402-4321		CONTACT NAME: Aaron Leavitt PHONE (A/C, No, Ext): 800 499-0933 FAX (A/C, No): 866 577-1326 E-MAIL ADDRESS: aaron.leavitt@propelinsurance.com	
INSURED Matthews Design Group LLC DCCM LLC 7 Waldo St. St. Augustine, FL		INSURER(S) AFFORDING COVERAGE INSURER A : American Guarantee and Liability Ins.Co 26247 INSURER B : Zurich American Insurance Company 16535 INSURER C : Evanston Insurance Company 35378 INSURER D : INSURER E : INSURER F :	
COVERAGES		CERTIFICATE NUMBER:	
REVISION NUMBER:			
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>			
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:2,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		GLO872027300
			06/30/2023
			06/30/2024
			EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		BAP87202400
			06/30/2023
			06/30/2024
			COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR CLAIMS-MADE DED RETENTION \$		SXS808437600
			06/30/2023
			06/30/2024
			EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC872027200
			06/30/2023
			06/30/2024
			<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	<input checked="" type="checkbox"/> Profess, Poll		MKL77PL0006013
			08/06/2023
			06/30/2024
			\$5,000,000 CIm. \$10,000,000 Agg.
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)			
CERTIFICATE HOLDER Sample			
CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 			
© 1988-2015 ACORD CORPORATION. All rights reserved.			
ACORD 25 (2016/03) 1 of 1 The ACORD name and logo are registered marks of ACORD #S6138674/M6090326		JMH00	

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

11/8/2023

33. NAME AND TITLE

Rob A. Matthews III, PE, President

1. SOLICITATION NUMBER (If any)

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

2a. FIRM (or Branch Office) NAME Matthews Design Group, LLC dba Matthews DCCM			3. YEAR ESTABLISHED 2005		4. UNIQUE ENTITY IDENTIFIER 60-3649117 (DUNS #)	
2b. STREET 7 Waldo Street			5. OWNERSHIP			
2c. CITY St. Augustine		2d. STATE FL	2e. ZIP CODE 32084			
6a. POINT OF CONTACT NAME AND TITLE Alex Acree, PE, VP of Production			a. TYPE LLC, S-Corp			
			b. SMALL BUSINESS STATUS			
6b. TELEPHONE NUMBER (904) 826-1334			6c. EMAIL ADDRESS Alex@MDGinc.com		7. NAME OF FIRM (If Block 2a is a Branch Office) NA	
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER	

[illegible]

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	0	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	6	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	6	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

STANDARD FORM 330 (REV. 7/2021) PAGE 6



PREPARED BY:

Matthews | DCCM

Corporate Headquarters

7 Waldo Street, St. Augustine, FL 32084

904.826.1334

www.MDGinc.com

CONTACT:

Alex Acree, PE

AAcree@MDGinc.com

EIGHTH ORDER OF BUSINESS



2024 Aberdeen CDD Lifeguard Contract

November 20, 2023

This agreement is entered into by and between the Aberdeen CDD and Elite Amenities NE Florida LLC. In consideration of the mutual promises made in the agreement and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

The Aberdeen CDD hereby accepts the Program Proposal submitted by Elite Amenities NE Florida LLC. Both agree that a copy of said proposal is below and hereby becomes part of this contract agreement.

PROGRAM PROPOSAL:

Elite Amenities NE Florida LLC will serve as the Lifeguard staffing company for the Aberdeen CDD for the 2024 season.

General Description:

Elite Amenities' staff shall perform lifeguard duties as outlined by the Aberdeen CDD. Staff will maintain a clean and safe environment for residents and their guests at Aberdeen. All staff will be properly certified, trained, background checked, and supervised by an Elite Amenities Management Staff team member. All staff members will be official employees of Elite Amenities who will be responsible for payment of staff salaries, federal & state taxes, to include unemployment and Workers Compensation as required by the state of Florida. Copies of all relative documents and insurance will be provided to Management before the start date.

Certification of Training:

All Lifeguards shall have current certification in Lifeguarding, CPR, First Aid, and AED from the American Red Cross or a comparable organization. Mandatory on-site training will be provided prior to the start of the season and "In-service training" will be conducted monthly on-site during the season.

General Requirements:

Contractor shall be responsible for all duties associated with lifeguard staffing pursuant to the scope of services attached hereto as Exhibit A. In addition to the services set forth on Exhibit A,

Contractor shall be responsible for all recruiting, hiring, training, scheduling, and supervising all lifeguard personnel. Contractor shall perform normal life-guarding duties such as monitoring pool patrons, responding to first aid situations (with courtesy and respect), enforcement of all rules, policies, and procedures, and pool area cleaning including such tasks as spraying off the deck, cleaning tile, sweeping the deck, testing of pool chemicals (three times a day), straightening/hosing down pool furniture, and other duties. Additionally, Contractor shall be responsible for wiping off tables in the designated eating areas as needed or requested, emptying trash cans during down times, the maintenance of bathroom facilities on the pool premises (consisting of replacing paper products, as needed, picking up debris, and sweeping of the bathrooms).

Staff Supervision, Training and Requirements:

1. Certification of Training:

All staff shall have current certification in Lifeguarding, CPR, First Aid, and AED from the American Red Cross or comparable organization. Mandatory "In-service training" will be conducted monthly on-site during the season and full on-site training will be provided prior to the start of the season.

2. Emergency/First Aid:

In the event of an emergency situation, Lifeguards shall be aware of the location of the first aid kit, biohazard, AED, and emergency phone and shall know how to handle situations with blood and bodily fluids.

3. Staff shall be on time for all shifts and shall not leave or close the pool early. Staff shall not use headphones while on duty, shall not use cell phones for calls or texting unless communicating with Management, and shall not come in physical contact with any patrons unless their safety is warranted. Staff have access to the break room and bathroom on site.
4. The facility is led by a Senior Lifeguard staff member and is monitored closely by Elite Amenities Management who will be on-site multiple times per week to perform staff evaluations and tend to any issues that arise.
5. During inclement weather, guards monitor the pool and slide area from the designated break area.
6. Staff may not host non-resident guests in the break area, pool area, or anywhere on the premises other than pick up, drop off, or meal delivery.

Uniforms:

Elite Amenities shall provide all necessary uniforms, STAFF T-shirts, and name tags.

2024 Schedule:

Spring Break & Easter Weekend: March 9-17 and March 29-31

Pre-Season: Saturday and Sundays April 6-May 19

Summer Break: May 25 – August 11 (Memorial Day and July 4 Full Day with 4 guards)

Post Season: Friday to Sunday ONLY begins August 16 – September 2

HOURS:

Tuesdays - Sundays 10:45am-6:15pm

Mondays 12:45pm-6:15pm

Memorial Day Weekend and July 4th 10:45am-6:15pm (To include one extra guard)

Fridays Post Season 2:45pm-6:15pm

Total hours based on the above assumptions: 2551.5.

Total Fee based on above assumptions: \$ 62,097.

Invoices will be received by the 1st of the month and payment for services will be required by the 10th of the month. A late fee of 1.5% will be assessed if payment is not received by that date.

Elite Amenities requests that the Aberdeen CDD provide the following:

Updated pool rules and enforcement policies

Keys to necessary facilities

Umbrella or shaded seating area for lifeguards

Life Saving flotation device.

Fully stocked First Aid Kit and Biohazard Kit

Break room area for staff

NOTE: Elite Amenities' staff signs a non-compete clause and may not be hired to staff any part of the Aberdeen CDD without the signed consent of EA for two years from the time of contract. Should employees be hired without consent during the said time period, the client will owe EA damages subject to legal action and attorney feed. Under Florida law, non-compete agreements may be enforced by the employer.

Certificate of Liability and Worker's Compensation provided by Elite Amenities NE Florida LLC.

The laws of St Johns County, Florida shall govern this agreement. If any part of this agreement is adjudged invalid, illegal, or unenforceable, the remaining parts shall not be affected and shall remain in full force and effect.

This agreement shall be binding upon the parties, and upon their heirs, executors, personal representatives, administrators, and assigns. No person shall have a right or cause of action arising out of or resulting from this agreement except those who are parties to it and their successors in interest. Cancellation must have 30 days written notice from either party.

This agreement may not be modified except in writing and signed by all parties.

IN WITNESS WHEREOF the parties have signed this agreement under seal on

_____ (DATE)

Elite Amenities NE FL, LLC

Aberdeen CDD

Riverside Management Services, Inc.

9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, FL 32257

PROPOSAL FOR ABERDEEN COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2024 LIFEGUARDS

Riverside Management Services, Inc. ("RMS") was established in 2009 to provide master planned communities a level of amenity management/staffing, facility operations, maintenance, and lifeguard/gate monitor services that exceed homeowners' expectations. As a company, RMS provides lifeguard services to several communities including Meadow View at Twin Creeks CDD, Turnbull Creek CDD, Rolling Hills CDD, Pine Ridge Plantation CDD and Ridgewood Trails CDD.

Lifeguards:

- Riverside Lifeguards are American Red Cross certified in Lifeguarding, Water Park Lifeguarding, CPR, First Aid and AED for Adults, Infants and Children.
- Responsibilities include but are not limited to the following:
 - Prevent drowning and other injuries from occurring through continuous surveillance, eliminating hazardous behaviors, enforcing facility rules and regulations, recognizing and responding quickly to emergencies and working as a team with facility staff and management.
 - RMS Lifeguards will be "Rescue Ready" at all times and report unsafe conditions to the Facility Supervisor.
 - Complete daily pool logs, equipment checklist and necessary forms that correspond with daily activities and incidents
 - In-service training to review EAP, CPR, First Aid, AED, on-land and in-water rescue procedures
 - Straightening pool deck furniture, wipe tables, removing debris from pool deck area and walkways, replacing trash can liners (as time permits) and maintaining restroom cleanliness and stocking of supplies are all secondary responsibilities of RMS Lifeguards
 - Inspecting the slide and the slide structure before opening pool
 - Testing pH and chlorine levels to maintain Health Department requirements (Twice daily)
- Coverage includes
 - **Spring Break:** Saturday, March 9, 2024 - Sunday, March 17, 2024
 - Monday: 1:00pm-6:00pm (3 Lifeguards)
 - Tuesday-Sunday: 11:00am-6:00pm (3 Lifeguards)
 - **Pre-Season:** Saturday, April 6, 2024 – Sunday, May 19, 2024
 - Saturday, Sunday: 11:00am-6:00pm (3 Lifeguards)
 - **Summer:** Saturday, May 25, 2024 – Sunday, August 11, 2024
 - Monday: 1:00pm-6:00pm (3 Lifeguards)
 - Tuesday-Sunday: 11:00am-6:00pm (3 Lifeguards)
 - Memorial Day - Monday, May 27, 2024: 11:00am-6:00pm (4 Lifeguards)
 - Independence Day – July 4, 2024: 11:00am-6:00pm (4 Lifeguards)
 - **Post-Season:** Saturday, August 17, 2024 – Monday, September 2, 2024

- Saturday, Sunday: 11:00am-6:00pm (3 Lifeguards)
- Labor Day - Monday, September 2, 2024: 11:00am-6:00pm (4 Lifeguards)
- The District shall only be invoiced for actual hours of service
- The District to reimburse for miscellaneous lifeguard supplies

General Provisions:

- RMS shall provide, at no charge to the District, company uniforms to all personnel providing these services.
- All RMS employees are subject to a background check, drug screening and physical.

Pricing:

	FY2024 <u>Amount</u>
Lifeguards (Invoiced at \$21.00/hr)	\$47,124

Chairman, Aberdeen CDD

Date

Riverside Management Services, Inc.

Date

RIVERSIDE MANAGEMENT SERVICES

Company Profile



*9655 Florida Mining Boulevard West
Building 300, Suite 305
Jacksonville, Florida 32257*

(904) 288-7667

www.riversidemngtsvc.com

– TABLE OF CONTENTS –

INTRODUCTION	2
SERVICES	
FIELD OPERATIONS	3
FITNESS CENTER MANAGEMENT	4-5
SAMPLE OF SOCIAL EVENTS	6
POOL MAINTENANCE SERVICES	7
LIFEGUARDING	7-8
MAINTENANCE PERSONNEL	9
PRESSURE WASHING	10
JANITORIAL SERVICES	10
ORGANIZATIONAL STRUCTURE	11
LEADERSHIP TEAM BIOGRAPHIES	12
CLIENT LISTING & REFERENCES	13



***9655 Florida Mining Boulevard West
Building 300, Suite 305
Jacksonville, Florida 32257***

(904) 288-7667

www.riversidemgtsvc.com



**Riverside
Management
Services, Inc.
provides
various levels
of services
in the
Jacksonville
area including
Clay, Flagler,
Nassau, and
St. Johns
counties.**

– INTRODUCTION –

Riverside Management Services, Inc. (RMS) was established in June 2009 to provide dependable, comprehensive, and cost-effective amenity management and maintenance services for master planned residential communities in the greater Jacksonville area on a reliable, timely and professional basis.

The personnel involved in RMS have decades of experience in all aspects of property management. RMS has approximately 24 full-time, 12 part-time, and includes 30+ seasonal employees (further detailed in the organizational chart on page 11). The operations office is centrally located at the intersection of I-95 and southern part of I-295 for efficient access to all our clients in the Jacksonville area.

The various services provided by RMS include (but are not limited to) contract administration and inspection, maintenance bid document preparation, janitorial, pool maintenance, amenity center management, special event hosting, lifeguarding, pool attendants, residential and commercial pressure washing, painting, trash removal, restoration of facilities and equipment, and more. The wide range of services detailed in this company profile makes RMS the most complete, dependable, professional, and cost-effective choice for maintenance services for communities in the Jacksonville area including Clay, Flagler, Nassau, and St. Johns counties.



SERVICES

The following is a general description of the numerous services provided by RMS which can be customized to meet the unique needs and requirements of each community we serve.

Field Operations

Most communities contract with outside organizations to perform certain maintenance responsibilities along with other field operations that require oversight and direct management. The contracts are generally complicated and detailed, requiring oversight and expertise to ensure the services contracted for are being performed. RMS has the experienced personnel to provide what we refer to as Field Operations, which includes but is not limited to the following services:

- Landscape maintenance
- Lake maintenance
- Utility accounts
- Field operations budget
- Site inspections
- Monthly communal area light inspections
- Meeting with contractors/service providers
- Attend Board of Supervisors meetings
- Provide an Operations Memorandum outlining all field related activity
- Prepare maintenance plan for any future community infrastructure
- Communicate with residents regarding community related issues.
- Provide proposals for maintenance services and repairs
- Develop, prepare, and conduct bidding process for maintenance services required by client.
- Depending on the needs of the community, services will be tailored to not only meet but exceed those expectations.
- Capital Projects Management pricing and proposals can be provided based upon each specific individual project.



Fitness Center Management

The Fitness Center Management shall have the responsibilities of overseeing personal fitness training, aerobics classes, assist POA Manager in planning and implementing social events, etc. RMS will create a unique schedule to accommodate the needs of our clients which can include following:



Adults comprising body composition assessment, strength, and flexibility testing, exercise programs, weight & resistance training and nutritional guidance.

- Offer and promote Aerobics classes, including Pilates.



- The Fitness Center Management will monitor and report fitness center entries and users.
- Hire and complete initial training for fitness center staff as well as conduct ongoing staff training.
- The Fitness Center Management will provide a fully array of management services.
- Offer and promote Adult Fitness Instruction and Training programs ranging from initial analysis to program implementation to include comprehensive fitness and appraisal for



- RMS can offer Children's Fitness Instruction classes beginning with infants to toddlers in tumbling classes. If desired, Karate can be offered for ages 3 and up.
- Inspect Fitness Center and surrounding areas for lighting issues and debris removal.
- Inspections include recommendations to improve safety and minimize potential hazards in order to prevent accidents from occurring.
- Ensure all Personal Trainers and Fitness Instructors are current on their certifications, including CPR and First Aid.
- Inventory cleaning products, paper products, office and first aid supplies.



- Train and monitor Receptionist to ensure all members and guests are satisfied when using the Fitness Center
- Greet all members and guests and provide assistance as necessary
- Schedule personal fitness instruction and massage therapy
- Maintain facility cleanliness, clean and fold towels and maintain Locker Room cleanliness
- Ensure Fitness Instructors can offer a variety of classes, such as: aerobics, personal training, resistance training and exercise for special population (i.e., senior and youth).
- Fitness staff to set up and maintain fitness equipment, distribute handouts and/or evaluations, advise members and guests about class policies and procedures and track clients' progress.
- Ensures all participants and clients adhere to safety and injury prevention policies and procedures

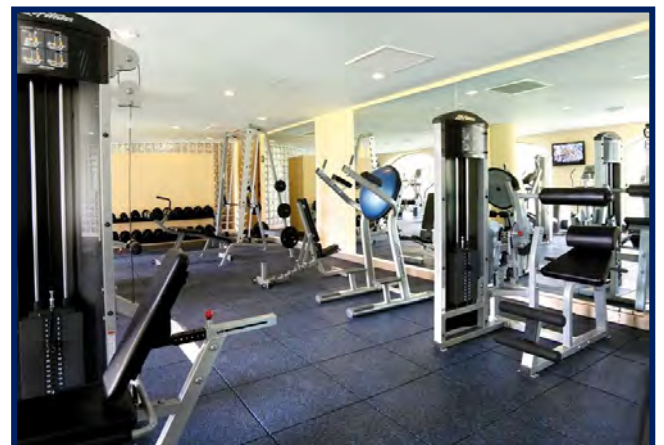
continued on page 5



continued from page 4

- Hires and trains all instructors and trainers, implements an “in-service” program that includes a review of the EAP (Emergency Action Plan), CPR, First Aid, AED device, facility safety, crisis plan and customer service procedures.
- Prepare report for recommendations regarding modifications/updates to the policies and procedures as needed.
- Interactions regarding budgeting, maintenance recommendations, social event assistance and communication with the Board of Supervisors and POA.
- Interface with members and clients for class and/or personal training payments.
- Fitness Center Programming is a critical component to satisfying every community. Input from the Board of Supervisors and residents will be sought regarding the selections of activities, classes, etc.
- Youth activities can be included and are not limited to summer camp, teen scene, and numerous sports leagues.

Additional staffing, organizing, purchasing, planning, set up and cleaning for special events shall be invoiced at an additional hourly rate. Please inquire regarding rates or special needs.



SAMPLE SOCIAL EVENTS

Social events are for all residents and open to the public and can be a critical component to the culture of the communities we serve. Below are some examples of events currently provided at other communities that RMS has previously assisted in staffing.



Fall Festival

A fall celebration featuring hayrides, craft tables, carnival games, contests, bounce houses and other activities.

Winter Celebration

A holiday celebration including pictures with Santa, trolley rides, holiday decorations, cookies, hot chocolate and coffee.



Spring Fling

Easter egg hunt, pictures with the Easter bunny, and a petting zoo. Bounce house, dunk tank, etc. can also be provided.

Ice Cream Social

Ice cream and beverages with contests, raffles and games.



Kids Night Out/Teen Scene

DJ, games, food, drinks and more!

Dive-in Movie

Enjoy a movie by the pool! Snacks and beverages will be served while you sit back, relax & enjoy the show.

Summer Camp

Each week can feature an array of art activities, sports, games, and a field trip. Campers are provided a t-shirt, daily snacks, and extended care. A similar camp can also be provided during Spring & Winter Breaks.

Clubs, Classes & More!

- | | | |
|-------------------------------|-------------------------------|--------------------------------|
| • 5-K & 10-K Races | • Super Bowl Party | • Local Business Marketing Day |
| • Annual Corn Hole Tournament | • Polar Plunge/Chili Cook-off | • Glow in the Dark Halloween |
| • Memorial Day BBQ | • Tutoring | • Egg Hunt |
| • Lifeguard Classes | • Spring Break Kick-off Party | • Labor Day Luau |
| • Fourth of July Celebration | • Jaguar Game Party | • Cinco de Mayo Fiesta |
| • Tiny Tots Soccer | • Painting with a Twist | • St. Patty's Day Celebration |
| • Spring/Fall Soccer Programs | • Family Camp-out Night | • Blues/Jazz Festival |
| • CPR, First Aid & AED Class | • Farmer's Market | • Community Block Party |
| • Kentucky Derby Party | • Cooking Classes | • Comedy Night |
| • Community Garage Sales | • Wine Down Wednesday | • Wii/Xbox Competitions |
| • Veteran's Day Camp & Party | • Live Music | • Lantern Festival |
| • President's Day Camp | • Zumba/Karate Classes | • Monthly Awareness Highlight |
| • Food Truck Fridays | • Thursday Trivia | • CrossFit/Boot Camp |



Pool Maintenance

RMS has six certified pool operators qualified to provide commercial pool maintenance services. Services are customized to meet each client's needs based upon seasonal factors and usage. Generally, the services include the following:



- Service 3 days per week (Summer Months)
- Service 2 days per week (Winter Months)
- Pool vacuuming and Skimming
- Brushing tiles
- Pool and equipment inspections
- Cleaning of filters
- Chemical balance (Chlorine, PH, Alkalinity, Sequestant)
- Blow off pool deck
- Chemicals provided by client
- Emergency call out services to be invoiced separately

LIFEGUARDING

RMS Lifeguards are American Red Cross certified in Lifeguarding, CPR, First Aid and AED for Adults, Infants and Children. For best results, RMS lifeguards shall be at least 16 years of age and perform standard duties associated with an aquatic facility. The District will only be invoiced for actual hours of service.



A. Responsibility:

- The primary responsibility of our lifeguards is to prevent drowning and other injuries from occurring through continuous surveillance, eliminating hazardous behaviors, enforcing facility rules and regulations, recognizing and responding quickly to emergencies, and working as a team with facility staff and management.
- RMS Lifeguards will be "Rescue Ready" at all times and report unsafe conditions.
- Complete daily pool logs, equipment checklist and necessary forms that correspond with daily activities and incidents.



continued on page 8



continued from page 7

- Complete required in-service training to review EAP, CPR, First Aid, AED and all rescue procedures.
 - Straighten pool deck furniture, wipe tables, removing debris from pool deck area and walkways, replacing trashcan liners (as time permits) and maintaining restroom cleanliness and supplies, are all secondary responsibilities.
- Lifeguards shall be visited frequently by the Aquatics Director and/or Supervisor. Other secondary responsibilities of lifeguards include, but are not limited to:
 - Cleaning pool tiles as time permits
 - Inspecting and maintaining First Aid supplies
 - Inspecting the slide and slide structure before opening pool
 - Testing pH and chlorine levels to maintain Health Department requirements (Twice daily)
 - Skimming pool



B. Staffing Approach

- In the event of inclement weather, staff will follow and enforce community policies. If the weather is predicted to persist throughout the day, the Fitness Center Manager shall direct staff accordingly. If the Fitness Center Manager is not on-site, the Aquatic Supervisor will be contacted.
- If at any time that the Board of Supervisors would like to adjust the hours and/or days of service, RMS respectfully requests a two-week notice to modify the schedule.
- Additional lifeguard/deck monitor services can be provided at an hourly rate.



C. Schedule

- RMS understands the need for flexibility in order to meet the needs of each community and will provide the necessary staffing in order to provide the services based upon the operating hours of the community.
- RMS can assist the community in developing operating hours based upon schedules established by similar communities in the area.



Maintenance Personnel

Every community has continuous needs for various maintenance requirements throughout the year. One of the many questions a community may ask is, “who will perform the maintenance service, how much it will cost and when will it be completed?”

RMS has a strong team of experienced, dedicated, and hardworking maintenance personnel with the ability to timely respond to most all maintenance issues throughout the community on a cost-effective basis. Some of the services include but not limited to the following:



- Lighting inspections and replacements
- Property inspections and trash removal
- Inspect and remove debris from lakes and outfall structures
- Inspect and clean pet receptacles
- Wildlife relocation program
- Paint facilities
- Refurbish spray ground & playground equipment
- Fence repairs
- Grinding of sidewalks (trip hazards)
- Fitness equipment preventive maintenance



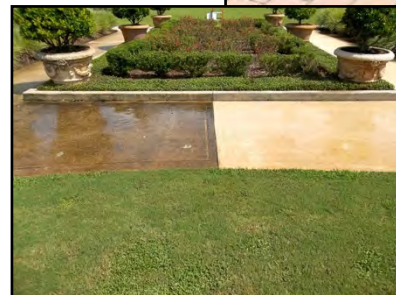
General Provisions

- RMS shall provide, at no cost, company uniforms to all personnel providing maintenance services.
- Additional staffing can be provided at an hourly rate. Please inquire regarding rates.
- Costs incurred by RMS due to emergencies or unscheduled visits (i.e., vandalism, Acts of God, unsafe conditions, etc.) shall be invoiced at hourly rate, plus materials and mileage reimbursement. *Minimum of one (1) hour charge.*



Pressure Washing

RMS has state-of-the-art equipment for pressure washing sidewalks, pool decks, buildings, fencing and other structures throughout the community. This is very beneficial to communities subject to vandalism and the quick response time to remove the damage created, as well as for facility preventative maintenance.



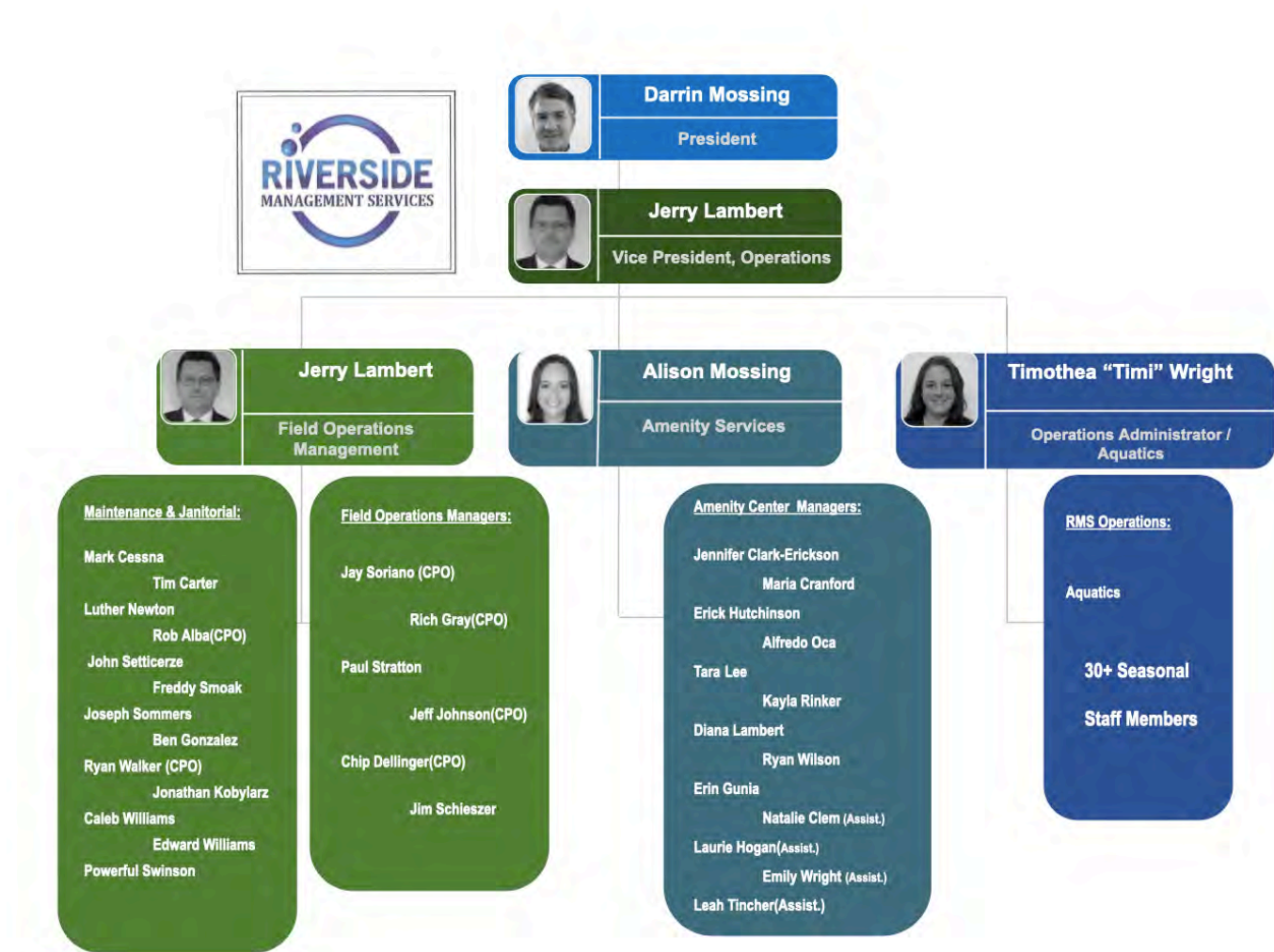
Janitorial

RMS has reliable and dependable personnel providing janitorial services customized for each client based upon seasonal changes and level of use.

Our services include:

- A schedule tailored for each community
- Sweep and mop tiled areas as necessary
- Clean restrooms, sinks, mirrors, fixtures, toilets, and urinals
- Clean interior windows, baseboards, wipe down walls and doors
- Clean and sanitize fitness equipment
- Remove debris and replace trashcan liners
- Restock supplies, paper products, etc. as needed
- Straighten deck furniture and blow off patio/deck
- Pick up trash and debris from the amenity and pool areas.
- Certifications by Cleaning Masterclass

– RMS ORGANIZATION STRUCTURE –



The various services previously detailed are provided by a dedicated team of employees and partners with decades of experience.

The RMS organizational chart above reflects the personnel by department area.

We flex this size of our organization to the needs of our clients throughout the year.

— LEADERSHIP TEAM BIOGRAPHIES —



Darrin Mossing – *President*

Darrin Mossing is the founder of the Riverside Management Services, Inc. organization. He is also the President of Governmental Management Services (GMS), a family of related companies responsible for the management of over 250 Community Development Districts, Property Owner Associations, various Special Taxing Districts and Special Purpose Entities. Mr. Mossing has a bachelor's degree in Accounting from Ohio University and has worked in the property management business for over 26 years.



Jerry Lambert – *Vice-President, Operations*

For 28 years Jerry Lambert was the manager of the Prototype Metal Development Center and worked at the Engineering R & D facility in Auburn Hills, Michigan with Faurecia Automotive Seating. He has widespread experience with welding, automotives and assembly. He was the manager of a Testing Facility, Quality Lab, and Shipping & Receiving Departments for 15 years. He held a Michigan Builders License and owned a construction business for 20 years for commercial building interior renovations. Jerry leads customer delivery functions for the RMS organization.

***"Coming together is a beginning. Keeping together is progress.
Working together is success."
-- Henry Ford***



Alison Mossing – *Director of Amenity Management*

Alison Mossing relocated to Palm Coast, FL in 2021 from Nashville, TN to join the RMS organization. She graduated with her accounting degree from Middle Tennessee State University in 2017 and spent the next four years working as an accountant in the entertainment industry in Nashville. Since joining the organization, Alison has been active in assisting with district accounting, recruiting, field reporting. Alison was recently promoted to the position of Director of Amenity Services, and now leads our Amenity Management Services practice.



Timi Wright – *Operations Administrator & Aquatics Practice Lead*

Timothea "Timi" Wright is originally from Hawthorne, New York and graduated from Fordham University with a master's degree in early education. Prior to joining RMS, Timi was a Director of a Nursery/Day Care, where she managed the office, taught pre-kindergarten and kindergarten. She has experience managing theater, community, and high school groups of all ages. Timi joined RMS as Operations Administrator and now has over 10 years of administrative operations expertise. Timi assists with all RMS office operations, staff scheduling, correspondence, data management, and project coordination.



— CLIENTS —

Client Name	County
Amelia Concourse Community Development District	Nassau
Amelia Walk Community Development District	Nassau
Armstrong Community Development District	Clay
Bannon Lakes Community Development District	St. Johns
Deer Run Community Development District	Flagler
Double Branch Community Development District - Amenity	Clay
Heritage Park Community Development District	St. Johns
Heron Isles Community Development District	Nassau
Meadowview Community Development District	St. Johns
Middle Village Community Development District	Clay
Pine Ridge Community Development District	Clay
Ridgewood Trails Community Development District	Clay
Rolling Hills Community Development District	Clay
Six Mile Creek Community Development District	Clay
Sweetwater Creek Community Development District	St. Johns
Turnbull Creek Community Development District	St. Johns

— REFERENCES —

1. Art Lancaster

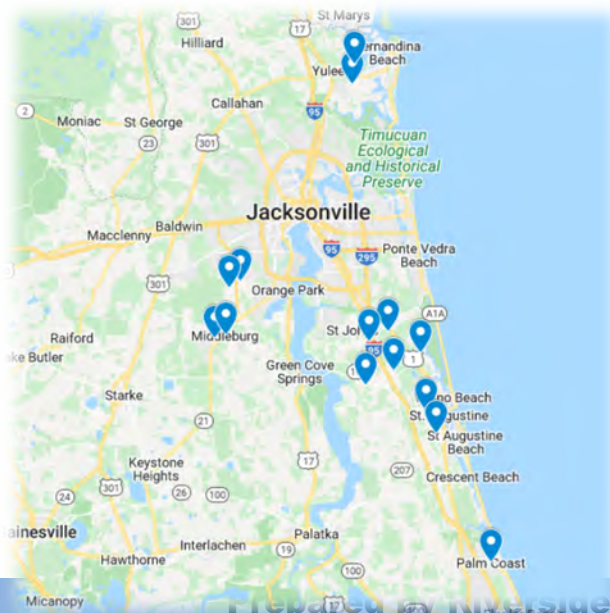
Bannon Lakes CDD Chairman
(904) 280-7110
aelancaster@eastlanddev.com

2. Rob Lisotta

Sweetwater Creek CDD Chairman
(904) 885-6580
risotto.sccdd@gmail.com

3. Jeff Robinson

Amelia Walk CDD Chairman
(770) 990-0957
awcdd.jeffrobinson@gmail.com



TENTH ORDER OF BUSINESS

A.

MINUTES OF MEETING
ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Aberdeen Community Development District was held Tuesday, October 24, 2023 at 4:00 p.m. at the Aberdeen Amenity Center, 110 Flower of Scotland Avenue, St. Johns, Florida.

Present and constituting a quorum were:

Lauren Egleston	Chairperson
Paul Fogel	Vice Chairman
Angela Andrews	Supervisor
Thomas Marmo	Supervisor
Susie Clarke	Supervisor

Also present were:

Howard McGaffney	District Manager
Wes Haber	District Counsel
George Katsaras	District Engineer by telephone
Kate Trivelpiece	FirstService Residential
Jay Parker	First Service Residential
Several Residents	

The following is a summary of the actions taken at the October 24, 2023 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. McGaffney called the meeting to order at 4:01 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comments

Ms. Lindner stated I am a long time resident and attended the last meeting and thought we were getting a pool heater. I now understand we are not getting a pool heater. Our community is older and our pools show their age. To install our pool heater would increase our fees and most of our residents could probably pay, the legal requirements of new fencing, pool covers, lights along with increased insurance premiums and the high cost of running the heater. If heating pools were easy to offer and cost effective to run then new communities would be installing them when they are constructed. Bringing in outside swim teams to use our heated pool in an effort to offset

some of our costs would not be cost effective or good for our quiet community. Maybe our efforts could be geared toward construction of a new pool where all these legal requirements could be addressed during construction. Spending \$5,000 to \$7,000 for an engineer to tell us what we know I'm not in favor of because we could use it to clean the pavers, paint our entrance. I wish we could do it but I don't see how.

A resident stated 4 p.m. is not a good time for most of us. We have lived here for 15 years and I just retired last year and we bought in the community because it was low maintenance, easy, affordable housing for people like me. Today there was no one in the pool, last week there were two people in the pool. Why spend money to heat the pool? What about single parents or people who are retired living on a fixed income? You are going to force some of us to leave this community.

Ms. Egleston stated it was fact finding more than anything, we are not voting on heating the pool.

THIRD ORDER OF BUSINESS

Staff Reports

A. Attorney

There being none, the next item followed.

B. Engineer – Resignation Letter

Mr. Katsaras stated in your agenda package is a letter of resignation. We are getting so swamped we just can dedicate the time to the district.

Mr. McGaffney stated it has been a pleasure working with you.

Ms. Egleston stated we appreciate everything you have done for us since inception of Aberdeen.

Mr. Haber stated under Florida law when you are hiring professional services such as engineering services you are required to go through the consultants competitive negotiation act and that requires an ad in the newspaper that essentially says Aberdeen CDD is looking to hire engineering services with a brief description of the expectation. You will get responses that will be only qualifications, not price. When you are looking for professional services you are supposed to look first at qualifications, rank the firms then begin negotiations with your top ranked firm. My office has a form of agreement we use in the vast majority of CDDs that we represent. CDDs

are putting these ads in the paper and getting zero response because everyone is so busy. My recommendation is that you have the district manager's office in addition to the newspaper ad, reach out to engineering companies they are familiar with and ask them if they are willing to submit a proposal.

Mr. Katsaras stated I put 30-days in the letter, but I am willing to help the new engineer to have a seamless transition.

Mr. Haber stated it is possible the duration of the process I just described will exceed 30 days so if you willing to continue to help with that transition that may be needed.

On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor staff was authorized to issue an RFQ for engineering services.

C. Manager

Mr. McGaffney stated I contacted the homeowner off of Longleaf Pine where the fence is and found that the HOA is involved in that not the CDD. The fence is not recorded in our right of way.

D. Operation Manager - Report

Mr. Parker reviewed the items outlined in the monthly memorandum, which was included in the agenda package.

E. Amenity Center Manager - Report

Ms. Trivelpiece reviewed the amenity center activities and upcoming events.

FOURTH ORDER OF BUSINESS

Discussion of Agreement with Aberdeen Rays Swim Team

Mr. McGaffney stated at the last meeting Supervisor Andrews was authorized to work with the Aberdeen Rays Swim Team

Ms. Andrews stated there are so many things we have been talking about doing and residents brought that up. They haven't been happy with the Christmas decorations and it was a long process to even get more funds for Christmas decorations because we didn't want our fees to go up just for that purpose. The same monuments have been there for 15 years. We have been

fixing them for years, there are so many other projects ahead of that we can't even discuss heating the pool. We did a survey years ago but heating the pool wasn't even in the top 12. Other things were more important and we still haven't finished those. The fitness center was at the top of the list and we did accomplish that. As to heating the pool, I will say no.

A resident stated that was a misrepresentation, it was a 2017 survey and it was 57% of the residents wanted a heated pool and was in the top nine.

The proposal is if you will expand the swim program, we would like more clinics and in the short term so the clinics are 6-weeks and they will focus on technique, starts and turns. We propose giving 20% of our fees to the district for allowing us to use the pool.

Ms. Eggleston stated I don't think the initial interest when they were bringing this up was trying to put in a heater, I think they were mainly asking about the feasibility of heating the pool. The way it was proposed is they would like to increase beyond the April to August timeframe that the swim team typically uses. I think they wanted to see if there was interest in adding this on for the kids who do want to swim. The original intent was they were looking for additional swim team time. The heater was a bonus add-on. I agree I don't want our CDD fees to go up but allowing additional use of the pool is going to be better for the swim team, better for us and they are not asking for a heater.

Mr. Marmo stated a heated pool is not feasible. I also think we need to have someone who represents the swim team with this proposal.

Mr. McGaffney stated the board is not making a decision today, you are asking them to retool it, be specific with the number of lanes, the number of weeks, get with Kate to ensure the least conflicting times, costs, maximum amount and resident only.

FIFTH ORDER OF BUSINESS

Consideration of Proposals

A. Roofing Projects

Mr. Parker presented the roofing proposals and recommended Lock Hart Construction in the amount of \$26,995 and stated you asked for his rock price and the first rock is free and after that it is \$85 per sheet.

Ms. Eggleston asked can they check the spire and see if there needs to be caulking?

Mr. Parker stated I will do that.

On MOTION by Mr. Marmo seconded by Ms. Clarke with all in favor the proposal from Lock Hart Construction in the amount of \$26,995 was approved with the amended scope.

B. Tree Removal

Mr. Parker presented the three proposals to have 14 trees removed and to grind the stumps and stated Genesis has worked on this property before.

On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor the proposal from Genesis Trees in the amount of \$9,000 was approved.

C. Paver Repairs

Mr. Parker reviewed the paver proposals and after discussion the board took the following action.

On MOTION by Ms. Andrews seconded by Mr. Marmo with all in favor the proposal from EarthScapes was approved subject to verification of warranty in an amount not to exceed \$23,730.80 and if terms cannot be met then staff was authorized to contract with Scapes of North Florida in the amount of their bid.

D. M&G Holiday & Event Lighting

Ms. Trivelpiece stated this proposal is for lighting the clubhouse and tower then taking them down and storing them for the next season.

Ms. Egleston stated get us on their calendar then find out the cost of adding the fitness center and the palm trees.

On MOTION by Ms. Egleston seconded by Ms. Andrews with all in favor staff was authorized to contract with M&G Lighting for all lighting in an amount not to exceed \$9,000 and Supervisor Marmo was authorized to work with staff on this project.

Mr. Marmo asked can we look into permanent lighting for the future?

Ms. Egleston stated I'm just not sure about the Styrofoam.

SIXTH ORDER OF BUSINESS

**Consideration of Resolution 2024-01
Amending the Fiscal Year 2023 General Fund
Budget**

Mr. McGaffney gave an overview of the budget amendment.

On MOTION by Ms. Egleston seconded by Mr. Marmo with all in favor Resolution 2024-01 was approved.

SEVENTH ORDER OF BUSINESS

**Discussion of Vinyl Fence Ownership and
Maintenance**

This item taken earlier in the meeting.

EIGHTH ORDER OF BUSINESS

Supervisors Requests and Public Comments

Ms. Andrews stated thanks for staying on top of the pond people they seem to be doing a better job.

Ms. Egleston stated I sent the wrong set of pictures but there is an issue with dirt bikes.

Ms. Trivelpiece stated he is limited on what he can do when people are doing what they are not supposed to do after hours. We can see a path where kids are riding their bikes too fast.

NINTH ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the September 26, 2023 Meeting**
- B. Ratification of Payment – St. Johns County (Tree Bank)**
- C. Balance Sheet as of September 30, 2023 and Statement of Revenues and Expenses for the Period Ending September 30, 2023**
- D. Assessment Receipt Schedule**
- E. Approval of Check Register**

On MOTION by Ms. Egleston seconded by Mr. Fogel with all in favor the consent agenda items were approved.

TENTH ORDER OF BUSINESS

**Next Scheduled Meeting – 11/28/23 @ 4:00
p.m. @ Aberdeen Amenity Center**

Mr. McGaffney stated the next meeting will be held November 28, 2023 at 4:00 p.m. in the same location.

On MOTION by Mr. Fogel seconded by Ms. Andrews with all in favor the meeting adjourned at 5:35 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

**SECOND AMENDMENT TO THE AGREEMENT BETWEEN ABERDEEN
COMMUNITY DEVELOPMENT DISTRICT AND FIRSTSERVICE RESIDENTIAL
FLORIDA, INC. FOR AMENITY CENTER MANAGEMENT, OPERATIONS
MANAGEMENT, POOL MAINTENANCE, AND JANITORIAL SERVICES**

This Second Amendment ("Second Amendment") is made and entered into on
November 21, 2023 _____, by and between:

Aberdeen Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in St. Johns County, Florida (the "District" or "CDD"), and

FirstService Residential Florida, Inc., a Florida corporation whose address mailing is 2950 North 28th Terrace, Hollywood, Florida 33020 (the "Facilities Manager" or "FirstService" and, together with the District, "Parties").

RECITALS

WHEREAS, the District and FirstService previously entered into that certain *Agreement between Aberdeen Community Development District and FirstService Residential Florida, Inc. for Amenity Center Management, Operations Management, Pool Maintenance, Janitorial Services, and Lifeguard Services* dated September 28, 2021 (the "Services Agreement"); and

WHEREAS, pursuant to Section 17 of the Services Agreement, the Parties desire to amend the Services Agreement as set forth in more detail below; and

WHEREAS, any terms not otherwise defined herein shall have the meaning set forth in the Services Agreement.

WHEREAS, each of the Parties hereto has the authority to execute this Second Amendment and to perform its obligations and duties hereunder, and each party has satisfied all conditions precedent to the execution of this Second Amendment so that this Second Amendment constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the Parties, the receipt of which and sufficiency of which are hereby acknowledged, the District and FirstService agree as follows:

SECTION 1. The Services Agreement is hereby affirmed and the Parties hereto agree that it continues to constitute a valid and binding agreement between the Parties. Except as described in Section 2 of this Second Amendment, nothing herein shall modify the rights and obligations of the Parties under the Services Agreement. All of the remaining provisions shall remain in full effect and fully enforceable.

SECTION 2. EFFECTIVE OCTOBER 1, 2023: the Services Agreement is hereby amended as follows:

- (i) The document attached to the Services Agreement as Exhibit A is deleted and replaced in its entirety with the document attached to this Second Amendment as **Exhibit A**.
- (ii) The document attached to the Services Agreement as Exhibit B is deleted and replaced in its entirety with the document attached to this Second Amendment as **Exhibit B**.
- (iii) Section 3 of the Services Agreement, entitled SCOPE OF SERVICES, is hereby modified to provide that the term of the Agreement is extended to **September 30, 2025** unless terminated sooner in accordance with the provisions of the Agreement.
- (iv) Section 4 of the Services Agreement, entitled COMPENSATION, is hereby modified to delete and replace the fourth sentence with the following: “Per mutual approval of the Parties, the Contract Price may be increased due to any increases in social security, Medicare, unemployment, minimum wage or other governmental imposed taxes or charges, and/or due to any increases in workers’ compensation insurance rates as stipulated by NCCI, and will be a direct pass through to District as of the effective date of any such increase.”
- (v) Section 34 of the Services Agreement, entitled ADDITIONAL HOURS, is hereby modified to add the following after the last sentence: “FirstService will advise the District of any overtime hours incurred after the close of the corresponding payroll period.”
- (vi) Section 51 of the Services Agreement is hereby added as follows:

“51. SPECIAL TERMS.

A. Mileage Reimbursement. The District will reimburse employees for business-related travel in an amount equal to the then-current IRS mileage rate.”

- (vii) Section 48 of the Services Agreement is hereby deleted and replaced with the following:

“48. DISCLOSURE.

A. In General. The District is the ultimate decision maker for the purchase of goods and services and the selection of vendors for the Amenity Center. In connection with its duties under this Services

Agreement, FirstService will recommend to the District the purchase of goods and services from various vendors, some of whom may be affiliates of FirstService or businesses with which FirstService has a contractual or other relationship under preferred vendor programs. The District is not obliged to engage FirstService's preferred vendors or any other recommended provider. FirstService endeavors to develop affiliated and preferred vendor programs which address the needs of its clients and which focus on bringing value to its clients. FirstService and the current subsidiary/related companies providing services in Florida are: FirstOnSite Restoration, Inc.; FirstService Energy, LLC; FirstService Financial, Inc.; FS Insurance Brokers, Inc.; FirstService Residential, Inc.; FirstService Residential Technologies, Inc.; American Pools operating under various fictitious names and/or related entities; California Closets operating under various fictitious names and/or related entities; Century Fire Protection operating under various fictitious names and/or related entities; Certa ProPainters operating under various fictitious names and/or related entities; Magic Bubbles operating under various fictitious names and/or related entities; Paul Davis Restoration, Inc. and all franchisees and related entities; and Planned Companies operating under various fictitious names and/or related entities.

B. FirstService Financial. First Service Financial, Inc. and its subsidiary FS Insurance Brokers, Inc. (collectively, "FirstService Financial") are affiliates of FirstService that were formed for the purpose of aggregating the buying power of properties managed by FirstService and its affiliates. FirstService Financial develops banking and insurance programs that are offered exclusively to clients of FirstService and its affiliates. FirstService Financial may receive fees or commissions from their banking and insurance partners for their assistance with the development, placement, servicing and maintenance of these programs.

C. Third Party Screening and/or Vendor Compliance. If the District selects a screening company which uses FirstService to assist in the screening process and/or the secure storage of screening reports, FirstService may be reimbursed by the screening company in an amount as FirstService and the screening company may mutually determine. FirstService may use a third party to assist with vendor compliance. In such event, FirstService may be reimbursed by the third party in an amount as FirstService and the third party may mutually determine."

SECTION 3. To the extent that any terms or conditions found in **Exhibit A** or **Exhibit B** conflict with the terms of the Services Agreement or this Second Amendment, the Services Agreement and this Second Amendment control and shall prevail.

SECTION 4. All other terms of the Services Agreement shall remain in full force and effect and are hereby ratified.

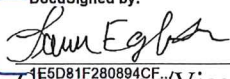
IN WITNESS WHEREOF, the Parties hereto have signed this Second Amendment to the Services Agreement on the day and year first written above.

Attest:

**ABERDEEN COMMUNITY
DEVELOPMENT DISTRICT**

DocuSigned by:

396ACEFAA81D8401
Secretary/Assistant Secretary

DocuSigned by:

1E5D81F280894CF
Chairperson/Vice Chairperson

Witness:

**FIRSTSERVICE RESIDENTIAL FLORIDA,
INC.**

By: _____


By: _____

Its: _____

- Exhibit A:** New Table of Services and Job Descriptions
Exhibit B: New Schedule I

Exhibit A

Aberdeen CDD

 Position	# of Associates	\$/Hr.	Hrs./Wk.	Salary	Labor Rate	Annual Total
General Manager	1	\$ 40.38	40	\$ 83,990	15%	\$ 96,589
Maint. Super (Oper. Manager)	1	\$ 27.30	40	\$ 56,784	25%	\$ 70,980
Maint. Tech	1	\$ 18.50	40	\$ 38,480	25%	\$ 48,100
Janitorial (Facilities Attendant)	1	\$ 15.00	40	\$ 31,200	25%	\$ 39,000
Resident Serv.. (Front Desk)	1	\$ 18.00	40	\$ 37,440	25%	\$ 46,800
Front Desk	1	\$ 15.00	24	\$ 18,720	25%	\$ 23,400
<i>Payroll Administration</i>						Included
<i>Workers' Compensation</i>						Included
<i>Life Insurance</i>						Included
<i>HR Administration</i>						Included
<i>Training & Development</i>						Included
<i>Payroll Taxes</i>						Included
<i>Accounting Services</i>						Not Included
Sub-Total						\$ 324,869
Annual Management Fee						\$ 13,548
Total Annual Investment						\$ 338,417

Management Fee

The management fee includes operations, field manager, regional director, and vice-president support, 24/7 Customer Care Center access, implementation and upkeep of all FirstService technological systems, access to our quality assurance manager for “back of the house” support/guidance, and access to our **Community Solutions Team**, which includes the below. Any fees for the below related services will be disclosed to the District before incurring same:

- **Lifestyle Services**-designs curated lifestyle programming to increase resident engagement.
- **Food and Beverage**-develops a targeted culinary experience for the food and beverage operation in order to enhance community revenue.
- **Residential Hospitality Training**-provides world-class, hospitality training for front desk associates to improve resident experience.
- **Security Services**-analyzes security services, cameras and access control systems to mitigate risk.
- **Property Solutions and Technology**-creates customized technology solutions for large-scale, lifestyle-driven properties.

Health Insurance

FirstService offers health care benefits in accordance with the Affordable Care Act, to all eligible on-site staff members who are employees of FirstService, cost and benefit as stipulated in Exhibit B Schedule I. The CDD will be responsible for the monthly amount of said benefit for those eligible on-site staff who elect coverage.

Labor Rate

Labor rate includes social security tax, federal/state unemployment tax, workers' compensation insurance, FirstService contribution to employee 401(k) benefit, pre-employment screening, recruitment expense, payroll processing, and human resource administration.

General Manager/Lifestyle

It is our belief that Aberdeen CDD necessitates a highly capable amenity manager. This individual should possess high levels of professionalism, industry knowledge, customer service skills and leadership. We believe strongly that investing in this role will result in both short- and long-term success for Aberdeen. The amenity manager will:

- Be the primary point of contact for CDD board(s)
- Attend all Board meetings
- Provide monthly management reports
- Manage all staff and departments
- Conduct team meetings
- Work with the CDD manager to ensure high level of vendor performance
- Take part in CDD budget preparation
- Be responsible for management of facilities/amenities budget
- Contribute to positive resident relations, driving community culture

In addition to the above, the amenity manager will oversee and ensure proactive communication, safety & emergency preparedness, financial management, and cutting-edge lifestyle programming.

Responsive Communication & Streamlined Information

To facilitate responsive communication and access to important community information, we will implement FirstService Residential Connect™, our proprietary, fully integrated system that links our entire portfolio of 1.7 million homes, and allows our associates to draw upon insights and best practices gleaned from our customers' past experiences. This technology is a powerful tool that increases internal operational control and gives the management team the tools to proactively identify and resolve issues. Features and benefits include:

- **24/7 Community Awareness:** Your residents and homeowners will have visibility to all upcoming events and scheduled services. In addition, Board members and your community manager can post community news and other important information.
- **Project Updates:** Managers and Board members can also track inspections, post and review data instantly, and receive project updates.
- **Customer Care Center:** Provides 24/7 access to our multi-lingual FirstService associates who handle emergency and non-emergency calls. Our Customer Care Center will support your residents by immediately providing assistance.
- **Newsletters:** Through an established partnership with a professional newsletter service (Illustratus), FirstService is able to provide the amenity center with a customized newsletter template that is designed to fit your brand and communication needs. We also maintain a library of articles on hundreds of topics such as energy management, water conservation, legislative updates, landscaping practices, emergency preparedness, holiday décor, safety, and so on. Access to our in-house expertise makes it simple for your manager to prepare topic-specific content that is timely and relevant to your community.

Safety Programming Development & Emergency Preparedness

Maximizing safety and mitigating risk should be hallmarks of your management partner's plan. FirstService safety initiatives begin with the development of standard operating procedures, with a commitment to training both our associates and residents. It also requires diligence in the execution of those procedures. We recommend:

A full audit of all safety measures currently in place, with SOPs developed and implemented via regular training schedule.

- Frequent follow-up with residents to ensure these are understood and adhered to.
- All staff members, community wide to receive training on safety measures in emergency situations.

As soon as it is determined that an emergency response is required, contact will be made with the proper emergency response entity (i.e. police, fire department, etc.). After initial contact has been made to the appropriate entity, emergency calls are immediately routed to the property manager, regional director, and vice president for swift action. If, for any reason, a resident cannot get in touch with your onsite manager, we encourage them to contact our Customer Care Center as they are trained to reach the property manager and escalate the call in ascending order in 15-minute increments until contact is made and a response has begun.

We have a system that allows the manager to dial and/or text (opt-in required) all residents at once so that they can leave a detailed voice and/or text message in case of an emergency (i.e. building flood, fire, etc.). We also implement an emergency evacuation plan using our wealth of experience in managing thousands of communities to ensure residents are as prepared as possible for any unexpected emergency. With the ability to pull associates from neighboring communities to assist with clean-ups, repair work, and more should an actual emergency occur, we ensure your community runs smoothly at all times.

Additionally, we ensure your property and any on-site staff adhere to the CDC guidelines and take the necessary safety precautions during this unprecedented time. Below are some of FirstService response initiatives for the communities in our care:

- Published Operational Guidelines on how to implement CDC recommendations and safely operate common areas and amenities. As the industry leader, FirstService made these guidelines available to all communities in the country, including those not managed by FirstService.
- Guided communities on how to reopen amenities and common areas, implementing contactless services, social distancing and cleaning/sanitizing processes.
- Kept boards apprised of shelter-at-home orders as well as guidelines from health and governmental organizations.
- Educated board members through a series of webinars on topics ranging from access control to legal considerations.
- Published reforecasting tool and budget guide to help boards navigate the budgeting process, taking into account the impact of COVID-19.

- Launched a virtual program called [Lifestyle@Home](#) to keep residents of FirstService managed communities engaged, educated and entertained. The program included videos on everything from closet organization and fashion trends to meditation and exercise.
- Published Best Practices on annual, board and committee members to ensure compliance.
- Directed our boards in collection best practices to keep operations running effectively.
- Guided our boards to additional funding sources to manage higher expenses and compromised revenue streams.

Lifestyle Programming

Lifestyle and large-scale communities have unique needs and management requirements. We deliver exceptional service that provides the amenities, programming and lifestyle you want for your community. Our management and lifestyle program directors are mindful of the overall identity and culture of each community we serve. The lifestyle team is dedicated to providing support and guidance to our large-scale and lifestyle communities; they aren't involved in other daily management operations of your community.

We provide well-trained, thoughtful and experienced community managers and lifestyle directors who oversee the management, programs and activities of the community to enhance each resident's experience and add value to the community. Programs and activities are uniquely tailored to your community and reflect the tastes and desires of your residents. With the right management partner, community association living offers you more time to do the things you enjoy while benefitting from home ownership. Some of these specialized services include:

- Activity and event planning
- Wellness services
- Educational seminars
- Special interest clubs and organizations
- Health and fitness programs
- Longevity program

In addition, FirstService has the unique ability to leverage our organization's best-in-class resources and combined buying power to bring additional entertainment and recreational experiences to your residents. We have successfully developed combined purchasing agreements with third party entertainment and leisure service vendors such as theaters, performers, and travel companies, as well as affiliate programs with key national and local organizations. These relationships can provide your residents with exclusive discounts and value-added services.

Your amenity manager will work to effectively manage amenities to ensure that Aberdeen CDD remains relevant, captivating new buyers while retaining current residents.

Operations Maintenance Manager

Our in-house preventive maintenance program can have a major impact on both cost control and loss prevention for your amenity center. It will allow you to identify and anticipate repairs and/or replacement costs throughout the year. It will also forecast when major costs need to be included

in your yearly budget.

Our program begins with a Quality Assurance Inspection to evaluate maintenance procedures and the status of equipment to find out what is working well and where we can make improvements. This comprehensive evaluation helps ensure that Aberdeen CDD is following recommended practices to extend the life cycle of almost every component and system while operating with optimal safety. Below is a brief list of responsibilities:

Maintenance

- Regular site inspections of HVAC units, pools, pool equipment, furniture, fountains, pumps, motors, pavement reseal and striping, deck coating systems, fences, painting needs, etc.
- Maintain a list of all product warranties and contractor warranties to promote the continued life cycle of each product or installation
- Properly kept maintenance logs on the following:
 - Documentation of vendors that have provided services of repairs
 - Dates of required maintenance to maintain warranty
 - Items noted that require maintenance and setting an action item
 - Follow up to ensure the corrections or repairs are completed

Landscaping and Lakes

- Oversee landscaping and lakes maintenance contracts and vendors to ensure work is performed to scope and expectations
- Ensure landscaping aesthetics are pristine at all times, including:
 - Trees are healthy, pruned and replaced quickly as needed
 - Shrubs and flowers are kept healthy and replaced quickly as needed
 - Sod remains healthy and is replaced quickly as needed
 - Mulched areas are kept clean and free of debris and trash
 - Monitor lakes for algae and bank issues
 - Coordinate any repairs needed to irrigation system

Facilities

- Conduct weekly inspections of all CDD owned property and facilities and coordinate any repairs and maintenance needed

We also provide a Preventive Maintenance Binder that outlines standard SOPs, emergency procedures, maintenance checklists, schedules, and more to provide stability and longevity to the property's valuable assets. More importantly, your regional director will walk the property with your facility assistant and manager on a routine basis to ensure the value of your property is maintained and your residents are enjoying a pleasant environment.

Maintenance Tech

This position monitors, identifies and communicates problems in every phase of general maintenance of the building(s), including areas of carpentry, electrical work, HVAC, plumbing, mechanic, painting, flooring, patching, general hardware, other minor building repairs and cleanliness. Makes recommendations, performs repairs, replacement maintenance and implements preventive maintenance as established by FirstService and District procedures and guidelines.

The job duties listed are typical of the work performed by maintenance tech. Duties may be added or changed as needed.

- Assists Operations Maintenance Manager with repair needs and estimated time needed for repair (including evaluating problems to determine whether or not professional assistance or further instruction is needed in order to complete task/repair).
- Assists with monitoring functions of service contractors and building repair and maintenance contractors.
- Inventories maintenance supplies.
- Completes reports/work orders of repairs (work needed and as directed by Operations Maintenance Manager).
- On call availability for emergencies and projects as assigned by Operations Maintenance and Amenities Manager.
- Requests materials, tools, and supplies needed for a job.
- Assists with preventive/reactive maintenance schedule.
- Assist Operations Maintenance Manager with construction, installation, and preventative maintenance of equipment.
- Assists with corrective maintenance or repair on equipment.
- Follows safety procedures and maintains a safe work environment.
- Performs maintenance replacement and repair in areas of carpentry, electrical work, plumbing, mechanical, painting, flooring, and other minor building repairs as long as a permit is not required to conduct the job. As directed by Operations Maintenance Manager
- Ability to properly utilize new equipment and follow safety procedures prior to using this equipment.

Janitorial/Facilities Attendant

Responsible for cleaning projects, inspects work performed in assigned building/property(s) and submits reports to its supervisor.

The job duties listed are typical of the work performed by janitorial/facility attendant. Duties may be added or changed as needed.

- Cleans and services restrooms.
- Sweeps, vacuums, and mops floors and stairways.
- Gathers and disposes of waste materials by hand or with the use of powered equipment.

- Makes rounds of buildings and grounds at regular intervals as assigned; inspects doors, windows, and locks to see that they are properly and securely fastened.
- Locks and unlocks buildings.
- Observes appearances and conditions of premises and equipment; reports needed repairs, safety hazards, or conditions requiring outside vendor services.
- Dusts such items as blinds, furniture, file cabinets, and windowsills.
- Scrubs, strips, sanitizes, waxes, and buffs floors using powered machines equipped with rotating brushes.
- Polishes furniture, metal work, and chrome using appropriate cleaning and polishing compounds.
- Maintains an inventory of cleaning and toiletry supplies.
- Washes walls, ceilings, woodwork, windows, mirrors, and fixtures using both step and extension ladders.
- Cleans grounds and parking lots of litter, glass, or other debris.
- Loads and unloads supplies, and moves heavy furniture and equipment using dollies, handcarts, or power equipment.
- Replaces light bulbs and fuses.
- May perform ground maintenance including removal of snow from sidewalks, salting walkways, mowing small areas of grass, trimming shrubs, etc., at an office site.
- Performs related work as assigned.

Resident Services Coordinator/Front Desk

Provides support to the General Manager which includes assisting homeowners and residents and performing other administrative duties.

The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

- Greet all guests.
- Answer and direct phone calls in a professional manner.
- Facilitate amenity access including acceptance/transmittal of fees and distribution of access cards and other equipment to homeowners as required by community needs.
- Update new/existing owners' information in the appropriate system daily or as required.
- Sort incoming mail.
- Conduct new resident orientations.
- Be knowledgeable of governing documents, rules and regulations.
- Escalate issues as needed.
- Assist with organizing community events and related materials.
- Perform other Resident Services Coordinator duties as assigned by General Manager.

Exhibit B

**SCHEDULE I – CONTRACT PRICE
ABERDEEN COMMUNITY DEVELOPMENT DISTRICT**

MANAGEMENT FEE

Includes supervising regional director

EFFECTIVE**MONTHLY****October 2023****\$1,129.00****October 2024****\$1,185.00**

Post term 5% annual increase if Agreement is extended on annual basis (rounded to nearest dollar)

ALLOWANCES**MONTHLY**

Cell phone allowance for General Manager

\$50.00

Cell phone allowance for maintenance supervisor

\$50.00**ON-SITE STAFF (IF APPLICABLE)**

The on-site staff will consist of the following positions to be provided by FirstService. This is the minimum staffing and may only be increased upon prior written approval of District and FirstService:

<u>Position</u>	<u>Minimum Hours Per Week</u>	<u>Labor Rate</u>
General Manager	Full-time	15 %
Any additional administrative	Per mutual approval	15 %
Front Desk	24	25 %
Any additional concierge/front desk	Per mutual approval	25 %
Maintenance Supervisor (Operations Manager)	40	25 %
Maintenance	40	25 %
Janitorial (Facilities Attendant)	40	25 %
Resident Services Coordinator (Front Desk)	40	25 %
Any additional non-administrative	Per mutual approval	25 %

The labor rate as stipulated above is a percentage of and is added to the wages paid and includes, but is not limited to, social security tax, federal/state unemployment tax, workers' compensation insurance, FirstService's contribution to employee 401(k) benefit, pre-employment screening, recruitment expense, payroll processing and human resource administration.

Eligible on-site staff will receive the following minimum benefits (if District elects eligible full-time employees of FirstService for a part-time position at District, these benefits will be on a pro rata basis):

- Standard health care benefits will be offered to all eligible on-site staff members who are employees of FirstService, with District and the employee each paying a portion of the cost. The monthly amount District will be responsible for in 2023 for each eligible on-site staff member who elects coverage is \$698.00, which is inclusive of the costs associated with the benefits. This amount will be referred to as the "**Monthly Benefit Payment**" and is subject to increase on an annual basis and is due in full as to any employee that elects coverage and is employed as of the first of the month. There is no credit or pro rata return of any portion of the Monthly Benefit Payment should an employee resign, be terminated or transferred after the first of the month. Employees are entitled to standard health care benefits while on FMLA leave. Employees who elect coverage will have the option to select alternate medical plans offered by FirstService and/or add dependents.
- District is responsible to pay for employees paid time off provided by FirstService's policies, including but not limited to holidays, accrued vacation, and personal time off ("**PTO**") as stipulated in FirstService's standard employment policies, up to and including the termination of this Agreement or transfer of the employee from this Amenity Center.