

***PARKLAND PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Regular Meeting  
Meeting***

***Wednesday  
August 15, 2018***

***2:30 p.m.***

***Location:  
Bartram Trail Branch Library  
60 Davis Pond Boulevard  
Fruit Cove, FL 32259***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# Parkland Preserve Community Development District

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DPFG Management & Consulting LLC  
15310 Amberly Drive, Suite 175, Tampa, Florida 33647  
Phone: 813-374-9105

Board of Supervisors  
**Parkland Preserve  
Community Development District**

Dear Board Members:

The Meeting of the Board of Supervisors of the Parkland Preserve Community Development District is scheduled for **Wednesday, August 15, 2018 at 2:30 p.m.** at Bartram Trail Branch Library, 60 Davis Pond Blvd, St Johns, FL 32259

*The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be presented at the meeting.*

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please do not hesitate to contact me.

Sincerely,

*Patricia Comings-Thibault*  
District Manager

District: **PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Wednesday, August 15, 2018

Time: 2:30 P.M.

Location: Bartram Trail Branch Library  
60 Davis Pond Boulevard  
Fruit Cove, FL

Dial –in Number: 712-775-7031  
Guest Access Code: 109-516-380

## ***Agenda***

### **I. Roll Call**

### **II. Audience Comments**

### **III. Administrative Items**

A. Approval of Minutes of the June 4, 2018 Meeting Minutes Exhibit 1

B. Presentation of Check Register for June 30, 2018 Exhibit 2

### **IV. Public Hearing Regarding the Fiscal Year 2018/2019 Budget**

A. Open the Public Hearing

B. Presentation of the FY 2018/2019 Budget Exhibit 3

C. Public Comment

D. Close the Public Hearing

E. Consideration & Adoption of **Resolution 2018-34**, Annual Appropriation Exhibit 4  
Resolution Adopting the Fiscal Year 2018/2019 Budget

### **V. Public Hearing Regarding Special Assessments**

A. Open the Public Hearing

B. Public Comment

C. Close the Public Hearing

D. Consideration & Adoption of **Resolution 2018-35**, Imposing & Levying Exhibit 5  
Special Assessments

**VI. Consideration of Statements of Qualification in Response to Engineer RFQ**

A. Ranking of Statements

Exhibit 6

➤ Kimley Horn

B. Authorization to Negotiate

C. Approval of Form of Agreement for Engineering Services

Exhibit 7

**VII. Consideration & Adoption of Resolution 2018-36, A Designation of Meeting Times & Location**

Exhibit 8

**VIII. Update Regarding Construction Related Matters****IX. Staff Reports**

A. District Manager

B. District Attorney

C. District Engineer

**X. Adjournment**

# EXHIBIT 1



- 47 ➤ **Seat #1: Mohammad Bataineh** (4 Year Term) – **268** Votes
- 48 ➤ **Seat #2: Nasrullah Ghafoor** (4 Year Term) – **268** Votes
- 49 ➤ **Seat #3: Sara Ascha** (2 Year Term) – **265** Votes
- 50 ➤ **Seat #4: Allya Maqsood** (2 Year Term) – **265** Votes
- 51 ➤ **Seat #5: VACANT**

52 Mr. Aagard called for a motion to adopt **resolution 2018-27**. MOTION PASSES 3-0.

53 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor WITH ALL IN FAVOR, the Board  
54 adopted **Resolution 2018-27** for the Parkland Preserve Community Development District.

55 E. **Exhibit 3: Consideration & Approval of Resolution 2018-28, A Designation of Officers**

56 Mr. Aagard requested nominations from the Board to appoint a chair, vice chairman, and assistant  
57 secretaries. Nominations are as follows:

- 58 ➤ **Chairman:** Mohammad Bataineh  
59 **Nominated by:** 1) Nasrullah Ghafoor, 2) Sara Ascha
- 60 ➤ **Vice Chairman:** Nasrullah Ghafoor  
61 **Nominated by:** 1) Mohammad Bataineh, 2) Sara Ascha
- 62 ➤ **Assistant Secretary:** Sara Ascha  
63 **Nominated by:** 1) Mohammad Bataineh, 2) Nasrullah Ghafoor
- 64 ➤ **Assistant Secretary:** Allya Maqsood  
65 **Nominated by:** 1) Mohammad Bataineh, 2) Nasrullah Ghafoor

66 Mr. Aagard called for a motion to adopt **resolution 2018-28**. MOTION PASSES 3-0.

67 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor, WITH ALL IN FAVOR, the Board  
68 adopted **Resolution 2018-27**, appointing the Officers of the District as follows: **Mr. Bataineh** to serve  
69 as Chairman, **Mr. Ghafoor** to serve as Vice Chairman, and **Ms. Ascha** and **Ms. Maqsood** to serve as  
70 Assistant Secretaries; District staffing as follows: **Ms. Comings-Thibault** as District Secretary and  
71 Treasurer, **Mr. Aagaard** as Assistant Treasurer; and **Ms. Johns** as Assistant Secretary for the Parkland  
72 Preserve Community Development District.

73 **FOURTH ORDER OF BUSINESS – Administrative Items**

74 Moving on to the fourth order of business, Mr. Aagaard opened the floor to discuss administrative  
75 matters. Mr. Aagaard presented Exhibit 4 and asked for questions or corrections. There being none, Mr.  
76 Aagaard called for a motion to approve the administrative items. MOTION PASSES 3-0.

77 A. **Exhibit 4: Approval of the Minutes from the April 16, 2018 Meeting Minutes**

78 On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor WITH ALL IN FAVOR, the Board  
79 approved the **April 16, 2018** minutes for the Parkland Preserve Community Development District.

80 **FIFTH ORDER OF BUSINESS – Public Hearing Regarding the Fiscal Year 2017/2018 Budget**

81 Moving on to the fifth order of business, Mr. Aagaard called for a motion to open the public  
82 hearing and presented the **FY 2017/2018** budget as the topic of discussion. The public hearing occurred as  
83 follows:

84 A. Open the Public Hearing

85 B. **Exhibit 5: Presentation of the FY 2017/2018 Budget**

C. Public Comment

D. Close the Public Hearing

E. **Exhibit 6:** Consideration & Approval of **Resolution 2018-29**, Annual Appropriation Resolution Adopting the Fiscal Year 2017/2018 Budget

Mr. Aagaard called for a motion to adopt **Resolution 2018-29**. MOTION PASSES 3-0.

On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor WITH ALL IN FAVOR, the Board accepted **Resolution 2018-29** for the Parkland Preserve Community Development District.

**SIXTH ORDER OF BUSINESS – Exhibit 7: Presentation of the FY 2018/2019 Budget and Consideration & Approval of Resolution 2018-30, Approving the FY 2018/2019 and Setting the Public Hearing Date**

Moving on to the sixth order of business, Mr. Aagaard opened the floor to discuss the **FY 2018/2019** budget and presented **Resolution 2018-30** for consideration and approval and asked to set the public hearing date. Exhibit 8 is presented and discussed. Mr. Aagaard called for a motion to adopt **Resolution 2018-30**. MOTION PASSES 3-0.

On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor WITH ALL IN FAVOR, the Board adopted **Resolution 2018-30**, setting the public hearing to be held on **August 15, 2018 at 2:30 p.m. at the Bartram Trail Branch Library at 60 Davis Pond Boulevard, St. Johns, Florida 32259 (subject to room availability)** for the Parkland Preserve Community Development District.

A. **Exhibit 8:** Consideration of Funding Agreement for **FY 2019**

Mr. Aagaard called for a motion to approve the funding agreement. MOTION PASSES 3-0.

On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor WITH ALL IN FAVOR, the Board approved the funding agreement for **FY 2019** for the Parkland Preserve Community Development District.

**SEVENTH ORDER OF BUSINESS – Public Hearing Regarding the District’s Intent to Use the Uniform Method of Collecting Assessments as Imposed by the District**

Moving on to the seventh order of business, Mr. Aagaard called for a motion to open the public hearing and presented the uniform method of collection as a topic of discussion. The public hearing occurred as follows:

A. Open the Public Hearing

B. Review & Discussion Regarding the Uniform Method of Collection

Mr. Aagaard explained the uniform method of collection.

C. Public Comment

D. Close the Public Hearing

E. **Exhibit 9:** Consideration & Approval of Resolution 2018-31, Adopting the Uniform Method of Collecting Assessments as Imposed by the District

Mr. Aagaard called for a motion to adopt **Resolution 2018-31**. MOTION PASSES 3-0.



On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor WITH ALL IN FAVOR, the Board adopted **Resolution 2018-31** for the Parkland Preserve Community Development District.

**EIGHTH ORDER OF BUSINESS – Public Hearing on Rules of Procedure**

Moving on to the eighth order of business, Mr. Aagaard called for a motion to open the public hearing and presented the rules of procedure as a topic of discussion. The public hearing occurred as follows:

A. Open the Public Hearing

B. Presentation of the Rules of Procedure

Mr. Aagaard explained the rules of procedure.

C. Public Comment

D. Close the Public Hearing

E. **Exhibit 10:** Consideration & Approval of Resolution 2018-32, Adopting the Rules of Procedure for the Parkland Preserve Community Development District

Mr. Aagaard called for a motion to adopt **Resolution 2018-32**. MOTION PASSES 3-0.

On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor WITH ALL IN FAVOR, the Board adopted **Resolution 2018-32** for the Parkland Preserve Community Development District.

**NINTH ORDER OF BUSINESS – Consideration of Statements of Qualification in Response to Engineer RFQ**

Moving on to the ninth order of business, Mr. Aagaard presented the statements of qualification in response to the engineer RFQ for consideration and asked for questions or corrections. **This item is tabled until the August meeting. The following agenda items will be presented and discussed:**

A. Ranking of Statements (*to be distributed*)

B. Authorization to Negotiate

C. **Exhibit 11:** Approval of Form of Agreement

**TENTH ORDER OF BUSINESS – Update Regarding Bond Financing Related Matters**

Moving on to the tenth order of business, Mr. Aagaard opened the floor to discuss the update on bond financing related matters and asked for questions or corrections. Discussion ensued. Mr. Earlywine stated that the bond validation hearing is scheduled for June 12, 2018. Mr. Aagaard presented and explained the Master Special Assessment Methodology Report and called for a motion to approve the report. MOTION PASSES 3-0.

On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor WITH ALL IN FAVOR, the Board approved the master special assessment methodology report for the Parkland Preserve Community Development District.

**ELEVENTH ORDER OF BUSINESS – Exhibit 12: Consideration of Engineers Report**

Moving on to the eleventh order of business, Mr. Aagaard presented Exhibit 12 for consideration and asked for questions or corrections. Discussion ensued. Mr. Aagaard called for a motion to adopt the engineer's report. MOTION PASSES 3-0.

On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor WITH ALL IN FAVOR, the Board adopted the engineers report for the Parkland Preserve Community Development District.

**TWELFTH ORDER OF BUSINESS – Exhibit 13: Consideration & Acceptance of Resolution 2018-33, Re-Setting Debt Assessment Hearing**

Moving on to the twelfth order of business, Mr. Aagaard presented Exhibit 13 for consideration and asked for questions or corrections. Discussion ensued. Mr. Aagaard called for a motion to reschedule the debt assessment hearing. MOTION PASSES 3-0.

On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor WITH ALL IN FAVOR, the Board approved re-setting the debt assessment hearing to be held on **August 15, 2018 at 2:30 p.m. at the Bartram Trail Branch Library at 60 Davis Pond Boulevard, St. Johns, Florida 32259** for the Parkland Preserve Community Development District.

**THIRTEENTH ORDER OF BUSINESS – Staff Reports**

Moving on to the thirteenth order of business, Mr. Aagaard opened the floor to discuss the reports from the district staff. There being none, next item followed.

A. District Manager

B. District Attorney

C. District Engineer

**FOURTEENTH ORDER OF BUSINESS – Adjournment**

Moving on to the fourteenth order of business, Mr. Aagaard called for a motion to adjourn the meeting. MOTION PASSES 3-0.

On a MOTION by Mr. Bataineh, SECONDED by Mr. Ghafoor WITH ALL IN FAVOR, the Board adjourned the meeting for the Parkland Preserve Community Development District.

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

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
Signature

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

Title: ☐ Secretary ☐ Assistant Secretary

\_\_\_\_\_  
Signature

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

Title: ☐ Chairman ☐ Vice Chairman

# EXHIBIT 2

**Parkland Preserve CDD**  
**Check Register**  
**FY 2018**

DATE	CHECK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSEMT	BALANCE
07/10/2018	1092	NGMB Properties, LLC	GF 2018-1,2,3,4,5,6,7	33,365.32		33,365.32
07/16/2018	9997	Florida Valuation	Appraisal Report		4,500.00	28,865.32
07/16/2018	9998	DPFG	Professional Mgmt. Svcs 4/14-7/31/18		8,666.67	20,198.65
07/16/2018	9999	Hopping Green & Sams	Legal Services		7,349.69	12,848.96
07/16/2018	9997	The Florida Times Union	Legal Ads		10,472.96	2,376.00
07/16/2018	9998	Egis Insurance Advisors, LLC	Insurance Coverage 5/1-10/1/18		2,096.00	280.00
07/16/2018	9999	VenturesIn.com, Inc.	Website Hosting - June		80.00	200.00
07/20/2018	ACH72018	Bank United	Bank checks ordered		16.36	183.64
07/31/2018		Bank United	Interest	1.95		185.59
<b>7/31/2018</b>		<b>TOTALS</b>		<b>33,367.27</b>	<b>33,181.68</b>	<b>185.59</b>

# EXHIBIT 3

**STATEMENT 1**  
**PROPOSED PARKLAND PRESERVE CDD - PRELIMINARY GENERAL FUND BUDGET (O&M) - FY 2019**

	Preliminary FY 2019 Budget	Comment Scope of Service
<b>I. REVENUE</b>		
O&M ASSESSMENT COLLECTION	\$ 273,846	
<b>TOTAL REVENUE</b>	<b>273,846</b>	
<b>II. EXPENDITURES</b>		
<b>GENERAL ADMINISTRATIVE</b>		
SUPERVISORS COMPENSATION	6,000	5 supervisors, 6 meetings for FY 2019
PAYROLL TAXES	459	7.65% of total payroll
PAYROLL SERVICES	349	\$54 per month plus \$25 EOY, 6 meetings
MANAGEMENT CONSULTING SERVICES	30,000	Financial reporting, accounting/bookkeeping: A/P, A/R, public records, plan & organize Board activity
ADMINISTRATIVE SERVICES	1,500	General expenditures for CDD backoffice operations
CONSTRUCTION ACCOUNTING SERVICES	10,000	Construction accounting and requisition processing
BANK FEES	100	Bank United fee
MISCELLANEOUS	250	
AUDITING SERVICES	3,500	
REGULATORY AND PERMIT FEES	175	
LEGAL ADVERTISEMENTS	2,500	
ENGINEERING SERVICES	7,500	
LEGAL SERVICES	25,000	
WEBSITE HOSTING	720	
<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>88,053</b>	
<b>INSURANCE</b>		
INSURANCE-PROPERTY, GENERAL LIABILITY, PROF.	5,500	General Liability and Public Officials
<b>DEBT ADMINISTRATION:</b>		
DISSEMINATION AGENT	5,000	for 2 bonds
TRUSTEE FEES	8,700	for 2 bonds
ARBITRAGE	1,250	arbitrage reporting fee
<b>TOTAL DEBT ADMINISTRATION</b>	<b>14,950</b>	

**STATEMENT 1**  
**PROPOSED PARKLAND PRESERVE CDD - PRELIMINARY GENERAL FUND BUDGET (O&M) - FY 2019**

Preliminary FY 2019 Budget		Comment Scope of Service
PHYSICAL ENVIRONMENT EXPENDITURES:		
FIELD MANAGER	4,800	oversee landscape and amenity vendors, inspection services (assumes 6 months)
AMENITY MANAGEMENT	-	administer amenity rental and access keys
STREETPOLE LIGHTING	-	102 streetpole lights, avg. \$3,900 month (pay thru HOA budget)
ELECTRICITY (IRRIGATION & POND PUMPS)	8,500	
WATER (County)	7,000	
LANDSCAPING MAINTENANCE	40,000	all phases, assumes 500k sq.ft of landscape area (general services, turf care, mulch and flowers), assumes partial year for FY 2019, 6 months
LANDSCAPE REPLINISHMENT	5,000	all phases as needed
IRRIGATION MAINTENANCE	7,000	all phases, assumes 500k sq.ft of landscape area, assumes partial year for FY 2019, 6 months
TREE REMOVAL	-	
NPDES	6,300	Monthly inspection (weekly)-\$450 plus additional rain event inspections at \$75 per month of CDD property. Assumes one year
PET WASTE REMOVAL	1,110	\$185 per month for 6 months
POWER SWEEP	1,000	
STORMWATER DRAINAGE	7,500	Storm drain clean out on CDD property
ENVIRONMENTAL MITIGATION & POND MAINTENANCE	4,000	Assumes partial year of 6 months
POND MOWING	4,363	\$1,175 per pond (7 ponds) plus \$500 for misc., assumes partial year of 6 months
POND EROSION	-	
SECURITY MONITORING	-	
FIELD CONTINGENCY	25,000	
TOTAL PHYSICAL ENVIRONMENT EXPENDITURES	121,573	
AMENITY CENTER OPERATIONS		
POOL SERVICE CONTRACT	1,800	\$600 monthly for three days of service (three months)
POOL MAINTENANCE & REPAIRS	2,000	Misc. repairs as needed
POOL PERMIT	250	State of Florida permit fee
AMENITY CENTER CLEANING & MAINTENANCE	7,200	Clean facilities 3x week and powerwash 1x week - \$500 mo. Annual clubhouse cleaning of \$1,200. Estimated for three months
AMENITY CENTER INTERNET	1,920	Approx \$160 per month
AMENITY CENTER ELECTRICITY	8,000	Estimated for three months
AMENITY CENTER WATER	7,000	Estimated for three months and includes pool fill
AMENITY CENTER PEST CONTROL	330	Estimated at \$110 per month for three months
REFUSE SERVICE	270	Estimated at \$90 monthly for three months
MISC. AMENITY CENTER REPAIRS & MAINT.& SUPPLIES	15,000	Contingency
TOTAL AMENITY CENTER OPERATIONS	43,770	

**STATEMENT 1**  
**PROPOSED PARKLAND PRESERVE CDD - PRELIMINARY GENERAL FUND BUDGET (O&M) - FY 2019**

		Preliminary FY 2019 Budget	Comment Scope of Service
<b>RESERVES</b>			
	RESERVE STUDY	-	
<b>TOTAL EXPENDITURES</b>		<b>273,846</b>	<b>A</b>
<b>III. O&amp;M ASSESSMENT ALLOCATION</b>			
	Total lots in CDD	363	B
	O&M per lot \$	754.40	A/B



# EXHIBIT 4

## **RESOLUTION 2018-34**

### **THE ANNUAL APPROPRIATION RESOLUTION OF THE PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2019; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has submitted to the Board of Supervisors (“**Board**”) of the Parkland Preserve Community Development District (“**District**”) a proposed budget (“**Proposed Budget**”) for the fiscal year ending September 30, 2019 (“**Fiscal Year 2019**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT:**

#### **SECTION 1. BUDGET**

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Parkland Preserve Community Development District for the Fiscal Year Ending September 30, 2019.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

## **SECTION 2. APPROPRIATIONS**

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2019, the sum of \$273,846 to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$273,846
TOTAL ALL FUNDS	\$273,846

## **SECTION 3. BUDGET AMENDMENTS**

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2019 or within 60 days following the end of the Fiscal Year 2019 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 15<sup>th</sup> DAY OF AUGUST, 2019.**

ATTEST:

**PARKLAND PRESERVE  
COMMUNITY DEVELOPMENT  
DISTRICT**

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

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

Its: \_\_\_\_\_

**STATEMENT 1**  
**PROPOSED PARKLAND PRESERVE CDD - PRELIMINARY GENERAL FUND BUDGET (O&M) - FY 2019**

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AMENITY CENTER WATER	7,000	Estimated for three months and includes pool fill
AMENITY CENTER PEST CONTROL	330	Estimated at \$110 per month for three months
REFUSE SERVICE	270	Estimated at \$90 monthly for three months
MISC. AMENITY CENTER REPAIRS & MAINT.& SUPPLIES	15,000	Contingency
TOTAL AMENITY CENTER OPERATIONS	43,770	

**STATEMENT 1**  
**PROPOSED PARKLAND PRESERVE CDD - PRELIMINARY GENERAL FUND BUDGET (O&M) - FY 2019**

		Preliminary FY 2019 Budget	Comment Scope of Service
<b>RESERVES</b>			
	RESERVE STUDY	-	
<b>TOTAL EXPENDITURES</b>		<b>273,846</b>	<b>A</b>
<b>III. O&amp;M ASSESSMENT ALLOCATION</b>			
	Total lots in CDD	363	B
	O&M per lot \$	754.40	A/B

# EXHIBIT 5



RESOLUTION 2018-~~35~~

**A RESOLUTION MAKING CERTAIN FINDINGS; AUTHORIZING A CAPITAL IMPROVEMENT PLAN; ADOPTING AN ENGINEER'S REPORT; PROVIDING AN ESTIMATED COST OF IMPROVEMENTS; ADOPTING AN ASSESSMENT REPORT; EQUALIZING, APPROVING, CONFIRMING AND LEVYING DEBT ASSESSMENTS; ADDRESSING THE FINALIZATION OF SPECIAL ASSESSMENTS; ADDRESSING THE PAYMENT OF DEBT ASSESSMENTS AND THE METHOD OF COLLECTION; PROVIDING FOR THE ALLOCATION OF DEBT ASSESSMENTS AND TRUE-UP PAYMENTS; ADDRESSING GOVERNMENT PROPERTY, AND TRANSFERS OF PROPERTY TO UNITS OF LOCAL, STATE AND FEDERAL GOVERNMENT; AUTHORIZING AN ASSESSMENT NOTICE; AND PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

**WHEREAS**, the Parkland Preserve Community Development District ("**District**") is a local unit of special-purpose government established by ordinance of the Board of County Commissioners of St. Johns County, Florida, and existing under and pursuant to the Uniform Community Development District Act of 1980, Chapter 190, *Florida Statutes*, as amended ("**Act**"); and

**WHEREAS**, the District has previously indicated its intention to construct certain types of improvements and to finance such improvements through the issuance of bonds, notes or other specific financing mechanisms, which bonds, notes or other specific financing mechanisms would be repaid by the imposition of special assessments on benefited property within the District; and

**WHEREAS**, the District Board of Supervisors ("**Board**") has noticed and conducted a public hearing pursuant to Chapters 170, 190 and 197, *Florida Statutes*, relating to the imposition, levy, collection and enforcement of such assessments, and now desires to adopt a resolution imposing and levying such assessments as set forth herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT AS FOLLOWS:**

1. **AUTHORITY FOR THIS RESOLUTION.** This Resolution is adopted pursuant to Chapters 170, 190 and 197, *Florida Statutes*, including without limitation, Section 170.08, *Florida Statutes*. The recitals stated above are incorporated herein; are adopted by the Board as true and correct statements; and are further declared to be findings made and determined by the Board.

2. **FINDINGS.** The Board further finds and determines as follows:

***The Capital Improvement Plan***

- a. The District is authorized by Chapter 190, *Florida Statutes*, to finance, fund, plan, establish, acquire, install, equip, operate, extend, construct, or reconstruct earthwork, water, sewer, reuse and drainage system, roadway improvements, recreation improvements, wetland mitigation, landscape and hardscape improvements and other infrastructure projects and services necessitated by the development of, and serving lands within, the District; and
- b. On April 16, 2018, and pursuant to Section 170.03, *Florida Statutes*, among other laws, the Board adopted Resolution 2018-25 (“**Declaring Resolution**”), and in doing so determined to undertake a capital improvement plan to install, plan, establish, construct or reconstruct, enlarge, equip, acquire, operate and/or maintain the District’s infrastructure improvements (“**Project**”); and
- c. The Project is described in the Declaring Resolution and the *District Engineer’s Report – Master Capital Improvement Plan*, dated June 2018 (“**Engineer’s Report**,” attached hereto as **Exhibit A** and incorporated herein by this reference), and the plans and specifications for the Project are on file in the offices of the District Manager at c/o DPF, 250 International Parkway, Suite 280, Lake Mary, Florida 32746 (“**District Records Office**”); and

***The Debt Assessment Process***

- d. Also as part of the Declaring Resolution, the Board expressed an intention to issue bonds, notes or other specific financing mechanisms to provide a portion of the funds needed for the Project, and further declared its intention to defray the whole or any part of the expense of the Project by levying special assessments (“**Debt Assessments**”) on specially benefited property within the District; and
- e. The Declaring Resolution was adopted in compliance with the requirements of Section 170.03, *Florida Statutes*, and prior to the time it was adopted, the requirements of Section 170.04, *Florida Statutes*, had been met; and
- f. As directed by the Declaring Resolution, said Declaring Resolution was published as required by Section 170.05, *Florida Statutes*, and a copy of the publisher’s affidavit of publication is on file with the Secretary of the District; and
- g. As directed by the Declaring Resolution, the Board caused to be made a preliminary assessment roll as required by Section 170.06, *Florida Statutes*; and
- h. As required by Section 170.07, *Florida Statutes*, and as part of the Declaring Resolution, the District’s Board fixed the time and place of a public hearing at which owners of the property to be assessed and other persons interested therein

could appear before the Board and be heard as to (i) the propriety and advisability of making the improvements, (ii) the cost thereof, (iii) the manner of payment therefore, and (iv) the amount thereof to be assessed against each specially benefited property or parcel, and the Board further authorized publication of notice of such public hearing and individual mailed notice of such public hearing in accordance with Chapters 170, 190, and 197, *Florida Statutes*; and

- i. Notice of the scheduled public hearing was given by publication and also by mail as required by Sections 170.07 and 197.3632, *Florida Statutes*, and affidavits as to such publication and mailings are on file in the office of the Secretary of the District; and
- j. On August 15, 2018, and at the time and place specified in the Declaring Resolution, the Board conducted such public hearing and heard and considered all complaints and testimony as to the matters described above; the Board further met as an “Equalization Board;” and the Board has made such modifications in the preliminary assessment roll as it deems necessary, just and right in the making of the final assessment roll; and

#### ***Equalization Board Additional Findings***

- k. Having considered the estimated costs of the Project, the estimated financing costs and all comments and evidence presented at such public hearing, the Board further finds and determines that:
  - i. It is necessary to the public health, safety and welfare and in the best interests of the District that: (1) the District provide the Project as set forth in the Engineer’s Report; (2) the cost of such Project be assessed against the lands specially benefited by such Project; and (3) the District issue bonds, notes or other specific financing mechanisms to provide funds for such purposes pending the receipt of such Debt Assessments; and
  - ii. The provision of said Project, the levying of the Debt Assessments, and the sale and issuance of such bonds, notes, or other specific financing mechanisms serve a proper, essential, and valid public purpose and are in the best interests of the District, its landowners and residents; and
  - iii. The estimated costs of the Project are as specified in the Engineer’s Report and Assessment Report (defined below), and the amount of such costs is reasonable and proper; and
  - iv. It is reasonable, proper, just and right to assess the cost of such Project against the properties specially benefited thereby, using the method determined by the Board and set forth in the *Master Special Assessment Methodology Report*, dated August 15, 2018 (“**Assessment Report**,” attached hereto as **Exhibit B** and incorporated herein by this reference),

which results in the Debt Assessments set forth on the final assessment roll; and

- v. The Project benefits all developable property within the District; and
- vi. Accordingly, the Debt Assessments as set forth in the Assessment Report constitute a special benefit to all parcels of real property listed on said final assessment roll, and the benefit, in the case of each such parcel, will be equal to or in excess of the Debt Assessments imposed thereon, as set forth in **Exhibit B**; and
- vii. All developable property within the District is deemed to be benefited by the Project, and the Debt Assessments will be allocated in accordance with the Assessment Report at **Exhibit B**; and
- viii. The Debt Assessments are fairly and reasonably allocated across the benefitted property, as set forth in **Exhibit B**; and
- ix. It is in the best interests of the District that the Debt Assessments be paid and collected as herein provided; and
- x. In order to provide funds with which to pay the costs of the Project which are to be assessed against the benefitted properties, pending the collection of the Debt Assessments, it is necessary for the District to issue revenue bonds, notes or other specific financing mechanisms, including refunding bonds (together, “**Bonds**”).

3. **AUTHORIZATION FOR PROJECT; ADOPTION OF ENGINEER’S REPORT.** The Engineer’s Report identifies and describes the infrastructure improvements to be financed in part with the Bonds, and sets forth the costs of the Project. The District hereby confirms that the Project serves a proper, essential, and valid public purpose. The use of the Engineer’s Report in connection with the sale of the Bonds is hereby authorized, approved and ratified, and the proper officers, employees and/or agents of the District are hereby authorized and directed to take such further action as may be necessary or desirable to cause the same to be made.

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

5. **ADOPTION OF ASSESSMENT REPORT.** The Assessment Report setting forth the allocation of Debt Assessments to the benefitted lands within the District is hereby approved, adopted, and confirmed. The District ratifies its use in connection with the sale of the Bonds.

6. **EQUALIZATION, APPROVAL, CONFIRMATION AND LEVY OF DEBT ASSESSMENTS.** The Debt Assessments imposed on the parcels specially benefited by the Project, all as specified in the final assessment roll set forth in **Exhibit B**, attached hereto, are

hereby equalized, approved, confirmed and levied. Immediately following the adoption of this Resolution, the lien of Debt Assessments as reflected in **Exhibit B**, attached hereto, shall be recorded by the Secretary of the District in the District's "**Improvement Lien Book.**" The Debt Assessments against each respective parcel shown on such final assessment roll and interest, costs, and penalties thereon, as hereafter provided, shall be and shall remain a legal, valid and binding first lien on such parcel until paid, and such lien shall be coequal with the lien of all state, county, district, municipal or other governmental taxes and superior in dignity to all other liens, titles, and claims.

- a. ***Adjustments to Debt Assessments.*** The District may, by subsequent resolution, adjust the acreage assigned to particular parcel identification numbers listed on the final assessment roll to reflect accurate apportionment of acreage within the District amongst individual parcel identification numbers. The District may make any other such acreage and boundary adjustments to parcels listed on the final assessment roll as may be necessary and in the best interests of the District, as determined by the Board by subsequent resolution. Any such adjustment in the assessment roll shall be consistent with the requirements of law. To the extent that land is added to the District, the District may, by supplemental resolution at a regularly noticed meeting, determine such land to be benefitted by the Project and reallocate the Debt Assessments in order to impose special assessments on the newly added and benefitted property.
- b. ***Impact Fee Credits.*** The District may or may not be entitled to impact fee credits as a result of the development of the Project, based on applicable laws and/or agreements governing impact fee credits. Unless otherwise addressed by supplemental assessment resolution, the proceeds from any impact fee credits received may be used as an offset for any acquisition of any portion of the Project, for completion of the Project, or otherwise used against the outstanding indebtedness of any debt issuance that funded the improvement giving rise to the credits.
- c. ***Supplemental Assessment Resolutions for Bonds.*** In connection with the issuance of any particular series of the Bonds, the District may adopt, without the need for further public hearing, a supplemental assessment resolution establishing specific Debt Assessments, in one or more separately enforceable Debt Assessment liens, securing such Bonds. Such subsequent resolutions shall be adopted at a noticed meeting of the District, and shall set forth the actual amounts financed, costs of issuance, expected costs of collection, and the total amount of the assessments pledged to that issue, which amount shall be consistent with the lien imposed by this Resolution. Among other things, the supplemental assessment resolutions may provide for the issuance of multiple bonds each secured by one or more different assessment areas.

7. **FINALIZATION OF DEBT ASSESSMENTS.** When a project has been constructed or otherwise provided to the satisfaction of the Board, the Board shall adopt a resolution accepting the same and determining the actual costs (including financing costs) thereof, as required by Sections 170.08 and 170.09, *Florida Statutes*. Pursuant to Section 170.08, *Florida Statutes*, regarding completion of a project funded by a particular series of

Bonds, the District shall credit to each Debt Assessment the difference, if any, between the Debt Assessment as hereby made, approved and confirmed and the actual costs incurred in completing the project. In making such credits, no credit shall be given for bond, note or other specific financing mechanism costs, capitalized interest, funded reserves or bond or other discounts. Such credits, if any, shall be entered in the Improvement Lien Book.

## **8. PAYMENT OF DEBT ASSESSMENTS AND METHOD OF COLLECTION.**

- a. **Payment.** The Debt Assessments, as further set forth in each supplemental assessment resolution, and securing the issuance of each series of the Bonds, may be paid in not more than thirty (30) substantially equal consecutive annual installments of principal and interest, provided, however, that the Board shall at any time make such adjustments by resolution, and at a noticed meeting of the Board, to that payment schedule as may be necessary and in the best interests of the District to account for changes in long and short term debt as actually issued by the District.
- b. **Prepayment.** Unless the right is waived, and at any time from the date of levy of Debt Assessments through the date that is thirty (30) days after the related Project has been completed and the Board has adopted a resolution accepting such Project as provided by Section 170.09, *Florida Statutes*, as amended, any owner of property subject to the Debt Assessments may, at its option, pay the entire amount of such Debt Assessments on such property, without interest. Subject to the provisions of any supplemental assessment resolution, any owner of property subject to the Debt Assessments may, at its option, pre-pay the entire amount of the Debt Assessment any time, or a portion of the amount of the Debt Assessment up to two times, plus accrued interest to the next succeeding interest payment date (or the second succeeding interest payment date if such prepayment is made within forty-five (45) calendar days before an interest payment date (or such other time as set forth in the supplemental indenture for the applicable series of bonds secured by the Debt Assessments in question)), attributable to the property subject to Debt Assessment owned by such owner. Prepayment of Debt Assessments does not entitle the property owner to any discounts for early payment. If authorized by a supplemental assessment resolution, the District may grant a discount equal to all or a part of the payee's proportionate share of the cost of the Project consisting of bond financing costs, such as capitalized interest, funded reserves, and bond discount included in the estimated cost of the Project, upon payment in full of any Debt Assessment during such period prior to the time such financing costs are incurred as may be specified by the District.
- c. **Uniform Method; Alternatives.** The District may elect to use the method of collecting Debt Assessments authorized by Sections 197.3632 and 197.3635, *Florida Statutes* ("Uniform Method"). The District has heretofore taken all required actions to comply with Sections 197.3632 and 197.3635, *Florida Statutes*. Such Debt Assessments may be subject to all of the collection provisions of Chapter 197, *Florida Statutes*. Notwithstanding the above, in the event the Uniform Method of collecting its Debt Assessments is not available to

the District in any year, or if determined by the District to be in its best interests, and subject to the terms of any applicable trust indenture, the Debt Assessments may be collected as is otherwise permitted by law. In particular, the District may, in its sole discretion, collect Debt Assessments by directly billing landowners and enforcing said collection in any manner authorized by law. Any prejudgment interest on delinquent assessments that are directly billed shall accrue at the applicable rate of any bonds or other debt instruments secured by the Debt Assessments. The decision to collect Debt Assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect Debt Assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

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

## **9. ALLOCATION OF DEBT ASSESSMENTS; APPLICATION OF TRUE-UP PAYMENTS.**

- a. At such time as parcels of land, or portions thereof, are included in a plat or site plan, it shall be an express condition of the lien established by this Resolution that, prior to County approval, any and all plats or site plans for any portion of the lands within the District, as the District's boundaries may be amended from time to time, shall be presented to the District Manager for review. As parcels of land, or portions thereof, are included in a plat or site plan, the District Manager shall review the plat or site plan and cause the Debt Assessments securing each series of Bonds to be reallocated to the units being included in the plat or site plan and the remaining property in accordance with **Exhibit B**, and cause such reallocation to be recorded in the District's Improvement Lien Book.
- b. Pursuant to the Assessment Report, attached hereto as **Exhibit B**, and which terms are incorporated herein, there may be required from time to time certain true-up payments. When a plat or site plan is presented to the District, the District Manager shall review the plat or site plan to determine whether, taking into account the plat or site plan, there is a net shortfall in the overall principal amount of assessments reasonably able to be assigned to benefitted lands within the District. Such determination shall be made based on the tests or other methods set forth in **Exhibit B** (if any), or any tests or methods set forth in a supplemental assessment resolution and corresponding assessment report. If the overall principal amount of assessments reasonably cannot be assigned, or is not reasonably expected to be assigned, as set forth in more detail in and subject to the terms of **Exhibit B** (or any supplemental resolution and report, as applicable), to the platted and site planned lands as well as the undeveloped lands, then a debt reduction payment ("**True-Up Payment**") in the amount of such shortfall shall become due and payable that tax year by the landowner(s) of record of the land

subject to the proposed plat or site plan and of the remaining undeveloped lands, in addition to any regular assessment installment. The District's review shall be limited solely to this function and the enforcement of the lien established by this Resolution. In the event a True-Up Payment is due and unpaid, the lien established herein for the True-Up Payment amount shall remain in place until such time as the True-Up Payment is made. The District shall record all True-Up Payments in its Improvement Lien Book.

- c. In connection with any true-up determination, affected landowner(s) may request that such true-up determination be deferred because the remaining undeveloped lands are able to support the development of all of the originally planned units. To support the request, the affected landowner(s) shall provide the following evidence for the District's consideration: a) proof of the amount of entitlements remaining on the undeveloped lands, b) a revised overall development plan showing the number and type of units reasonably planned for the remainder of the development, c) evidence of allowable zoning conditions that would enable those entitlements to be placed in accordance with the revised development plan, and d) documentation prepared by a licensed engineer that shows the feasibility of implementing the proposed development plan. Any deferment shall be in the District's sole discretion.
- d. The foregoing is based on the District's understanding that the community would be developed with the type and number of units set forth in **Exhibit B**, on the developable acres. However, more than the stated number of units may be developed. In no event shall the District collect Debt Assessments pursuant to this Resolution in excess of the total debt service related to the Project, including all costs of financing and interest. The District recognizes that such things as regulatory requirements and market conditions may affect the timing and scope of the development in the District. If the strict application of the true-up methodology to any assessment reallocation pursuant to this paragraph would result in Debt Assessments collected in excess of the District's total debt service obligations for the Project, the Board shall by resolution take appropriate action to equitably reallocate the Debt Assessments.

**10. GOVERNMENT PROPERTY; TRANSFERS OF PROPERTY TO UNITS OF LOCAL, STATE, AND FEDERAL GOVERNMENT.** Real property owned by units of local, state, and federal governments, or similarly exempt entities, shall not be subject to the Debt Assessments without specific consent thereto. If at any time, any real property on which Debt Assessments are imposed by this Resolution is sold or otherwise transferred to a unit of local, state, or federal government (without consent of such governmental unit to the imposition of Debt Assessments thereon), or similarly exempt entity, all future unpaid Debt Assessments for such tax parcel shall become due and payable immediately prior to such transfer without any further action of the District.

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



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

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

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

**APPROVED AND ADOPTED THIS 15<sup>th</sup> DAY OF AUGUST, 2018.**

ATTEST:

**PARKLAND PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman / Vice Chairman

**Exhibit A:** *District Engineer's Report – Master Capital Improvement Plan*, dated June 2018

**Exhibit B:** *Master Special Assessment Methodology Report*, dated August 15, 2018

# EXHIBIT 6



ENGINEERING SERVICES FOR THE  
**Parkland Preserve Community Development District**

PREPARED BY

**Kimley»Horn**



# Parkland Preserve Community Development District

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# ENGINEERING SERVICES FOR THE Parkland Preserve Community Development District

June 15, 2018

**Kimley»Horn**

Parkland Preserve Community Development District  
c/o Ms. Patricia Comings-Thibault, MACC  
250 International Parkway, Suite 280  
Lake Mary, FL 32746

**Re: Request for Qualifications (RFQ) for Engineering Services for the Parkland Preserve Community Development District**

Dear Ms. Comings-Thibault and Members of the Selection Committee:

One of the most gratifying aspects of our business is the ability to form lasting working relationships with our clients and other professionals. **Kimley-Horn** is proud to be serving as Interim District Engineer for the Parkland Preserve Community Development District and hopes to continue that relationship by serving as your consultant. We are best-suited to serve you for the following reasons:

**Dedicated team.** As project manager, I will be your first point of contact. My experience includes large-scale land development projects for both public- and private-sector clients. These projects have given me the opportunity to extensively interact with a wide range of groups and individuals, including St. Johns County citizens, municipal staff, and members of various permitting agencies. I understand that a strong commitment to client satisfaction must be the foundation of our service to you, and I am personally dedicated to serving the District.

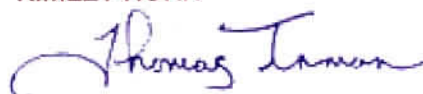
**Local team, local resources.** Our Jacksonville-based team is located less than 15 miles from the project site. Our team is readily available to attend project meetings, make site visits, and perform other activities to advance and complete the work as needed. *The professionals who make up our core team have a long history of successful collaboration to deliver projects on time and within budget—and we pledge the same on your projects.*

**Integrated services.** With more than 700 staff members in Florida, our team is supported by a responsive and diverse group of engineers, landscape architects, planners, environmental experts, and support staff. We will ensure the necessary in-house resources are available to meet the needs of the Parkland Preserve Community Development District on this contract.

**Commitment.** We understand that you require prompt turnaround, sensitivity to local issues, and innovation in addressing your projects. Kimley-Horn's continuity of staff and 50+ years of experience, combined with our vast resources, will be invaluable to the successful execution of assignments under this contract. We look forward to the opportunity to serve as your trusted consultant.

Very truly yours,

**KIMLEY-HORN**



Thomas Inman, P.E.  
Project Manager



# ENGINEERING SERVICES FOR THE Parkland Preserve Community Development District

## 1. Ability and Adequacy of Professional Personnel

The Parkland Preserve Community Development District needs a consultant team that can navigate the responsibilities and challenges presented by this contract with a clear, visionary approach, as well as a proactive partner who is familiar with the local area. Kimley-Horn's experience with the District and other clients in St. Johns County provides you with unmatched service, responsiveness, and essential local knowledge. Our employees are sincere, reliable, and professional, with the drive to initiate innovative methods and solutions to your requests. Outlined below are the qualifications of our key project team members.



**Thomas Inman, P.E., Project Manager**

Thomas has 17 years of diverse engineering experience, including stormwater design and environmental permitting, for a wide range of public- and private-sector clients. Thomas is currently serving as project manager for Kimley-Horn's contract for Parkland Preserve and the Parkland Preserve Amenity Center, and has served as engineer of record for projects throughout the City of Bunnell, City of Flagler Beach, City of Palm Coast, and Flagler County. Thomas earned his Bachelor of Science in Civil Engineering from Florida State University and is a registered Professional Engineer in Florida.



**R. Mike Mullis, PLA, Landscape Architect**

Mike is a professional landscape architect with more than 25 years of experience. His project experience includes land planning, master planning and programming, streetscape design, parks and recreation programming and design, site planning, amenity & hospitality programming and design, custom hardscape design and detailing, construction document preparation and permitting, construction phase services, and preparation of presentation graphics. Mike is also experienced in facilitating public engagement meetings and various design charrettes. He takes pride in building consensus and partnering with public and private sector clients to implement memorable, functional, and sustainable places that both inspire wonder and creatively solve

complex challenges. Mike has had significant involvement on hundreds of Kimley-Horn's projects across the country. Several notable projects include; Hokuli'a (a 1,550-acre master planned community in Hawaii), Oak Hammock at the University of Florida, and Royal Park Bridge in Palm Beach County.



**Martin Brenny, P.E., Civil Engineer**

Martin has 13 years of civil engineering experience. Martin has had extensive involvement in private-sector projects with services ranging from permitting and master planning to site, structural, and utility engineering. He has a strong background and working history with St. Johns County's permitting, development review staff, and St. Johns River Water Management District. Martin is also knowledgeable on the Department of Health's well and septic program, the Florida Department of Environmental Protection, and JEA water and sewer permitting. His background includes sanitary pump station design, potable water design, and septic, well, and drainage analysis for numerous park, roadway, and development projects. Martin earned his Bachelor of Science in Civil Engineering from Rose-Hulman Institute of Technology and is a registered Professional Engineer in Florida.

# Parkland Preserve Community Development District



## Taylor Hill, E.I., Engineering Analyst

Taylor has one year of experience as an engineering analyst focusing on projects in northeast Florida. He is serving on several notable residential land development project teams including Parkland Preserve, Beachwalk, Julington Lakes, and Southside Quarters. Taylor is a registered Engineering Intern in Florida and earned his Bachelor of Science from Florida State University.

*Individual resumes for each of our key staff members can be found in Part I, Section E of the Standard Form 330 at the end of this qualifications package.*



# ENGINEERING SERVICES FOR THE Parkland Preserve Community Development District

## 2. Consultant's Past Performance

*Full project descriptions for our team's relevant local experience can be found in Part I, Section F of the Standard Form 330 at the end of this qualifications package. Additional experience including a sample of Kimley-Horn's experience with Community Development Districts is included below.*

### Mills Park Community Development District

Orlando, FL

Kimley-Horn provided comprehensive civil engineering services for this Orlando mixed-use project that includes multifamily residential units, office space, and retail space, as well as a more than 2,000-space parking garage. Our services included a comprehensive plan revision, rezoning, master plan development, public involvement, site design, and formation of a Community Development District. We have also provided permitting through the South Florida Water Management District (SFWMD), City of Orlando, Florida Department of Environmental Protection (FDEP), and the Orlando Utilities Commission (OUC). We also provided general engineering services with respect to grading, paving, drainage, and underground utilities, including water and sewer, as well as construction phase services.



### Kenmare at Lake Annie Community Development District, District Engineer

Dundee, FL

Kimley-Horn was selected to provide professional engineering services on a continuing basis for a residential development on 165 acres, consisting of approximately 450 new dwelling unit comprised of townhomes and single-family lots. Engineering services involved planning; preparing reports and plans; surveying designs and specifications; as well as construction administration for water management facilities; water, wastewater, and irrigation facilities; bridges or culverts; roadways, landscaping, conservation, and mitigation areas; and other public improvements and community facilities.

Kimley-Horn's landscape architectural services involved the preparation of site landscaping for county compliance including the development of enhanced landscaping, hardscaping, entry signage, internal visual features, pocket parks and sitting areas, and a complete amenity center overlooking the existing Lake Annie. The project also included the preparation of marketing graphics consisting of blow-up renderings of the amenity center area, streetscape, and entryway features. Kimley-Horn developed the project's identity through the use of the aforementioned improvements to achieve a higher level of marketability for the client.



# Parkland Preserve Community Development District

## Village Center Community Development District (VCCDD) Paradise Park *The Villages, FL*

Kimley-Horn led a team of engineers, planners, and landscape architects to prepare the design of Paradise Park in The Villages. The scope of services included conceptual planning, public involvement, design, permitting, and construction phase administration. Park features included multimodal transportation paths, walking paths constructed of flexible surfaces, landscaping and irrigation system design, parking, lighting, golf practice areas, and exercise stations specifically designed for the senior population.



## Engineering Services Coastal Lake Community Development District (CDD) *Walton County, FL*

Kimley-Horn served the Coastal Lake CDD for professional engineering services on a continuing basis. Our services included planning, preparing reports, and preparing plans, designs and specifications, and construction supervision services for:

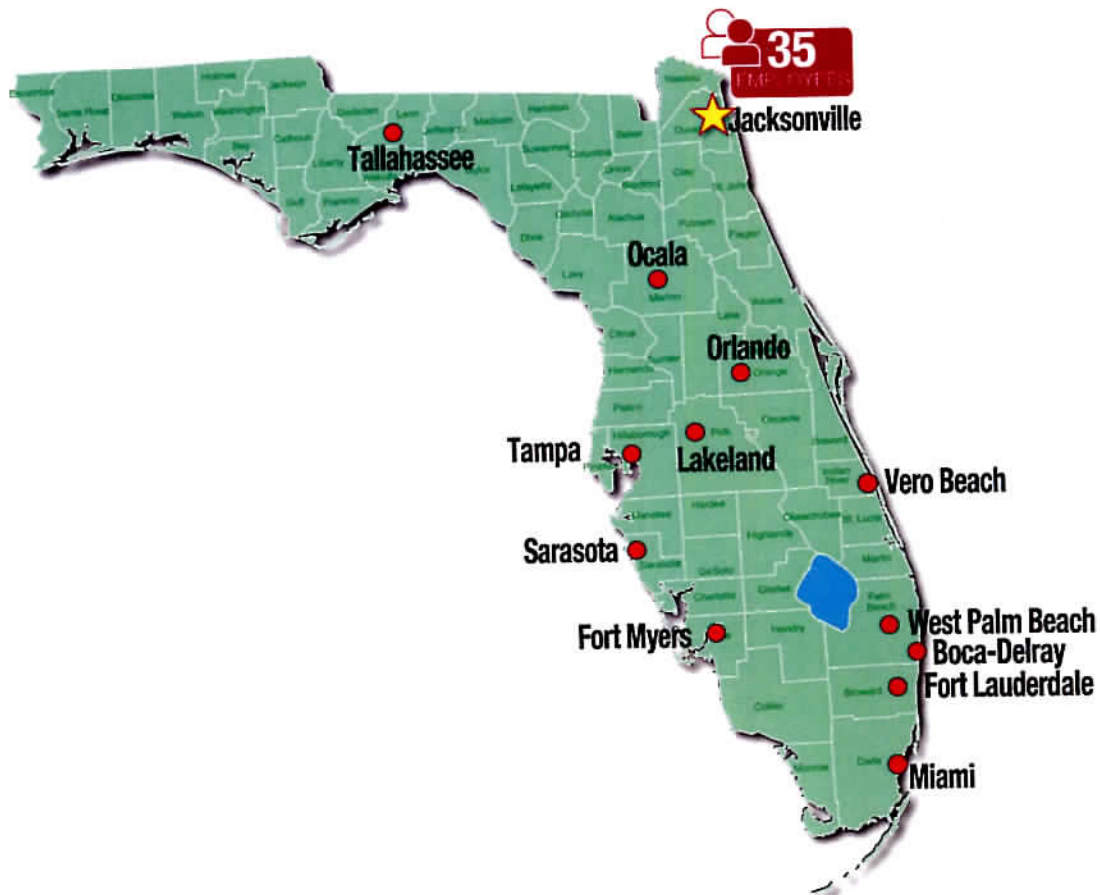
- Water management system and facilities
- Water and sewer system and facilities
- Roads, landscaping, and street lighting
- Other community infrastructure provided by the District as authorized in Chapter 190, Florida Statutes
- Affiliated projects for engineering contract management and inspection services during construction

One of the projects under this contract was *WaterSound North*, a planned community, where we provided design, permitting, and construction observation.

# ENGINEERING SERVICES FOR THE Parkland Preserve Community Development District

## 3. Geographic Location

Kimley-Horn's Jacksonville office is located less than 20 minutes (approximately 14.2 miles) from the Parkland Preserve project. With 35 employees, including all of our proposed project team members, we are ideally located to serve as the Parkland Preserve Community Development District's consultant.



Our Jacksonville office is located at the following address:

**Kimley-Horn and Associates, Inc.**  
12740 Gran Bay Parkway West  
Suite 2350  
Jacksonville, FL 32258



# Parkland Preserve Community Development District

## 4. Willingness to Meet Time and Budget Requirements

Project management is a science at Kimley-Horn. We employ a structured approach to all our projects of integrating resource, schedule, and budget management. Our standard management practices are outlined in a formal manual published by Kimley-Horn titled, *"Project Manager's Manual."* This document clearly establishes the firm's policy requiring the project manager to prepare a comprehensive work plan comprised of detailed task items for the duration of all projects as well as the responsibilities of each team member and the corresponding time allocated to each responsibility. Fundamentally, a Kimley-Horn work plan defines the "who, what, when, where, and how" for all project tasks and includes clearly defined channels of communication. This level of detail requires the project manager and team members to think the project through to completion before ever starting work. By doing so, they develop a systematic plan for which they take full charge of implementing.

Our project manager, **Thomas Inman, P.E.**, will have the authority to allocate resources and troubleshoot difficulties. We pledge to view the project from your perspective, examine issues in a strategic context, and provide you with tactical solutions.

With our project team located in Jacksonville, we are available to serve you by phone any time, and can be to the project site for in-person meetings with little notice. Kimley-Horn maintains an effective and accurate accounting of projected staff hours for up to a six-month period through our cast-ahead system. We know our availability at any given moment, and because we have access to the resources of 13 offices in Florida (and 85 offices across the firm), we assure you we have the required staff and tools to meet critical deadlines for any task, at any time.

# ENGINEERING SERVICES FOR THE Parkland Preserve Community Development District

## 5. Certified Minority Business Enterprise

Although Kimley-Horn is not a Certified Minority Business Enterprise, utilizing these firms as subconsultant partners is a matter of corporate philosophy at Kimley-Horn. Services we have subcontracted to minority firms have included planning, engineering design, architectural design, data collection, aerial photography, geotechnical investigations, surveying, and environmental assessments, cost estimating, scheduling, construction phase services, among many others. In all cases, we have sought to involve our minority subconsultants in meaningful roles including Joint Venture partners, through Joint Management Agreements, or through mentor/protege agreements. Moreover, when clients have established specific goals for minority involvement, we have typically met or exceeded them. In some cases, however, our assignments have been put on-hold or the client has modified the on-call assignments, which can impact the final results of our M/WBE involvement. In 2017, Kimley-Horn paid more than \$22 million (against a goal of \$12 million) to minority firms for goods and services. Our performance in using minority firms over the past 5 years is as follows:

Year	Total Paid
2017	\$22.3 million
2016	\$16.5 million
2015	\$14.3 million
2014	\$12.2 million
2013	\$10.9 million



*Kimley-Horn was the winner of the  
2016 AMAC Airport AEC Innovation and Inclusion Award*



# Parkland Preserve Community Development District

## 6. Recent, Current, and Projected Workloads

Kimley-Horn's local staff is backed by more than 700 employees in 13 offices in Florida, and more than 3,000 employees nationwide. We are confident that we can meet the technical and staffing needs anticipated for this contract. Using an in-house computer system, we can forecast staffing needs by office, division, region, and on a firmwide basis. Our regional and divisional managers then have the ability to shift staff and workloads to balance all demand-supply relationships. This ensures that we have more than enough staff and technical resources to complete every assigned project on time and to your satisfaction.

The members of our project team were selected using two criteria: (1) their experience with similar projects and (2) their availability to assume major technical responsibilities within your project schedule. Kimley-Horn's proactive management system, known as "cast-aheads," is used to detail every project's personnel needs and also to determine each staff person's availability. By continuously matching project needs with staff availability, our cast-aheads system is an accurate tool for keeping our projects on schedule.

Based on a review of our cast-aheads, we can assure you that the staff members selected for this team are available immediately to serve you, and are in an excellent position to handle the workload of any assignment you wish to give us. Below is an outline of current projects being led by our project manager, **Thomas Inman, P.E.**

Project Name	Location	Expected Completion
Parkland Preserve	St. Johns County, FL	2020 (Construction)
Parkland Preserve Amenity Center	St. Johns County, FL	2020 (Construction)
Southside Quarters	Jacksonville, FL	2018 (Construction)
Branan Field Walk	Middleburg, FL	2019 (Construction)
Harborside Marina	Jacksonville, FL	2019 (Construction)
River Road Multifamily	Jacksonville, FL	2019 (Construction)
Baymeadows NBRHD Community PUD	Jacksonville, FL	2020 (Construction)
Water's Edge	Jacksonville, FL	2020 (Construction)



ENGINEERING SERVICES FOR THE

# Parkland Preserve Community Development District

## 7. Volume of Work Previously Awarded to Kimley-Horn by the District

The Parkland Preserve Community Development District has awarded Kimley-Horn one contract (executed in April 2018) for our current work serving as Interim District Engineer on the Parkland Preserve CDD's planned single-family age-restricted subdivision and its planned Amenity Center. *We sincerely hope to continue to grow our professional relationship with the District by serving as your trusted consultant on this contract.*

ENGINEERING SERVICES FOR THE

# Parkland Preserve Community Development District

## Standard Form 330

Kimley»Horn



# ARCHITECT – ENGINEER QUALIFICATIONS

## PART I – CONTRACT SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

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

Engineering Services for the Parkland Preserve Community Development District

2. PUBLIC NOTICE DATE

June 7, 2018

3. SOLICITATION OR PROJECT NUMBER

N/A

### B. ARCHITECT - ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Thomas Inman, P.E., Project Manager

5. NAME OF FIRM

Kimley-Horn and Associates, Inc.

6. TELEPHONE NUMBER

(904) 502-8144

7. FAX NUMBER

(561) 863-8175

8. E-MAIL ADDRESS

thomas.inman@kimley-horn.com

### C. PROPOSED TEAM

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

	(Check)					
	PRIME	J-V	SUBCON-	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
a.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kimley-Horn and Associates, Inc.  <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	12740 Gran Bay Parkway West, Suite 2350 Jacksonville, FL 32258	Prime Consultant
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHECK IF BRANCH OFFICE		
f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHECK IF BRANCH OFFICE		

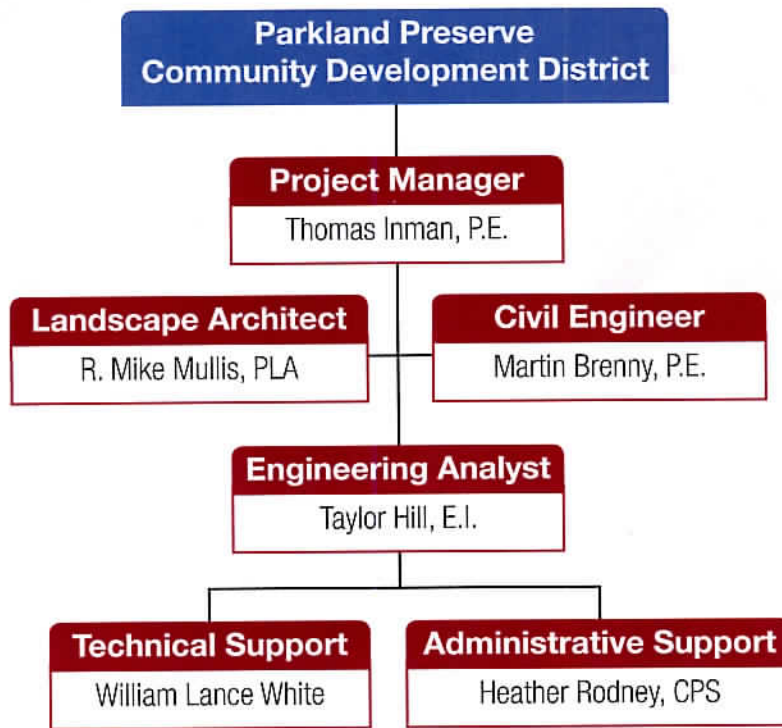
### D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached)



ENGINEERING SERVICES FOR THE

# Parkland Preserve Community Development District



# E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME <b>Thomas Inman, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Project Manager</b>	14. YEARS EXPERIENCE a. TOTAL <b>17</b> b. WITH CURRENT FIRM <b>1</b>	
15. FIRM NAME AND LOCATION (City and State) <b>Kimley-Horn and Associates, Inc., Jacksonville, FL</b>		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) <b>FL / Professional Engineer / 61713 / 2004</b>	
16. EDUCATION (Degree and Specialization) <b>Bachelor of Science / Civil Engineering / Florida State University / 1999</b>			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

## 19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
a. <b>Parkland Preserve St. Johns County, FL</b>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project manager. Kimley-Horn is providing professional services for this proposed single-family age-restricted subdivision in St. Johns County, Florida. When complete, the subdivision will feature 363 residential units on 114 acres and a four-acre amenity center. Tasks our team is providing for this active adult community include master infrastructure civil engineering design and associated civil engineering services; landscape architectural design services including a tree inventory and mitigation and irrigation plans; a master development plan map; meeting, support, and project coordination; application preparation; floodplain/FEMA assistance; permitting (through St. Johns County, St. Johns River Water Management District, and U.S. Army Corps of Engineers); construction phase services/bidding assistance; and additional services on an as needed basis.	Check if project performed with current firm	
b. <b>Beachwalk St. Johns County, FL</b>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project engineer. Kimley-Horn is providing professional services for the development of this 1,100-acre single-family housing development in northeast Florida. Along with several subdivisions of family homes, this proposed development includes a 14-acre Crystal Lagoon; a fitness center and 20,000-square-foot clubhouse; tennis and volleyball courts; a dog park and an 18-hole mini putt-putt; several commercial retail locations; designated wetlands; and a high school. Our team is providing civil engineering design including master site, paving and drainage, water and sewer, and master utility plans; permitting assistance through St. Johns County, Saint Johns River Water Management District (SJRWMD), the U.S. Army Corps of Engineers (USACE), and the Florida Department of Environmental Protection (FDEP); and construction phase services.	Check if project performed with current firm	
c. <b>Julington Lakes St. Johns County, FL</b>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project engineer. Kimley-Horn is providing professional services for this planned luxury home community in St. Johns County, FL. A majority of this unique neighborhood is conserved as a nature preserve, featuring several beautiful lakes for residents and their guests to enjoy. Our team is providing civil engineering services including plat coordination and construction phase services. As part of our construction phase responsibilities, our team members are performing the following tasks: bid preparation/contractor notification; conferences/meetings; site visits; observation of construction; recommendation with respect to defective work; clarifications and interpretations; shop drawings and samples; inspections and tests; and as-built reviews.	Check if project performed with current firm	
d. <b>Stone Creek St. Johns County, FL</b>	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2017
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project engineer. Kimley-Horn provided professional services for this community, which is located along CR 210 between Greenbriar Road and South Hampton Subdivision in St. Johns County, FL. This luxury community features 44 wooded estate homes, spanning between 2,200 and 4,400 square feet per unit. Services we provided for Stone Creek included due diligence reviews; site planning; entitlement planning and applications; preparation of construction documents; coordination with review agency staff; reviewing agency staff comments and project team responses; and attendance at project team meetings. In addition, extensive construction phase services were provided by our Jacksonville-based team.	Check if project performed with current firm	
e. <b>Southside Quarters Jacksonville, FL</b>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project manager. Kimley-Horn is providing professional services for this proposed 10.9-acre residential community in Jacksonville, FL. At its completion, Southside Quarters will include 134 residential units (46 single family homes and 88 townhomes), garage spaces for residents, and 43 guest parking spaces. Our team is providing site design, permitting, and construction phase services.	Check if project performed with current firm	



# E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME <b>R. Mike Mullis, PLA</b>	13. ROLE IN THIS CONTRACT <b>Landscape Architect</b>	14. YEARS EXPERIENCE a. TOTAL <b>21</b> b. WITH CURRENT FIRM <b>19</b>	
15. FIRM NAME AND LOCATION (City and State) <b>Kimley-Horn and Associates, Inc., Jacksonville, FL</b>			
16. EDUCATION (Degree and Specialization) <b>Bachelor of Landscape Architecture / University of Georgia / 1996</b>		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) <b>FL / Prof Landscape Architect / LA6667393 / 2018</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

## 19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
<b>Parkland Preserve</b> <b>St. Johns County, FL</b>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project landscape architect. Kimley-Horn is providing professional services for this proposed single-family age-restricted subdivision in St. Johns County, Florida. When complete, the subdivision will feature 363 residential units on 114 acres and a four-acre amenity center. Tasks our team is providing for this active adult community include master infrastructure civil engineering design and associated civil engineering services; landscape architectural design services including a tree inventory and mitigation and irrigation plans; a master development plan map; meeting, support, and project coordination; application preparation; floodplain/FEMA assistance; permitting (through St. Johns County, St. Johns River Water Management District, and U.S. Army Corps of Engineers); construction phase services/bidding assistance; and additional services on an as needed basis.	Check if project performed with current firm	
<b>Beachwalk</b> <b>St. Johns County, FL</b>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project landscape architect. Kimley-Horn is providing professional services for the development of this 1,100-acre single-family housing development in northeast Florida. Along with several subdivisions of family homes, this proposed development includes a 14-acre Crystal Lagoon; a fitness center and 20,000-square-foot clubhouse; tennis and volleyball courts; a dog park and an 18-hole mini putt-putt; several commercial retail locations; designated wetlands; and a high school. Our team is providing civil engineering design including master site, paving and drainage, water and sewer, and master utility plans; permitting assistance through St. Johns County, Saint Johns River Water Management District (SJRWMD), the U.S. Army Corps of Engineers (USACE), and the Florida Department of Environmental Protection (FDEP); and construction phase services.	Check if project performed with current firm	
<b>Southside Quarters</b> <b>Jacksonville, FL</b>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project landscape architect. Kimley-Horn is providing professional services for this proposed 10.9-acre residential community in Jacksonville, FL. At its completion, Southside Quarters will include 134 residential units (46 single family homes and 88 townhomes), garage spaces for residents, and 43 guest parking spaces. Our team is providing site design, permitting, and construction phase services.	Check if project performed with current firm	
<b>Coastal Oaks at Nocatee</b> <b>Ponte Vedra, FL</b>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project engineer. Kimley-Horn is providing professional services for this luxury community in Ponte Vedra, FL. A portion of Coastal Oaks is naturally preserved including several walking and hiking trails. The project's amenities include a 300-acre park featuring basketball, tennis, and volleyball courts, a playground, and a water park; a 6,500-square-foot clubhouse that houses a fitness center and meeting spaces; three pools, including an infant/children's wading pool; and several picnic areas for residents and their guests to enjoy. Our team's services include bid preparation/contractor notification; conferences/meetings; site visits; observation of construction; recommendation with respect to defective work; clarifications and interpretations; shop drawings and samples; inspections and tests; and as-built reviews.	Check if project performed with current firm	
<b>Julington Lakes</b> <b>St. Johns County, FL</b>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project engineer. Kimley-Horn is providing professional services for this planned luxury home community in St. Johns County, FL. A majority of this unique neighborhood is conserved as a nature preserve, featuring several beautiful lakes for residents and their guests to enjoy. Our team is providing civil engineering services including plat coordination and construction phase services. As part of our construction phase responsibilities, our team members are performing the following tasks: bid preparation/contractor notification; conferences/meetings; site visits; observation of construction; recommendation with respect to defective work; clarifications and interpretations; shop drawings and samples; inspections and tests; and as-built reviews.	Check if project performed with current firm	



# E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME <b>Martin T.J. Brenny, P.E.</b>	13. ROLE IN THIS CONTRACT <b>Civil Engineer</b>	14. YEARS EXPERIENCE a. TOTAL <b>12</b> b. WITH CURRENT FIRM <b>12</b>	
15. FIRM NAME AND LOCATION (City and State) <b>Kimley-Horn and Associates, Inc., Jacksonville, FL</b>			
16. EDUCATION (Degree and Specialization) <b>Bachelor of Science / Civil Engineering / Rose-Hulman Institute of Technology / 2005</b>		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) <b>FL / Professional Engineer / 71515 / 2010</b>	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

## 19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
<b>Parkland Preserve St. Johns County, FL</b>	PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION (If applicable) 
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  <b>a.</b> Project engineer. Kimley-Horn is providing professional services for this proposed single-family age-restricted subdivision in St. Johns County, Florida. When complete, the subdivision will feature 363 residential units on 114 acres and a four-acre amenity center. Tasks our team is providing for this active adult community include master infrastructure civil engineering design and associated civil engineering services; landscape architectural design services including a tree inventory and mitigation and irrigation plans; a master development plan map; meeting, support, and project coordination; application preparation; floodplain/FEMA assistance; permitting (through St. Johns County, St. Johns River Water Management District, and U.S. Army Corps of Engineers); construction phase services/bidding assistance; and additional services on an as needed basis.	Check if project performed with current firm	
<b>(1) TITLE AND LOCATION (City and State)</b> <b>Stone Creek St. Johns County, FL</b>	<b>(2) YEAR COMPLETED</b> PROFESSIONAL SERVICES <b>2017</b>	CONSTRUCTION (If applicable) <b>2017</b>
<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b>  <b>b.</b> Project manager. Kimley-Horn provided professional services for this community, which is located along CR 210 between Greenbriar Road and South Hampton Subdivision in St. Johns County, FL. This luxury community features 44 wooded estate homes, spanning between 2,200 and 4,400 square feet per unit. Services we provided for Stone Creek included due diligence reviews; site planning; entitlement planning and applications; preparation of construction documents; coordination with review agency staff; reviewing agency staff comments and project team responses; and attendance at project team meetings. In addition, extensive construction phase services were provided by our Jacksonville-based team.	Check if project performed with current firm	
<b>(1) TITLE AND LOCATION (City and State)</b> <b>Beachwalk St. Johns County, FL</b>	<b>(2) YEAR COMPLETED</b> PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION (If applicable)
<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b>  <b>c.</b> Project engineer. Kimley-Horn is providing professional services for the development of this 1,100-acre single-family housing development in northeast Florida. Along with several subdivisions of family homes, this proposed development includes a 14-acre Crystal Lagoon; a fitness center and 20,000-square-foot clubhouse; tennis and volleyball courts; a dog park and an 18-hole mini putt-putt; several commercial retail locations; designated wetlands; and a high school. Our team is providing civil engineering design including master site, paving and drainage, water and sewer, and master utility plans; permitting assistance through St. Johns County, Saint Johns River Water Management District (SJRWMD), the U.S. Army Corps of Engineers (USACE), and the Florida Department of Environmental Protection (FDEP); and construction phase services.	Check if project performed with current firm	
<b>(1) TITLE AND LOCATION (City and State)</b> <b>Julington Lakes St. Johns County, FL</b>	<b>(2) YEAR COMPLETED</b> PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION (If applicable)
<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b>  <b>d.</b> Project manager. Kimley-Horn is providing professional services for this planned luxury home community in St. Johns County, FL. A majority of this unique neighborhood is conserved as a nature preserve, featuring several beautiful lakes for residents and their guests to enjoy. Our team is providing civil engineering services including plat coordination and construction phase services. As part of our construction phase responsibilities, our team members are performing the following tasks: bid preparation/contractor notification; conferences/meetings; site visits; observation of construction; recommendation with respect to defective work; clarifications and interpretations; shop drawings and samples; inspections and tests; and as-built reviews.	Check if project performed with current firm	
<b>(1) TITLE AND LOCATION (City and State)</b> <b>Coastal Oaks at Nocatee Ponte Vedra, FL</b>	<b>(2) YEAR COMPLETED</b> PROFESSIONAL SERVICES <b>Ongoing</b>	CONSTRUCTION (If applicable)
<b>(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE</b>  <b>e.</b> Project manager. Kimley-Horn is providing professional services for this luxury community in Ponte Vedra, FL. A portion of Coastal Oaks is naturally preserved including several walking and hiking trails. The project's amenities include a 300-acre park featuring basketball, tennis, and volleyball courts, a playground, and a water park; a 6,500-square-foot clubhouse that houses a fitness center and meeting spaces; three pools, including an infant/children's wading pool; and several picnic areas for residents and their guests to enjoy. Our team's services include bid preparation/contractor notification; conferences/meetings; site visits; observation of construction; recommendation with respect to defective work; clarifications and interpretations; shop drawings and samples; inspections and tests; and as-built reviews.	Check if project performed with current firm	



# E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME <b>Taylor Hill, E.I.</b>	13. ROLE IN THIS CONTRACT <b>Engineering Analyst</b>	14. YEARS EXPERIENCE <table border="1"> <tr> <td>a. TOTAL <b>1</b></td> <td>b. WITH CURRENT FIRM <b>1</b></td> </tr> </table>		a. TOTAL <b>1</b>	b. WITH CURRENT FIRM <b>1</b>
a. TOTAL <b>1</b>	b. WITH CURRENT FIRM <b>1</b>				
15. FIRM NAME AND LOCATION (City and State) <b>Kimley-Horn and Associates, Inc., Jacksonville, FL</b>					
16. EDUCATION (Degree and Specialization) <b>Bachelor of Science / Civil Engineering / Florida State University / 2015</b>		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) <b>FL / Engineering Intern / 1100019368 / 2015</b>			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					

## 19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. <b>Parkland Preserve St. Johns County, FL</b>  (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project analyst. Kimley-Horn is providing professional services for this proposed single-family age-restricted subdivision in St. Johns County, Florida. When complete, the subdivision will feature 363 residential units on 114 acres and a four-acre amenity center. Tasks our team is providing for this active adult community include master infrastructure civil engineering design and associated civil engineering services; landscape architectural design services including a tree inventory and mitigation and irrigation plans; a master development plan map; meeting, support, and project coordination; application preparation; floodplain/FEMA assistance; permitting (through St. Johns County, St. Johns River Water Management District, and U.S. Army Corps of Engineers); construction phase services/bidding assistance; and additional services on an as needed basis.	Ongoing	
b. <b>Beachwalk St. Johns County, FL</b>  (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project analyst. Kimley-Horn is providing professional services for the development of this 1,100-acre single-family housing development in northeast Florida. Along with several subdivisions of family homes, this proposed development includes a 14-acre Crystal Lagoon; a fitness center and 20,000-square-foot clubhouse; tennis and volleyball courts; a dog park and an 18-hole mini putt-putt; several commercial retail locations; designated wetlands; and a high school. Our team is providing civil engineering design including master site, paving and drainage, water and sewer, and master utility plans; permitting assistance through St. Johns County, Saint Johns River Water Management District (SJRWMD), the U.S. Army Corps of Engineers (USACE), and the Florida Department of Environmental Protection (FDEP); and construction phase services.	Ongoing	
c. <b>Julington Lakes St. Johns County, FL</b>  (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project analyst. Kimley-Horn is providing professional services for this planned luxury home community in St. Johns County, FL. A majority of this unique neighborhood is conserved as a nature preserve, featuring several beautiful lakes for residents and their guests to enjoy. Our team is providing civil engineering services including plat coordination and construction phase services. As part of our construction phase responsibilities, our team members are performing the following tasks: bid preparation/contractor notification; conferences/meetings; site visits; observation of construction; recommendation with respect to defective work; clarifications and interpretations; shop drawings and samples; inspections and tests; and as-built reviews.	Ongoing	
d. <b>Coastal Oaks at Nocatee Ponte Vedra, FL</b>  (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project analyst. Kimley-Horn is providing professional services for this luxury community in Ponte Vedra, FL. A portion of Coastal Oaks is naturally preserved including several walking and hiking trails. The project's amenities include a 300-acre park featuring basketball, tennis, and volleyball courts, a playground, and a water park; a 6,500-square-foot clubhouse that houses a fitness center and meeting spaces; three pools, including an infant/children's wading pool; and several picnic areas for residents and their guests to enjoy. Our team's services include bid preparation/contractor notification; conferences/meetings; site visits; observation of construction; recommendation with respect to defective work; clarifications and interpretations; shop drawings and samples; inspections and tests; and as-built reviews.	Ongoing	
e. <b>Southside Quarters Jacksonville, FL</b>  (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE  Project analyst. Kimley-Horn is providing professional services for this proposed 10.9-acre residential community in Jacksonville, FL. At its completion, Southside Quarters will include 134 residential units (46 single family homes and 88 townhomes), garage spaces for residents, and 43 guest parking spaces. Our team is providing site design, permitting, and construction phase services.	Ongoing	

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  1
<b>21. TITLE AND LOCATION (City and State)</b> <b>Parkland Preserve</b> <b>St. Johns County, FL</b>	<b>22. YEAR COMPLETED</b>	
	<b>PROFESSIONAL SERVICES</b> Ongoing	<b>CONSTRUCTION (If applicable)</b>

<b>23. PROJECT OWNER'S INFORMATION</b>		
<b>a. PROJECT OWNER</b> <b>NGMB Properties, LLC</b>	<b>b. POINT OF CONTACT NAME</b> <b>Michael Balanky</b>	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> <b>(904) 923-7065</b>

<b>24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT</b> <i>(Include scope, size, and cost)</i>  <p><b>Kimley-Horn</b> is providing professional services for this proposed single-family age-restricted subdivision in St. Johns County, Florida. When complete, the subdivision will feature 363 residential units on 114 acres and a four-acre amenity center. Tasks our team is providing for this active adult community include master infrastructure civil engineering design and associated civil engineering services; landscape architectural design services including a tree inventory and mitigation and irrigation plans; a master development plan map; meeting, support, and project coordination; application preparation; floodplain/FEMA assistance; permitting (through St. Johns County, St. Johns River Water Management District, and U.S. Army Corps of Engineers); construction phase services/bidding assistance; and additional services on an as needed basis.</p>
--

<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>			
<b>a.</b>	<b>(1) FIRM NAME</b> Kimley-Horn	<b>(2) FIRM LOCATION (City and State)</b> Jacksonville, FL	<b>(3) ROLE</b> Prime Consultant
<b>b.</b>	<b>(1) FIRM NAME</b>	<b>(2) FIRM LOCATION (City and State)</b>	<b>(3) ROLE</b>
<b>c.</b>	<b>(1) FIRM NAME</b>	<b>(2) FIRM LOCATION (City and State)</b>	<b>(3) ROLE</b>
<b>d.</b>	<b>(1) FIRM NAME</b>	<b>(2) FIRM LOCATION (City and State)</b>	<b>(3) ROLE</b>
<b>e.</b>	<b>(1) FIRM NAME</b>	<b>(2) FIRM LOCATION (City and State)</b>	<b>(3) ROLE</b>
<b>f.</b>	<b>(1) FIRM NAME</b>	<b>(2) FIRM LOCATION (City and State)</b>	<b>(3) ROLE</b>



**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)*

22. YEAR COMPLETED

**Parkland Preserve Amenity Center  
St. Johns County, FL**

PROFESSIONAL SERVICES  
Ongoing

CONSTRUCTION *(If applicable)*

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**NGMB Properties, LLC**

b. POINT OF CONTACT NAME

**Michael Balanky**

c. POINT OF CONTACT TELEPHONE NUMBER

**(904) 923-7065**

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

**Kimley-Horn** is providing professional services for this proposed four-acre amenity center located within Parkland Preserve, a single-family age-restricted subdivision in St. Johns County, Florida. Tasks our team is providing for this active adult community include master infrastructure civil engineering design and associated civil engineering services; landscape architectural design services; a master development plan map; meeting, support, and project coordination; application preparation; floodplain/FEMA assistance; permitting (through St. Johns County, St. Johns River Water Management District, and U.S. Army Corps of Engineers); construction phase services/bidding assistance; and additional services on an as needed basis.

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

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Kimley-Horn	Jacksonville, FL	Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(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)

**Beachwalk  
St. Johns County, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES  
Ongoing

CONSTRUCTION (if applicable)

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Twin Creeks Development Associates, LLC**

b. POINT OF CONTACT NAME

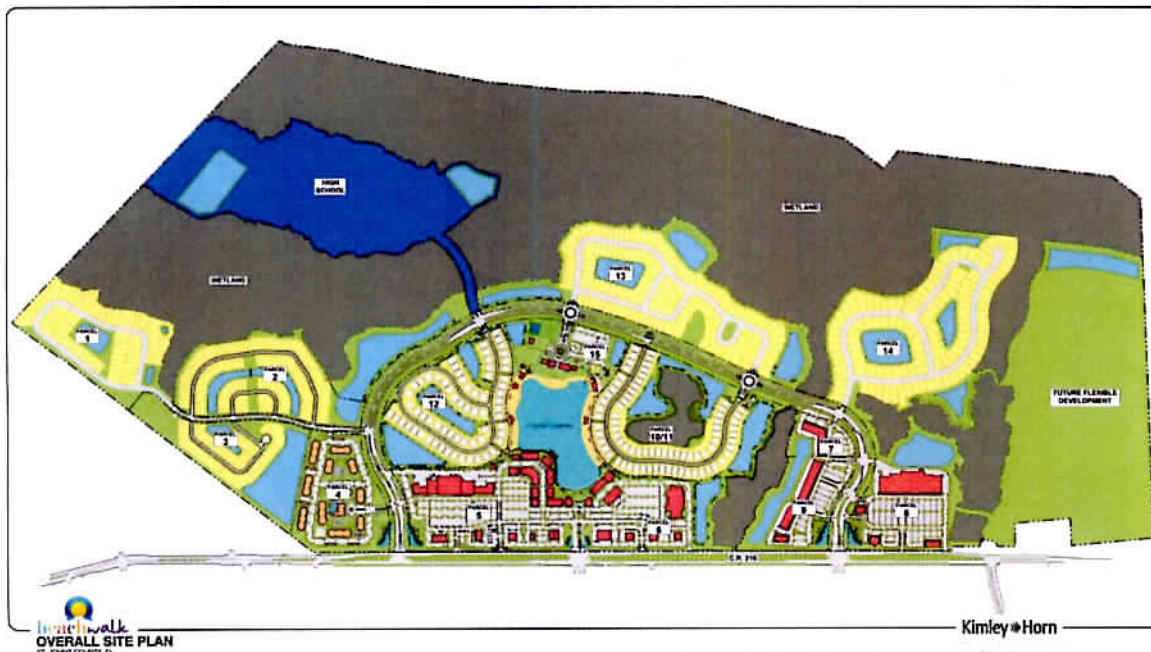
**Robert Furlong**

c. POINT OF CONTACT TELEPHONE NUMBER

**(904) 806-7082**

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

**Kimley-Horn** is providing professional services for the development of this 1,100-acre single-family housing development in northeast Florida. Along with several subdivisions of family homes, this proposed development includes a 14-acre Crystal Lagoon; a fitness center and 20,000-square-foot clubhouse; tennis and volleyball courts; a dog park and an 18-hole mini putt-putt; several commercial retail locations; designated wetlands; and a high school. Our team is providing civil engineering design including master site, paving and drainage, water and sewer, and master utility plans; permitting assistance through St. Johns County, Saint Johns River Water Management District (SJRWMD), the U.S. Army Corps of Engineers (USACE), and the Florida Department of Environmental Protection (FDEP); and construction phase services.



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

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Kimley-Horn	Jacksonville, FL	Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE



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

20. EXAMPLE PROJECT KEY NUMBER

4

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

**Julington Lakes  
St. Johns County, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES  
Ongoing

CONSTRUCTION *(If applicable)*

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Toll Brothers, Inc.**

b. POINT OF CONTACT NAME

**Nick Kausch**

c. POINT OF CONTACT TELEPHONE NUMBER

**(904) 287-4677**

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

**Kimley-Horn** is providing professional services for this planned luxury home community in St. Johns County, FL. A majority of this unique neighborhood is conserved as a nature preserve, featuring several beautiful lakes for residents and their guests to enjoy. Our team is providing civil engineering services including plat coordination and construction phase services. As part of our construction phase responsibilities, our team members are performing the following tasks: bid preparation/contractor notification; conferences/meetings; site visits; observation of construction; recommendation with respect to defective work; clarifications and interpretations; shop drawings and samples; inspections and tests; and as-built reviews.



**Julington Lakes**



50' Lot - 234  
60' Lot - 151  
80' Lot - 84  
Total - 469

ST. JOHNS COUNTY, FLORIDA

**Kimley-Horn**

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

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	a.		
	Kimley-Horn	Jacksonville, FL	Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  5
<b>21. TITLE AND LOCATION (City and State)</b> <b>Julington Lakes Amenity Center</b> <b>St. Johns County, FL</b>	<b>22. YEAR COMPLETED</b>	
	<b>PROFESSIONAL SERVICES</b> Ongoing	<b>CONSTRUCTION (If applicable)</b>

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> <b>Toll Brothers, Inc.</b>	<b>b. POINT OF CONTACT NAME</b> <b>Nick Kausch</b>	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> <b>(904) 287-4677</b>
---	---	--

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

**Kimley-Horn** is providing professional services for this planned amenity center within a luxury community in St. Johns County, FL. A majority of this unique neighborhood is conserved as a nature preserve, featuring several beautiful lakes for residents and their guests to enjoy. Our team is providing civil engineering services including plat coordination and construction phase services. As part of our construction phase responsibilities, our team members are performing the following tasks: bid preparation/contractor notification; conferences/meetings; site visits; observation of construction; recommendation with respect to defective work; clarifications and interpretations; shop drawings and samples; inspections and tests; and as-built reviews.

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

<b>a.</b>	(1) FIRM NAME Kimley-Horn	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Prime Consultant
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>f.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  6		
<b>21. TITLE AND LOCATION (City and State)</b> <b>Stone Creek</b> <b>St. Johns County, FL</b>		<b>22. YEAR COMPLETED</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES 2017</td> <td style="width: 50%;">CONSTRUCTION (If applicable) 2017</td> </tr> </table>	PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2017
PROFESSIONAL SERVICES 2017	CONSTRUCTION (If applicable) 2017			

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> <b>AV Homes, Inc.</b>	<b>b. POINT OF CONTACT NAME</b> <b>Tony Iorio</b>	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> <b>(407) 933-5000</b>
--	--	--

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

**Kimley-Horn** provided professional services for this community, which is located along CR 210 between Greenbriar Road and South Hampton Subdivision in St. Johns County, FL. This luxury community features 44 wooded estate homes, spanning between 2,200 and 4,400 square feet per unit. Services we provided for Stone Creek included due diligence reviews; site planning; entitlement planning and applications; preparation of construction documents; coordination with review agency staff; reviewing agency staff comments and project team responses; and attendance at project team meetings. In addition, extensive construction phase services were provided by our Jacksonville-based team.

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

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Kimley-Horn	Jacksonville, FL	Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

7

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

**Southside Quarters  
Jacksonville, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES  
Ongoing

CONSTRUCTION *(If applicable)*

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**David Weekley Homes**

b. POINT OF CONTACT NAME

**Keith Donnely**

c. POINT OF CONTACT TELEPHONE NUMBER

**(904) 201-6426**

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

**Kimley-Horn** is providing professional services for this proposed 10.9-acre residential community in Jacksonville, FL. At its completion, Southside Quarters will include 134 residential units (46 single family homes and 88 townhomes), garage spaces for residents, and 43 guest parking spaces. Our team is providing site design, permitting, and construction phase services.



**David Weekley Homes**

**TIDAL POINTE**  
AT  
SOUTHSIDE QUARTERS

**Kimley»Horn**

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

a.	(1) FIRM NAME Kimley-Horn	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Prime Consultant
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE



**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**

(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)

**Coastal Oaks at Nocatee**  
**Ponte Vedra, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES  
Ongoing

CONSTRUCTION (if applicable)

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

**Toll Brothers, Inc.**

b. POINT OF CONTACT NAME

**Nick Kausch**

c. POINT OF CONTACT TELEPHONE NUMBER

**(904) 287-4677**

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

**Kimley-Horn** is providing professional services for this luxury community in Ponte Vedra, FL. A portion of Coastal Oaks is naturally preserved including several walking and hiking trails. The project's amenities include a 300-acre park featuring basketball, tennis, and volleyball courts, a playground, and a water park; a 6,500-square-foot clubhouse that houses a fitness center and meeting spaces; three pools, including an infant/children's wading pool; and several picnic areas for residents and their guests to enjoy. Our team's services include bid preparation/contractor notification; conferences/meetings; site visits; observation of construction; recommendation with respect to defective work; clarifications and interpretations; shop drawings and samples; inspections and tests; and as-built reviews.

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

a.	(1) FIRM NAME <b>Kimley-Horn</b>	(2) FIRM LOCATION (City and State) <b>Jacksonville, FL</b>	(3) ROLE <b>Prime Consultant</b>
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

## G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

## 29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NO.	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	<b>Parkland Preserve</b>	6	<b>Stone Creek</b>
2	<b>Parkland Preserve Amenity Center</b>	7	<b>Southside Quarters</b>
3	<b>Beachwalk</b>	8	<b>Coastal Oaks at Nocatee</b>
4	<b>Julington Lakes</b>	9	<b>N/A</b>
5	<b>Julington Lakes Amenity Center</b>	10	<b>N/A</b>

## H. ADDITIONAL INFORMATION

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

Founded in 1967, **Kimley-Horn** is a full-service, employee-owned, multidisciplinary consulting firm offering a broad range of engineering, planning, landscape architecture, and environmental services to clients in both the private and public sectors. Over the years, we have grown from a small group of engineers and planners to one of the most respected consulting engineering firms in the nation—and a recognized leader in land development. Today, Kimley-Horn has approximately 3,000 employees in more than 80 offices across the United States and in Puerto Rico, offering a full range of consulting services to local, regional, national, and international clients.

*Engineering News-Record (ENR)* annually compiles and publishes the rankings of the 500 largest U.S. design firms (architectural and engineering firms), measured by gross revenues. Kimley-Horn's sound growth and stability is reflected in its steady rise on ENR's top 500 list. The firm first appeared on the list in 1981, when it ranked 421st. In 2016, the most recent year for which data is available, Kimley Horn ranked 28th overall and 12th among the top 100 "pure design firms." This growth has been accompanied by a steadfast commitment to providing responsive client service and pursuing continuous quality improvement.

In addition, **ENR named Kimley-Horn the 2015 Southeast Design Firm of the Year.** The following awards provide even more insight into Kimley-Horn's culture:

- The firm has appeared on Fortune magazine's list of the **100 Best Companies To Work For** 11 times: for six years from 2005 through 2010, and then again from 2014 through 2018. In 2018, we rank 10th.
- Ranked the **#1 Civil Engineering Firm To Work For** by CE News in 2004, 2006, and 2007. Kimley-Horn is the only firm to have been selected for this honor three times.
- Each year since 2008, Kimley-Horn has also been recognized by ENR as one of the nation's "**Top Green Design Firms.**" More than 100 of our professionals across the firm have earned LEED accreditations.

As consultants, we take pride in building real partnerships with clients. That means you get an expert Kimley-Horn team that delivers high quality results on time and on budget, advocates for your best interests, and works closely with you and your entire development team throughout the site development process—from the earliest stages of due diligence and entitlements to construction bidding, inspection, and final punch lists. And because Kimley-Horn makes deliberate business-planning decisions on hiring, growth, and client selection, we remain financially strong, independent, and stable.

*Kimley-Horn offers a broad range of engineering, planning, landscape architectural, and environmental services including:*

- Site civil engineering
- Water/wastewater treatment and collection systems
- Utilities
- Land development services
- Landscape architecture
- Urban design and planning
- Predevelopment services
- Comprehensive planning
- Permitting and approvals
- Transportation planning/engineering and traffic operations
- Roadway and bridge design
- Advanced traffic management systems
- Areawide traffic signal systems
- Parking planning and design
- Public involvement programs
- Geographic Information Systems (GIS)
- Environmental permitting, assessment, and remediation
- Wetland delineation, assessment, and mitigation
- Construction administration/observation
- Building structures

## I. AUTHORIZED REPRESENTATIVE

*The foregoing is a statement of facts.*

31. SIGNATURE

32. DATE

6/15/2018

33. NAME AND TITLE

Joseph P. Mecca, P.E., Vice President



**ARCHITECT – ENGINEER QUALIFICATIONS**1. SOLICITATION NUMBER (If any)  
N/A**PART II – GENERAL QUALIFICATIONS**

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

2a. FIRM (or Branch Office) NAME Kimley-Horn and Associates, Inc.			3. YEAR ESTABLISHED 1996	4. UNIQUE ENTITY IDENTIFIER 061099131
2b. STREET 12740 Gran Bay Parkway West, Suite 2350			5. OWNERSHIP	
2c. CITY Jacksonville			2d. STATE FL	2e. ZIP CODE 32258
6a. POINT OF CONTACT NAME AND TITLE Thomas Inman, P.E., Project Manager			a. TYPE Corporation	
6b. TELEPHONE NUMBER (904) 828-3903			b. SMALL BUSINESS STATUS No	
6c. E-MAIL ADDRESS thomas.inman@kimley-horn.com			7. NAME OF FIRM (If block 2a is a branch office) APHC, Inc.	
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

**9. EMPLOYEES BY DISCIPLINE**

a. Function Code	b. Discipline	c. No. of Employees	
		(1) FIRM	(2) BRANCH
02	Administrative	251	4
08	CADD Technicians	102	2
12	Civil Engineers	1159	11
63	Design Technicians	82	2
30	Geologists	4	2
34	Hydrologists	12	1
39	Landscape Architects	114	1
47	Planners: Urban/Regional	72	1
48	Project Managers	167	2
65	Technical Support	362	4
58	Technician/Analysts	404	2
60	Transportation Engineers	291	4
	Other Employees	416	0
<b>Total</b>		<b>3436</b>	<b>36</b>

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

a. Profile Code	b. Experience	c. Revenue Index Number (see below)
C08	Codes; Standards; Ordinances	1
C10	Commercial Building; (low rise); Shopping	3
C11	Community Facilities	1
C12	Communications Systems; TV; Microwave	1
E07	Energy Conservation; New Energy Sources	1
E09	Environmental Impact Studies, Assessments	1
E11	Environmental Planning	3
G01	Garages; Vehicle Maintenance Facilities;	1
H02	Hazardous Materials Handling and Storage	1
H07	Highways; Streets; Airfield Paving; Parking	5
H09	Hospitals & Medical Facilities	2
H11	Housing (Residential, Multifamily,	4
I04	Intelligent Transportation Systems	2
L03	Landscape Architecture	2
O01	Office Building; Industrial Parks	2
P06	Planning (Site, Installation and Project)	1
R03	Railroad and Rapid Transit	4
R04	Recreational Facilities (Parks; Marinas; etc.)	3
S01	Safety Engineering; Accident Studies; OSHA	3
S07	Solid Wastes; Incineration; Landfill	1
T03	Traffic & Transportation Engineering	5
U02	Urban Renewals; Community Development	3

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


a. Federal Work	1
b. Non-Federal Work	7
c. Total Work	7

**PROFESSIONAL SERVICES REVENUE INDEX NUMBER**

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

**12. AUTHORIZED REPRESENTATIVE**

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE 6/15/2018
c. NAME AND TITLE Joseph P. Mecca, P.E., Vice President	



# EXHIBIT 7

## **AGREEMENT FOR ENGINEERING SERVICES**

**THIS AGREEMENT** (“**Agreement**”) is made and entered into this 4<sup>th</sup> day of June, 2018, by and between:

**Parkland Preserve Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and located in St. Johns County, Florida (“**District**”); and

\_\_\_\_\_, providing professional engineering services (“**Engineer**”).

### **RECITALS**

**WHEREAS**, the District is a local unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes*, and by an ordinance adopted by the Board of County Commissioners in and for St. Johns County, Florida; and

**WHEREAS**, the District is authorized to plan, finance, construct, install, acquire and/or maintain improvements, facilities and services in conjunction with the development of the lands within the District; and

**WHEREAS**, pursuant to Sections 190.033 and 287.055, *Florida Statutes*, the District solicited proposals from qualified firms to provide professional engineering services on a continuing basis; and

**WHEREAS**, Engineer submitted a proposal to serve in this capacity; and

**WHEREAS**, the District's Board of Supervisors (“**Board**”) ranked Engineer as the most qualified firm to provide professional engineering services for the District and authorized the negotiation of a contract pursuant to Section 287.055, *Florida Statutes*; and

**WHEREAS**, the District intends to employ Engineer to perform engineering services including but not limited to construction administration, environmental management and permitting, financial and economic studies, as defined by a separate work authorization or work authorizations; and

**WHEREAS**, the Engineer shall serve as District’s professional representative in each service or project to which this Agreement applies and will give consultation and advice to the District during performance of these services.

**NOW, THEREFORE**, for and in consideration of the mutual covenants herein contained, the acts and deeds to be performed by the parties and the payments by the District to the Engineer of the sums of money herein specified, it is mutually covenanted and agreed as follows:

**1. SCOPE OF SERVICES.**

- a. The Engineer will provide general engineering services, including:
  - i. Preparation of any necessary reports and attendance at meetings of the Board.
  - ii. Providing professional engineering services including but not limited to review and execution of documents under the District's Trust Indentures and monitoring of District projects. Performance of any other duties related to the provision of infrastructure and services as requested by the Board, District Manager, or District Counsel.
  - iii. Any other items requested by the Board.
- b. Engineer shall, when authorized by the Board, provide general services related to construction of any District projects including, but not limited to:
  - i. Periodic visits to the site, or full time construction management of District projects, as directed by District.
  - ii. Processing of contractor's pay estimates.
  - iii. Preparation of, and/or assistance with the preparation of, work authorizations, requisitions, change orders and acquisitions for review by the District Manager, District Counsel and the Board.
  - iv. Final inspection and requested certificates for construction including the final certificate of construction.
  - v. Consultation and advice during construction, including performing all roles and actions required of any construction contract between District and any contractor(s) in which Engineer is named as owner's representative or "Engineer."
  - vi. Any other activity related to construction as authorized by the Board.
- c. With respect to maintenance of the facilities, Engineer shall render such services as authorized by the Board.

**2. REPRESENTATIONS.** The Engineer hereby represents to the District that:

- a. It has the experience and skill to perform the services required to be performed by this Agreement.
- b. It shall design to and comply with applicable federal, state, and local laws, and codes, including without limitation, professional registration and licensing requirements (both corporate and individual for all required basic disciplines) in effect during the term of this Agreement, and shall, if requested by District, provide certification of compliance with all registration and licensing requirements.
- c. It shall perform said services in accordance with generally accepted professional standards in the most expeditious and economical manner, and to the extent consistent with the best interests of District.
- d. It is adequately financed to meet any financial obligations it may be required to incur under this Agreement.

**3. METHOD OF AUTHORIZATION.** Each service or project shall be authorized in writing by the District. The written authorization shall be incorporated in a work authorization which shall include the scope of work, compensation, project schedule, and special provisions or conditions specific to the service or project being authorized (“**Work Authorization**”). Authorization of services or projects under the contract shall be at the sole option of the District. Work Authorization No. 1 attached hereto is hereby approved.

**4. COMPENSATION.** It is understood and agreed that the payment of compensation for services under this Agreement shall be stipulated in each Work Authorization. One of the following methods will be utilized:

- a. Lump Sum Amount - The District and Engineer shall mutually agree to a lump sum amount for the services to be rendered payable monthly in direct proportion to the work accomplished. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in Section 287.017, *Florida Statutes*, for CATEGORY FOUR, the District shall require the Engineer to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. The price for any lump sum Work Authorization, and any additions thereto, will be adjusted to exclude any significant sums by which the District determines the Work Authorization was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such adjustments must be made within 1 year following the completion of the work contemplated by the lump sum Work Authorization.
- b. Hourly Personnel Rates - For services or projects where scope of services is not clearly defined, or recurring services or other projects where the District desires to use the hourly compensation rates outlined in **Exhibit A** attached hereto. The District and Engineer may agree to a “not to exceed” amount when utilizing hourly personnel rates for a specific work authorization.

**5. REIMBURSABLE EXPENSES.** Reimbursable expenses consist of actual expenditures made by Engineer, its employees, or its consultants in the interest of the project for the incidental expenses as listed as follows:

- a. Expenses of transportation and living when traveling in connection with a project, for long distance phone calls and telegrams, and fees paid for securing approval of authorities having jurisdiction over the project. All expenditures shall be made in accordance with Chapter 112, *Florida Statutes*, and with the District’s travel policy.
- b. Expense of reproduction, postage and handling of drawings and specifications.

**6. TERM OF CONTRACT.** It is understood and agreed that this Agreement is for engineering services. It is further understood and agreed that the term of this Agreement will be from the time of execution of this Agreement until terminated pursuant the terms herein.

**7. SPECIAL SERVICES.** When authorized in writing by the District, additional special consulting services may be utilized by Engineer and paid for on a cost basis.

**8. BOOKS AND RECORDS.** Engineer shall maintain comprehensive books and records relating to any services performed under this Agreement, which shall be retained by Engineer for a period of at least four (4) years from and after completion of any services hereunder (or such longer period to the extent required by Florida's public records retention laws). The District, or its authorized representative, shall have the right to audit such books and records at all reasonable times upon prior notice to Engineer.

**9. OWNERSHIP OF DOCUMENTS.**

- a. All rights in and title to all plans, drawings, specifications, ideas, concepts, designs, sketches, models, programs, software, creation, inventions, reports, or other tangible work product originally developed by Engineer pursuant to this Agreement ("**Work Product**") shall be and remain the sole and exclusive property of the District when developed and shall be considered work for hire.
- b. The Engineer shall deliver all Work Product to the District upon completion thereof unless it is necessary for Engineer in the District's sole discretion, to retain possession for a longer period of time. Upon early termination of Engineer's services hereunder, Engineer shall deliver all such Work Product whether complete or not. The District shall have all rights to use any and all Work Product. Engineer shall retain copies of the Work Product for its permanent records, provided the Work Product is not used without the District's prior express written consent. Engineer agrees not to recreate any Work Product contemplated by this Agreement, or portions thereof, which if constructed or otherwise materialized, would be reasonably identifiable with the project. If said work product is used by the District for any purpose other than that purpose which is intended by this Agreement, the District shall indemnify Engineer from any and all claims and liabilities which may result from such re-use, in the event Engineer does not consent to such use.
- c. The District exclusively retains all manufacturing rights to all materials or designs developed under this Agreement. To the extent the services performed under this Agreement produce or include copyrightable or patentable materials or designs, such materials or designs are work made for hire for the District as the author, creator, or inventor thereof upon creation, and the District shall have all rights therein including, without limitation, the right of reproduction, with respect to such work. Engineer hereby assigns to the District any and all rights Engineer may have including, without limitation, the copyright, with respect to such work. The Engineer acknowledges that the District is the motivating factor for, and for the purpose of copyright or patent, has the right to direct and supervise the preparation of such copyrightable or patentable materials or designs.

**10. ACCOUNTING RECORDS.** Records of Engineer pertaining to the services provided hereunder shall be kept on a basis of generally accepted accounting principles and shall be available to the District or its authorized representative for observation or audit at mutually agreeable times.

**11. REUSE OF DOCUMENTS.** All documents including drawings and specifications furnished by Engineer pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by District or others on extensions of the work for which they were provided or on any other project. Any reuse without specific written consent by Engineer will be at the District's sole risk and without liability or legal exposure to Engineer. All documents including drawings, plans and specifications furnished by Engineer to District are subject to reuse in accordance with Section 287.055(10), *Florida Statutes*.

**12. COST ESTIMATES.** Since Engineer has no control over the cost of labor, materials or equipment or over a contractor's methods of determining prices, or over competitive bidding or market conditions, his opinions of probable cost provided as a service hereunder are to be made on the basis of his experience and qualifications and represent his best judgment as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposals, bids, or the construction costs will not vary from opinions of probable cost prepared by him. If the District wishes greater assurance as to the construction costs, it shall employ an independent cost estimator at its own expense. Services to modify approved documents to bring the construction cost within any limitation established by the District will be considered additional services and justify additional fees.

**13. INSURANCE.** Engineer shall, at its own expense, maintain insurance during the performance of its services under this Agreement, with limits of liability not less than the following:

Workers' Compensation	Statutory
General Liability	
Bodily Injury (including Contractual)	\$1,000,000/\$2,000,000
Property Damage (including Contractual)	\$1,000,000/\$2,000,000
Automobile Liability	Combined Single Limit \$1,000,000
Bodily Injury / Property Damage	
Professional Liability for Errors and Omissions	\$1,000,000

If any such policy of insurance is a "claims made" policy, and not an "occurrence" policy, the Engineer shall, without interruption, and at the District's option, maintain the

insurance during the term of this Agreement and for at least five years after the termination of this Agreement.

The District, its officers, supervisors, agents, staff, and representatives shall be named as additional insured parties, except with respect to the Worker's Compensation Insurance and the Professional Liability for Errors and Omissions Insurance both for which only proof of insurance shall be provided. The Engineer shall furnish the District with the Certificate of Insurance evidencing compliance with the requirements of this Section. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective without written notice to the District per the terms of the applicable policy. Insurance coverage shall be from a reputable insurance carrier, licensed to conduct business in the state of Florida.

If the Engineer fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Engineer shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

**14. CONTINGENT FEE.** The Engineer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Engineer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

**15. AUDIT.** The Engineer agrees that the District or any of its duly authorized representatives shall, until the expiration of three years after expenditure of funds under this Agreement, have access to and the right to examine any books, documents, papers, and records of the Engineer involving transactions related to the Agreement. The Engineer agrees that payment made under the Agreement shall be subject to reduction for amounts charged thereto that are found on the basis of audit examination not to constitute allowable costs. All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or three years after completion of all work under the Agreement.

**16. INDEMNIFICATION.** Engineer agrees to indemnify, defend, and hold the District and the District's officers and employees wholly harmless from liabilities, damages, losses, and costs of any kind, including, but not limited to, reasonable attorney's fees, which may come against the District and the District's officers and employees, to the extent caused wholly or in part by negligent, reckless, or intentionally wrongful acts, omissions, or defaults by Engineer or persons employed or utilized by Engineer in the course of any work done relating to this Agreement. To the extent a limitation on liability is required by Section 725.06 of the *Florida Statutes* or other applicable law, liability under this section shall in no event exceed the sum of Two Million Dollars and Engineer shall carry, at his own expense, insurance in a company satisfactory to District to cover the aforementioned liability. Engineer agrees such

limitation bears a reasonable commercial relationship to the contract and was part of the project specifications or bid documents.

**17. INDIVIDUAL LIABILITY. UNDER THIS AGREEMENT, AND SUBJECT TO THE REQUIREMENTS OF SECTION 558.0035, *FLORIDA STATUTES*, WHICH REQUIREMENTS ARE EXPRESSLY INCORPORATED HEREIN, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

**18. SOVEREIGN IMMUNITY.** The Engineer agrees and covenants that nothing in this Agreement shall constitute or be construed as a waiver of District's limitations on liability pursuant to Section 768.28, *Florida Statutes*, or any other statute or law.

**19. PUBLIC RECORDS.** The Engineer agrees and understands that Chapter 119, *Florida Statutes*, may be applicable to documents prepared in connection with work provided to the District and agrees to cooperate with public record requests made thereunder. In connection with this Agreement, Engineer agrees to comply with all provisions of Florida's public records laws, including but not limited to Section 119.0701, *Florida Statutes*, the terms of which are incorporated herein. Among other requirements, Engineer must:

- a. Keep and maintain public records required by the District to perform the service.
- b. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes* or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Engineer does not transfer the records to the District.
- d. Upon completion of this Agreement, transfer, at no cost, to the District all public records in possession of the Engineer or keep and maintain public records required by the District to perform the service. If the Engineer transfers all public records to the District upon completion of this Agreement, the Engineer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Engineer keeps and maintains public records upon completion of the Agreement, the Engineer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

**IF THE ENGINEER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ENGINEER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT C/O PATRICIA**



**COMINGS-THIBAUT, DPG, 250 INTERNATIONAL PARKWAY, SUITE 280, LAKE MARY, FLORIDA 32746 PHONE (321)263-0132, AND E-MAIL PATRICIA.COMINGS-THIBAUT@DPG.COM.**

**20. EMPLOYMENT VERIFICATION.** The Engineer agrees that it shall bear the responsibility for verifying the employment status, under the Immigration Reform and Control Act of 1986, of all persons it employs in the performance of this Agreement.

**21. CONFLICTS OF INTEREST.** The Engineer shall bear the responsibility for acting in the District's best interests, shall avoid any conflicts of interest and shall abide by all applicable ethical canons and professional standards relating to conflicts of interest.

**22. SUBCONTRACTORS.** The Engineer may subcontract portions of the services, subject to the terms of this Agreement and subject to the prior written consent of the District, which may be withheld for any or no reason. Without in any way limiting any terms and conditions set forth in this Agreement, all subcontractors of Engineer shall be deemed to have made all of the representations and warranties of Engineer set forth herein and shall be subject to any and all obligations of Engineer hereunder. Prior to any subcontractor providing any services, Engineer shall obtain from each subcontractor its written consent to and acknowledgment of the terms of this Agreement. Engineer shall be responsible for all acts or omissions of any subcontractors.

**23. INDEPENDENT CONTRACTOR.** The District and the Engineer agree and acknowledge that the Engineer shall serve as an independent contractor of the District. Neither the Engineer nor employees of the Engineer, if any, are employees of the District under the meaning or application of any federal or state unemployment, insurance laws, or any other potentially applicable laws. The Engineer agrees to assume all liabilities or obligations by any one or more of such laws with respect to employees of the Engineer, if any, in the performance of this Agreement. The Engineer shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and the Engineer shall have no authority to represent as agent, employee, or in any other capacity the District unless set forth differently herein or authorized by vote of the Board.

**24. ASSIGNMENT.** Neither the District nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the express written consent of the other. Nothing in this paragraph shall prevent the Engineer from employing such independent professional associates and consultants as Engineer deems appropriate, pursuant to the terms of this Agreement.

**25. THIRD PARTIES.** Nothing in the Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred by operation of law.

**26. CONTROLLING LAW.** The Engineer and the District agree that this Agreement shall be controlled and governed by the laws of the State of Florida. Venue for any

action arising under this Agreement shall be in the State Courts located in St. Johns County, Florida.

**27. TERMINATION.** The District may terminate this Agreement for cause immediately upon notice to Engineer. The District or the Engineer may terminate this Agreement without cause upon thirty (30) days written notice. At such time as the Engineer receives notification of the intent of the District to terminate the contract, the Engineer shall not perform any further services unless directed to do so in writing by the District. In the event of any termination or breach of any kind, the Engineer shall not be entitled to consequential damages of any kind (including but not limited to lost profits), but instead the Engineer's sole remedy will be to recover payment for services rendered to the date of the notice of termination, subject to any offsets.

**28. RECOVERY OF COSTS AND FEES.** In the event either party is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover from the other party all costs incurred, including reasonable attorneys' fees at all judicial levels.

**29. AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto and formally approved by the Board.

**30. AGREEMENT.** This Agreement reflects the negotiated agreement of the parties, each represented by competent legal counsel. Accordingly, this Agreement shall be construed as if both parties jointly prepared it, and no presumption against one party or the other shall govern the interpretation or construction of any of the provisions of this Agreement.

**31. NOTICES.** All notices, requests, consents and other communications hereunder ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or telecopied to the parties, as follows:

**A. If to Engineer:**

**B. If to District:** Parkland Preserve Community  
Development District  
c/o DPFG  
250 International Parkway, Suite 280  
Lake Mary, Florida 32746  
Attn: District Manager

**With a copy to:** Hopping Green & Sams, P.A.  
119 S. Monroe Street, Suite 300  
Tallahassee, Florida 32301  
Attn: District Counsel

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Engineer may deliver Notice on behalf of the District and the Engineer. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) day's written notice to the parties and addressees set forth herein.

**32. RECOVERY OF COSTS AND FEES.** In the event either party is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover from the other party all costs incurred, including reasonable attorneys' fees.

**33. ACCEPTANCE.** Acceptance of this Agreement is indicated by the signature of the authorized representative of the District and the Engineer in the spaces provided below.

**IN WITNESS WHEREOF,** the parties hereto have caused these present to be executed the day and year first above written.

**PARKLAND PRESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

\_\_\_\_\_  
Witness

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

SCHEDULE "A"  
**HOURLY FEE SCHEDULE**



\_\_\_\_\_, 2018

Parkland Preserve Community Development District  
St. Johns County, Florida

Subject: **Work Authorization Number 1**  
**Parkland Preserve Community Development District**

Dear Chairman, Board of Supervisors:

\_\_\_\_\_ (“**Engineer**”) is pleased to submit this work authorization to provide engineering services for the Parkland Preserve Community Development District (“**District**”). We will provide these services pursuant to our current agreement dated \_\_\_\_\_, 2018 (“**Engineering Agreement**”) as follows:

**I. Scope of Work**

The District will engage Engineer to:

- Perform those services as necessary pursuant to the Engineering Agreement including, but not limited to, attendance at Board of Supervisors meetings and preparation of reports or other activities as directed by the Board of Supervisors.
- Perform all services related to administration of the District’s Assessment Area One Project and all Future Assessment Area Projects in an efficient, lawful and satisfactory manner.
- Act as Purchasing Agent for the District with respect to the direct purchase of construction materials for the District’s improvements in accordance with the procurement procedures adopted by the Board of Supervisors and/or the terms of any applicable construction contracts.

**II. Fees**

The District will compensate Engineer pursuant to the hourly rate schedule contained in the Engineering Agreement. The District will reimburse Engineer all direct costs which include items such as printing, drawings, travel, deliveries, et cetera, pursuant to the Agreement.

This proposal, together with the Engineering Agreement, represents the entire understanding between the District and Engineer with regard to the referenced work authorization. If you wish to accept this work authorization, please sign both copies where indicated, and return one complete copy to our office. Upon receipt, we will promptly schedule our services.

APPROVED AND ACCEPTED

Sincerely,

**PARKLAND PRESERVE COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Authorized Representative  
Date: \_\_\_\_\_

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

# EXHIBIT 8

**RESOLUTION 2018-36**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF PARKLAND PRESERVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Parkland Preserve Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the St. Johns County, Florida; and

**WHEREAS**, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met; and

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

**WHEREAS**, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District’s meetings.

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

**Section 1.** The annual public meeting schedule of the Board of Supervisors of the for the Fiscal Year 2018/2019 attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and will be published and filed in accordance with the requirements of Florida law.

**Section 2.** The District Manager is hereby directed to submit a copy of the Fiscal Year 2018/2019 annual public meeting schedule to St. Johns County and the Department of Economic Opportunity.

**Section 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 15TH DAY OF AUGUST, 2018.**

**ATTEST:**

**PARKLAND PRESERVE  
COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/ Assistant Secretary  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Chair/ Vice Chair  
Print Name: \_\_\_\_\_

NOTICE OF MEETINGS  
FISCAL YEAR 2019  
PARKLAND PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT

As required by Chapters 189 and 190 of Florida Statutes, notice is hereby given that the Fiscal Year 2019 regular meetings of the Board of Supervisors of the Parkland Preserve Community Development District are scheduled to be held on the 4th Monday of every month at 10:00 a.m. at the Bartram Trail Branch Library, 60 Davis Pond Blvd., Fruit Cove, Florida. The meeting dates are as follows (exceptions noted below):

October 22, 2018  
November 26, 2018  
December 24, 2018  
January 28, 2019  
February 25, 2019  
March 25, 2019  
April 22, 2019  
May 27, 2019  
June 24, 2019  
July 22, 2019  
August 26, 2019  
September 23, 2019

The meetings will be open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. Any meeting may be continued with no additional notice to a date, time and place to be specified on the record at a meeting. A copy of the agenda for the meetings listed above may be obtained from Development Planning and Financing Group [DPFG], 15310 Amberly Drive, Suite 175, Tampa, Florida 33647 at (813) 374-9105, one week prior to the meeting.

There may be occasions when one or more supervisors will participate by telephone.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact DPFG at (813) 374-9105. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office at least forty-eight (48) hours prior to the date of the hearing and meeting.

Each person who decides to appeal any action taken at the meetings is advised that the person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

DPFG, District Management