

*Westside Haines City
Community Development District*

Meeting Agenda

April 15, 2021

AGENDA

Westside Haines City

Community Development District

219 E. Livingston St., Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

April 8, 2021

Board of Supervisors
Westside Haines City
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of **Westside Haines City Community Development District** will be held **Thursday, April 15, 2021 at 10:00 AM** at **346 East Central Ave., Winter Haven, FL 33880.**

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

Meeting ID: 945 4494 4564

Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the March 29, 2021 Board of Supervisors Meeting
4. Consideration of Notice of Cascades Phase 2 RFP for Construction Services and Approval of Evaluation Criteria
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
6. Other Business

¹ Comments will be limited to three (3) minutes

7. Supervisors Requests and Audience Comments
8. Adjournment

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

The third order of business is the approval of the minutes of the March 29, 2021 Board of Supervisors Meeting. A copy of the minutes is enclosed for your review.

The fourth order of business is the Consideration of Notice of Cascades Phase 2 RFP for Construction Services and Approval of Evaluation Criteria. RFP is enclosed for your review.

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

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

Sincerely,

Jill Burns
District Manager

CC: Roy Van Wyk, District Counsel

Enclosures

MINUTES

**MINUTES OF MEETING
WESTSIDE HAINES CITY
COMMUNITY DEVELOPMENT DISTRICT**

The Organizational meeting of the Board of Supervisors of the Westside Haines City Community Development District was held Monday, **March 29, 2021** at 2:30 p.m. at 346 E. Central Avenue, Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chairman
Patrick Marone	Assistant Secretary
Justin Frye	Assistant Secretary
April Payeur	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	Hopping Green & Sams
Bob Gang <i>by Zoom</i>	Greenberg Traurig
Rey Malave <i>by Zoom</i>	Dewberry

FIRST ORDER OF BUSINESS

Introduction

A. Call to Order

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

B. Public Comment Period

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

C. Oath of Office

Ms. Burns swore in five Supervisors: Mr. Rennie Heath, Ms. Lauren Schwenk, Mr. Patrick Marone, Mr. Justin Frye, and Ms. April Payeur.

SECOND ORDER OF BUSINESS

Organizational Matters

A. Confirmation of Notice of Meeting

Ms. Burns noted that the meeting was advertised in the newspaper in accordance with the statutes.

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

Ms. Burns reminded all Supervisors that as members of the Board of Supervisors they are public officials of the State of Florida and are subject to the Sunshine Law and Public Records laws. As Ms. Payeur is the only official who has not served on a Board, she will go over the law in more detail with her after the meeting.

C. Election of Officers

1. Resolution 2021-01 Appointing Officers

Ms. Burns stated that the Board is required to elect officers and it could be handled individually or as a slate. The Board decided to elected officers and appoint the Treasurer and Assistant Treasurer as a slate. The officers will be Rennie Heath as Chairman, Lauren Schwenk as Vice Chair, Patrick Marone, Justine Frye, and April Payeur as Assistant Secretaries, Jill Burns as Secretary, and George Flint as Treasurer.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-01 Appointing Officers as slated above, was approved.

2. Resolution 2021-02 Appointing Treasurer and Assistant Treasurer

Ms. Burns that in the previous resolution the Board appointed George Flint as the Treasurer and asked that the Board consider appointing Katie Costa from the GMS office as Assistant Treasurer.

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

THIRD ORDER OF BUSINESS Retention of District Staff

A. Consideration of Agreement for District Management Services

i. Consideration of Resolution 2021-03 Appointing District Manager

Ms. Burns reported that there is a contract with GMS included in the agenda package that shows the base prices that are consistent with the other Districts that GMS manages.

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

B. Consideration of Agreement for District Counsel Services

i. Consideration of Resolution 2021-04 Appointing District Counsel

Ms. Burns stated that this resolution appoints District Counsel and a contract with Hopping, Green & Sams could be found in the agenda package and they are seeking a motion to approve the resolution and the contract.

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

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

Ms. Burns reported that this resolution would name Roy Van Wyk from Hopping, Green & Sams as the registered agent and Hopping, Green & Sams office as the registered office.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, Resolution 2021-05 Selecting Hopping, Green & Sams as the Registered Agent and Office, was approved.

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

Ms. Burns stated the next two resolutions can be considered together and this would appoint Dewberry Engineer’s as the interim District engineer. The District will go through an RFQ process to appoint an engineer and until then, Dewberry will fill the position.

E. Consideration of Interim District Engineering Agreement

Ms. Burns review the agreement for the Board.

On MOTION by Mr. Frye, seconded by Mr. Marone, with all in favor, Resolution 2021-06 Appointing Dewberry as the Interim District Engineer and Approving the Interim District Engineering Agreement, was approved.

F. Consideration of Proposal from Dewberry Engineering to Provide Professional Consulting Services

Ms. Burns stated that this was their form of Board authorization that Dewberry includes for any fees that need to be handled and there is an attached estimate that can be found in the agenda package.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, the Proposal from Dewberry Engineering to Provide Professional Consulting Services, was approved.

G. Request Authorization to Issue RFQ for Engineering Services

Ms. Burns noted that there is a form of ad included in the agenda package. They will set a due date as May 7, 2021 which will give the District enough time to get the proposal in front of the Board prior to the May meeting.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Request Authorization for Staff to Issue an RFQ for Engineering Services, was approved.

FOURTH ORDER OF BUSINESS

Designation of Meetings and Hearing Dates

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

Ms. Burns stated the District is required to develop a meeting schedule. Ms. Burns suggested holding meetings on the third Thursday of the month at 11:00 a.m. Ms. Schwenk suggested meeting at 10:00 a.m. and the rest of the Board agreed that that would work.

On MOTION by Mr. Marone, seconded by Mr. Heath, with all in favor, Resolution 2021-07 Designation of Regular Monthly Meeting Date, Time, and Location for Fiscal Year 2021, was approved.

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

Ms. Burns stated the District is required to hold an initial Landowner election within 90 days of formation. She suggested they hold the meeting at the regular May meeting, which would be May 20, 2021 10:00 a.m.

On MOTION by Ms. Schwenk, seconded by Ms. Payeur, with all in favor, Resolution 2021-08 Designation of Landowner’s Meeting Date, Time, and Location, was approved.

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

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

A. Rules of Procedure

Ms. Burns stated that the rules of procedure are included in the agenda package for review. These are standard rules that are drafted by Hopping, Green & Sams. She suggests the public hearing date for May 20, 2021 at 10:00 a.m.

On MOTION by Mr. Heath, seconded by Mr. Frye, with all in favor, Resolution 2021-09 Setting a Public Hearing to Consider the Proposed Rules of the District, was approved.

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

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

Ms. Burns noted that copies of the budget were included in the package. There are no field expenses at this time, only expenses for admin. They are prorated for Fiscal Year 2021 and shows the full year for 2022. There is a need of at least 60 days to send them to the county prior to the adoption date. She suggests setting the public hearing date for June 17, 2021 at 10:00 a.m. which is the regular June meeting date.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-10 Setting the Public Hearing and Approving the Proposed Fiscal Year 2021 and 2022 Budgets, was approved.

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

Ms. Burns noted because there will be no levying an O & M assessment the District will enter into an agreement with the Developer which is GLK Real Estate, LLC and they will fund the expenses of the District.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Fiscal Year 2021-2022 Developer Funding Agreement, was approved.

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

Ms. Burns noted that this will allow the District when they are ready to collect assessments on the Polk County tax bill. She suggested setting the public hearing for May 20, 2021 at 10:00 a.m.

On MOTION by Mr. Heath, seconded by Ms. Payeur, with all in favor, Resolution 2021-11 Setting Date of Public Hearing Expressing the District’s Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad-Valorem Assessments in Accordance with Section 197.3632, Florida Statutes, was approved.

FIFTH ORDER OF BUSINESS

Other Organizational Matters

A. Resolution 2021-12 Designating a Qualified Public Depository

Ms. Burns stated that SunTrust is typically used at the other District’s and that’s who she suggests this District use as well.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-12 Designating SunTrust as the Qualified Public Depository, was approved.

B. Resolution 2021-13 Authorization of Bank Account Signatories

Ms. Burns asked that the signatories be herself, George Flint, and Katie Costa to enable them to sign District checks.

On MOTION by Ms. Payeur, seconded by Mr. Heath, with all in favor, Resolution 2021-13 Authorization of Bank Signatories, was approved.

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

Ms. Burns noted that this resolution sets forth the District’s intent to provide the benefit of defense and legal support to Board Members, Officers, and staff when they are acting in the capacity of Board Members or staff.

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

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

1. Notice of Establishment

Ms. Burns reported that the Notice of Establishment is a statutory requirement. The Board had no questions.

On MOTION by Ms. Schwenk, seconded by Ms. Payeur, with all in favor, Resolution 2021-15 Authorizing District Counsel to Record in the Property Records of Polk County the “Notice of Establishment” in Accordance with Chapter 190.0485, Florida Statutes, was established.

E. Consideration of Resolution 2021-16 Adopting Investment Guidelines

Ms. Burns noted that the District may invest in any of the four options listed in the agenda package when there are excess funds that are able to be invested.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, Resolution 2021-16 Adopting Investment Guidelines, was approved.

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

Ms. Burns reported that this authorizes the District manager or the Treasurer to execute the public depositor report.

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

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

Ms. Burns noted that there were no members of the public present at the meeting but that this sets forth guidelines, rules, and policies for the District’s opportunity to be heard at public meetings.

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

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

Ms. Burns stated that Florida Statute establishes standard travel reimbursement rates and procedures and limitations applicable to all public officers and employees. This resolution adopts those standard procedures.

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

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

Ms. Burns noted that Florida Statute requires timely payment to vendors and contractors that are providing goods or services to the District. This adopts those policies.

On MOTION by Ms. Schwenk, seconded by Ms. Payeur, with all in favor, Resolution 2021-2- Adopting Prompt Payment Policy, was approved.

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

Ms. Burns stated that there is a memo included from Hopping, Green & Sams that outlines the two options available to the District. The first option would allow the District to destroy records based on outline retention schedules that follow federal law. The second option requires the District to keep all records. Ms. Burns suggested that the District consider the first of the two options.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-21 Adopting a Records Retention Policy Option that allows the District to destroy records based on outline retention schedules, was approved.

K. Consideration of Compensation to Board Members

Ms. Burns reviewed the subject of Board compensation of \$200 per meeting and all Board members elected to receive compensation. For the record, every Board Member did elect to receive payment.

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

Ms. Burns suggested using the address 346 E. Central Ave. as the District records office within Polk County.

On MOTION by Mr. Heath, seconded by Ms. Payeur, with all in favor Resolution 2021-22 Selecting District Records Office Within Polk County as 346 E. Central Ave., was approved.

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

Ms. Burns suggested that the primary administrative office be her office in Orlando at 219 E. Livingston St, Orlando, FL. and the principal headquarters of the District that establishes the venue would be in Polk County and would be the current meeting address at 346 E. Central Ave., Winter Haven, FL.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-23 Designating the Primary Administrative Office and Principal Headquarters of the District, was approved.

N. Consideration of Website Services Agreement

Ms. Burns stated this is with Realign Web Design which is a newer company they have chosen to use with other Districts. The cost is a one-time fee of \$1,750 which will create an ADA compliant website.

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

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

Ms. Burns asked for a motion to direct staff to file the public facilities report.

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

SIXTH ORDER OF BUSINESS **Capital Improvements**

A. Appointment of the Financing Team

1. Bond Counsel

Ms. Burns reported that the first agreement in the package is for bond counsel from Greenberg and it is consistent with their prior agreements the Board has seen.

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

2. Investment Banker

Ms. Burns presented the agreement from the underwriter FMS Bonds. It includes the form of agreement and their G17 disclosure.

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

3. Assessment Administrator

Ms. Burns stated the fee is covered under the GMS contract that was previously approved, so she is just looking for a motion to appoint GMS as the assessment administrator.

On MOTION by Mr. Heath, seconded by Ms. Payeur, with all in favor, the Appointment of GMS as Assessment Administrator, was approved.

4. Trustee

Ms. Burns stated they have an agreement from US Bank to serve as the Trustee. This was in line with what is seen in other Districts. The Board had no questions.

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

B. Approval of Financing Team Funding Agreement

Ms. Burns stated this agreement is with GLK Real Estate, LLC and the entity will advance the fees for the financing team or any cost associated with the bond issuer which will then be reimbursed from the proceeds of the capital bond financing.

On MOTION by Mr. Heath, seconded by Ms. Payeur, with all in favor, the Financing Team Funding Agreement, was approved.

SEVENTH ORDER OF BUSINESS

Financing Matters

A. Consideration of Engineer's Report

Mr. Malave went over the engineer's report for the Board. The report provides a description of the property and the District boundaries. He reviewed descriptions of some of the facilities and how they are included in the capital improvements for the District as well as some of the amenities and parks. They have provided an engineering certification which provides for the facilities of the District and who will be operating and owning each one of the facilities. In addition,

they have provided a cost estimate of proposed engineering construction costs. He believes the costs are based on reasonable numbers and are consistent with other Districts. He also believe the cost will provide a benefit to the property and residents proposed to be living withing the District in the future. The total number of units for the project is 2,752 lots.

District Counsel asked for the record if Mr. Malave thought there was any reason why the District would be unable to complete the project as described in the report and Mr. Malave answered no. Mr. Van Wyk then asked if all the public improvements are necessary for the development of the lands located within the District and Mr. Malave answered yes. Mr. Van Wyk then asked if the costs that are included in the report are reasonable costs with the type of work that will be performed, and he answered yes.

On MOTION by Mr. Heath, seconded by Ms. Payeur, with all in favor, the Engineer's Report, was approved in substantial form.

B. Consideration of Assessment Methodology

Ms. Burns stated the Assessment Methodology Report was included in the package and outlines the benefit that will be distributed to the properties in the District and this will be supplemented by one or more supplemental reports that will outline the actual terms of the bond. The Board further discussed the options and pricing.

Mr. Van Wyk asked for the record if it is Ms. Burns opinion that the cost as apportioned to the varying types of units is fair and reasonable, and Ms. Burns answered yes. Mr. Van Wyk asked if it is her professional opinion that the benefit received by the property is at least equal to the burden placed on it by the assessment, and she answered yes.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Assessment Methodology, was approved in substantial form

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

Mr. Gang reported that this is the first step to going to the market in regard to bonds. They have to approve a Master Trust Indenture and authorize an outside amount in order for District counsel and bond counsel can proceed to validate bonds in court. The assessment report assumed

the cost at a maximum of \$88 million. Because the bonds will be issued over a number of years, the underwriter is recommending that they validate for \$110 million that will provide a comfortable cushion in case of unforeseen increases in cost and delays. The resolution names US Bank as the trustee. The bonds are able to be sold either publicly or privately, but any additional details will be brought before the Board at a later date. The schedule attached to the resolution coincides with the engineer's report. The Board had no questions.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, Resolution 2021-24 Authorizing the Issuance of Bonds and Authorizing the Commencement of Validation Proceedings, was approved.

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

Ms. Burns reported that this resolution finds that the District believes that it is in the best interest to finance the cost of the improvements by special assessments.

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

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

Ms. Burns suggests that the Board holds the public hearing on May 20, 2021 and 10:00 a.m. along with the other public hearings.

On MOTION by Ms. Payeur, seconded by Ms. Schwenk, with all in favor, Resolution 2021-26 Setting a Public Hearing for Special Assessments, was approved.

EIGHTH ORDER OF BUSINESS

Other Business

A. Staff Reports

i. Attorney

Mr. Van Wyk stated that they plan on filing for validation tomorrow.

ii. Manager

There being none, the next item followed.

B. Supervisors Requests

There being none, the next item followed.

C. Approval of Funding Request No. 1

Ms. Burns added that they need approval of Funding Request No.1 for \$35,000. These are costs associated with paying for ads that need to be placed for the public hearings, getting the District insurance, and establishing a checking account.

On MOTION by Mr. Heath, seconded by Ms. Payeur, with all in favor, Funding Request No. 1 for \$35,000, was approved.

NINTH ORDER OF BUSINESS

Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Heath, seconded by Ms. Payeur, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

**WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT
DISTRICT
REQUEST FOR PROPOSALS
CONSTRUCTION SERVICES FOR PROJECT IMPROVEMENTS
(CASCADES PHASE 2)
POLK COUNTY, FLORIDA**

Notice is hereby given that the Westside Haines City Community Development District (“District”) will receive proposals for the following District project:

Project construction site work for Cascades Phase 2, including offsite improvements, stormwatermanagement, utilities, roadway, entry features, and parks and amenities.

The Project Manual will be available beginning Wednesday, April 21, 2021 at 8:00 AM EST at the offices of Absolute Engineering, Inc., located at 1000 N. Ashley Drive, Suite 925, Tampa, Florida 33602 or by calling (813) 221-1516, or emailing heatherw@absoluteng.com. Each Project Manual will include, but not be limited to, the Request for Proposals, proposal and contract documents, and construction plans and specifications.

The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District’s best interests to do so. Each proposal shall be accompanied by a proposal guarantee in the form of a proposal bond or certified cashier’s check in an amount not less than five percent (5%) of the total bid to be retained in the event the successful proposer fails to execute a contract with the District and file the requisite Performance and Payment Bonds and insurance within fourteen (14) calendar days after the receipt of the Notice of Award.

Any person who wishes to protest the Project Manual, or any component thereof, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the Project Manual is made available, and shall file a formal written protest with the District within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Engineer directed to Heather Wertz at heatherw@absoluteng.com. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the District’s Project Manual. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Ranking of proposals will be made on the basis of qualifications according to the evaluation criteria contained within the Project Manual; however, please note that proposals received from firms failing to meet the following minimum qualifications/requirements will not be considered or evaluated: (1) Proposer will have constructed three (3) improvements similar in quality and scope with a minimum of \$1,000,000 in total volume construction cost within the last five (5) years; (2) Proposer will have minimum bonding capacity of \$1,000,000 from a surety company acceptable to the District; (3) Proposer is authorized to do business in Florida; and (4) Proposer is registered with Polk County and is a licensed contractor in the State of Florida.

Any and all questions relative to this project shall be directed in email only to heatherw@absoluteng.com no later than **3:00 PM EST, on Friday, May 14, 2021.**

Firms desiring to provide services for this project must submit one (1) original and (1) electronic copy in PDF included with the submittal package of the required proposal no later than **3:00 PM EST, Friday, May 21, 2021,** at the offices of Absolute Engineering, Inc., located at 1000 N. Ashley Drive, Suite 925, Tampa, Florida 33602. Proposals shall be submitted in a sealed opaque package, shall bear the name of the proposer on the outside of the package and shall identify the name of the project. Proposals will be **opened at a public meeting to be held at 3:00 PM EST, Friday, May 21, 2021,** at the offices of Absolute Engineering, Inc., located at 1000 N. Ashley Drive, Suite 925, Tampa, Florida 33602. No official action will be taken at the meeting. Proposals received after the time and date stipulated above will be returned un-opened to the proposer. Any proposal not completed as specified or missing the required proposal documents as provided in the Project Manual may be disqualified.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. If held in person, there may be occasions when one or more Board Supervisors or staff members will participate by telephone. At the above location will be present a speaker telephone so that any Board Supervisor or staff member can attend the meeting and be fully informed of the discussions taking place either in person or by telephone communication. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record.

Any person requiring special accommodations to participate in this meeting is asked to advise the District Manager's Office at (407) 841-5524, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Westside Haines City Community Development District

District Manager

WESTSIDE HAINES CITY COMMUNITY DEVELOPMENT DISTRICT
EVALUATION CRITERIA

**CONSTRUCTION SERVICES FOR CASCADES PHASE 2 MASTER INFRASTRUCTURE
IMPROVEMENTS POLK COUNTY, FLORIDA**

PERSONNEL **(5 POINTS)**

E.g., geographic location of firm’s headquarters; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

EXPERIENCE **(15 POINTS)**

E.g., past record and experience of the respondent in self performing similar projects; past performance for this District and other community development district's in other contracts; character, integrity, reputation of respondent, etc.;

UNDERSTANDING SCOPE OF WORK **(20 POINTS)**

Demonstration of the Proposer's understanding of the project requirements.

FINANCIAL CAPABILITY **(10 POINTS)**

Extent to which the proposal demonstrates the adequacy of the Proposer’s financial resources and stability as a business entity, necessary to complete the services required.

SCHEDULE **(25 POINTS)**

Demonstration of Proposer’s understanding (through presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates. Consideration will be given to proposers that indicate an ability to credibly complete the project in advance of the required substantial and final completion dates without a premium cost for accelerated work.

PRICE **(25 POINTS)**

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost proposal for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer’s bid and the low proposer.

10 Points are allocated for the reasonableness of unit prices and balance of proposer.

TOTAL POINTS **(100 POINTS)**