

OTC

Community Development District

July 16, 2024

AGENDA

OTC
Community Development District
475 West Town Place, Suite 114
St. Augustine, Florida 32092
www.OTCCDD.com

July 9, 2024

Board of Supervisors
OTC Community Development District
Call In # 1-877-304-9269 Code 7545760

Dear Board Members:

The OTC Community Development District meeting is scheduled to be held **Tuesday, July 16, 2024 at 10:00 a.m. at the offices of Riverside Management Services, 9655 Florida Mining Boulevard, Building 300, Suite 305, Jacksonville, Florida 32257.**

Following is the agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Approval of the Minutes of the May 14, 2024 Meeting
- IV. Consideration of Resolution 2024-05, Amending the Fiscal Year 2024 Capital Reserve Fund Budget
- V. Public Hearings
 - A. Public Hearing for the Purpose of Adopting the Fiscal Year 2025 Budget; Consideration of Resolution 2024-06, Relating to Annual Appropriations and Adopting the Budget
 - B. Public Hearing for the Purpose of Imposing Special Assessments; Consideration of Resolution 2024-07, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2025
- VI. Consideration of Response to Request for Qualifications for Engineering Services
- VII. Discussion of Request for Easement from People's Gas
- VIII. Staff Reports
 - A. District Counsel
 - B. District Engineer

- C. District Manager
 - 1. Discussion of Location for Future Meetings (Argyle Branch Library) and Consideration of Designating a Regular Meeting Schedule for Fiscal Year 2025
 - 2. Consideration of Setting Goals and Objectives
- IX. Supervisor Requests and Audience Comments
- X. Financial Reports
 - A. Balance Sheet and Income Statement
 - B. Assessment Receipts Schedule
 - C. Check Register
- XI. Next Scheduled Meeting – TBD
- XII. Adjournment

MINUTES

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

A regular meeting of the Board of Supervisors of the OTC Community Development District was held Tuesday, May 14, 2024 at 10:00 a.m. at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257.

Present and constituting a quorum were:

Michelle Pierce	Chairperson
Rose Bock	Vice Chairperson
Rocky Morris	Supervisor

Also present were:

Jim Oliver	District Manager
Jennifer Kilinski <i>by phone</i>	District Counsel

The following is a summary of the discussions and actions taken at the May 14, 2024 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 10:30 a.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments

There being no audience members present, the next item followed.

THIRD ORDER OF BUSINESS

Organizational Matters

A. Oath of Office for Newly Elected Officers

Mr. Oliver, being a notary public for the State of Florida, administered an oath of office to Ms. Bock.

B. Consideration of Resolution 2024-01, Canvassing and Certifying the Results of the Landowner's Election

Mr. Oliver stated that Ms. Bock and Mr. von der Osten both received 30 votes during the landowner's election held in November 2023 and will serve four-year terms.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor Resolution 2024-01, canvassing and certifying the results of the landowner’s election was approved.

C. Consideration of Resolution 2024-02, Designating Officers

The Board agreed to keep the slate of officers the same with Ms. Pierce as Chair, Ms. Bock as Vice Chair, Mr. Morris and Mr. von der Osten as Assistant Secretaries, Mr. Oliver as Secretary and Treasurer and Darrin Mossing, Daniel Laughlin and Marilee Giles as Assistant Secretaries and Assistant Treasurers.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor Resolution 2024-02, designating officers as stated above was approved.

FOURTH ORDER OF BUSINESS Minutes

- A. Approval of the Minutes of the July 12, 2023 Meeting**
- B. Acceptance of the Minutes of the November 1, 2023 Landowner’s Election**

There were no comments on the minutes.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor the minutes of the July 12, 2023 meeting and November 1, 2023 landowner’s election were approved.

FIFTH ORDER OF BUSINESS Ratification of Engagement Letter from Grau & Associates for the Fiscal Year 2023 Audit

Mr. Oliver informed the Board that he signed the engagement letter with Grau & Associates so they could begin the Fiscal Year 2023 audit process, which has since been concluded.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor the engagement letter from Grau & Associates for the Fiscal Year 2023 audit was ratified.

SIXTH ORDER OF BUSINESS Acceptance of the Fiscal Year 2023 Audit Report

Mr. Oliver informed the Board the audit report is considered a clean audit report, and it has been submitted to the Auditor General.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the Fiscal Year 2023 audit report was accepted.

SEVENTH ORDER OF BUSINESS

Acceptance of the 2023 Annual Engineer’s Report

Mr. Oliver presented the annual engineer’s report prepared by England Thims & Miller, noting they have recommended re-sodding a few areas, and repairing curbing that is separating from asphalt.

Ms. Pierce stated that landscape contractors are looking at alternative solutions for the areas missing sod as they have been re-sodded twice already.

On MOTION by Mr. Morris seconded by Ms. Bock with all in favor the 2023 annual engineer’s report was accepted.

EIGHTH ORDER OF BUSINESS

Acceptance of Resignation of England Thims & Miller as District Engineer

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the resignation of England Thims & Miller as District Engineer was accepted.

NINTH ORDER OF BUSINESS

Consideration of Resolution 2024-03, Ratifying Staff’s Actions in Noticing a Request for Qualifications for Engineering Services

Mr. Oliver informed the Board that staff issued a request for qualifications for engineering services on the District’s behalf between meetings and have received one response back.

On MOTION by Ms. Pierce seconded by Mr. Morris with all in favor Resolution 2024-03, ratifying staff’s actions in noticing a request for qualifications for engineering services was approved.

TENTH ORDER OF BUSINESS

Consideration of Responses to Request for Qualifications for Engineering Services

This item was tabled.

ELEVENTH ORDER OF BUSINESS Discussion of Easement Request for People’s Gas Company

Ms. Pierce stated that there are issues that need to be worked through prior to this easement request being approved, such as the need to make repairs to irrigation.

No action was taken on this item. Staff will work with the developer in between board meetings to ensure protections are in place for the District.

TWELFTH ORDER OF BUSINESS Consideration of Resolution 2024-04, Approving the Proposed Budget for Fiscal Year 2025 and Setting a Public Hearing Date for Adoption

Mr. Oliver presented a proposed budget for fiscal year 2025 noting an increase in assessments is being proposed as there is no carry forward surplus to balance out the budget for the year.

On MOTION by Ms. Bock seconded by Mr. Morris with all in favor Resolution 2024-04, approving the proposed budget for Fiscal Year 2025 and setting a public hearing for July 16, 2024 at 10:30 a.m. at the office of Riverside Management Services was approved.

THIRTEENTH ORDER OF BUSINESS Staff Reports

A. District Counsel – Update on Ethics Training Requirements

Ms. Kilinski reminded the Board that there is a new law requiring special district officers to complete four hours of ethics training per year, with the training due by December 31st. She also informed the Board members they will file their Form 1 electronically this year.

B. District Engineer

There being nothing to report, the next item followed.

C. District Manager – Report on the Number of Registered Voters

Mr. Oliver informed the Board there are 0 registered voters reported to be residing within the District’s boundaries as of April 15th.

FOURTEENTH ORDER OF BUSINESS Supervisor’s Requests and Audience Comments

There being none, the next item followed.

FIFTEENTH ORDER OF BUSINESS Financial Reports

A. Balance Sheet and Income Statement

Copies of the financial statements through March 31, 2024 were included in the agenda package.

B. Assessment Receipt Schedule

A copy of the assessment receipt schedule reflecting a 98.5% collection rate was included in the agenda package.

C. Approval of Check Registers

1. July - January

A copy of the check register totaling \$583,465.68 was included in the agenda package.

2. February – April

A copy of the check register totaling \$19,617.11 was included in the agenda package.

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the Check Registers were approved.

SIXTEENTH ORDER OF BUSINESS

Next Scheduled Meeting – July 16, 2024 at 10:30 a.m. at the offices of Riverside Management Services

SEVENTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Morris seconded by Ms. Pierce with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

FOURTH ORDER OF BUSINESS

RESOLUTION 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF OTC COMMUNITY DEVELOPMENT DISTRICT AMENDING THE FISCAL YEAR 2023/2024 CAPITAL RESERVE FUND BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the OTC Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of Jacksonville, Florida; and

WHEREAS, the Board of Supervisors of the District (“Board”) previously adopted a final Capital Reserve Fund Budget (“Budget”) for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024 (“Fiscal Year 2023/2024”); and

WHEREAS, the Board desires to amend the Fiscal Year 2023/2024 Budget to reflect changes to budgeted revenues and expenses approved during Fiscal Year 2023/2024; and

WHEREAS, pursuant to Chapters 189 and 190, *Florida Statutes*, the Board is authorized to amend the Fiscal Year 2023/2024 Budget within sixty (60) days following the end of the Fiscal Year 2023/2024; and

WHEREAS, the Board finds that it is in the best interest of the District and its landowners to amend the Fiscal Year 2023/2024 Budget to reflect the actual appropriations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF OTC COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BUDGET AMENDMENT.

- a. The Board has reviewed the proposed amended Budget, copies of which are on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The amended Budget attached hereto as **Exhibit A** and incorporated herein by reference as further amended by the Board is hereby adopted in accordance with the provisions of Sections 190.008(2)(a) and 189.016(6), *Florida Statutes*; provided, however, that the comparative figures contained in the amended Budget as adopted by the Board (together, “Adopted Annual Budget”) may be further revised as deemed necessary by the District Manager to further reflect actual revenues and expenditures for Fiscal Year 2023/2024.
- c. The Adopted Annual Budget shall be maintained in the office of the District Manager and the District Records Office and identified as “The Adopted Budget for the OTC Community Development District for the Fiscal Year Ending September 30, 2024, as amended and adopted by the Board of Supervisors effective July 16, 2024.”

SECTION 2. APPROPRIATIONS. There is hereby appropriated out of the revenues of the District, the fiscal year beginning October 1, 2023, and ending September 30, 2024, the sums set forth below, to be raised by special assessments or otherwise, which sums are 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	\$ 80,881
DEBT SERVICE FUND	\$ 726,357
CAPITAL RESERVE FUND	\$ 17,663
TOTAL ALL FUNDS	\$ 824,901

SECTION 3. CONFLICTS. All District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

SECTION 4. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect as of July 16, 2024.

PASSED AND ADOPTED this 16th day of July, 2024.

ATTEST:

**OTC COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amended Capital Reserve Fund Budget FY 2023/2024

EXHIBIT A
AMENDED FISCAL YEAR 2023/2024 CAPITAL RESERVE FUND BUDGET

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FY2024 Budget Amendment
 Capital Reserve Fund

	Adopted FY 2024 Budget	Increase (Decrease)	Amended FY 2024 Budget	Actual 6/30/24
<u>REVENUES:</u>				
Interest Income	\$2,000	\$0	\$2,000	\$720
Carry Forward Surplus	\$67,452	(\$50,509)	\$16,943	\$16,943
TOTAL REVENUES	\$69,452	(\$50,509)	\$18,943	\$17,663
<u>EXPENDITURES:</u>				
Capital Outlay	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$69,452	(\$50,509)	\$18,943	\$17,663

FIFTH ORDER OF BUSINESS

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Community Development District

Approved Budget
FY 2025



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Approved Budget
General Fund

Description	Adopted Budget FY 2024	Actuals Thru 6/30/24	Projected Next 3 Months	Projected Thru 9/30/24	Approved Budget FY 2025
REVENUES:					
Special Assessments - Tax Roll	\$ 74,525	\$ 74,730	\$ -	\$ 74,730	\$ 84,046
Carry Forward Surplus	6,356	6,356	-	6,356	-
TOTAL REVENUES	\$ 80,881	\$ 81,086	\$ -	\$ 81,086	\$ 84,046
EXPENDITURES:					
Administrative:					
Supervisors Fees	\$ 1,800	\$ 400	\$ 1,400	\$ 1,800	\$ 1,800
FICA Expense	138	31	107	138	138
Engineering Fees	2,000	-	2,000	2,000	2,000
Attorney Fees	7,500	3,741	3,760	7,500	7,500
Arbitrage	600	-	600	600	600
Annual Audit	3,700	3,600	-	3,600	3,700
Assessment Roll Administration	5,300	5,300	-	5,300	5,618
Trustee Fees	3,750	3,750	-	3,750	3,750
Management Fees	38,955	29,216	9,739	38,955	41,292
Information Technology	2,131	1,598	533	2,131	2,258
Website Maintenance	1,049	787	262	1,049	1,112
Telephone	25	13	12	25	25
Postage & Delivery	200	112	88	200	200
Printing & Binding	300	81	219	300	300
Insurance General Liability	7,960	7,526	-	7,526	8,279
Travel Per Diem	250	-	250	250	250
Legal Advertising	2,000	1,425	575	2,000	2,000
Other Current Charges	500	150	350	500	500
Office Supplies	100	1	99	100	100
Dues, Licenses, Subscriptions	175	175	-	175	175
TOTAL ADMINISTRATIVE	\$ 78,433	\$ 57,905	\$ 19,993	\$ 77,899	\$ 81,598
Operations & Maintenance					
Maintenance					
Stormwater maintenance	\$ 2,448	\$ -	\$ 2,448	\$ 2,448	\$ 2,448
Total Maintenance	\$ 2,448	\$ -	\$ 2,448	\$ 2,448	\$ 2,448
TOTAL EXPENDITURES	\$ 80,881	\$ 57,905	\$ 22,441	\$ 80,347	\$ 84,046
EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 23,180	\$ (22,441)	\$ 739	\$ 0

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Community Development District
Budget Narrative
Fiscal Year 2025

REVENUES

Special Assessments - Tax Roll

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year. The assessments will be collected by the Duval County Tax Collectors Office.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Engineering Fees

The District's engineer England Thims and Miller, will provide general engineering services to the District, i.e. attendance and preparation for monthly board meetings, review of invoices, and other specifically requested assignments.

Attorney Fees

The District's Attorney Kilinski Van Wyk, PLLC, will be providing general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

Arbitrage

The District is required to annually have an arbitrage rebate calculation on the District's Series 2022 Special Assessment Revenue Bonds. The District has contracted with Grau and Company to calculate the rebate liability and submit a report to the District.

Annual Audit

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm Grau and Associates. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement plus anticipated increase.

Assessment Roll Administration

GMS, LLC provides assessment services for closing lot sales, assessment roll services with the local Tax Collector and financial advisory services.

Trustee Fees

The District's Series 2022 Special Assessment Revenue Bonds are held by a trustee at Region's Bank. The amount represents the fee for the administration of the District's bond issue.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC. These services are further outlined in Exhibit "A" of the Management Agreement. District website services are included in the GMS agreement to be compliant with section 189 of the Florida Statutes.

Information Technology

The District processes all of its financial activities, i.e. accounts payable, financial statements, etc. on a main frame computer leased by Governmental Management Services, LLC.

Website Maintenance

Per Chapter 2014-22, Laws of Florida, all Districts must have a website to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS, LLC and updated monthly.

Telephone

New internet and Wi-Fi service for Office.

Postage and Delivery

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

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Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures - Administrative (continued)

Travel Per Diem

Expenses the Board of Supervisors may incur due to attending an OTC Community Development District meeting or other District related travel expenses.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Other Current Charges

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Due, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Commerce for \$175.

Expenditures - Operations

Stormwater

The District has entered into an agreement with Jacksonville MZL, LLC for pond maintenance services dated January 2017. The agreement provides for Argyle to provide services related to District pond/storm water facilities and to maintain compliance with St. Johns Water River Management District permit #04-031-65850-43.

Vendor	Monthly Amount	Annual Amount
Jacksonville MZL, LLC	\$204.00	\$2,448.00

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Approved Budget

Debt Service Series 2022 Special Assessment Revenue and Refunding Bonds

Description	Adopted Budget FY 2024	Actuals Thru 6/30/24	Projected Next 3 Months	Projected Thru 9/30/24	Approved Budget FY 2025
REVENUES:					
Special Assessments - Tax Roll	\$ 544,575	\$ 543,979	\$ -	\$ 542,488	\$ 544,575
Interest Earnings	2,500	13,293	3,500	16,793	5,000
Carry Forward Surplus ⁽¹⁾	179,282	180,406	-	180,406	195,111
TOTAL REVENUES	\$ 726,357	\$ 737,678	\$ 3,500	\$ 739,686	\$ 744,686
EXPENDITURES:					
Interest 11/1	\$ 127,288	\$ 127,288	\$ -	\$ 127,288	\$ 121,125
Interest 5/1	127,288	127,288	-	127,288	121,125
Principal 5/1	290,000	290,000	-	290,000	305,000
TOTAL EXPENDITURES	\$ 544,575	\$ 544,575	\$ -	\$ 544,575	\$ 547,250
Other Sources/(Uses)					
Interfund transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	-
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ 544,575	\$ 544,575	\$ -	\$ 544,575	\$ 547,250
EXCESS REVENUES (EXPENDITURES)	\$ 181,782	\$ 193,103	\$ 3,500	\$ 195,111	\$ 197,436
				Interest Due 11/1/25	<u>\$ 114,644</u>

⁽¹⁾ Carry Forward is Net of Reserve Requirement

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AMORTIZATION SCHEDULE

Debt Service Series 2022 Special Assessment Revenue and Refunding Bonds

Period	Outstanding Balance	Coupons	Principal	Interest	Annual Debt Service
11/01/24	\$ 5,700,000	4.250%		\$ 121,125	\$ 121,125.00
05/01/25	5,700,000	4.250%	305,000	121,125	
11/01/25	5,395,000	4.250%		114,644	540,768.75
05/01/26	5,395,000	4.250%	320,000	114,644	
11/01/26	5,075,000	4.250%		107,844	542,487.50
05/01/27	5,075,000	4.250%	330,000	107,844	
11/01/27	4,745,000	4.250%		100,831	538,675.00
05/01/28	4,745,000	4.250%	345,000	100,831	
11/01/28	4,400,000	4.250%		93,500	539,331.25
05/01/29	4,400,000	4.250%	360,000	93,500	
11/01/29	4,040,000	4.250%		85,850	539,350.00
05/01/30	4,040,000	4.250%	375,000	85,850	
11/01/30	3,665,000	4.250%		77,881	538,731.25
05/01/31	3,665,000	4.250%	395,000	77,881	
11/01/31	3,270,000	4.250%		69,488	542,368.75
05/01/32	3,270,000	4.250%	410,000	69,488	
11/01/32	2,860,000	4.250%		60,775	540,262.50
05/01/33	2,860,000	4.250%	430,000	60,775	
11/01/33	2,430,000	4.250%		51,638	542,412.50
05/01/34	2,430,000	4.250%	445,000	51,638	
11/01/34	1,985,000	4.250%		42,181	538,818.75
05/01/35	1,985,000	4.250%	465,000	42,181	
11/01/35	1,520,000	4.250%		32,300	539,481.25
05/01/36	1,520,000	4.250%	485,000	32,300	
11/01/36	1,035,000	4.250%		21,994	539,293.75
05/01/37	1,035,000	4.250%	505,000	21,994	
11/01/37	530,000	4.250%		11,263	538,256.25
05/01/38	530,000	4.250%	530,000	11,263	541,262.50
Total			\$ 5,700,000	\$ 1,982,625	\$ 7,682,625

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Approved Budget
Capital Reserve Fund

Description	Amended Budget FY 2024	Actuals Thru 6/30/24	Projected Next 3 Months	Projected Thru 9/30/24	Approved Budget FY 2025
REVENUES:					
Interest Income	\$ 2,000	\$ 720	\$ 150	\$ 870	\$ 1,000
Carry Forward Balance	16,943	16,943	-	16,943	17,813
TOTAL REVENUES	\$ 18,943	\$ 17,663	\$ 150	\$ 17,813	\$ 18,813
EXPENDITURES:					
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -
Other Sources/(Uses)					
Transfer in/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES/(USES)	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -
EXCESS REVENUES (EXPENDITURES)	\$ 18,943	\$ 17,663	\$ 150	\$ 17,813	\$ 18,813

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Non-Ad Valorem Assessments Comparison
2024-2025

Neighborhood	O&M Units	Bonds 2022 Units	Annual Maintenance Assessments			Annual Debt Assessments		
			FY 2025	FY 2024	Increase/ (decrease)	FY 2025	FY 2024	Increase/ (decrease)
Commercial	780,000	780,000	\$0.1165	\$0.1033	\$0.0132	\$0.7548	\$0.7548	\$0.00
Total	780,000	780,000						

A.

RESOLUTION 2024-06

THE ANNUAL APPROPRIATION RESOLUTION OF THE OTC COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June 2024, submitted to the Board of Supervisors (“**Board**”) of the OTC Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2025**”) 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 1st 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 OTC 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 OTC Community Development District for the Fiscal Year Ending September 30, 2025.”
- 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 2025, the sum of \$893,666 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	\$84,046
DEBT SERVICE FUND SERIES 2022	\$744,686
CAPITAL RESERVE FUND(S)	\$18,813
TOTAL ALL FUNDS	\$847,545

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2025 or within 60 days following the end of the Fiscal Year 2025 may amend its Adopted Budget for that fiscal year as follows:

- a. A line-item appropriation for expenditures within a fund may be decreased or increased by motion of the Board recorded in the minutes, and approving the expenditure, if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may approve an expenditure that would increase or decrease a line-item appropriation for expenditures within a fund if the total appropriations of the fund do not increase and if either (i) the aggregate change in the original appropriation item does not exceed the greater of \$15,000 or 15% of the original appropriation, or (ii) such expenditure is authorized by separate disbursement or spending resolution.

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

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. 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 16TH DAY OF JULY 2024.

ATTEST:

**OTC COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By:_____

Its: Chairperson

Exhibit A: Adopted Budget for Fiscal Year 2025

B.

RESOLUTION 2024-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OTC COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2025; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the OTC Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in Duval County, Florida (“**County**”); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**Fiscal Year 2025**”), attached hereto as **Exhibit A** and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2025; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the OTC Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit B** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit A** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits A and B**, is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, Florida Statutes, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits A and B**. The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits A and B**. The decision to collect special 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 special 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.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit B**, is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid

to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED THIS 16TH DAY OF JULY 2024.

ATTEST:

**OTC COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Adopted Budget for Fiscal Year 2025

Exhibit B: Assessment Roll

SIXTH ORDER OF BUSINESS

QUALIFICATIONS

Engineering Services

Prepared for:

OTC
Community Development
District

Duval County, FL

Prepared by:



May 2, 2024

District Managers Office

James Oliver

✉ joliver@gmsnf.com

Alliant Engineering, Inc.

10475 Fortune Parkway, Suite 101
Jacksonville, FL 32256

904.240.1351 MAIN

www.alliant-inc.com

**Building better communities with
excellence and passion.**

RE: Engineering Services for OTC Community Development District

Dear Mr. Oliver and Members of the Evaluation Committee:

Alliant Engineering, Inc. (Alliant) and our teaming partner **Meskel & Associates Engineering** (MAE) and **ECS Florida, LLC** (ECS) are pleased to submit our proposal for Engineering Services. **Curt Wimpée, PE** is Alliant's Southeast Regional Manager and will serve as the Quality Manager while **Brice Nelson, PE** will serve as the Project Manager and will be the CDD's primary point-of-contact.

Alliant was founded in Minneapolis in 1995 and has grown from a company with one employee into an organization of over 177 diverse professionals and support staff. We have been providing services to clients like the OTC Community Development District for over 28 years. In 2015 Alliant expanded to Jacksonville, FL to better serve its clients in the southeast region. Alliant is an S-Corporation providing a range of comprehensive services including but not limited to civil engineering, construction services, environmental services, intelligent transportation systems, landscape architecture, land survey, roadway design, structures, traffic engineering, and water resources.

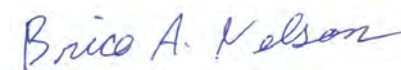
Alliant's business philosophy is to keep our values of community, excellence, creating value, collaboration, being future focused, and integrity at the forefront of everything we do. Our corporate mission to Build Better Communities With Excellence And Passion is evident within our culture and our outstanding Client Service distinguishes us from other companies.

We understand you are looking for a consultant partner that is more than just a designer or engineer. You expect a partner that can lead and manage projects from concept through construction and efficiently address any challenges along the way. As your Project Manager, **Brice Nelson, PE** will serve as your primary point of contact and will ensure that our team will be focused, flexible, and responsive to the needs of the CDD and its residents. We will focus on timely, honest, and open communication and delivering quality from the day the project starts all the way through project bidding, construction, and closeout.

Alliant is interested in pursuing this solicitation to continue to grow our services throughout Florida. We are excited to serve the CDD and are committed to providing the highest quality service for selected projects. Thank you for your consideration and we look forward to partnering with you. Please feel free to contact me with any questions or if you require any additional information.

Sincerely,

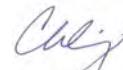
Alliant Engineering, Inc.



Brice Nelson, PE *Project Manager*

✉ bnelson@alliant-inc.com

☎ 904.723.4895



Curt Wimpée, PE *Regional Manager,
Principal-in-Charge*

✉ cwimpee@alliant-inc.com

☎ 904.647.5383

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)		
Request for Qualifications for Engineering Services for OTC Community Development District, Duval County, Florida		
2. PUBLIC NOTICE DATE	3. SOLICITATION OR PROJECT NUMBER	
04/22/2024 via Email	N/A	

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE		
Brice Nelson, PE/Project Manager		
5. NAME OF FIRM		
Alliant Engineering, Inc.		
6. TELEPHONE NUMBER	7. FAX NUMBER	8. E-MAIL ADDRESS
(904) 723-4895	NA	bnelson@alliant-inc.com

C. PROPOSED TEAM

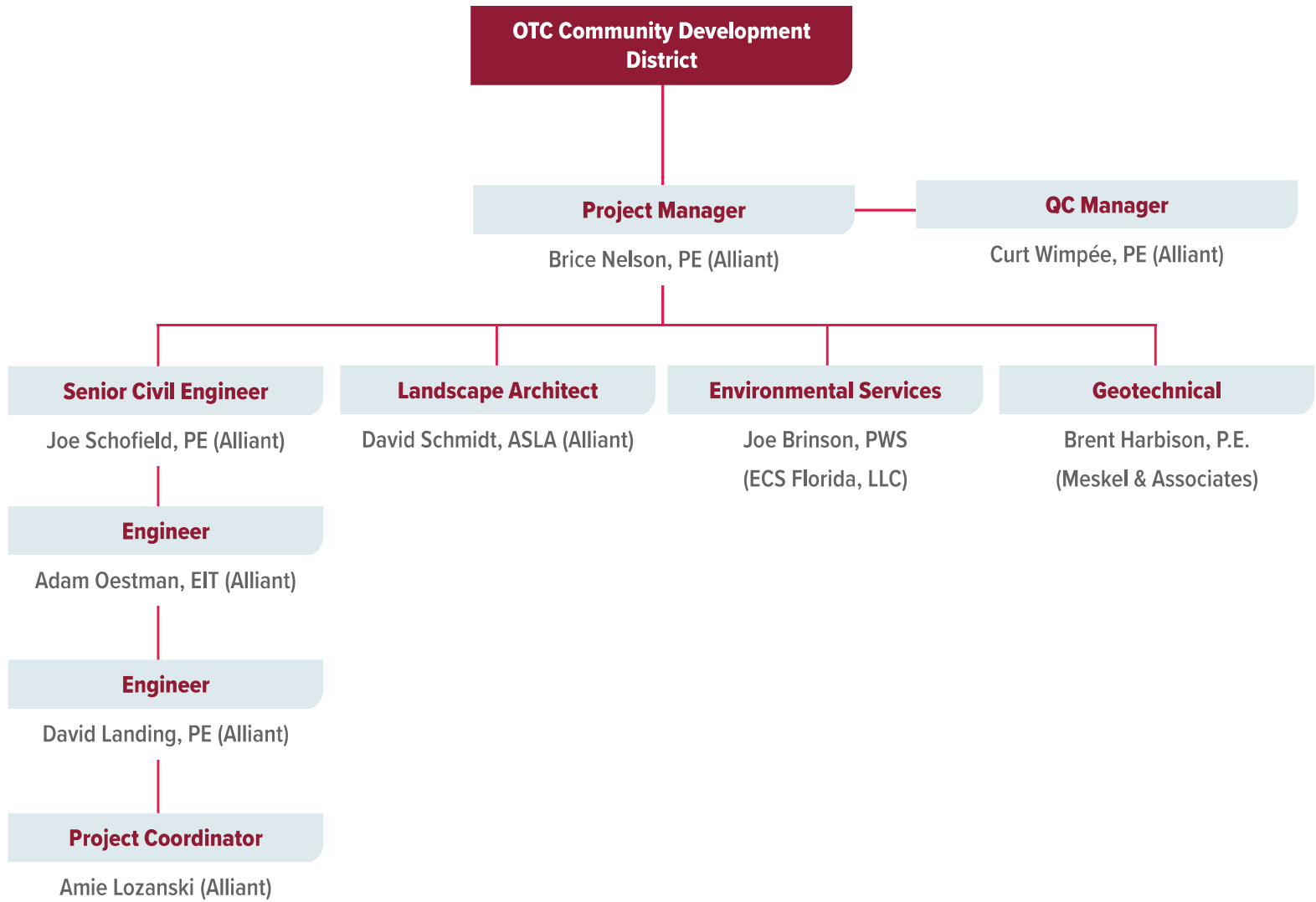
(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.	X			Alliant Engineering, Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	10475 Fortune Pkwy Ste 101, Jacksonville, FL 32256	Project Management, Civil, Landscape
b.			X	ECS Florida, LLC <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	11554 Davis Creek Court, Jacksonville, FL 32256	Environmental Services
c.			X	Meskel & Associates Engineering <input type="checkbox"/> CHECK IF BRANCH OFFICE	3728 Philips Highway, Suite 208 Jacksonville, FL 32207	Geotechnical Services
d.				Alliant Surveying, Inc. (A wholly owned subsidiary of Alliant Engineering, Inc.) <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	10475 Fortune Pkwy Ste 101, Jacksonville, FL 32256	Land Surveying
e.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				 <input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

Exhibit 1. Organization Chart



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Brice Nelson, PE	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 23	b. WITH CURRENT FIRM Less than 1 Year

 15. FIRM NAME AND LOCATION (City and State)
 Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization) B.S. Civil Engineering, Southern Illinois University MBA, University of Mary	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer in Florida (97162); South Dakota (15708); North Dakota (PE-8217); Iowa (P27204); Virginia (0402049573)
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 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Brice has 23 years of experience working as a civil engineer in multiple roles on a variety of projects from storm water management to road realignment. He is familiar with municipal design, water and sewer distribution and storm water management. Brice has extensive experience in acting as the City Engineer capacity for several small towns throughout his career.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. (1) TITLE AND LOCATION (City and State) PROJECT MANAGER – CITY ENGINEERING SERVICES – BERTHOLD, ND	2014	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Brice has served as the client contact for the city engineering services with the City of Berthold for over three (3) years. The City of Berthold renewed their contract for City Engineer Services, showing job satisfaction. Brice regularly attended City Council meetings, has helped advise the city on technical issues with regards to developer agreements, assisted with engineering reviews of developments, design of a bulk water station and assisted with obtaining funding for major projects.		
b. (1) TITLE AND LOCATION (City and State) PROJECT MANAGER – CITY ENGINEERING SERVICES – ROSS, ND	2016	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Brice has served as the client contact for the city engineering services with the City of Ross for five (5) years. The City of Ross put full trust in Brice to guide the City for all their engineering needs, showing job satisfaction. Brice has helped advise the city on technical issues with regards to developer agreements, assisted with engineering reviews of developments, collaborated with the department of health to perform inspections to obtain permit approval of a watermain that had been installed by a contractor without proper approvals (prior to hiring for City Engineer Services), assisted the city to come into compliance with the department of health with their drinking water by switching over to the R&T Water, assisted with permits from BNSF to bore under the railroad to construct a new watermain throughout the city, design of the watermain/sewer/roadway improvements, regularly attended City Council meetings, and assisted with obtaining funding for major projects.		
c. (1) TITLE AND LOCATION (City and State) PROJECT MANAGER – CITY ENGINEERING SERVICES – GALESBURG, WI	2021	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Brice has served as the client contact for the city engineering services with the City of Galesburg for five (5) years. The City of Galesburg put full trust in Brice to guide the City for all their engineering needs, showing job satisfaction. Brice regularly attended City Council meetings, has helped advise the city on technical issues with regards to NPDES permits, assessments of new water quality regulations, prepared Preliminary Engineering Reports, advised how to meet new standards through water quality trade projects, designed improvements to the lagoon, preparation of bids, construction inspection and coordination with funding agencies.		
d. (1) TITLE AND LOCATION (City and State) PROJECT MANAGER – CITY ENGINEERING SERVICES – ALMA CENTER, WI	2021	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Brice has served as the client contact for the city engineering services with the City of Alma Center for five (5) years. The City of Alma Center put full trust in Brice to guide the City for all their engineering needs, showing job satisfaction. Brice has helped advise the city on technical issues with regards to redundancy issues with their water distribution system, preparation of Preliminary Engineer Reports, design of a new well and watermain, preparation of asset management report of their utilities, preparation of bids, construction inspection, and coordination with funding agencies.		
e. (1) TITLE AND LOCATION (City and State) ALMA CENTER WELL AND WATERMAIN EXTENSION, ALMA CENTER, WISCONSIN	2019	2020
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE The city upgraded its century-old well with a second one, funded through the SRF program. A PER report and asset management plan, along with a WaterCAD model, were crucial for principal forgiveness. Two watermain extension plans were presented, involving permits from ACOE and DOT, including a direct bore under a state highway. Construction oversight, monthly representation for SRF funding, and funding closeout were managed. Coordination with the state ensured loan repayment feasibility and resident-friendly rate adjustments, requiring regular updates at City Council meetings for transparency and satisfaction.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Curt Wimpée, PE	13. ROLE IN THIS CONTRACT Quality Manager	14. YEARS EXPERIENCE	
		a. TOTAL 28	b. WITH CURRENT FIRM 8

 15. FIRM NAME AND LOCATION (City and State)
 Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization) B.S. Civil Engineering, University of Minnesota	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer in Florida (79764); Minnesota (40487) Georgia; (031340); N. Carolina (053415); S. Carolina (41355); Tennessee (125610)
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 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Curt is a Vice President at Alliant and has 28 years of experience in municipal engineering, land development and transportation. Curt's experience includes localized and regional utility extensions, lift stations, City and DOT roadway reconstructions and new roadways, MOT plans, signage and striping plans, concrete and asphalt pavement design, storm water management systems, regional drainage studies, residential mixed use, and large-scale commercial developments.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE CITY ENGINEER (CONSULTANT) FOR BUNNELL, FL Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.	ONGOING	NA
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE CITY ENGINEER (CONSULTANT) FOR FLAGLER BEACH, FL Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.	ONGOING	NA
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE CIVIL ENGINEER FOR MENDOTA HEIGHTS, MN Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.	2000	NA
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE CITY ENGINEER (CONSULTANT) FOR TWO HARBORS, MN City Engineer performing all aspects of design for City improvement projects. Representative projects included approximately 6 miles of roadway and utility reconstruction for rural to urban street reconstructions. Tasks included complete corridor survey of projects, design, cost estimating, bidding and award, and full-time construction inspection.	2014	NA
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE CITY ENGINEER (CONSULTANT) FOR SCANLON, MN Performed as Engineer of Record for numerous City infrastructure projects. Projects included roadway paving/assessment/rehabilitation/replacement, stormwater system design and modeling, watermain (potable and reclaim) extensions/rehabilitation/replacements, sanitary sewer design/rehabilitation. Cost estimating and engineering reports associated with all aspects of these infrastructure projects. City Council presentations and representation. Public messaging and interaction.	2014	NA

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Joe Schofield, PE	13. ROLE IN THIS CONTRACT Senior Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 21	b. WITH CURRENT FIRM 2.5

 15. FIRM NAME AND LOCATION (City and State)
 Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization) MBA St. Leo University B.S. Civil Engineering, University of North Florida	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer in Florida (69219)
--	--

 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Mr. Schofield is a Senior Engineer with 18 years of experience in civil design and construction oversight. He has provided design, review, and/or management of hundreds of public and private roadway and site development projects in the southeast United States. He has partnered with dozens of State Agencies and local communities to advance a wide variety of projects to improve transportation infrastructure across the continental United States.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
SHADOW CREST AT ROLLING HILLS CDD (PHASES 3B & 3C), GREEN COVE SPRINGS, CLAY COUNTY, FL.	2023	2023
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE a. Mr. Schofield assisted the CDD to secure electrical and landscape maintenance easements. He also reviewed all contractor, vendor, and supplier invoice and pay application to help ensure proper use of the bond funds. Scope included cost estimating and writing the Engineer's Report for Shadow Crest phase of the District full planned build-out.		
BEACHVIEW COVE SUBDIVISION, ORMOND BEACH, VOLUSIA COUNTY, FL	2023	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE b. Project manager and engineering overseeing design and permitting for a 28-lot single-family subdivision with private lift station on A-1-A adjacent the Atlantic Ocean. All entitlements received and construction underway. Project includes a planned FPL power pole relocation, work within the coastal construction control line (CCCL), and coordination of turtle friendly street lighting design.		
PONCE PRESERVE SUBDIVISION, PALM COAST, FLAGLER COUNTY, FL	2023	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE c. Project manager and engineering overseeing design and permitting for a 74-lot single-family subdivision. All entitlements have been received and construction start date undetermined.		
RYAN'S LANDING SUBDIVISION, PALM COAST, FLAGLER COUNTY, FL	2023	NA
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE d. Project manager and engineering overseeing design and permitting for a 95-lot single-family subdivision. All entitlements have been received and construction start date undetermined.		
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE e.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Adam Oestman, PE	13. ROLE IN THIS CONTRACT Production Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 6	b. WITH CURRENT FIRM 2.5

 15. FIRM NAME AND LOCATION (City and State)
 Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization) B.S. Civil Engineering Technology, Murray State University	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer in Florida (98440)
---	--

 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Mr. Oestman has more than six years of experience in the design and construction of private infrastructure projects. He has worked on numerous developments and infrastructure improvements for commercial, medical, municipal, and residential projects around the country. Typical project requirements are land acquisition contract review, site assessment, land planning, development cost analysis, scheduling, approval coordination preparation of contract documents, and construction administration.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
CITY OF DELAND RECLAIM MAIN EXTENSION, DELAND, FL	2023	NA
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead design engineer preparing the construction documents for a +-6000 LF Reclaim main extension.	<input checked="" type="checkbox"/> Check if project performed with current firm	
SHADOW CREST AT ROLLING HILLS CDD SINGLE FAMILY SUBDIVISION, GREEN COVE SPRINGS, FL	2021	ONGOING
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead design engineer preparing the construction documents for a 247 single-family residential subdivision, as well as associated construction administration throughout the project.	<input checked="" type="checkbox"/> Check if project performed with current firm	
SAWMILL BRANCH AT PALM COAST PARK CDD - MULTIPLE PHASES, PALM COAST, FL	2023	
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Lead design engineer preparing the construction documents for multiple single-family residential subdivision phases totaling over 1000 lots.	<input checked="" type="checkbox"/> Check if project performed with current firm	
SPRING LAKE AT PALM COAST PARK CDD – MULTIPLE PHASES, PALM COAST, FL	2022	ONGOING
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Preparing the construction documents, cost-estimates, and associated construction administration for multiple single-family residential subdivision phases for a total of 421 lots.	<input checked="" type="checkbox"/> Check if project performed with current firm	
HYMON CIRCLE DRAINAGE IMPROVEMENTS – CITY OF BUNNELL, FL	2023	
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Design engineer preparing the construction documents for a two phase project in the City of Bunnell, including +-2000 LF of road-side drainage improvements, as well as +-3000 LF of existing drainage ditch improvements.	<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME David Schmidt, ASLA	13. ROLE IN THIS CONTRACT Landscape Design	14. YEARS EXPERIENCE	
		a. TOTAL 16	b. WITH CURRENT FIRM 1 Year

 15. FIRM NAME AND LOCATION (City and State)
 Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization) B.S. Landscape Architecture, University of Arkansas, Minor in Horticulture	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) ASLA; Currently pursuing licensure as a Landscape Architect in Florida in 2023
---	--

 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Mr. Schmidt has more than 16 years of experience in the fields of land development planning, landscape architecture, urban design, and project management and is the Director of Landscape Architecture at Alliant. His primary responsibilities include project management, regulatory approvals, site layout and design, construction documentation, regional and community planning, and graphic design.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State) REVERIE AT TRAILMARK, ST. AUGUSTINE, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2023
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm a. Reverie at Trailmark, St. Augustine, FL — served as the project manager and designer responsible for the neighborhood entry, common area, pocket parks, beer garden, dog park, and amenities at the clubhouse. Reverie is a 55+ Master Planned Community located in St. Augustine Florida permitted as a Community Development District developed by Dream Finders Homes, LLC. Reverie consists of 487 class A single family homes, and 4,600 SF Neighborhood Clubhouse.		

(1) TITLE AND LOCATION (City and State) SWEETGRASS, ST. MARY'S, GA	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm b. Served as the project manager and designer responsible for the neighborhood entry, common area, pocket parks, beer garden, dog park, and amenities at the clubhouse. Sweetgrass is a 150 Acre Master Planned Community located in St. Mary's Georgia developed by Tierra Linda Development, LLC. Sweetgrass consists of 312 class A multifamily units, 194 townhomes, 143 single family homes, and 212,600 SF of commercial. The Sweetgrass project will end up as home to almost 650 families in walkable, mixed-use neighborhoods that provide not only housing but places for working, shopping, recreation, and civic engagement.		

(1) TITLE AND LOCATION (City and State) BRADENTON RIVERWALK, BRADENTON, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2012	CONSTRUCTION (If applicable) 2012
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm c. My team was responsible for various project components, such as data collection, landscape design, color renderings and 3D modeling for the master plan. Kimley-Horn completed the master planning process for the 1.5-mile-long riverfront area in Bradenton known as the Riverwalk. Services included a grants/funding analysis, master planning, public involvement, design development, and stakeholder coordination. Unanimous approval was given from the Bradenton City Council with the preparation of construction documents and permitting drawings.		

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm d.		

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm e.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME David Landing, PE	13. ROLE IN THIS CONTRACT Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 27	b. WITH CURRENT FIRM Less than 3 Months

 15. FIRM NAME AND LOCATION (City and State)
 Alliant Engineering, Inc. (Jacksonville, FL)

16. EDUCATION (Degree and Specialization) BS, Civil Engineering, University of North Florida (UNF)	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer in Florida (80483)
AS, Civil Engineering Technology, Savannah Technical College	Professional Engineer in Georgia (PE049527)
	Professional Engineer in South Carolina (41102)

 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Mr. Landing is a Senior Civil Engineer with over 27 years of experience in pipelines and trenchless design with experience working on a variety of projects across the United States with a focus on water and wastewater projects in Northeast Florida. His design experience includes water and wastewater treatment facilities, pressure and gravity pipelines, civil site design, stormwater design, with emphasis on large diameter pipelines and trenchless installations. His experience in pipeline design includes feasibility studies, design and construction support, design calculations, and drawing production.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. (1) TITLE AND LOCATION (City and State) 16TH STREET RECLAIMED WATER MAIN, SJCUD, ST AUGUSTINE, FL	2013	2013
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Mr. Landing served as pipeline design engineer for approximately 7,600 LF of 4-inch to 16-inch water main, force main, reclaimed water main, and gravity sewer pipelines installed by open-cut. The project also included approximately 550 LF of 10-inch reclaimed water main installed by HDD adjacent to sensitive park areas of historic St. Augustine and FDOT ROW. Mr. Landing performed HDD design calculations, laid out the geometry for the project alignment, helped prepare construction drawings, and coordinated with the design sub-contractors on the project.		
b. (1) TITLE AND LOCATION (City and State) SUNSHINE 16 (PS 306) AND FORCE MAIN EXTENSION, SJCUD, ST AUGUSTINE, FL	2015	2015
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Mr. Landing served as pipeline design engineer for approximately 1,500 lf of 4-inch force main. As part of the overall system improvements, the new force main redirected flow from the Sunshine 16 Pump Station to a separate discharge location. The project included three HDD installations to minimize impacts to the roadway and pedestrian traffic patterns as well as the adjacent residential neighborhood. Mr. Landing performed HDD design calculations, laid out the geometry for the alignments, helped prepare construction drawings and associated contract documents, and worked with the contractor for HDD installations to implement best construction practices for design of the project.		
c. (1) TITLE AND LOCATION (City and State) SR 207 WATER MAIN EXTENSION – PHASE III, SJCUD, ST JOHNS COUNTY, FL	2023	2023
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm For the above referenced project David served as QA/QC engineer and site construction inspector for the design and construction of 2,900 LF of 24-inch PVC water main within St Johns County Utility Department (SJCUD) easements and Florida Department of Transportation (FDOT) Right-of-Ways (ROW). The project also consisted of a 42-inch steel cased jack and auger bore crossing of FDOT's State Route (SR) 206 and a 30-inch HDPE horizontal directional drill (HDD) crossing of the Florida Department of Transportation's (FDOT) Interstate 95. Permitting was required by FDOT and Florida Department of Environmental Protection (FDEP) for wetlands crossings and impacts. For this project I personally reviewed the construction drawings at various project milestones for constructability and to ensure the project met client specifications. I also reviewed contractor submittals for materials and construction methods and performed on-site inspection of installation of the water main, wet tapping for connection to the existing water main and the horizontal direction drill installation under I-95.		
d. (1) TITLE AND LOCATION (City and State) HASTINGS WTP TO SR-207 12-INCH WATER TRANSMISSION MAIN, SJCUD, HASTINGS, FL	2024	2024
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm David served as the project manager, engineer of record, and senior pipeline design engineer for approximately 4,650 linear feet of 12-inch PVC transmission water main installed by open-cut trenching, along with associated valving, hydrants, fittings, and appurtenances. The project also included approximately 2,700 linear feet of 16-inch HDPE water main installed through three separate HDD trenchless installations. Project challenges included navigating road corridors with narrow rights-of-way, which were shared with an FPL high-voltage transmission overhead powerline and coordinating proposed and temporary construction easements with property owners. David laid out the geometry for the project alignment, assisted in preparing construction drawings, and coordinated with survey and geotechnical exploration subcontractors.		
e. (1) TITLE AND LOCATION (City and State) CWRP TRANSMISSION MAIN BYPASS AND REDUNDANCY CONCEPTUAL PLAN, ECUA, PENSACOLA, FL	2023	2023
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm For the above referenced project David served as pipelines engineer for the route planning, feasibility and constructability input to add redundancy to an existing 3,500 LF of 30-inch, 10,050 LF of 42-inch, 53,500 LF of 48-inch and 5,200 LF of 54-inch large diameter DI transmission force main transporting sewerage from ECUA's Main Street Water Plant situated along Pensacola Bay to ECUA's Chemstrand Treatment Plant on the north of Escambia County. For this project I personally participated in team meetings, helped with route selection, made recommendations in support of and produced route planning sketches for the project. I also investigated and made recommendations for bypass points of connection between the various force main segments.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Joe Brinson, PWS	13. ROLE IN THIS CONTRACT Environmental Senior Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 27	b. WITH CURRENT FIRM 2

 15. FIRM NAME AND LOCATION (City and State)
 ECS Florida, LLC - Jacksonville, FL

16. EDUCATION (Degree and Specialization) B.S. Forest Resource Management/Forest Biometrics, University of Georgia, Athens, GA	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Wetland Scientist
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 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Mr. Brinson is an Environmental Senior Project Manager for ECS and has more than 26 years' experience in wetland permitting, species, timber assessments, greenbelts and tree / arborist services. His responsibilities include the daily management of all phases of environmental projects to include proposal preparation and review, environmental compliance (spec/NPDES), budgeting daily and ongoing activities, preparation and review of reports, daily on-going client interaction, developing a client database, invoicing and marketing.

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
TOWN CENTER BOULEVARD PROPERTY, PALM COAST, FL	2023	NA
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS scientist completed a Ecological Diligence. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitats. ECS Fees: \$1,850 Size: 5.09 acres.	<input checked="" type="checkbox"/> Check if project performed with current firm	
DIX ELLIS, JACKSONVILLE, FL	2023	NA
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS scientist completed a Preliminary Wetlands Determination. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitats. ECS Fees: \$1,500 Size: .77 acres.	<input checked="" type="checkbox"/> Check if project performed with current firm	
BEAUTYREST AVENUE PROPERTY, JACKSONVILLE, FL	2022	NA
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS scientist completed a Ecological Due Diligence with CRAS. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitats. ECS Fees: \$6,650 Size: 3.88 acres	<input checked="" type="checkbox"/> Check if project performed with current firm	
FIRST COAST EXPRESSWAY PROPERTY, MIDDLEBURG, FL	2021	NA
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS completed a Preliminary Wetlands Determination and Preliminary Threatened & Endangered Species Survey. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and their habitat. ECS Fees: \$6,650 Size: 3.88 acres.	<input checked="" type="checkbox"/> Check if project performed with current firm	
BAINBRIDGE NOCATEE PARKWAY PROJECT, JACKSONVILLE, FL	2021	NA
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. ECS completed a Preliminary Wetlands Determination and Preliminary Threatened & Endangered Species Survey. The purpose of the field visit was to evaluate the site for the occurrence and/or potential for occurrence of jurisdictional wetlands and/or protected wildlife species and/or habitat on the site and its relevant surroundings. ECS Fees: \$2,300 Size: 13.5 acres.	<input checked="" type="checkbox"/> Check if project performed with current firm	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Brett H. Harbison, P.E.	13. ROLE IN THIS CONTRACT Senior Geotechnical Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 16	b. WITH CURRENT FIRM 5

 15. FIRM NAME AND LOCATION (City and State)
Meskel & Associates Engineering, PLLC, Jacksonville, Florida

16. EDUCATION (Degree and Specialization) B.S. Civil Engineering, Florida State University, 2007 Graduate Courses University of Central Florida	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Professional Engineer, Florida P.E. 74679 Professional Engineer, Georgia PE037919
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 18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
 Certified SmartPile EDC System (User ID # 020FL0029-13), Florida Engineering Leadership Institute Graduate 2015, American Society of Highway Engineers (ASHE), North Florida, ASHE Community Outreach Chairman, TCI Young Professional of the Year 2017

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. CITY OF JACKSONVILLE (COJ) NORTHBANK BULKHEAD REPLACEMENT, JACKSONVILLE, FL (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Geotechnical Engineer responsible for coordinating the geotechnical exploration to replace the existing bulkhead along the northern bank of the St. Johns River in downtown Jacksonville extending approximately between the Fuller Warren bridge and Liberty Street. The project will include constructing a new bulkhead wall in front (waterside) of the existing bulkhead and installing anchors through the existing bulkhead. MAE's scope of work included land and waterside Standard Penetration Test (SPT) borings, rock coring, laboratory testing, and engineering analysis for the design and construction of the new bulkhead and anchors. (Contract Value: \$384,800)	2020	
b. CITY OF JACKSONVILLE SIDEWALKS AND PEDESTRIAN IMPROVEMENTS, JACKSONVILLE, FL (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Geotechnical Project Manager. MAE's services for projects under this contract consist of geotechnical exploration and engineering analysis for tasks such as new sidewalks, drainage improvements, culvert extensions and replacement, and retaining walls. Typically, the geotechnical exploration included mobilizing our truck-mounted drill rig to City roads and highways. Following subsurface exploration, laboratory testing, and geotechnical engineering analysis, MAE provided geotechnical recommendations and site preparation recommendations. These recommendations included clearing and stripping; temporary groundwater control; soil parameters for culvert design; excavation protection; and structural backfill and compaction of structural backfill. (Contract Value \$128,740)	2020	
c. LONNIE MILLER SR. REGIONAL PARK STRUCTURES & PEDESTRIAN TRAIL, JACKSONVILLE, FL (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Geotechnical/Soils Engineer. Park improvements proposed for this park included multiple new courts, multi-use fields, playgrounds, pavilions, new parking areas, elevated boardwalks, restroom and concession facilities, 2-story concrete scorer's building and 2,700 linear feet of asphalt surfaced pedestrian trail. Geotechnical explorations were performed. Reporting was presented and included design recommendations for shallow foundations, groundwater control and underdrain recommendations for field areas, and recommendations for construction of asphalt pavement base and structural courses for the trail system. Site preparation and earthwork recommendations included clearing and stripping, removal and replacement of deleterious soils/debris encountered, temporary groundwater control, and placement/compaction of fill and backfill soils. (Contract Value: \$37,800)	2018	
d. FDOT DISTRICT 2, I-95 NASSAU RIVER BRIDGE IMPROVEMENTS, DUVAL/ NASSAU COUNTY LINE, FL (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Foundation/Geotechnical Engineer of Record (GEOR)/Project Manager responsible for field coordination, laboratory shear strength testing, rock core strength testing, and geotechnical analyses to support design and construction of non-redundant drilled shafts to support crutch bents proposed for the existing I-95 north and southbound bridges. Brett directed field crews and staff in performing 24 Standard Penetration Test (SPT) borings in tidally inundated project area using amphibious and spud barge platforms. Borings were advanced to depths of 125 feet below the river mudline. Static axial shaft capacities were estimated to determine anticipated shaft tip elevations. Engineering reports were prepared including drilled shaft analyses, soil parameter recommendations for lateral analyses, and shaft installation/construction recommendations. (Contract Value: \$670,825)	2021	
e. MONCRIEF PEDESTRIAN BRIDGE SPAN REPLACEMENT, JACKSONVILLE, FL (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Engineer responsible for the geotechnical exploration, laboratory testing, and engineering analysis for the pedestrian bridge. The main span and extended ramps will be supported on 54-inch non-redundant drilled shafts. The existing bridge is approximately 70 to 75 feet long and the replacement bridge will be of similar length. (Contract Value \$14,000 est.)	2022	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="text-align: center; font-size: 24pt;">1</div>
21. TITLE AND LOCATION <i>(City and State)</i> Shadow Crest at Rolling Hills CDD (Phases 3B & 3C), GCS, FL		22. YEAR COMPLETED PROFESSIONAL SERVICES 2023 CONSTRUCTION (If applicable) 2023

23. PROJECT OWNER'S INFORMATION

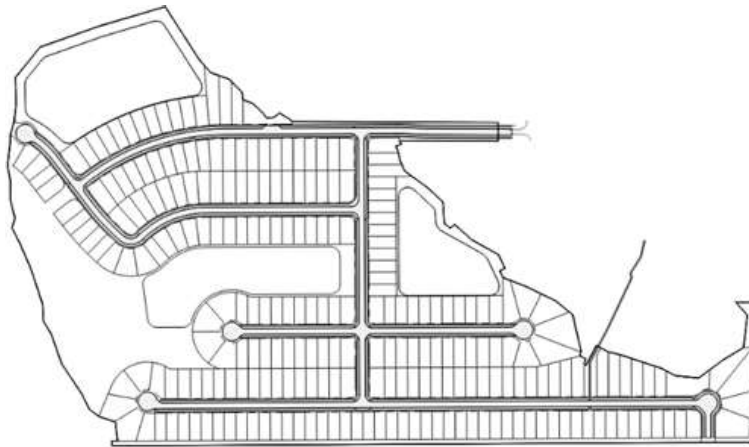
a. PROJECT OWNER Rolling Hills CDD	b. POINT OF CONTACT NAME Marilee Giles	c. POINT OF CONTACT TELEPHONE NUMBER (904) 940-5850 x412
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

CDD constructed by bond issuance infrastructure to support a 247-lot single-family platted phase of the community. Joe Schofield is the acting District Engineer for this part of the District, who is also the Engineer of Record.

Project required coordination with the primary CDD Engineer to coordinate ongoing construction of a prior phase adjacent Shadow Crest. Construction ran concurrently, so both Engineer's attended each monthly Board meeting to give Engineer's updates on each respective project. The prior phase included construction of a lift station to receive effluent from both projects.

Mr. Schofield assisted the CDD to secure electrical and landscape maintenance easements. He also reviewed all contractor, vendor, and supplier invoice and pay application to help ensure proper use of the bond funds. Scope included cost estimating and writing the Engineer's Report for Shadow Crest phase of the District full planned build-out.


25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Land Surveying
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
g.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

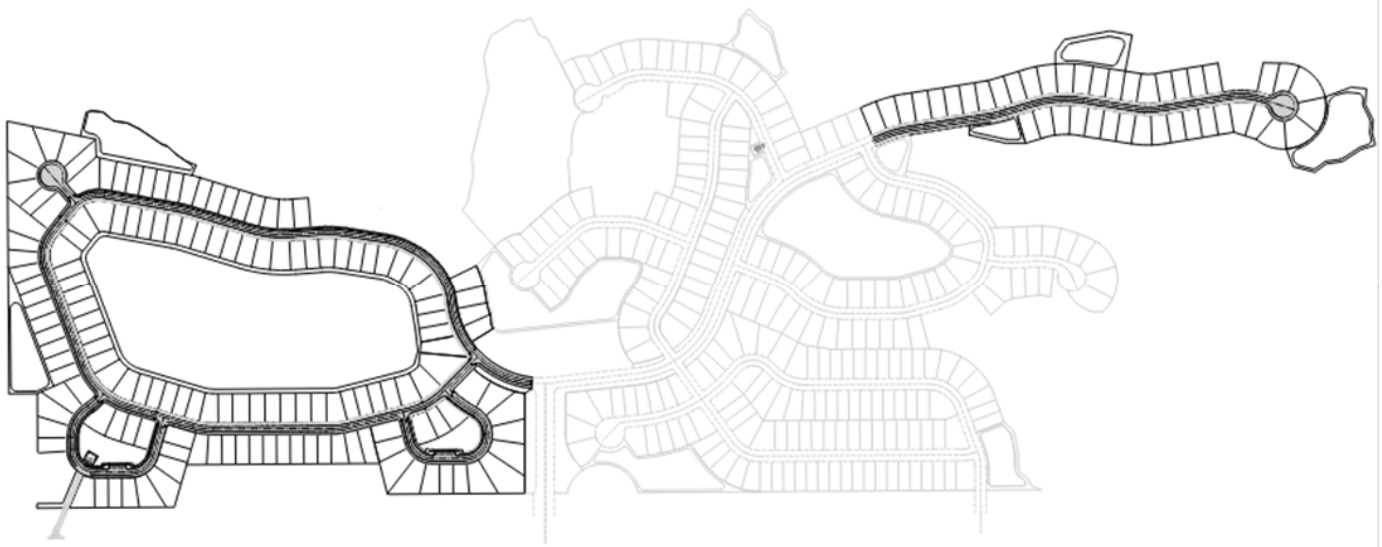
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="text-align: center; font-size: 24pt;">2</div>
21. TITLE AND LOCATION <i>(City and State)</i> Spring Lake Subdivision		22. YEAR COMPLETED PROFESSIONAL SERVICES 2022 CONSTRUCTION (If applicable) NA

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Sunbelt Land Management	b. POINT OF CONTACT NAME Ken Belshe	c. POINT OF CONTACT TELEPHONE NUMBER (386) 986-2411
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Engineer of Record for complete design and permitting of 421 unit CDD residential subdivision. Provided all aspects of oversight and design. Provided Certified Engineer's Report including cost estimating for Palm Coast Park Community Development District (CDD).


25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Land Surveying
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
g.	(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 <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="text-align: center; font-size: 24pt;">3</div>
21. TITLE AND LOCATION <i>(City and State)</i> Bunnell Westside Sewer Improvements - Phase 1, Bunnell, FL		22. YEAR COMPLETED PROFESSIONAL SERVICES 2020 CONSTRUCTION (If applicable) 2020

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Bunnell	b. POINT OF CONTACT NAME Dustin Vost	c. POINT OF CONTACT TELEPHONE NUMBER (386) 437.7515
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Alliant prepared and submitted a St. Johns River Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. The application was ranked #1 by the SJRWMD. The project consisted of sanitary sewer CIPP lining, lift station upgrades, and regional storm sewer and swale improvements to address ongoing flooding issues in this Deen Road neighborhood.


25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Land Surveying
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
g.	(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 <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="text-align: center; font-size: 24pt;">4</div>
21. TITLE AND LOCATION <i>(City and State)</i> Flagler Beach Slip Lining Rehab, Flagler Beach, FL		22. YEAR COMPLETED PROFESSIONAL SERVICES: 2020 CONSTRUCTION (If applicable): 2020

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Flagler Beach	b. POINT OF CONTACT NAME Lee Richards	c. POINT OF CONTACT TELEPHONE NUMBER (386) 517-2000 ext. 248
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Alliant prepared and submitted a St. Johns River Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. The project was funded by the SJRWMD and Alliant performed a 1.1-mile route survey along SR 100 (Moody Blvd) in the City of Bunnell from Grand Reserve Parkway to North Palmetto Street. This required deed research for all adjacent properties along the route including FDOT right-of-way. Alliant also prepared design and bid Documents for a reclaimed water main.


25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Alliant Engineering, Inc.	Jacksonville, FL	Project Engineer
b.	Alliant Florida, Inc.	Jacksonville, FL	Land Surveying
c.			
d.			
e.			
g.			

<p>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT (Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</p>		<p>20. EXAMPLE PROJECT KEY NUMBER</p> <p style="text-align: center;">5</p>		
<p>21. TITLE AND LOCATION (City and State) Sweetgrass Apartments (Phase 1) Enhanced Landscape Saint Marys, GA</p>		<p>22. YEAR COMPLETED</p> <table border="1"> <tr> <td>PROFESSIONAL SERVICES 2023</td> <td>CONSTRUCTION (If applicable) NA</td> </tr> </table>	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) NA
PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) NA			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Sweetgrass Acquisition LLC	b. POINT OF CONTACT NAME Ron Buckley	c. POINT OF CONTACT TELEPHONE NUMBER (904) 247-5334
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Sweetgrass is a 150 Acre Master Planned Development located in St. Mary's Georgia for Tierra Linda Development, LLC. Sweetgrass consists of 312 class A multifamily units, 194 townhomes, 143 single family homes, and 212,600 SF of commercial. Working in collaboration with the client, architect, and interior designer, the Sweetgrass project will end up as home to almost 650 families in walkable, mixed-use neighborhoods that provide not only housing but places for working, shopping, recreation, and civic engagement. My team's services included project management for the design of the enhanced landscape, irrigation, neighborhood clubhouse amenity area which included the clubhouse pool deck, shade structures, outdoor kitchen, landscape architecture, hardscape, site electrical engineering (managed sub), mail kiosk, design of the neighborhood entry monument, security gate, dog park and all site civil design with permitting.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Alliant Engineering, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Project Engineer
b.	(1) FIRM NAME Alliant Florida, Inc.	(2) FIRM LOCATION (City and State) Jacksonville, FL	(3) ROLE Land Surveying
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
g.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <div style="text-align: center; font-size: 24pt;">6</div>
21. TITLE AND LOCATION <i>(City and State)</i> Trout Creek Community Development District, St. Augustine, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) NA

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Trout Creek CDD	b. POINT OF CONTACT NAME Melissa Dobbins	c. POINT OF CONTACT TELEPHONE NUMBER (904) 436.6270
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

ECS completed an Arboriculture Assessment for the landscape tree decline predominantly live oaks with a few magnolias. ECS understood the trees started to decline approximately two years after they were planted. ECS scope of work included assessing the current condition of landscaping trees along Shearwater Parkway, determine whether conditions require removal and recommend an appropriate course of action for remediation. Investigative methods used were visual inspection of roots and tree, soil ph and nutrient analysis, root excavation, general leaf density analysis, irrigation water ph testing and bulk density testing of the soil.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME ECS Florida, LLC	(2) FIRM LOCATION <i>(City and State)</i> Jacksonville, FL	(3) ROLE Environmental
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
g.	(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

7

 21. TITLE AND LOCATION *(City and State)*
Tapestry Westland Village, Jacksonville, FL

22. YEAR COMPLETED

 PROFESSIONAL SERVICES
 2019

 CONSTRUCTION (If applicable)
 NA

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Arlington Properties

b. POINT OF CONTACT NAME

Trey Barnes

c. POINT OF CONTACT TELEPHONE NUMBER

(205) 397-6834

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

The subject project is located at the intersection of Collins Road at Plantation Bay Drive in Jacksonville, Florida. This task order included performing a geotechnical exploration, laboratory testing program, and engineering analysis to assist the design team with the design of the twelve 3-story residential buildings, a single-story clubhouse, lift station, pool, and dog park. Our analysis included providing recommendations for the construction of shallow foundations and a wet well structure.

Borings: 16 SPT, 16 Hand Augers

Total Feet: 533 LF (9 SPT to 30 feet, 4 SPT to 20 feet, 1 SPT to 32 feet, 1 SPT to 25 feet, 5' sampling intervals) (16 6 foot Hand Augers 1 foot sampling intervals)

Samples: 223

LABORATORY TESTING PROGRAM

Index Testing: 26 samples 26 -200, 26 MC, 4 OC, 4 AL

Contract Value: \$12,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Meskel & Associates	Jacksonville, FL	Geotechnical Services
b.			
c.			
d.			
e.			
g.			

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F <i>(Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)</i>										
		1	2	3	4	5	6	7	8	9		
Brice Nelson, PE	48											
Curt Wimpée, PE	12	X	X	X	X	X						
Joseph Schofield, PE	12	X		X	X							
Adam Oestman, EIT	12											
David Schmidt, ASLA	39					X						
Joe Brinson, PWS	23						X					
Brett Harbison, PE	27							X				
David Landing, PE	12											

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Shadow Crest at Rolling Hills CDD (Phase 3B&C)	6	Trout Creek Community Development District
2	Spring Lake Subdivision	7	Tapestry Westland Village
3	Bunnell Westside Sewer	8	
4	Flagler Beach CIPP	9	
5	Sweetgrass Apartments (Phase 1) Enhanced Landscape	10	

H. ADDITIONAL INFORMATION

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

ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

Alliant Engineering, Inc. (Alliant) offers professional design and project management services in Municipal Infrastructure and Land Development, Transportation, Traffic Engineering, Design-Build, Structural, Landscape Architecture, and Surveying. Alliant's backbone is a professionally diverse group of talented professionals dedicated to providing quality design, management, and construction services. Established in 1995, Alliant has provided 29 years of professional engineering services to a broad range of public and private clients. Our collaborative team approach and integrated management style allows us to efficiently complete projects while providing a high level of quality. We bring value to our clients by combining unmatched civil engineering expertise, experience, and innovation.

In addition to being highly qualified for this work, we have an intricate knowledge of the infrastructure challenges within smaller municipalities. Our key staff for this project team are experts in their disciplines and well suited to provide the continuing engineering services required of your District Engineer.

At the program level, we have the following critical roles:

- **Project Manager** – Responsible for building project teams tailored to meet project goals, provide ongoing project oversight, and be the primary point of contact for the CDD. **Brice Nelson, PE** was selected to be our Project Manager because, following 23 years of experience in the industry, he understands how to make CDD projects successful. As Project Manager, Brice will be handling the District Meetings and managing the construction/engineering services.
- **Discipline Lead** – Responsible for identifying team members for individual work orders and ensuring uniformity in format and standards between projects. This individual is also an expert technical resource for project teams. These individuals are identified in the resumes in Section E of the SF330 Form.
- **Quality Manager** – Responsible for ensuring all team members are trained in the Alliant Quality Management Process and verifying that quality processes are followed on individual projects. **Curt Wimpée, PE**, will be our Quality Manager.

Alliant's proposed team of professionals provides the CDD with a comprehensive understanding and approach to meet (and exceed) the CDD's objectives and goals. Our corporate mission to build better communities with excellence and passion is evident within our culture and separates us from the rest.

Additionally, As part of our program for other similar clients, we have developed an internal Quality Management Plan (QMP) that defines how our team will provide quality in delivering services to the CDD. As Project Manager, Brice will work with Curt Wimpée to ensure that the process is followed for every major deliverable and milestone. Alliant's experience with the quality control process has shown that it must be part of the everyday

Our team is organized to execute work orders quickly and ensure quality and timely delivery.



Brice Nelson, PE

Project Manager



Curt Wimpée, PE

Quality Manager

H. ADDITIONAL INFORMATION

CERTIFIED MBE

Alliant’s teaming partner **Meskel & Associates Engineering (MAE)** is a certified Woman-owned DBE and JSEB based in Jacksonville, FL, with additional offices in Lake City and Tampa. They specialize in geotechnical engineering, drilling, and laboratory testing services. MAE’s certifications are included at the end of the form.

WILLINGNESS AND ABILITY TO MEET TIME & BUDGET REQUIREMENTS

At Alliant, we take pride in delivering complex projects on difficult timelines. This can only be accomplished through great project management and a sound project approach. Open, honest and timely communication with the CDD, stakeholders, and potential sub-consultants is the key to project success.

We will facilitate all formal reviews in an organized and timely manner to keep the project moving forward. We will also conduct progress meetings to efficiently provide updates and to discuss particular design issues that are critical to the schedule for both the CDD and project team. Our Quality Management Plan (QMP) will be revised to be specific to each project and will be followed religiously throughout design.

For a project to be efficient, not only does the engineering and project management need to be effective but understanding the permitting agencies and maintaining those key relationships is a necessity. Alliant has performed a multitude of projects and has both the expertise of dealing with the appropriate permitting agencies as well as maintaining those relationships needed to be efficient with complex projects. Alliant has developed relationships over the years with sub-consultants as well as contractors. We have the expertise and knowledge to develop designs to help minimize cost to our clients during construction. This can be done because of our extensive knowledge of building systems and construction techniques. Anticipation of construction techniques and communication with contractors during design are key elements to an effective cost savings project approach.

Communication with the CDD

Fast-tracked projects require intense and continuous communication and collaboration with the CDD and their oversight team. Alliant will establish a draft meeting schedule

for discussion at the kickoff meeting. We envision three levels of meetings: Design Review, Over-The-Shoulder Review and Progress Meetings.

Design Review

Design review meetings will be face-to-face meetings to go over review comments at major milestones during the project. The appropriate deliverables will be submitted for CDD review. A meeting will be scheduled after the CDD’s review period to go over comments. As discussed in our QMP, every comment will be included in a Comment Response memo and the required action will be documented.

OTSR

OTSRs will be scheduled in between the major milestones. These informal design reviews will allow the CDD to be kept abreast of, and have input into the design as it is progressing. The intent of these meetings is to present “in-progress” plans to the CDD to discuss specific issues where decisions are required that may impact schedule. OSTRs may also include key stakeholders as appropriate. It is envisioned that most OTSR meetings would also be face-to-face.

Progress Meetings

We will use frequent Progress Meetings to keep the CDD’s team fully informed and involved in all aspects of the project. These meetings serve as a forum to address issues, hot topics, and identify action items that need to take place. The meetings can also serve as mini “over-the-shoulder” design reviews for portions of the project to get instant feedback from the CDD regarding particular issues. We consider these meeting to provide “collaboration on the fly”, and we use them to present all key components of the design prior to the actual submittal. This approach ensures that the CDD is part of the decision-making progress upfront, reducing the risk of surprises and potential re-work.

Most meetings will include an agenda, meeting minutes, and action item log. The minutes and action item log can be shared internally with Alliant’s Team, and with the CDD staff to inform persons not at the meeting of decisions and action items that had been identified.

In addition to regularly scheduled meetings, we will establish the systems and protocols for easy sharing of electronic files to assist with design collaboration and review.

H. ADDITIONAL INFORMATION

RECENT, CURRENT & PROJECTED WORKLOADS

Alliant is dedicated to client satisfaction which means we must honor schedule commitments. To this end, we regularly assess our workload and plan for growth by keeping our staff level above our immediate needs. This enables us to keep quality and responsiveness at the highest level. Brice Nelson can allocate the support staff and resources to easily meet any schedule. A project schedule will be developed at the onset of each opportunity received from the CDD. That schedule will be developed by working in concert with the major stakeholders. The appropriate Alliant team members will then be assigned responsibilities and deadlines to produce deliverables. We will work with CDD staff for a full understanding of the scope and expectations so we can provide a service that exceeds expectations.

Alliant project managers meet each week to discuss current workload and staffing needs. We maintain a high-level project design schedule that tracks the expected level of project commitments per month compared to the available staffing. At our project manager meetings, we discuss project specific needs and upcoming deadlines to determine if the current staffing is appropriate or if changes will be required to ensure that schedules are met.

Exhibit 2 below illustrates the estimated time allotment that each of the key members can contribute at the moment. These percentages will fluctuate from week to week based on external influences, but resources will be concentrated when needed to complete specific tasks or address project needs as critical items dictate.

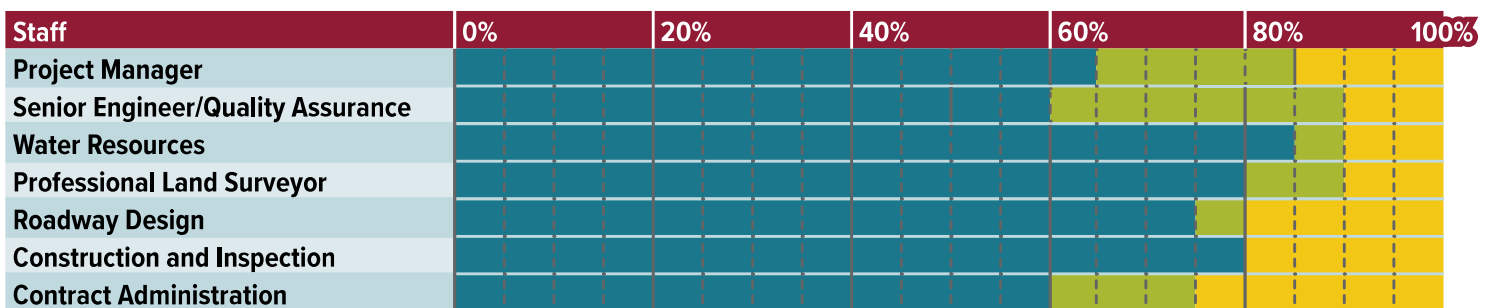
CONSULTANT’S PAST EXPERIENCE/PERFORMANCE

The Alliant Team has the experience and expertise required to provide high quality professional services to the CDD for this project. We believe the details of our proposal provide the CDD with excellent program value. We would be honored and excited to work with you on this project in a way we have done with several municipalities in the past including the following:

Alliant has been serving the Southeast Region out of our Jacksonville office since 2015. During that time, we have partnered with cities throughout Florida to address civil engineering needs through on-going contracts similar to the one referenced in the RFP. Curt Wimpée, PE is Alliant’s Southeast Regional Manager with over 26 years of experience.

In 2017, Alliant was selected to provide City Wide Civil Engineering services for the City of Bunnell, FL. From the onset of services, Alliant has worked with the City of Bunnell to obtain over 2.5 million dollars of grant funding to develop their reclaim watermain infrastructure, alleviate stormwater flooding in low lying areas and cast in place pipe (CIPP) lining of their gravity sewer infrastructure. Alliant has worked diligently to provide excellent service to the City’s staff during the design and construction administration of these projects. These efforts have earned their trust and confidence leading to the City’s election as their City Engineer and City Surveyor respectively. We continue to consult with the City on a daily/ weekly basis to support their ongoing engineering and surveying needs.

Exhibit 2. Project Schedule



● Percent Committed, ● CDD, ● Excess Availability

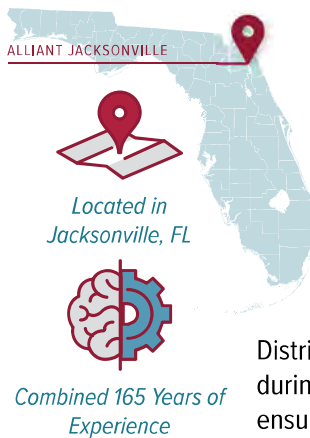
H. ADDITIONAL INFORMATION

That same year, Alliant was selected to provide **Professional Engineering Services to St. Johns County, FL**. Alliant is currently working with staff to target their specific project needs.

In 2018, Alliant was selected to provide **City Wide Engineering Services for the City of Flagler Beach, FL**. Alliant has worked with the City of Flagler Beach to be awarded 1 million dollars of grant funding to provide cast in place pipe (CIPP) lining for over seven miles of their gravity sewer infrastructure. Alliant continues to provide these services, and we will show through this proposal that we work hard to exceed expectations in everything we do.

In 2020, Alliant was selected to provide **Professional Engineering Services to the City of Atlantic Beach, FL**. Alliant worked with the Public Works Director to evaluate their existing maintenance building and provide recommendations and associated costs to the City Commission for either repair or replacement.

In 2023, Alliant was selected to provide **General Engineering Services to the Tison's Landing Community Development District and in April 2024 Ridgewood Trails Community Development District**. Alliant is thrilled to facilitate the expansion of our clients into the Community Development Districts.



GEOGRAPHIC LOCATION

Alliant's office is located on the southside of Jacksonville, Florida. Located in Duval County we are readily available to serve the needs of the OTCs Community Development

District. The office location is important during permitting and construction to ensure timely responses.

VOLUME OF WORK PREVIOUSLY AWARDED TO CONSULTANT BY DISTRICT

Alliant Engineering, Inc. has not previously performed work for the CDD.

TECHNICAL EXPERIENCE

In addition to the requested services in the RFQ, Alliant also provides the following services:

Land Planning

Land Planning begins with our ability to understand the big picture. Our goal is to be respectful stewards of our environment, achieve the highest and best use of the land and position it for the best return on the investment. Developing a client's vision for the spatial use of a site is a passion for us. We understand that planning determines the return on investment through efficient allocation of programming, presentation of features and quality circulation. We bring experience and knowledge of navigating land use codes, writing land development guidelines and creating sustaining thriving communities.

Our Land Planning services include:

- Site Feasibility Studies
- Field Investigation & Due Diligence
- Highest & Best Use Master Planning
- Park Planning
- Urban Planning
- Mixed-use Town Centers
- Waterfront Projects

Landscape Architecture

A particular fusion happens during landscape design. In every detail, from the sense of arrival to each major gathering space and the transitions between, our passion for creating unique and engaging outdoor environments brings personality to every project.

Our Landscape Architecture services include:

- Tree Preservation & Mitigation Plan Preparation
- Landscape Code Minimum Plans
- Community Garden Design
- Hardscape Design
- Swimming Pool & Water Park Design
- Night Lighting Design
- Neighborhood Amenities
- Entry Monuments
- Parks
- Neighborhood Trails
- Streetscape Design
- Water Feature Design
- Planting
- Irrigation Design

H. ADDITIONAL INFORMATION

Construction Administration



Alliant Engineering offers Construction Administration services to developers and municipalities through the construction phase of projects we design. During this phase our team will coordinate with contractors and consultants to monitor and review the progress of construction.

Construction Administration Services

- ▶ Consultant Coordination and Project Management
- ▶ Client Representation
- ▶ Submittal Package Review
- ▶ Construction Phase Permitting
- ▶ Change Order Review and Approval

Graphic Design

Representing the identity of a project is essential to many aspects, from marketing collateral to identity monument signs and wayfinding directional signage. Our graphics department excels in color artistry, marketing presentations and community sign design with the intent to ensure the best delivery of every message to its audience.

Graphic Design Services

- ▶ Project Icons & Logos
- ▶ Neighborhood Identity Signs
- ▶ Exterior Signage
- ▶ Street & Public Signage
- ▶ Wayfinding Signage
- ▶ Promotional & Marketing Products
- ▶ Perspective Renderings

Traffic

Alliant is sought-after for delivery of large scale, complex transportation projects. Our team is dedicated to improving safety and mobility for the traveling public whether on foot, a bike, a bus, or in a motor vehicle. Our experienced and diverse traffic engineering team allows us the ability to provide a wide range of services to public and private sector clients. We have the depth and staff resources to manage a deep workload and provide the best service, responsiveness, and quality product every agency deserves. These contracts span many service areas for agencies similar to the CDD.

Traffic Services

- ▶ Traffic Design
- ▶ Traffic Sign Interconnect
- ▶ ITS
- ▶ Traffic Modeling
- ▶ Traffic Impact Studies
- ▶ Intersection Corridor Network Operations
- ▶ Traffic Signal Design
- ▶ Transportation and Traffic Studies
- ▶ Traffic Signal Timing and Arterial Analysis
- ▶ Traffic Signals and Foundations
- ▶ Traffic Counting

REFERENCES

<p>Flagler Beach</p> <p>Dave Taylor</p> <p>☎ 386.986.7158</p> <p>✉ dtaylor@cityofflaglerbeach.com</p>	<p>City of Atlantic Beach</p> <p>Scott Williams</p> <p>☎ 904.247.5834</p> <p>✉ swilliams@coab.us</p>
<p>City of Palm Coast</p> <p>Stephen Flanagan</p> <p>☎ 386.986.2354</p> <p>✉ SFlanagan@palmcoastgov.com</p>	<p>City of Bloomington, MN</p> <p>Kirk Roberts</p> <p>☎ 952.563.4914</p> <p>✉ kroberts@bloomingtonmn.gov</p>

H. ADDITIONAL INFORMATION

FIRM LICENSURE AND PREQUALIFICATIONS

Alliant is licensed to perform professional engineering and landscape architecture in the State of Florida and is certified with the Florida Department of State as an S-Corporation. A copy of the firm's licenses, and key staff licenses, can be found at the end of this section as [Appendix A](#).

LEGAL REQUIREMENTS AND DISCLOSURE

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

FDOT Work Group Prequalifications

- 6.1 - Traffic Engineering Studies
- 6.2 - Traffic Signal Timing
- 6.3.1 - Intelligent Transportation Systems Analysis and Design
- 6.3.2 - Intelligent Transportation Systems Implementation
- 6.3.3 - Intelligent Transportation Traffic Engineering Systems Communications
- 7.3 – Signalization
- 8.1 - Control Surveying
- 8.2 - Design, Right of Way & Construction Surveying
- 8.4 - Right of Way Mapping

I. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

May 2, 2024

33. NAME AND TITLE

Curt Wimpée, PE/Vice President

ARCHITECT-ENGINEER QUALIFICATIONS	1. SOLICITATION NUMBER <i>(if any)</i>
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PART II - GENERAL QUALIFICATIONS


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

2a. FIRM (or Branch Office) NAME Alliant Engineering, Inc.			3. YEAR ESTABLISHED 1995	4. UNIQUE ENTITY IDENTIFIER 41-1818046
2b. STREET 10475 Fortune Pkwy Ste 101			5. OWNERSHIP	
2c. CITY Jacksonville	2d. STATE FL	2e. ZIP CODE 32256	a. TYPE Corporation	
6a. POINT OF CONTACT NAME AND TITLE Brice Nelson, PE/Project Manager			b. SMALL BUSINESS STATUS NA	
6b. TELEPHONE NUMBER (904) 723-4895		6c. EMAIL ADDRESS bnelson@alliant-inc.com		
8a. FORMER FIRM NAME(S) <i>(if any)</i>			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	18	3	E10	Environmental and Nat Res Map	4
08	CADD Technician	7	1	H07	Highways	8
12	Civil Engineer	55	9	H11	Housing	7
15	Constructor Inspector	5	0	I04	ITS	4
16	Construction Manager	1	0	L03	Landscape Architecture	6
23	Environmental Scientist	2	0	P05	Planning	5
38	Land Surveyor	13	0	S09	Structural Design	4
39	Landscape Architect	6	2	S10	Surveying	7
47	Planner	2	0	T03	Traffic and Transportation Engineering	7
57	Structural Engineer	2	0			
60	Transportation Engineer	61	1			
62	Water Resources Engineer	3	0			
TOTAL		175	16			

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>	PROFESSIONAL SERVICES REVENUE INDEX NUMBER
a. Federal Work 1	1. Less than \$100,000 6. \$2 million to less than \$5 million
b. Non-Federal Work 9	2. \$100,000 to less than \$250,000 7. \$5 million to less than \$10 million
c. Total Work 9	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 May 2, 2024
c. NAME AND TITLE Curt Wimpée, PE/Vice President	

ARCHITECT-ENGINEER QUALIFICATIONS	1. SOLICITATION NUMBER <i>(If any)</i>
--	--


PART II - GENERAL QUALIFICATIONS

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

2a. FIRM (or Branch Office) NAME Alliant Florida, Inc.			3. YEAR ESTABLISHED 2019	4. UNIQUE ENTITY IDENTIFIER 83-2802440
2b. STREET 10475 Fortune Pkwy Ste 101			5. OWNERSHIP	
2c. CITY Jacksonville			a. TYPE	
2d. STATE FL	2e. ZIP CODE 32256		b. SMALL BUSINESS STATUS	
6a. POINT OF CONTACT NAME AND TITLE Clayton Walley/Survey Manager			7. NAME OF FIRM <i>(If Block 2a is a Branch Office)</i>	
6b. TELEPHONE NUMBER (904) 900-3507		6c. EMAIL ADDRESS cwalley@alliant-inc.com		
8a. FORMER FIRM NAME(S) <i>(If any)</i>			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
08	CADD Technician	5		S10	Surveying	6
38	Land Surveyor	21				
TOTAL		26				

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

12. AUTHORIZED REPRESENTATIVE	
<i>The foregoing is a statement of facts.</i>	
a. SIGNATURE 	b. DATE May 2, 2024
c. NAME AND TITLE Curt Wimpée, PE/Vice President	

ARCHITECT-ENGINEER QUALIFICATIONS	1. SOLICITATION NUMBER <i>(if any)</i>
--	--

PART II - GENERAL QUALIFICATIONS

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


2a. FIRM (or Branch Office) NAME Meskel & Associates Engineering, PLLC			3. YEAR ESTABLISHED 2008	4. UNIQUE ENTITY IDENTIFIER DVZYP4E9Q3L8
2b. STREET 3728 Philips Hwy, Suite 208			5. OWNERSHIP	
2c. CITY Jacksonville			2d. STATE FL	2e. ZIP CODE 32207
6a. POINT OF CONTACT NAME AND TITLE Antoinette D. Meskel, P.E., President, Principal Engineer			a. TYPE S-Corporation	
6b. TELEPHONE NUMBER (904) 519-6990			b. SMALL BUSINESS STATUS WOSB, SB, DBE: NAICS 541330, 541380, 541920	
6c. EMAIL ADDRESS tina@meskelengineering.com			7. NAME OF FIRM <i>(If Block 2a is a Branch Office)</i> Meskel & Associates Engineering, PLLC	
8a. FORMER FIRM NAME(S) <i>(if any)</i>			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	C. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number <i>(see below)</i>
		(1) FIRM	(2) BRANCH			
02	Administrative	6		E02	Education Facilities; Classrooms	0.5
08	CADD Technician	1		E09	Environmental Impact Studies, Assessments or	0.5
15	Construction Inspector	5		E12	Environmental Remediation	0.5
27/55	Foundation/Geotechnical Engineer	7		E13	Environmental Testing and Analysis	0.5
30	Geologist	1		H07	Highways; Streets; Airfield Paving; Parking Lots	3
48	Project Managers	5		O01	Office Buildings; Industrial Parks	0.5
58	Technicians/Analyst	6		P12	Power Generation, Transmission, Distribution	0.5
	Engineering Intern	2		R04	Recreation Facilities (Parks, Marinas, Etc.)	1.5
	Drillers	8		S04	Sewage Collection, Treatment and Disposal	1
				S05	Soils & Geological Studies; Foundations	4
				S07	Solid Wastes; Incineration, Landfill	1
				T02	Testing & Inspection Services	3
				W02	Water Resources; Hydrology; Ground Water	1
				W03	Water Supply; Treatment and Distribution	2
TOTAL		41				

<p>11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i></p> <table style="width:100%;"> <tr> <td>a. Federal Work</td> <td style="text-align: center;">4</td> </tr> <tr> <td>b. Non-Federal Work</td> <td style="text-align: center;">7</td> </tr> <tr> <td>c. Total Work</td> <td style="text-align: center;">7</td> </tr> </table>	a. Federal Work	4	b. Non-Federal Work	7	c. Total Work	7	<p style="text-align: center;">PROFESSIONAL SERVICES REVENUE INDEX NUMBER</p> <table style="width:100%;"> <tr> <td>1. Less than \$100,000</td> <td>6. \$2 million to less than \$5 million</td> </tr> <tr> <td>2. \$100,000 to less than \$250,000</td> <td>7. \$5 million to less than \$10 million</td> </tr> <tr> <td>3. \$250,000 to less than \$500,000</td> <td>8. \$10 million to less than \$25 million</td> </tr> <tr> <td>4. \$500,000 to less than \$1 million</td> <td>9. \$25 million to less than \$50 million</td> </tr> <tr> <td>5. \$1 million to less than \$2 million</td> <td>10. \$50 million or greater</td> </tr> </table>	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
a. Federal Work	4																
b. Non-Federal Work	7																
c. Total Work	7																
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 May 2, 2024
c. NAME AND TITLE Antoinette D. Meskel, PE, President, Principal Engineer	

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II - GENERAL QUALIFICATIONS

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

2a. FIRM (or Branch Office) NAME ECS FLORIDA, LLC – Tampa			3. YEAR ESTABLISHED 2012	4. UNIQUE ENTITY IDENTIFIER MNVJKQ85HFG3
2b. STREET 4524 N. 56th Street			5. OWNERSHIP	
2c. CITY Tampa	2d. STATE FL	2e. ZIP CODE 33610	a. TYPE Limited Liability Company	
6a. POINT OF CONTACT NAME AND TITLE Rey Ruiz, PE, SI – Branch Manager			b. SMALL BUSINESS STATUS NA	
6b. TELEPHONE NUMBER (813) 302-1644			7. NAME OF FIRM (If Block 2a is a Branch Office) ECS Florida, LLC	
6c. EMAIL ADDRESS RRuiz1@ecslimited.com				
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE
**10. PROFILE OF FIRM'S EXPERIENCE
AND ANNUAL REVENUE FOR LAST 5 YEARS**

a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
2	Administrative	33	6	H11	Housing (Residential, Multi-Family, Apts, Condos)	8
6	Architect	2		H07	Highways, Streets, Airfield Paving, Parking Lots	7
8	AutoCAD	1		E09	Environmental Impact Studies, Assessments	7
	Construction Materials Manager	10	3	T02	Testing & Inspection Services	6
	Drillers	29	10	C10	Commercial Buildings (low rise), Shopping Centers	6
24	Environmental Scientist	19	4	W01	Warehouses & Depots	5
	Environmental Technician	2		S05	Soils & Geologic Studies, Foundations	4
	Field Technicians	94	17	H10	Hotels, Motels	4
30	Geologist	6	2	O01	Office Buildings, Industrial Parks	4
	Hydrogeologist			I01	Industrial Buildings, Manufacturing Plants	4
36	Industrial Hygiene			E02	Schools & Universities	4
	Lab Manager/Technician	14	4	A06	Airports, Terminals & Hangars, Freight Handling	4
	Professional Engineer	25	6	H09	Hospitals & Medical Facilities	4
48	Project Manager	59	25	P02	Petroleum and Fuel (Storage and Distribution)	3
	Soils Engineer			R04	Recreation Facilities (Parks, Marinas, etc.)	3
				D07	Dining Halls, Clubs, Restaurants	3
				E12	Environmental Remediation	3
				S13	Storm Water Handling & Facilities	3
				H06	Highrise, Air-Rights-Type Buildings	3
				W03	Water Supply, Treatment and Distribution	3
TOTAL		294	77			

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


a. Federal Work	3
b. Non-Federal Work	9
c. Total Work	9

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 May 2, 2024
c. NAME AND TITLE Rey Ruiz, PE, SI – Branch Manager	

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

PART II - GENERAL QUALIFICATIONS

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

2a. FIRM (or Branch Office) NAME ECS FLORIDA, LLC – Jacksonville			3. YEAR ESTABLISHED 2017	4. UNIQUE ENTITY IDENTIFIER MNVJKQ85HFG3
2b. STREET 11554 Davis Creek Court			5. OWNERSHIP	
2c. CITY Jacksonville			2d. STATE FL	2e. ZIP CODE 32256
6a. POINT OF CONTACT NAME AND TITLE Joey Broussard, PE – Vice President			a. TYPE Limited Liability Company	
6b. TELEPHONE NUMBER (904) 880-0960			b. SMALL BUSINESS STATUS NA	
6c. EMAIL ADDRESS JBroussard@ecslimited.com			7. NAME OF FIRM (If Block 2a is a Branch Office) ECS Florida, LLC	
8a. FORMER FIRM NAME(S) (If any) Ellis & Associates, Inc.			8b. YEAR ESTABLISHED 1988	8c. UNIQUE ENTITY IDENTIFIER 87-718-2006

9. EMPLOYEES BY DISCIPLINE
**10. PROFILE OF FIRM'S EXPERIENCE
AND ANNUAL REVENUE FOR LAST 5 YEARS**

a. Function Code	b. Discipline	C. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
2	Administrative	33	6	H11	Housing (Residential, Multi-Family, Apts, Condos)	8
6	Architect	2		H07	Highways, Streets, Airfield Paving, Parking Lots	7
8	AutoCAD	1		E09	Environmental Impact Studies, Assessments	7
	Construction Materials Manager	10	3	T02	Testing & Inspection Services	6
	Drillers	29	10	C10	Commercial Buildings (low rise), Shopping Centers	6
24	Environmental Scientist	19	4	W01	Warehouses & Depots	5
	Environmental Technician	2		S05	Soils & Geologic Studies, Foundations	4
	Field Technicians	94	17	H10	Hotels, Motels	4
30	Geologist	6	2	O01	Office Buildings, Industrial Parks	4
	Hydrogeologist			I01	Industrial Buildings, Manufacturing Plants	4
36	Industrial Hygiene			E02	Schools & Universities	4
	Lab Manager/Technician	14	4	A06	Airports, Terminals & Hangars, Freight Handling	4
	Professional Engineer	25	6	H09	Hospitals & Medical Facilities	4
48	Project Manager	59	25	P02	Petroleum and Fuel (Storage and Distribution)	3
	Soils Engineer			R04	Recreation Facilities (Parks, Marinas, etc.)	3
				D07	Dining Halls, Clubs, Restaurants	3
				E12	Environmental Remediation	3
				S13	Storm Water Handling & Facilities	3
				H06	Highrise, Air-Rights-Type Buildings	3
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TOTAL		294	77			

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


a. Federal Work	3
b. Non-Federal Work	9
c. Total Work	9

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 May 2, 2024
c. NAME AND TITLE Joey Broussard, PE – Subsidiary Regional Vice President	

APPENDIX A

Forms, Licenses, Certifications



State of Florida

Woman Business Certification

Meskel & Associates Engineering, PLLC

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

05/04/2023 to 05/04/2025



J. Todd Inman
Florida Department of Management Services



Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/osd



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

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

NELSON, BRICE ALVIN

3650 HAMPTON GLEN PL
JACKSONVILLE FL 32257

LICENSE NUMBER: PE97162

EXPIRATION DATE: FEBRUARY 28, 2025

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Melanie S. Griffin, Secretary



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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WIMPEE, CURTIS MARCEL

11410 WILDECROFT TERRACE
JACKSONVILLE FL 32223

LICENSE NUMBER: PE79764

EXPIRATION DATE: FEBRUARY 28, 2025

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BOARD OF PROFESSIONAL ENGINEERS

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SCHOFIELD, JOSEPH RYAN

10475 FORTUNE PKWY.
SUITE 101
JACKSONVILLE FL 32256

LICENSE NUMBER: PE69219

EXPIRATION DATE: FEBRUARY 28, 2025

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

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

LANDING, DAVID REED

3072 GOLDEN POND BLVD
ORANGE PARK FL 32073

LICENSE NUMBER: PE80483

EXPIRATION DATE: FEBRUARY 28, 2025

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FLORIDA BOARD OF
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DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

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

OESTMAN, ADAM VIKTOR

12844 BEAUBIEN RD
JACKSONVILLE FL 32258

LICENSE NUMBER: PE98440

EXPIRATION DATE: FEBRUARY 28, 2025

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SEVENTH ORDER OF BUSINESS

SEC. 32 TWP. 3S. RGE. 25E.
FOLIO/PARCEL ID NO.: 016429-5345
PROJECT NO.: G00000146

PREPARED BY
AND RETURN TO:

Isabel M. Morales
Real Estate Department
Peoples Gas System, Inc.
P.O. Box 2562
Tampa, FL 33601

EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that **OTC COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, and being located in the City of Jacksonville, whose address is 475 West Town Place, Suite 111, St. Augustine, Florida, 32092 (“Grantor”), in consideration of One Dollar and other valuable considerations paid to Grantor by **PEOPLES GAS SYSTEM, INC.**, a Florida corporation, P.O. Box 2562, Tampa, Florida 33601 (“Company”), receipt whereof is hereby acknowledged, has given and granted unto the Company, its successors and assigns, a perpetual easement over and the right to enter upon the land in Duval County, Florida, described as follows:

Parcel T and Parcel W as depicted in the plat of **OAKLEAF TOWN CENTER**, recorded in Plat Book 63, Pages 82 to 93 of the Public Records of Duval County, Florida.

together with the right of ingress and egress to and from the same, and all rights therein and all privileges thereon which are or may be necessary or convenient for the full use and enjoyment of such easement, which is for the purposes of placing, constructing, operating, maintaining, repairing, replacing on and removing from said land, installations described as follows:

Underground gas line and aboveground and underground necessary appurtenances thereto, including without limitation telecommunications equipment, risers, and pipeline markers (“Facilities”).

The width of the Easement (the “Easement Area”) shall be ten (10) feet lying five (5) feet on each side of the centerline of the Facilities as installed or to be constructed.

The aforesaid rights and privileges granted shall include the right and privilege to root prune or remove any and all deep rooted vegetation upon said Easement Area and upon the Grantor’s lands adjacent to said land, wherever the Company may deem it necessary or desirable to do so for the protection of said installations.

Company shall promptly repair any damage to the Easement Area, or any other property not owned by Company, caused by Company exercising its rights under this agreement, including ground cover, planting, roadways, driveways, sidewalks, and parking areas.

Grantor reserves the right to install minor landscaping, irrigation and/or fencing within the Easement parcel provided that it does not and will not directly interfere with the Company’s Facilities, does not change grade, and does not cause water impoundment. Grantor further acknowledges that under the “Underground Facility Damage Prevention and Safety Act” (ch. 556 Fla. Stat.), that Grantor is obligated to notify “Sunshine State One-Call of Florida, Inc.” of its intent to engage in excavation or demolition prior to commencing any work and that this notification system shall provide member operations an opportunity to identify and locate, if applicable, their underground Facilities prior to said excavation or demolition. In the event Grantor fails to notify as set forth above, Grantor may be held responsible for costs and expenses incurred due to damage of Company’s Facilities.

The Company agrees, at the sole expense of Grantor, to relocate its Facilities, over, under and upon subject parcel upon the request of Grantor, and the vacated portion of this easement being released and conveyed back to Grantor and the site of the relocated Facilities being conveyed and included in this easement grant as though it had been included ab initio.

Company, at its option and in its sole discretion, may remove those underground portions of the Facilities that should be removed and purge and cap any portions of abandoned Facilities to be left in place.

The Company agrees to amend the Easement Area at such time as Grantor provides to Company a survey of the natural gas facilities contemplated herein and a specific legal description of the revised easement area acceptable to the Company.

The terms "Grantor" and "Company" herein employed shall be construed to include the words "heirs, executors, administrators and assigns" and "successors and assigns" of the respective parties hereto, wherever the context so admits or requires. This Grant of Easement constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof. This Grant of Easement may not be changed, altered or modified except by an instrument in writing signed by the party against whom enforcement of such change would be sought. This Grant of Easement shall be binding upon the parties hereto and their respective successors and assigns.

Grantor warrants to Company that it is duly formed, validly existing and in good standing under the laws of its state of formation, and Grantor has all requisite right, power, and authority to enter into this Easement, Grantor owns the Easement Parcel, and no consent of any other person is required to render this Easement a valid and binding instrument.

IN WITNESS WHEREOF, the Grantor has executed this Grant of Easement this ____ day of _____, 20__.

Signed, Sealed and Delivered
in the presence of:

GRANTOR:

OTC COMMUNITY DEVELOPMENT DISTRICT, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes,

WITNESS: _____
Print Name: _____

By: _____
Name: _____
Title: _____

WITNESS: _____
Print Name: _____

(CORPORATE SEAL)

STATE OF _____
COUNTY OF _____

The forgoing instrument was acknowledged before me this _____ day of _____, 20__ by _____ as _____ of **OTC COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special purpose government established pursuant to Chapter 190, Florida Statutes, on behalf of the corporation by means of physical presence or online notarization. She/He personally appeared before me, is personally known to me or has produced _____ as identification and who did (did not) take an oath.

(SEAL)

Notary Public

Print Name
Commission Expires:

EIGHTH ORDER OF BUSINESS

C.

1.

NOTICE OF MEETINGS
OTC
COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the **OTC Community Development District** will hold their regularly scheduled public meetings for **Fiscal Year 2025** at **10:30 a.m.** at _____ on the second Wednesday of the following months, unless otherwise indicated:

February 12, 2025
May 14, 2025
July 16, 2025 (*Third Wednesday)

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meetings. Copies of the agendas for these meetings may be obtained from Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850, or by visiting the District's website, www.OTCCDD.com.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least 48 hours prior to 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 Office.

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

Jim Oliver
District Manager

2.



KILINSKI | VAN WYK

MEMORANDUM

To: Board of Supervisors; District Manager

From: Kilinski | Van Wyk PLLC

Date: June 2024

Re: Section 189.0694, *Florida Statutes* (Performance Measures and Standards Reporting)

The purpose of this memorandum is to provide you with additional information regarding new performance measures and standards reporting requirements for special districts. This new requirement was enacted during Florida's 2024 Legislative Session and was originally reported in our legislative newsletters. It has been codified as Section 189.0694, *Florida Statutes*, effective July 1, 2024.

What is required?

The new statute requires special districts (including community development districts) to establish goals and objectives for its programs and activities and performance measures and standards to determine if its goals and objectives have been achieved. The goals, objectives, and performance measures and standards must be established by **October 1, 2024**, or by the end of the first full fiscal year after a District's creation, whichever is later.

The new statute also requires annual reporting each **December 1** (beginning December 1, 2025) on whether the goals and objectives were achieved, which goals or objectives were not achieved, and what measures were used to make the determination.

Are there any mandated goals, objectives, or performance measures/standards?

No. The new statute allows a great deal of flexibility for special districts to adopt the goals, objectives, and performance measures and standards that fit their needs. It is likely that many special districts with similar activities and programs may adopt similar measures, but special districts may also add specialized measures if they wish. Attached is a potential starting point for development of these goals, objectives and performance measures/standards in **Attachment A**. If you have questions about the new legal requirements, please consult your Kilinski | Van Wyk attorney.

Text of the Bill: 189.0694 Special districts; performance measures and standards.

(1) Beginning October 1, 2024, or by the end of the first full fiscal year after its creation, whichever is later, each special district must establish goals and objectives for each program and activity undertaken by the district, as well as performance measures and standards to determine if the district's goals and objectives are being achieved.

(2) By December 1 of each year thereafter, each special district must publish an annual report on the district's website describing:

(a) The goals and objectives achieved by the district, as well as the performance measures and standards used by the district to make this determination.

(b) Any goals or objectives the district failed to achieve.

Exhibit A:

Goals, Objectives and Annual Reporting Form

District
Performance Measures/Standards & Annual Reporting Form
October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold regular Board of Supervisor meetings to conduct CDD-related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of two board meetings were held during the Fiscal Year or more as may be necessary or required by local ordinance and establishment requirements.

Achieved: Yes No

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of each meeting at least seven days in advance, as specified in Section 190.007(1), using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised with 7 days' notice per statute by at least two methods (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes No

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly CDD website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management.

Achieved: Yes No

2. Infrastructure and Facilities Maintenance

Goal 2.1: Engineer or Field Management Site Inspections

Objective: Engineer or Field Manager will conduct inspections to ensure safety and proper functioning of the District's infrastructure.

Measurement: Field Manager and/or District Engineer visits were successfully completed per agreement as evidenced by Field Manager and/or District Engineer's reports, notes or other record keeping method.

Standard: 100% of site visits were successfully completed as described within the applicable services agreement

Achieved: Yes No

Goal 2.2: District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

Measurement: A minimum of one inspection completed per year as evidenced by District Engineer's report related to district's infrastructure and related systems.

Standard: Minimum of one inspection was completed in the Fiscal Year by the District's Engineer.

Achieved: Yes No

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and adopt the final budget by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes No

Goal 3.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

Standard: CDD website contains 100% of the following information: Most recent annual audit, most recently adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes No

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD’s website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes No

Chair/Vice Chair: _____

Date: _____

Print Name: _____

_____ District

District Manager: _____

Date: _____

Print Name: _____

_____ District

TENTH ORDER OF BUSINESS

A.

OTC
Community Development District

Unaudited Financial Reporting
June 30, 2024



OTC
Community Development District
Combined Balance Sheet
June 30, 2024

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Reserve Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
Cash:				
Operating Account	\$ 119,956	\$ -	\$ -	\$ 119,956
Due from General Fund	-	12,719	-	12,719
Investments:				
State Board of Administration (SBA)	-	-	17,663	17,663
Series 2019				
Reserve	-	54,936	-	54,936
Interest	-	365	-	365
Revenue	-	179,834	-	179,834
Sinking	-	863	-	863
Cost of Issuance	-	3	-	3
Total Assets	\$ 119,956	\$ 248,720	\$ 17,663	\$ 386,339
Liabilities:				
Due to Debt Service	\$ 12,719	\$ -	\$ -	\$ 12,719
Total Liabilities	\$ 12,719	\$ -	\$ -	\$ 12,719
Fund Balance:				
Restricted for:				
Debt Service - Series	\$ -	\$ 248,720	\$ -	\$ 248,720
Assigned for:				
Capital Reserves	-	-	17,663	17,663
Unassigned	107,236	-	-	107,236
Total Fund Balances	\$ 107,236	\$ 248,720	\$ 17,663	\$ 373,619
Total Liabilities & Fund Balance	\$ 119,956	\$ 248,720	\$ 17,663	\$ 386,339

OTC
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2024

	Adopted Budget	Prorated Budget Thru 06/30/24	Actual Thru 06/30/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 74,525	\$ 74,525	\$ 74,730	\$ 205
Total Revenues	\$ 74,525	\$ 74,525	\$ 74,730	\$ 205
Expenditures:				
<i>General & Administrative:</i>				
Supervisors	\$ 1,800	\$ 1,350	\$ 400	\$ 950
FICA Expense	138	103	31	73
Engineering Fees	2,000	1,500	-	1,500
Attorney Fees	7,500	5,625	3,741	1,885
Arbitrage	600	450	-	450
Annual Audit	3,700	3,700	3,600	100
Assessment Roll	5,300	5,300	5,300	-
Trustee Fees	3,750	3,750	3,750	-
Management Fees - GMS	38,955	29,216	29,216	-
Information Technology	2,131	1,598	1,598	(0)
Website Maintenance	1,049	787	787	-
Telephone	25	19	13	5
Postage	200	150	112	38
Printing & Binding	300	225	81	144
Insurance	7,960	7,960	7,526	434
Travel	250	188	-	188
Legal Advertising	2,000	1,500	1,425	75
Other Current Charges	500	375	150	225
Office Supplies	100	75	1	74
Dues, Licenses, Subscriptions	175	175	175	-
Total General & Administrative	\$ 78,433	\$ 64,046	\$ 57,905	\$ 6,141
<i>Operations & Maintenance</i>				
Stormwater Maintenance	\$ 2,448	\$ 1,836	\$ -	\$ 1,836
Total Operations & Maintenance	\$ 2,448	\$ 1,836	\$ -	\$ 1,836
Total Expenditures	\$ 80,881	\$ 65,882	\$ 57,905	\$ 7,977
Excess (Deficiency) of Revenues over Expenditures	\$ (6,356)	\$ 8,643	\$ 16,825	\$ 8,181
Net Change in Fund Balance	\$ (6,356)	\$ 8,643	\$ 16,825	\$ 8,181
Fund Balance - Beginning	\$ 6,356		\$ 90,412	
Fund Balance - Ending	\$ -		\$ 107,236	

OTC
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ -	\$ 20,761	\$ 51,738	\$ 483	\$ -	\$ -	\$ 1,131	\$ 616	\$ -	\$ -	\$ -	\$ -	\$ 74,730
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	\$ -	\$ 20,761	\$ 51,738	\$ 483	\$ -	\$ -	\$ 1,131	\$ 616	\$ -	\$ -	\$ -	\$ -	\$ 74,730
Expenditures:													
General & Administrative:													
Supervisors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ 400
FICA Expense	-	-	-	-	-	-	-	31	-	-	-	-	31
Engineering Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
Attorney Fees	363	107	-	126	1,419	107	593	1,027	-	-	-	-	3,741
Arbitrage	-	-	-	-	-	-	-	-	-	-	-	-	-
Annual Audit	-	-	-	-	-	3,600	-	-	-	-	-	-	3,600
Assessment Roll	5,300	-	-	-	-	-	-	-	-	-	-	-	5,300
Trustee Fees	-	-	-	-	-	-	-	3,750	-	-	-	-	3,750
Management Fees - GMS	3,246	3,246	3,246	3,246	3,246	3,246	3,246	3,246	3,246	-	-	-	29,216
Information Technology	178	178	178	178	178	178	178	178	178	-	-	-	1,598
Website Maintenance	87	87	87	87	87	87	87	87	87	-	-	-	787
Telephone	-	-	-	2	-	-	12	-	-	-	-	-	13
Postage	2	1	1	1	21	2	22	24	39	-	-	-	112
Printing & Binding	2	4	2	1	5	36	1	2	30	-	-	-	81
Insurance	7,526	-	-	-	-	-	-	-	-	-	-	-	7,526
Travel	-	-	-	-	-	-	-	-	-	-	-	-	-
Legal Advertising	299	-	-	-	-	-	215	100	812	-	-	-	1,425
Other Current Charges	150	-	-	-	-	-	-	-	-	-	-	-	150
Office Supplies	0	0	0	0	-	0	0	0	0	-	-	-	1
Dues, Licenses, Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 17,327	\$ 3,622	\$ 3,514	\$ 3,640	\$ 4,956	\$ 7,256	\$ 4,353	\$ 8,845	\$ 4,392	\$ -	\$ -	\$ -	\$ 57,905
Operations & Maintenance													
Stormwater Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operations & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 17,327	\$ 3,622	\$ 3,514	\$ 3,640	\$ 4,956	\$ 7,256	\$ 4,353	\$ 8,845	\$ 4,392	\$ -	\$ -	\$ -	\$ 57,905
Excess (Deficiency) of Revenues over Expenditures	\$ (17,327)	\$ 17,139	\$ 48,225	\$ (3,157)	\$ (4,956)	\$ (7,256)	\$ (3,222)	\$ (8,229)	\$ (4,392)	\$ -	\$ -	\$ -	\$ 16,825
Net Change in Fund Balance	\$ (17,327)	\$ 17,139	\$ 48,225	\$ (3,157)	\$ (4,956)	\$ (7,256)	\$ (3,222)	\$ (8,229)	\$ (4,392)	\$ -	\$ -	\$ -	\$ 16,825

OTC
Community Development District
Debt Service Fund Series 2022
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2024

	Adopted Budget	Prorated Budget Thru 06/30/24	Actual Thru 06/30/24	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 544,575	\$ 544,575	\$ 543,979	\$ (596)
Interest Income	2,500	2,500	13,293	10,793
Total Revenues	\$ 547,075	\$ 547,075	\$ 557,272	\$ 10,197
Expenditures:				
Interest - 11/1	\$ 127,288	\$ 127,288	\$ 127,288	\$ -
Interest - 5/1	127,288	127,288	127,288	-
Principal - 5/1	290,000	290,000	290,000	-
Total Expenditures	\$ 544,575	\$ 544,575	\$ 544,575	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 2,500	\$ 2,500	\$ 12,697	\$ 10,197
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 2,500	\$ 2,500	\$ 12,697	\$ 10,197
Fund Balance - Beginning	\$ 179,282		\$ 236,023	
Fund Balance - Ending	\$ 181,782		\$ 248,720	

OTC
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending June 30, 2024

	Amended Budget	Prorated Budget Thru 06/30/24	Actual Thru 06/30/24	Variance
Revenues				
Interest	\$ 2,000	\$ 1,500	\$ 720	\$ (780)
Total Revenues	\$ 2,000	\$ 1,500	\$ 720	\$ (780)
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -
Excess (Deficiency) of Revenues over Expenditures	\$ 2,000		\$ 720	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 2,000		\$ 720	
Fund Balance - Beginning	\$ 16,943		\$ 16,943	
Fund Balance - Ending	\$ 18,943		\$ 17,663	

OTC
Community Development District
Long Term Debt Report

Series 2022, Special Assessment Revenue and Refunding Bonds		
Interest Rate:	4.25%	
Maturity Date:	5/1/2038	
Reserve Fund Definition	25% Max Annual Debt	
Reserve Fund Requirement	\$ 54,936	
Reserve Fund Balance	54,936	
Bonds outstanding - 7/18/2022		\$ 6,270,000
Mandatory Principal- 5/1/2023		(280,000)
Mandatory Principal- 5/1/2024		(290,000)
Current Bonds Outstanding		\$ 5,700,000

B.

**OTC COMMUNITY DEVELOPMENT DISTRICT
SUMMARY OF FY2024 ASSESSMENT RECEIPTS**

TOTAL TAX ROLL	# UNITS ASSESSED	DEBT ASSESSED	O&M ASSESSED	TOTAL ASSESSED
NET REVENUE TAX ROLL	780,000	542,487.51	74,524.99	617,012.50

SUMMARY TAX ROLL COLLECTIONS				
DUVAL COUNTY DISTRIBUTION	DATE RECEIVED	SERIES 2022 DEBT RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/03/23	-	-	-
2	11/14/23	-	-	-
3	11/21/23	4,064.37	558.35	4,622.72
4	11/28/23	128,583.02	17,664.28	146,247.30
5	11/30/23	18,476.97	2,538.30	21,015.27
6	12/06/23	101,722.68	13,974.30	115,696.98
7	12/14/23	274,893.64	37,763.91	312,657.55
8	12/22/23	-	-	-
9	01/09/24	3,519.03	483.43	4,002.46
10	01/19/24	-	-	-
11	02/05/24	-	-	-
12	02/20/24	-	-	-
13	03/06/24	-	-	-
14	03/20/24	-	-	-
15	04/05/24	3,265.08	448.54	3,713.62
16	04/18/24	4,970.18	682.78	5,652.96
17	05/03/24	-	-	-
18	05/24/24	4,484.03	616.00	5,100.03
19	06/08/24	-	-	-
TAX CERTIFICATES	06/24/24	-	-	-
TOTAL COUNTY DISTRIB.		543,979.00	74,729.89	618,708.89

BALANCE DUE		(1,491.49)	(204.90)	(1,696.39)
--------------------	--	-------------------	-----------------	-------------------

% COLLECTED				100.3%
--------------------	--	--	--	---------------

C.

OTC
Community Development District

Check Run Summary

from 5/1/2024 thru 6/30/2024

Fund	Date	Check Numbers	Amount
General Fund			
Payroll <i>Wells Fargo Bank</i>	5/15/24	50044-50045	\$ 369.40
		Subtotal	<u>\$ 369.40</u>
Accounts Payable <i>Valley National Bank</i>			
	5/7/24	23-24	\$ 3,637.52
	5/14/24	25	592.50
	6/12/24	26	3,580.19
	6/19/24	27-28	4,777.00
	6/25/24	29	812.00
		Subtotal	<u>\$ 13,399.21</u>
Total			\$ 13,768.61

PR300R

PAYROLL CHECK REGISTER

RUN 5/15/24 PAGE 1

CHECK #	EMP #	EMPLOYEE NAME	CHECK AMOUNT	CHECK DATE
50044	1	ROCKWELL A. MORRIS	184.70	5/15/2024
50045	2	ROSE S. BOCK	184.70	5/15/2024
TOTAL FOR REGISTER			369.40	

OTC OAKLEAF

DLAUGHLIN

Attendance Sheet

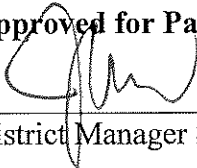
District Name: OTC CDD

Board Meeting Date: May 14, 2024 Meeting

	Name	In Attendance	Fee
1	Michelle Piece <i>Chairperson</i>	✓	No
2	Rose Bock <i>Vice Chairman</i>	✓	YES - \$200
3	Rocky Morris <i>Assistant Secretary</i>	✓	YES - \$200
4	Kurt von der Osten <i>Assistant Secretary</i>		YES - \$200
5	VACANT		

The Supervisors present at the above-referenced meeting should be compensated accordingly.

Approved for Payment:



District Manager Signature

5/14/2024

Date

PLEASE RETURN COMPLETED FORM TO DANIEL LAUGHLIN

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
5/07/24	00002	5/01/24	238	202405	310-51300-35100		MAY WEBSITE ADMIN.	*	87.42		
5/01/24		238		202405	310-51300-34000		MAY MANAGEMENT FEES	*	3,246.25		
5/01/24		238		202405	310-51300-35100		MAY INFORMATION TECH.	*	177.58		
5/01/24		238		202405	310-51300-51000		OFFICE SUPPLIES	*	.06		
5/01/24		238		202405	310-51300-42000		POSTAGE	*	24.23		
5/01/24		238		202405	310-51300-42500		COPIES	*	2.10		
GOVERNMENTAL MANAGEMENT SERVICES										3,537.64	000023
5/07/24	00010	5/02/24	24-02844	202405	310-51300-48000		NOTICE OF MEETING 5/14	*	99.88		
JACKSONVILLE DAILY RECORD										99.88	000024
5/14/24	00031	5/11/24	9358	202404	310-51300-31500		APR GENERAL COUNSEL	*	592.50		
KILINSKI VAN WYK PLLC										592.50	000025
6/12/24	00002	6/01/24	239	202406	310-51300-35100		JUN WEBSITE ADMIN.	*	87.42		
6/01/24		239		202406	310-51300-34000		JUN MANAGEMENT FEES	*	3,246.25		
6/01/24		239		202406	310-51300-35100		JUN INFORMATION TECH.	*	177.58		
6/01/24		239		202406	310-51300-51000		OFFICE SUPPLIES	*	.15		
6/01/24		239		202406	310-51300-42000		POSTAGE	*	39.24		
6/01/24		239		202406	310-51300-42500		COPIES	*	29.55		
GOVERNMENTAL MANAGEMENT SERVICES										3,580.19	000026
6/19/24	00031	6/16/24	9632	202405	310-51300-31500		MAY GENERAL COUNSEL	*	1,027.00		
KILINSKI VAN WYK PLLC										1,027.00	000027
6/19/24	00012	5/20/24	116871	202406	310-51300-32300		FY24 TRUSTEE FEES	*	3,750.00		
REGIONS BANK										3,750.00	000028
6/25/24	00010	6/20/24	24-03910	202406	310-51300-48000		NOTICE OF MEETING 7/16/24	*	812.00		
JACKSONVILLE DAILY RECORD										812.00	000029
TOTAL FOR BANK B									13,399.21		
OTC OAKLEAF OKUZMUK											

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER							13,399.21	

OTC OAKLEAF OKUZMUK

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 238
Invoice Date: 5/1/24
Due Date: 5/1/24
Case:
P.O. Number:

Bill To:

OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Website Administration - May 2024		87.42	87.42
Management Fees - May 2024		3,246.25	3,246.25
Information Technology - May 2024		177.58	177.58
Office Supplies		0.06	0.06
Postage		24.23	24.23
Copies		2.10	2.10
Total			\$3,537.64
Payments/Credits			\$0.00
Balance Due			\$3,537.64

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

May 2, 2024

Date

Attn: Courtney Hogge
GMS, LLC
475 West Town Place, Ste 114
Saint Augustine FL 32092

Serial #	24-02844D	PO/File #		\$99.88
				Payment Due
	Notice of Regular Meeting of the Board of Supervisors			
				\$99.88
	OTC Community Development District			Publication Fee
Case Number				Amount Paid
Publication Dates	5/2			
County	Duval			

*Payment is due before
the Proof of Publication
is released.*

Payment Due Upon Receipt
For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being
mailed, please reference
Serial # 24-02844D on your
check or remittance advice.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter.
Please remit any payment due upon receipt of this invoice.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

**NOTICE OF REGULAR
MEETING OF THE BOARD
OF SUPERVISORS OF THE
OTC COMMUNITY
DEVELOPMENT DISTRICT**

Notice is hereby given that a regular meeting of the Board of Supervisors of the OTC Community Development District ("District") is scheduled for Tuesday, May 14, 2024 at 10:00 a.m. at the offices of Riverside Management Services, Inc., 9655 Florida Mining Boulevard West, Building 300, Suite 305, Jacksonville, Florida 32257 to approve the fiscal year 2025 budget and consider any other business that may properly come before the Board.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the office of the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 940-5850, or on the District's website, www.otccdd.com. The meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. 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.

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

James Oliver

District Manager

May 2 _____ 00 (24-02844D)



KILINSKI | VAN WYK

Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

OTC CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092

INVOICE

Invoice # 9358
Date: 05/11/2024
Due On: 06/10/2024

OTC CDD - 01 GENERAL COUNSEL/MONTHLY MEETING

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	CL	04/03/2024	Review bond documents; draft amended and restated notice of public financing; transmit for execution	1.70	\$265.00	\$450.50
Service	JK	04/03/2024	Review disclosure of public financing and record same	0.40	\$355.00	\$142.00
Total						\$592.50

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
9358	06/10/2024	\$592.50	\$0.00	\$592.50
Outstanding Balance				\$592.50
Total Amount Outstanding				\$592.50

Please make all amounts payable to: Kilinski | Van Wyk PLLC

Please pay within 30 days.

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 239
Invoice Date: 6/1/24
Due Date: 6/1/24
Case:
P.O. Number:

Bill To:
OTC CDD
475 West Town Place
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Website Administration - June 2024		87.42	87.42
Management Fees -June 2024		3,246.25	3,246.25
Information Technology - June 2024		177.58	177.58
Office Supplies		0.15	0.15
Postage		39.24	39.24
Copies		29.55	29.55
Total			\$3,580.19
Payments/Credits			\$0.00
Balance Due			\$3,580.19



KILINSKI | VAN WYK

Kilinski | Van Wyk PLLC

P.O. Box 6386
Tallahassee, Florida 32314

OTC CDD
475 West Town Place Suite 114
St. Augustine, Florida 32092

INVOICE

Invoice # 9632
Date: 06/16/2024
Due On: 07/16/2024

OTC CDD - 01 GENERAL COUNSEL/MONTHLY MEETING

Type	Attorney	Date	Notes	Quantity	Rate	Total
Service	JK	05/14/2024	Prepare for and attend Board meeting	0.80	\$355.00	\$284.00
Service	CL	05/15/2024	Email Board of Supervisors regarding updated ethics training and Form 1 reporting requirements; Draft mailed and published notices and assessment resolution.	0.60	\$265.00	\$159.00
Service	JK	05/19/2024	Prepare updates to client files and confer with District Manager re: status of various CDD items.	0.10	\$355.00	\$35.50
Service	CL	05/22/2024	Draft budget approval and assessment declaration resolution.	0.20	\$265.00	\$53.00
Service	CL	05/23/2024	Draft budget approval and assessment declaration resolution.	1.20	\$265.00	\$318.00
Service	JK	05/23/2024	Review/edit mailed and published notices and transmit same for budget/assessments	0.50	\$355.00	\$177.50
					Total	\$1,027.00

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
----------------	--------	------------	-------------------	-------------

9632	07/16/2024	\$1,027.00	\$0.00	\$1,027.00
			Outstanding Balance	\$1,027.00
			Total Amount Outstanding	\$1,027.00

Please make all amounts payable to: Kiliński | Van Wyk PLLC

Please pay within 30 days.



Invoice # 116871

BI # 13357

05/20/2024

OTC COMMUNITY DEVELOPMENT DISTRICT
C/O GMSOFL
475 WEST TOWN PLACE, SUITE 114
ST. AUGUSTINE FL 32092

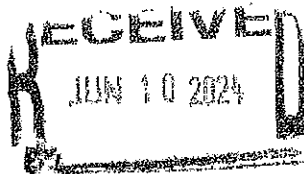
OTC COMMUNITY DEVELOPMENT DISTRICT
(CITY OF JACKSONVILLE)
SPECIAL ASSESSMENT REVENUE AND REFUNDING
BONDS SERIES 2022

Please remit the following for Trustee, Paying Agent, Registrar, Custodial or Escrow Agent Fee.

Due Date 08/01/2024

ANNUAL FEE

\$3,750.00



Total Due: \$3,750.00

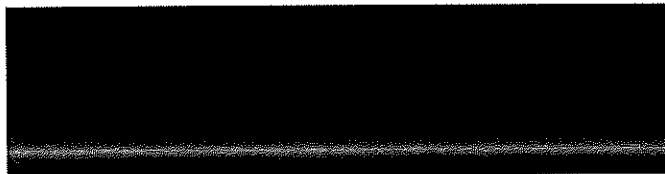
Detach and remit with payment to the address below. If paying by wire, please remit to the following instructions.

Thank you for choosing Regions Bank

13357

Due Date 08/01/2024

Amount Due \$3,750.00



Reference Invoice # 116871

Please contact your administrator with any questions or concerns.

JANET RICARDO

904-565-7973

Jacksonville Daily Record

A Division of
DAILY RECORD & OBSERVER, LLC

P.O. Box 1769
Jacksonville, FL 32201
(904) 356-2466

INVOICE

June 20, 2024

Date

Attn: Courtney Hogge
GMS, LLC
475 West Town Place, Ste 114
Saint Augustine FL 32092

Serial #	24-03910D	PO/File #		\$812.00
				Payment Due
	Notice of Public Hearing, etc.; And Notice of Regular Board of Supervisors' Meeting			
	OTC Community Development District			\$812.00
				Publication Fee
Case Number				Amount Paid
Publication Dates	6/20,27			
County	Duval			

*Payment is due before
the Proof of Publication
is released.*

Payment Due Upon Receipt
For your convenience, you
may remit payment online at
[www.jaxdailyrecord.com/
send-payment](http://www.jaxdailyrecord.com/send-payment).

If your payment is being
mailed, please reference
Serial # 24-03910D on your
check or remittance advice.

Your notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Terms: Net 30 days from date of invoice. Past due items will accrue a finance charge of 1.5% per month thereafter.
Please remit any payment due upon receipt of this invoice.

Preliminary Proof Of Legal Notice
(This is not a proof of publication.)

Please read copy of this advertisement and advise us of any necessary corrections before further publications.

OTC COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR 2025 BUDGET; NOTICE OF PUBLIC HEARING TO CONSIDER THE IMPOSITION OF OPERATIONS AND MAINTENANCE SPECIAL ASSESSMENTS, ADOPTION OF AN ASSESSMENT ROLL, AND THE LEVY, COLLECTION, AND ENFORCEMENT OF THE SAME; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

Upcoming Public Hearings, and Regular Meeting
 The Board of Supervisors ("Board") for the OTC Community Development District ("District") will hold the following two public hearings and a regular meeting:

DATE:	July 16, 2024
TIME:	10:30 a.m.
LOCATION:	Riverside Management Services, Inc., 9555 Florida Mining Boulevard, Building 300, Suite 305, Jacksonville, Florida 32257

The first public hearing is being held pursuant to Chapter 190, Florida Statutes, to receive public comment and objections on the District's proposed budget ("Proposed Budget") for the fiscal year beginning October 1, 2024, and ending September 30, 2025 ("Fiscal Year 2025"). The second public hearing is being held pursuant to Chapters 190 and 197, Florida Statutes, to consider the imposition of operations and maintenance special assessments ("O&M Assessments") upon the lands located within the District, to fund the Proposed Budget for Fiscal Year 2025; to consider the adoption of an assessment roll; and, to provide for the levy, collection, and enforcement of assessments. At the conclusion of the hearings, the Board will, by resolution, adopt a budget and levy O&M Assessments as finally approved by the Board. A Board meeting of the District will also be held where the Board may consider any other District business.

Description of Assessments

The District imposes O&M Assessments on benefitted property within the District for the purpose of funding the District's general administrative, operations, and maintenance budget. A geographic depiction of the property potentially subject to the proposed O&M Assessments is identified in the map attached hereto. The table below shows the schedule of the proposed O&M Assessments, which are subject to change at the hearing:

Land Use	Total # of Units	Proposed O&M Assessment Per Square Foot (including collection costs / early payment discounts)
Retail	780,000	\$0.1165

The proposed O&M Assessments as stated include collection costs and/or early payment discounts, which Duval County ("County") may impose on assessments that are collected on the County tax bill. Moreover, pursuant to Section 197.3632(4), Florida Statutes, the lien amount shall serve as the "maximum rate" authorized by law for O&M Assessments, such that no assessment hearing shall be held, or notice provided in future years unless the assessments are proposed to be increased or another criterion within Section 197.3632(4), Florida Statutes, is met. Note that the O&M Assessments do not include any debt service assessments previously levied by the District that are due to be collected for Fiscal Year 2025.

For Fiscal Year 2025, the District intends to have the County tax collector collect the assessments imposed on certain developed property. It is important to pay your assessment because failure to pay will cause a tax certificate to be issued against the property which may result in loss of title, or for direct billed assessments, may result in a foreclosure action, which also may result in a loss of title. The District's decision to collect assessments on the tax roll or by direct billing does not preclude the District from later electing to collect those or other assessments in a different manner at a future time.

Additional Provisions

The public hearings and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. A copy of the Proposed Budget, proposed assessment roll, and the agenda for the hearings and meeting may be obtained at the offices of the District Manager, Governmental Management Services LLC, located at 475 West Town Place, Suite 114 St. Augustine, FL 32092. Ph: (904) 940-9850 x409 ("District Manager's Office"), during normal business hours. The public hearings and meeting may be continued to a date, time, and place to be specified on the record at the hearings or meeting. There may be occasions when staff or board members may participate by speaker telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Manager's Office at least three business days prior to the meeting. 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.

Please note that all affected property owners have the right to appear at the public hearings and meeting and may also file written objections with the District Manager's Office within twenty days of publication of this notice. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearings or meeting is advised that 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.

District Manager

